Agenda
updated 10.3.2025

October 7, 2025
School Board of Manatee County
Regular Board Meeting - 10:00 AM
Walter Miller School Support Center
Board Room

Times Indicated are Approximate

1. CALL TO ORDER

2. READING OF THE DISTRICT'S VISION - Vice-Chair Spray

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF THE AGENDA

1. Approval of the Agenda Amendments - added after publishing

6. APPROVAL OF MINUTES

1. Approval of the Minutes of the August 26, 2025 School Board Meeting, August 29, 2025 School Board Workshop, September 9, 2025 Final Budget Meeting, September 9, 2025 Regular Meeting and Swearing in the New Superintendent, September 16, 2025, School Board Workshop, and September 16, 2025 Meeting and Meeting of the Leasing Corporation

7. STUDENT CELEBRATIONS

1. Hispanic Heritage Month

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. Audit Committee Quarterly Report to the School Board
2. Purvis Gray Presentation of the School Internal Accounts Audit Report
3. 2025-2026 FAST Progress Monitoring 1 (PM1) Assessment Results - updated 10.3.2025

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) - updated 10/3/2025
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 of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund)
5. Approval to Submit Pre-Apprenticeship Standards Allowing the School District of Manatee County to Become a Registered Agency for Pre-Apprenticeship Programs (No Financial Impact)
6. Approval to Accept and Expend 2025-26 Florida Appropriation for Aviation Maintenance Technician School at Sarasota-Bradenton International Airport (SRQ) in the Amount of $1,000,000.00 (Incoming Grant Funds)
7. Approval to Amend the Previously Accepted Student Driver Education Program Grant, and Approve the Interlocal Agreement with Manatee County Government from the amount of $180,708.00 to the Amount of $168,539.00 (Incoming State Grant Funds)
8. Approval to Apply, Accept and Expend the Title III Immigrant Children and Youth Grant for the 2025-2026 School Year in the amount of $162,782.00 (Incoming Federal Grant Funds)
9. Approval to Apply, Accept, and Expend Tribal State Match Grant (Federal E-Rate Program) in the Amount of $308,517.62 (Incoming Grant Funds)

10. Approval to Apply, Accept and Expend the 2025-26 Perkins V Career and Technical Education Equipment Upgrade and Modernization Grant in the Amount of $126,285.00 (Incoming Grant Funds)
11. Approval of Amendment #1 to the National Farmworker Jobs Program (NFJP) Grant for 2025-2026 School Year, Reflecting Revised Recruitment Goals as Requested by the Farmworker Career Development Program State Office (No Financial Impact)
12. Approval to Apply, Accept and Expend the Allocation of the 2025-2026 Multiagency Network for Students with Emotional or Behavioral Disabilities (SEDNET) Grant Fund, in the Amount of $117,761.00 (Incoming State Grant Funds)
13. Approval of the New Agreement Between the School District of Manatee County and Sun RX LLC d/b/a Sunrise Pharmacy for Clinical Experience for Manatee Technical College (MTC) Pharmacy Technician Students for the 2025-2028 School Years (No Financial Impact)
14. Approval to Purchase Cambridge AICE Program Registration, Program Materials, and Assessments, SDMC No. 26-0077-BS, Estimated in the Amount of $700,000.00 (AICE Funding)
15. Approval to Purchase Theater Stage Lighting and Controls, SDMC No. 26-0051-MR, Estimated in the Amount of $600,000.00 (Capital Funds)
16. Approval of Sole Source to Purchase Floor Resurfacing Materials Dex-O-Tex and Related Services, SDMC No. 26-0055-MR, Estimated in the Amount of $200,000.00 (Local Capital Improvements)
17. Approval of Elementary School in Artisan Lakes, Permanent Florida Power and Light Utility Easement 10 ' (No Financial Impact)
18. Approval to Advertise a Request for Qualifications (RFQ) for Architect and Engineering (AE) Services and Construction Management (CM) at Risk Services for Moody Elementary Campus Renovations (Capital Funds)
19. Approval of Parrish Community High School Football Field Synthetic Turf Upgrades, Substantial Completion, Agreement Between Owner and P.J. Hayes, Inc., dba Tandem Construction (No Financial Impact)
20. Approval of Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion and Certificate of Completion, Buildings 2, 5, 6, 7, and 8 (No Financial Impact)
21. Approval of Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion and Certificate of Occupancy, Building 1 (No Financial Impact)
22. Approval of Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion, Sitework (No Financial Impact)
23. Approval of Oneco Elementary School, Addition and Renovation, Substantial Completion and Certificate of Occupancy, Building 1 (No Financial Impact)
24. Approval of Oneco Elementary School - Addition and Renovation, Substantial Completion and Certificate of Completion, Building 6 (No Financial Impact)
25. Approval of Haile Middle School, Classroom Addition and Renovation, Substantial Completion and Certificate of Completion, Buildings 3 & 7 (No Financial Impact)
26. Approval of Miller and Lincoln Administrative Office Enhancements, Agreement Between Owner and Tandem Construction, Pre-Construction in the Amount of $4,550.00 (Capital Funds and Grant Funds)

27. Approval of Lake Manatee K-8 Agreement Between Owner and NDC Construction Company, Amendment 3 Guaranteed Maximum Price, in the Amount of $14,510,530.39 for a Total Guaranteed Maximum Price of $123,109,281.00 (Capital Funds)

28. Approval of the 2025-2026 Florida Safe School Assessment Tool (FSSAT) District Report (No Financial Impact)

29. Approval of the Memorandum of Understanding Between The Willie Taggart Family Foundation, Inc. and the School Board of Manatee County (No Financial Impact)

30. Approval for the Manatee High School Chorus and Orchestra Students to Attend and Perform in the Southern Star Music Festival in Atlanta, Georgia on April 22-26, 2026 (School Internal Accounts)

31. Approval for the Bayshore High School AVID (Advancement Via Individual Determination) Students to Visit Florida State University, Florida A & M University, Valdosta State University, Albany State University, and Fort Valley State University on February 16-20, 2026 (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 Advertising a Notice of Intent to Amend School Board Policies and Setting a Public Hearing at the Board Meeting on December 2, 2025 (General Fund)

2. Approval of the District's School Internal Accounts Audit Report as of and for the Year Ended June 30, 2025 (No Financial Impact)

3. Approval of Use of the Duval County Public Schools Contract No. 08-24/DB for Substitute Teaching Employment Services, SDMC 26-0070-TG, Estimated in the Amount of $5,225,000.00 Annually (Multiple Funding Sources) - moved to New Business Non-Consent 10/3/2025

14. OLD BUSINESS (No Superintendent Recommendation)

1. Approval of Travel Expense Associated with the School Board Member Choate and Spray's attendance at the 2025 Designation of Senator Jim Boyd as President of the Senate, located in Tallahassee, Florida, Not to Exceed $1700.00 (General Fund)

15. NEW BUSINESS (NO SUPERINTENDENT RECOMMENDATION)

1. Approval of Proposed Revisions to the New Audit Committee Charter

2. Approval of the 2026 School Board of Manatee County Legislative Priorities

16. INFORMATION ONLY (No Board Action Required)

17. CONTINUED PUBLIC COMMENT (IF NECESSARY)

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

19. SUPERINTENDENT REMARKS

20. BOARD COMMENTS

21. ADJOURNMENT

AGENDA ITEM NO. 5.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

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

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

Agenda amended Friday October 3, 2025, to **add** attachment *10-7-2025 School Board PM1 Data Review* **to** Reports and Presentation item *2025-2026 FAST Progress Monitoring 1 (PM1) Assessment Results*.

Agenda amended Friday October 3, 2025, to **move** Consent item *Approval of Use of the Duval County Public Schools Contract No. 08-24/DB for Substitute Teaching Employment Services, SDMC 26-0070-TG, Estimated in the Amount of $5,225,000.00 Annually (Multiple Funding Sources)* **to** New Business (Non-Consent).

Agenda amended Friday October 3, 2025 to **update** Consent item *Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact).*

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

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

Recommendation
The Superintendent recommends the approval of the agenda amendments.

Financial Impact
No financial Impact

Contact
Submitting Department: School Board

AGENDA ITEM NO. 6.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of the Minutes of the August 26, 2025 School Board Meeting, August 29, 2025 School Board Workshop, September 9, 2025 Final Budget Meeting, September 9, 2025 Regular Meeting and Swearing in the New Superintendent, September 16, 2025, School Board Workshop, and September 16, 2025 Meeting and Meeting of the Leasing Corporation

Executive Summary
Approval of the Minutes of the August 26, 2025 School Board Meeting, August 29, 2025 School Board Workshop, September 9, 2025 Final Budget Meeting, September 9, 2025 Regular Meeting and Swearing in the New Superintendent, September 16, 2025, School Board Workshop, and September 16, 2025 Meeting and Meeting of the Leasing Corporation

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

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

Recommendation
Approval of the Minutes of the August 26, 2025 School Board Meeting, August 29, 2025 School Board Workshop, September 9, 2025 Final Budget Meeting, September 9, 2025 Regular Meeting and Swearing in the New Superintendent, September 16, 2025, School Board Workshop, and September 16, 2025 Meeting and Meeting of the Leasing Corporation

Financial Impact
No Financial Impact.

Contact
Initiating Department: School Board

Attachments:
August 26, 2025 Meeting Minutes
August 29, 2025 Workshop Minutes
September 9, 2025 Final Budget Meeting Minutes
September 9, 2025 Regular Meeting and Swear in Superintendent Minutes
September 16, 2025 Workshop Minutes
September 16, 2025 Meeting and Leasing Corp Minutes

Minutes
August 26, 2025
Regular Meeting – 5:30 PM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

Attendee Name	Status
Mr. Kevin Chapman, Superintendent	Present
Rachel Sellers, Deputy Superintendent of Business Services	
Derek Jensen, Deputy Superintendent of Instructional Services	
Chad Choate, Chair	
Cindy Spray, Vice-Chair	
Charles Kennedy, Board Member	
Richard Tatem, Board Member	
Stephen Dye, Board Attorney	
Heather Felton, Board Member	TEAMS

Chair Choate called the Meeting to order at 5:31 PM.

2) READING OF THE DISTRICT'S VISION

Board Member Choate read the District's Vision.

3) INVOCATION

The invocation was provided by Reverend Dr. Robert Bledsoe.

4) PLEDGE OF ALLEGIANCE

Chair Choate led the recitation of the Pledge of Allegiance.

5) APPROVAL OF THE AGENDA

5.1. Motion to Approve Agenda as Amended

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

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

Agenda amended Friday August 22, 2025, to **update** Executive Summary and **add** attachment *Combined Audit Committee Charter DRAFT* **to** New Business (No Superintendent Recommendation) item *Approval of*

Proposed Revisions to the Audit Committee Charter which will merge the Citizens' Financial Oversight Committee (CFOC) into the Audit Committee.

Agenda amended Friday August 22, 2025, to **update** attachment of Consent item *Approval to Renew the Revised Agreement Between Palm Shores Behavioral Health Center and the School District of Manatee County for the 2025-2026 School Year (No Net Financial Impact).*

Agenda amended Friday August 22, 2025, to **remove** Consent Item *Approval to Apply, Accept, and Expend a Grant from the Community Foundation of Sarasota Strauss Literacy Initiative, Not to Exceed the Amount of $200,000.00 (Incoming Grant Funds).*

6) APPROVAL OF MINUTES

6.1 Approval of the Minutes of the July 29, 2025, Workshop, and July 29, 2025, School Board Meeting and Public Hearing and July 29, 2025, School Board Regular Meeting and Public Hearing

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

7) STUDENT CELEBRATIONS | RECOGNITIONS

7.1 BACK TO SCHOOL PARTNERSHIP WITH BRADENTON MARAUDERS

Ms. Jamie Carson, Director of Communications, introduced Mr. Craig Warzecha, General Manager, Bradenton Marauders. Ms. Carson thanked the Marauders for the partnership that made the Back to School Night a complete success. Mr. Warzecha presented Superintendent Chapman a photo from his successful first pitch from the back-to-school baseball game.

7.2 STUDENT CHAMPIONS

Ms. Jamie Carson introduced Dr. Paul Gansemer, Executive Director of Adult, Career and Technical Education, presented the Career and Technical Student Organization (CTSO) National Competition Winners and District instructional staff from School Year 2024-2025.

8) PUBLIC COMMENTS (Up to 30 Minutes)

9) NEW BUSINESS (NO SUPERINTENDENT RECOMMENDATION)

9.1 Selection of Superintendent

Chair Choate read the following statement:

As we begin the process of selecting the next superintendent, the school board is faced with a decision of profound significance—one that will shape the future direction of Manatee County Public Schools. This is not simply a matter of leadership: it is a strategic choice that will impact the lives of more than 52,000 students and over 6,000 dedicated employees. In our role as representatives of the community, we are fully aware that our deliberations carry the responsibility of influencing the educational landscape for years to come. It is essential that our actions and decisions reflect a deep and unwavering commitment to the long-term success and well-being of our students, staff, and families. Board Members: Let us approach

this important dialogue with open minds, thoughtful engagement and a shared focus on what will best serve the interests of our students and strengthen the future of our community. Today's meeting will follow steps 1) Review the Superintendent Search Process 2) School Board will discuss and vote and, 3) Provide an overview of the next steps after the selection is made.

Step 1:
The Board spoke in the following order regarding thoughts regarding the search as a whole process:
Board Member Felton, Board Member Kennedy, Board Member Tatem, Vice Chair Spray and Chair Choate.

Step 2:
The Board shared comments regarding the finalists in the following order:

- Board Member Felton provided her thoughts regarding both candidates and stated that her preference was Dr. Laurie Breslin.
- Board Member Kennedy provided his thoughts regarding both candidates and stated that his preference was Dr. Laurie Breslin.
- Board Member Tatem provided his thoughts regarding the candidates and stated that his preference was Dr. Laurie Breslin.
- Vice Chair Spray provided her thoughts regarding both candidates and stated that her preference was Dr. Laurie Breslin.
- Chair Choate provided his thoughts regarding the candidates and stated that his preference was Dr. Laurie Breslin.

The Board Members extended their sincere gratitude to each finalist, acknowledging the time, effort, and dedication both brought to the search process. They expressed appreciation for the thoughtful engagement and professionalism demonstrated, emphasizing that the success of the superintendent search was in no small part due to the strong contributions of each candidate.

9.1a Motion for School Board Offer the Position of Superintendent to Dr. Laurie Breslin and Authorize Contract Negotiations to Begin, Led by Chair Choate and Attorney Dye

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

Chair Choate called a brief recess at 6:21 PM and reconvened at 6:25 PM.

Chair Choate introduced Superintendent (select) Breslin who provided a short statement. The Board Members each made a short congratulatory statement.

10) REPORTS AND PRESENTATION

10.1. 2025-2026 Focus on Early Literacy

Mr. Derek Jensen, Deputy Superintendent of Instructional Services, introduced the two presenters Alison Nichols, Director of Elementary Curriculum, and Dr. Vanessa Marasco, Curriculum Coordinator K-5 provided an overview of the 2025-2026 Focus on Early Literacy. Included in the presentation were the following:

- 3rd Grade Retention (1008.25(5), (7), F.S.)

- 2024 and 2025 3rd Grade Retention Number
- 2025 3rd Grade Summer Reading Camp (SRC) – Good Cause/Promotion Numbers
- Summer Reading Camp Structure and Curriculum
- Message from 3rd Grade SRC Teacher
- Summer Bridge – VPK Completers
- Summer Bridge – (1008.25(5), F.S.)
- Summer Bridge Quantitative Data
- Summer Bridge – Beyond the Data
- Science of Reading
- What can we Replicate
- Next Steps
    - Leveling up 3rd Grade
    - Early Literacy Summit

Board Members asked questions and held discussions throughout the presentation.

11) Motion to Approve the Consent Agenda

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

1. **Approval of 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 Reclassification of Three Positions from Hourly Non-Bargaining to AFSCME (General Fund)**

4. **Approval of the District-Managed Turnaround Plan (DMT TOP-1) for Samoset Elementary for Submission to the FLDOE Bureau of School Improvement (No Financial Impact)**

5. **Approval to Accept Funds and Renew the Service Agreement Between the District Board of Trustees of State College of Florida (SCF) and the School District of Manatee County for Partial Funding of Career Pathways Coordinator Salary for the 2025-2026 School Year in the Amount of $17,503.00 (No Net Financial Impact)**

6. **Approval to Accept and Expend the 2025-2026 Manatee County Government Student Driver Education Program Grant, and Approve the Interlocal Agreement with Manatee County Government in the Amount of $180,708.00 (Incoming State Grant Funds)**

7. **Approval of the New Agreement Between the School District of Manatee County and HCA Health Services of Florida, Inc. d/b/a HCA Florida Blake Hospital for Clinical Experience for Manatee Technical College (MTC) Surgical Technology, Pharmacy Technician, Central Sterile Processing, Phlebotomy, Medical Coder Biller, Practical**

Nursing, Medical Assisting, Patient Care Technician, EMT and Paramedic Students for the 2025-2027 School Years (No Financial Impact)

8. **Approval of the Renewal Agreement Between the School District of Manatee County and Presbyterian Retirement Communities, Inc. d/b/a Westminster Point Pleasant for Clinical Experience for Manatee Technical College (MTC) Nursing Students for the 2025-2028 School Years (No Financial Impact)**

9. **Approval of the New Agreement Between the School Board of Manatee County and St. Frances Xavier Cabrini Parish In Parrish, Inc. for On-The-Job Training for Exceptional Student Education Students for July 2025-July 2028 (No Financial Impact)**

10. **Approval of the New Agreement Between the School District of Manatee County and MCR Health, Inc for Clinical Experience for Manatee Technical College (MTC) Allied Health, Nursing Students for the 2025-2028 School Years (No Financial Impact)**

11. **Approval of District Superintendent Membership and Dues for Fiscal Year 2025-2026, Estimated in the Amount of $35,000.00 (General Fund)**

12. **Approval to Purchase Restoration Services, SDMC No. 26-0062-MR, Estimated in the Amount of $250,585.00 (General Fund)**

13. **Approval of Sole Source to Purchase Variable Frequency Drives, SDMC No. 26-0014-MR, Estimated in the Amount of $400,000.00 (Capital Fund)**

14. **Approval of the Bid on Commercial Doors and Service, SDMC No. 26-0054-KD, Estimated in the Amount of $750,000.00 Annually (Capital Fund)**

15. **Approval to Purchase Mental Health Services through Centerstone for the 2025-2026 School Year as Continued Procurement for services, Estimated in the Amount of $640,000.00 (Mental Health Assistance Allocation)**

16. **Approval to Purchase Mental Health Services through Florida Center for Early Childhood, Inc. for the 2025-2026 School Year, SDMC No. 24-0066-RG, Estimated in the Amount of $1,040,000.00 (Mental Health Assistance Allocation)**

17. **Approval to Renew the Revised Agreement Between Palm Shores Behavioral Health Center and the School District of Manatee County for the 2025-2026 School Year (No Net Financial Impact) - updated 8.22.2025**

18. **Approval of the Memorandum of Agreement (MOA) and Data Sharing Agreement (DSA) between The University of Florida Board of Trustees and the School District of Manatee County to Provide High Impact Tutoring Services from September 1, 2025 through May 29, 2026 (No Financial Impact)**

19. **Approval of the Contract for Subrogation Recovery Services, SDMC No. 26-0048-TG, No Financial Impact**

20. **Approval of Manatee High School Building 15 Gymnasium - Emergency Storm Repairs - Agreement Between Owner and Creative Contractors, Inc., - Amendment 1 -**

21. **Guaranteed Maximum Price in the Amount of $776,295.00 for a Total Guaranteed Maximum Price of $2,065,435.00 (Capital Funds/FEMA Reimbursement/Insurance proceeds)**

22. **Approval of Southeast High School - New Science Building - Change Order 11 Final - Agreement Between Owner and Tandem Construction, Decrease in the Amount of $611,288.07 (Capital Funds)**

23. **Approval of Palmetto High School - Partial Replacement -Football Stadium Restrooms - Substantial Completion - Agreement Between Owner and Gilbane Building Company (No Financial Impact)**

24. **Approval of Manatee Elementary School Hydro Piping Replacement - Substantial Completion - Agreement Between Owner and Willis A. Smith Construction, Inc. (No Financial Impact)**

25. **Approval of Barbara A. Harvey K-8 at North River Ranch - Agreement Between Owner and PBK Architects - Amendment 1 - in the Amount of $749,825.00 (Capital Funds)**

26. **Approval of Lake Manatee K-8 - Agreement Between Owner and HKS Architects, Inc. - Amendment 1 - in the Amount of $791,280.00 (Capital Funds)**

27. **Approval of Interlocal Agreement with Manatee County Government Regarding Construction and Maintenance of a Fixed Generator for the Special Needs Shelter at Nolan Middle School (No Financial Impact)**

28. **Approval of Revisions to the Job Description of the Purchasing Supervisor [Capital Buyer] (No Financial Impact)**

29. **Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater Than $5,000.00 (Possible Incoming Funds to General Fund)**

30. **Approval to Accept Donation of 2013 Red Freightliner M2 Ambulance for Manatee Technical College (Incoming Donation)**

31. **Approval of Request to Declare Surplus and Donate Portables 207, 221 and 961 (No Financial Impact)**

32. **Approval of Revisions to the Job Description of Deputy Superintendent of Operations (No Financial Impact)**

33. **Approval for Parrish Community High School Chorus and Theatre Students to Attend and Perform in New York City on January 2-6, 2026 (School Internal Accounts)**

34. **Approval for Travel In-State Overnight and Out-of-State to Various National Career, Technical Student Organization Competitions and Leadership Conferences for Qualifying Elementary, Middle School, High School, Postsecondary Students and Advisors During the 2025-2026 School Year (Multiple Funding Sources)**

12) PUBLIC COMMENT FOR NEW BUSINESS ITEMS

13) NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

14) NEW BUSINESS (NON-CONSENT ITEMS)

14.1 Motion for Approval of New High School AAA - Agreement Between Owner and Schenkel and Shultz, Inc. - Amendment 1 - in the Amount of $1,176,648.00 (Capital Funds)

RESULT:	**Adopted [4-1]**
MOVER:	Charles Kennedy
SECONDER:	Cindy Spray
AYES:	Chad Choate, Cindy Spray, Heather Felton, Charles Kennedy
NAY:	Richard Tatem

The Board engaged in a discussion during which Board Member Tatem emphasized the importance of addressing opportunities to reduce construction costs proactively, recommending that the issue be considered now rather than postponed to future school projects. Board Member Felton expressed her support for exploring cost reduction options for subsequent projects; however, she noted that the current project's timeline does not allow for such considerations but agreed with the proposal to hold a workshop on this topic in the future.

The Board voted.

14.2 Motion to Approve of New High School AAA - Agreement Between Owner and Gilbane Building Company, in the Amount of $522,340.00 (Capital Funds)

RESULT:	**Adopted [4-1]**
MOVER:	Cindy Spray
SECONDER:	Charles Kennedy
AYES:	Chad Choate, Cindy Spray, Heather Felton, Charles Kennedy
Nay	Richard Tatem

Chair Choate called a brief recess at 7:28 PM and reconvened at 7:36 PM.

15) NEW BUSINESS (NO SUPERINTENDENT RECOMMENDATION)

15.1 Approval of Proposed Revisions to the Audit Committee Charter which Will Merge the Citizens' Financial Oversight Committee (CFOC) into the Audit Committee

Vice-Chair Spray and Board Member Kennedy outlined the purpose of merging the Audit and Citizen Financial Oversight Committee (CFOC), then turned over to Board Attorney Stephen Dye. Mr. Dye described major changes to the Audit Committee Charter, such as renaming the committee, expanding membership, and clarifying roles for both members and auditors. He emphasized that auditors handle the audits while committee members direct audit topics, request information from the Auditors, and present results of the audits to the board.

During discussion, Chair Choate highlighted the benefits of consolidating committees to improve reporting from RSM to the Board. The Chair also suggested requiring a simple majority of committee members be certified, retired or inactive CPAs and/or have Auditing Background. To that point, Ms. Spray requested the lesser requirement of 'general financial background' be added to address the additional members who are not CPAs.

Board Member Kennedy asked for clarification regarding the inclusion of the President of the MEA and AFSCME bargaining units, who were previously non-voting members of the CFOC committee. Following

Board discussion, Mr. Daniel, Audit Committee Chairman, raised a question about whether those members met the definition of 'independent' under Florida Public Officers Independence Rules. Mr. Dye suggested that if those individuals were interested in committee proceedings, they could attend as they would any public meeting and provide input during the public comment period. The Board agreed that those positions would not be included in the new Audit Committee.

Also stated as a significant request by Chair Choate was to designate auditing firms as the sole contact for requests and communication between the committee members and District staff.

16. INFORMATION ONLY (No Board Action Required)

17) UPDATES

17.1. INSTRUCTIONAL UPDATE
Mr. Derek Jensen, Deputy Superintendent of Instructional Services, updated the board on the following:

- Thanked all employees for the amazing start of school
- Noted the first day of School District of Manatee County
- Reminded the Board of the beginning of the first testing window
- Soar-in-4 ribbon cutting September 19, 2025

17.2. LEGAL DEPARTMENT UPDATE
Mr. Dye provided an update regarding the tax collector issue and their assessment of the 2% of the 1 mil voted referendum millage funds. Mr. Dye stated the best course of action may be to request an opinion from the Attorney General regarding this issue. Another option would be to present to a local circuit court for a local judge ruling on the interpretation of the law; however, Mr. Dye and Mr. Pendley, General Counsel, believe that the AG office would be the most prudent course of action.

18) SUPERINTENDENT REMARKS
Superintendent Chapman updated the Board with the following:

- Thanked the Board for approving the consent agenda including the expansion of the Lake Manatee K-8 to complete by next August, as well as the expansion of Barbara Harvey K-8 upper campus.
- Thanked the community and parents as the beginning of the school year and transportation continues to improve
- Welcomed the new Superintendent and noted the excitement to start work with her

19) BOARD COMMENTS

Board Member Felton

- Noted recent visit at recent HCA ribbon cutting

Board Member Kennedy

- Thanked Mr. Chapman for filling in the role of the Superintendent during the search and thanked the community for input during the search.

Board Member Tatem

- Safety briefing

Vice-Chair Spray

- Thanked local supporters of the students as the school starts
- Noted recent visit to new schools

Chair Choate

- Thanked the staff for the work over the summer

20) ADJOURNMENT

There being no further business to come before the Board, Chair Choate adjourned the Meeting at 8:43 PM.

_____

Chad Choate, III
Chairman

NOTICE

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

Minutes
August 29, 2025
Workshop - 9:00 AM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

Attendee Name	Status
Kevin Chapman, Interim Superintendent Derek Jensen, Deputy Superintendent of Instructional Services Rachel Sellers, Deputy Superintendent of Business Services Chad Choate, Chairman Cindy Spray, Vice-Chairman Heather Felton, Board Member Charles Kennedy, Board Member Richard Tatem, Board Member	Present

Chair Choate called the Workshop to order at 9:01 AM.

2) AGENDA AMENDMENTS

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

Agenda amended Thursday August 28, 2025, to **add** attachment *2025-08-29 MCSO Presentation* **to** Workshop Item *Mandatory Reporting and Law Enforcement Investigations.*

Agenda amended Thursday August 28, 2025, to **add** attachment *Sunrise Consulting Presentation* **to** Workshop item Board Discussion of 2026 Legislative Priorities

3) PUBLIC COMMENTS

4) WORKSHOP

4.1. MANDATORY REPORTING AND LAW ENFORCEMENT INVESTIGATIONS

Superintendent Chapman introduced the workshop topic. Available were the following panel of presenters:

Captain Mark Morie, Manatee County Sherrif
Lt. Julio Jordan, Manatee County Sheriff
Kevin Chapman, Superintendent
Dr. Christina Britton, Executive Director of Human Resources
Mr. Troy Nelson, Office of Professional Standards
Mr. Paul Damico, Chief of Safety and Security
Mr. Patrick Bartholomew, Director of Safety and Security
Mr. Steven Chronis, District Threat Management Coordinator

The following presentation provided by Manatee County Sheriff's Office include Captain Mark Morie and Lt. Julio Jordan. The following were topics of discussion:

- Child abuse investigations
- Mandatory reporting
    - Options for reporting
    - Online report
    - DCF Response
    - Realistic requirements to call hotline
- Law enforcement investigations in schools
    - Role of School Resource Officer
    - Interviews
    - Crime / Incident Scenes in Schools
- Conclusion

The Board asked questions and held discussion throughout the presentation. Captain Morie walked the Board through the steps regarding mandatory reporting; and impressed to the Board and community, the importance of alerting law enforcement. Captain Morie stated that the goal of mandatory reporting investigations is to provide justice to victims and without reporting, or a delay in reporting, that may not happen.

Following the presentation by the Manatee County Sheriff's Office, District personnel provided information to the Board. Superintendent Chapman introduced the Executive Director of Human Resources, Dr. Christina Britton.

Topics included the following:

- Update on Safety and Staff Safety
- Additional Training for SDMC Staff
    - Vector Solutions – compliance/safety geared for PreK-12 audience
    - Addition of Vector Solutions to onboarding and annual training
    - Training added - sexual harassment identification, awareness, policy and prevention, as well as training regarding setting boundaries and signs of grooming.
    - Additional training for specific employment groups such as transportation, food service, maintenance and operations
- Title IX Training
    - Leadership and District teams will receive face to face training and additional annual training
    - Training included all day, face to face presentation by Kristen Doolittle, a Title IX attorney
    - SDMC enhance current compliance investigation and documentation processes
- 2025-2026 Compliance Enhancements

Dr. Britton stated that, in the spring, the School Board clearly established that recent school-based concerns must be addressed. Guided by the Board's direction, the staff successfully initiated plans for training and improvements throughout the District to promote the safety of both students and staff.

Board Members held discussion and thanked staff for the update.

Chair Choate called a brief recess at 10:36 AM and returned at 10:48 AM.

4.2. BOARD DISCUSSION OF 2026 LEGISLATIVE PRIORITIES

Superintendent Chapman introduced Dr. Danielle Thomas, and Mr. Shawn Foster, of Sunrise Consulting, to the Board.

Dr. Thomas and Mr. Foster provided a presentation to the Board including the following topics:

- 2025 Legislative Update and 2026 Preview
- Overview
- 2025 Session Highlights
- State Budget Highlights
- FEFP & Manatee Schools Highlights
- Legislative & Policy Outcomes
    - SB 296 – Middle School and High School Start times
    - SB 1470 – School Safety
    - HB 809 – School Social Workers
    - HB 1105 – Education
    - HB 1255 – Education
    - HB 443 – Education
- 2026 Legislative Preview
- Legislative Calendar – Looking Ahead

The Board asked questions and held discussion during the presentation.

The Legislative priorities topics that were discussed by the Board include:

- Statute 192.091 Commissions of property appraisers and tax collectors.
- Workforce Housing support from Tallahassee – money to facilitate building workforce housing
- SREF clarification regarding exemptions for Districts.
- Change or renovate the Castaldi Report rules – remove final 'veto' power from Tallahassee and give discretion to the Districts.
- Update Sunshine law to provide flexibility for events such as conferences or candidate forums.
- Steps to enhance the prevention of fraud in school systems/vendors

Chair Choate noted that, although the state has reduced the number of appropriations awarded over several years, Manatee County School District achieved success in securing awards attributable to the quality and impact of its proposed projects. Chair Choate also presented an initiative to retrofit a high school as a Polytechnic High School, emphasizing apprenticeship and workforce readiness. Mr. Foster recognized this proposal as one that may advance at the state level. He further recommended that the District proceed by finalizing its priorities and appropriations requests for Manatee School District, with the goal of obtaining official approval for the document by October.

4. ADJOURNMENT

Chair Choate adjourned the Workshop at 12:45 PM.

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Chad Choate, III
Chairman

NOTICE

Any person who desires to appeal any decision made by the School Board with respect to any matter considered at the above-mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the

testimony and evidence upon which an appeal may be based. School Board meetings are held in accessible locations. Auxiliary aids will be provided, upon written request received at least 48 hours prior to the meeting, to participants with disabilities.

Minutes

September 9, 2025
Special Meeting and Public Hearing - 5:30 PM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

Attendee Name	Status
Kevin Chapman, Interim Superintendent Rachel Sellers, Deputy Superintendent of Business Services Willie Clark, Interim Deputy Superintendent of Operations Derek Jensen, Deputy Superintendent of Instructional Services Chad Choate, Chair Cindy Spray, Vice-Chair Heather Felton, Board Member Charles Kennedy, Board Member Richard Tatem, Board Member Stephen Dye, Board Attorney Kevin Pendley, General Council	Present

Chair Choate called the Meeting to order at 5:31 PM.

2) READING OF THE DISTRICT VISION

Board Member Tatem read the District Vision.

3) INVOCATION

The invocation was given by Brother Giovanny.

4) PLEDGE OF ALLEGIANCE

Chair Choate led the recitation of the Pledge of Allegiance.

5) APPROVAL OF THE AGENDA

5.1 Motion to Approve the Agenda

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

6) PUBLIC HEARING

Chair Choate closed the Regular Meeting and opened the Public Hearing regarding the Final Millage and Final Budget for FY 2025-2026 at 5:34 PM.

Chair Choate introduced Ms. Rachel Sellers, Deputy Superintendent of Business services to provide a presentation of the final millage rates and final budget to the Board.

Included in the presentation were the following topics:

FY 2025-26 Final Millage and Budget Hearing

- Comparison of Millage Rates and Revenues - Prior year/Current year
- Rolled-Back Rate
- Millage Rate Trends – Millage Rates/Property Value
- State FEFP Funding and Required Local Effort (RLE) Revenue
- Final Millage – Average Impact on Real Property Taxpayer
- Final Budget – All Funds – Total 2025-2026 Budget $1,747,977,849.
- General Fund Transition Tentative to Final Budget

Chair Choate opened the floor for speakers to adress the Board regarding the Final Millage and Final Budget Rates AND resolutions 2025-005, 2025-006 and 2025-008.

There were no public comments made.

Chair Choate closed the Public Hearing and reconvened the Regular meeting of the School Board at 5:50 P.M.

7) NEW BUSINESS (Non-Consent Items)

7.1. Approval of the Final Millage Rates for Fiscal Year 2025-2026

7.1a Motion to approve the Required Local Effort millage including prior period adjustment for the fiscal year 2025-26 of 3.056 mills

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

7.1b Motion to approve the Discretionary Operating millage for the fiscal year 2025-26 of 0.748 mills.

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

7.1c Motion to approve the Additional Operating (Voted Levy) millage for the fiscal year 2025-26 of 1.0 mill

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

7.1d Motion to approve the Local Capital Outlay millage for the fiscal year 2025-26 of 1.5 mills

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

7.1e Motion to approve Resolutions 2025-005 adopting the fiscal year 2025-26 total millage of 6.304 mills and Resolution 2025-008 Determining the Amount of Revenues and the Millage to be Levied.

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

7.2 Approval of the Final Budget for 2025-2026

7.2a Motion to approve Resolution 2025-006 adopting the fiscal year 2025-2026 Final Budget in the Amount of $1,747,977,849

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

7.3 Approval of the Annual Financial Report and All Official Parts Thereof for the Fiscal Year Ended June 30, 2025.

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

8) Superintendent remarks

Superintendent Chapman thanked the Finance team for the hard work putting the hard work to create this report.

9) Board Comments

School Board Members thanked the finance team for their hard work to complete the budget.

10) ADJOURNMENT

Minutes: There being no further business to come before the Board, Chair Choate adjourned the Meeting at 6:08 PM.

_____

Chad Choate III
Chairman

NOTICE

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

Minutes
September 9, 2025
Regular Meeting – 5:45 PM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

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

Chair Choate called the Meeting to order at 6:17 PM.

2) APPROVAL OF THE AGENDA

2.1. Motion to Approve Agenda as Amended

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

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

Agenda amended Tuesday September 9, 2025, to **add** attachment *Superintendent Contract Dr. Breslin 2025* **to** New Business No Superintendent Recommendation Item *Approval of the Contract for the New Superintendent for the School District of Manatee County*

Ms. Spray expressed concerns about the timing of posting the contract and proposed moving contract Meeting item 8.1 to the September 16, 2025, meeting. Ms. Spray made a motion. The Board held discussion regarding the motion to amend the agenda.

2.1a Motion to Move Agenda Item 8.1 to the Meeting Scheduled September 16, 2025

RESULT:	**Fail [1-4]**
MOVER:	Cindy Spray

SECONDER:	Richard Tatem
AYES:	Cindy Spray
NAY:	Chad Choate, Heather Felton, Charles Kennedy, Richard Tatem

The Board returned to the original motion and voted.

3) APPROVAL OF MINUTES

3.1 Motion to Approve the Minutes of the August 5, 2025, School Board Meeting, August 8, 2025, Board Workshop, August 12, 2025, Meeting - Selection of Superintendent Finalists, and August 15, 2025, Special Meeting

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

4) PUBLIC COMMENTS (UP TO 30 MINUTES)

5) CONSENT AGENDA Motion to Approve the Consent Agenda

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

5.1. Approval to Apply, Accept, and Expend a Grant from the Community Foundation of Sarasota Strauss Literacy Initiative, Not to Exceed the Amount of $200,000.00 (Incoming Grant Funds)

5.2. Approval to Purchase University of Florida Lastinger Center Programs and Services, SDMC No. 26-0065-BS, Estimated in the Amount of $225,000.00 (Strauss Grant Funds)

5.3. Intent to Use Contract for Financial Advisor Services. SDMC No. 26-0068-TG, Estimated in the Amount of $28,000.00 (General Funds)

6) NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

7) NEW BUSINESS (NON-CONSENT ITEMS)

7.1 Motion to Approve the Budget Amendments for June 2025 (No Financial Impact)

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

Ms. Rachel Sellers, Deputy Superintendent of Business Services provided an overview of the Budget amendments for June 2025.

7.2 Motion to Accept Year-to-Date Charter School Financial Statement Summary Through June 30, 2025

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

7.3 Approval of New Job Description of Associate Superintendent, Administration and Strategic Engagement (General Fund)

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

Chair Choate provided a brief overview of the new job description of Associate Superintendent, Administration and Strategic Engagement.

8) NEW BUSINESS (NO SUPERINTENDENT RECOMMENDATION)

8.1 Approval of the Contract for the New Superintendent for the School District of Manatee County

Mr. Stephen Dye, Board Attorney, provided an overview of the negotiated contract and highlighted the differences between the contract and the last contract.

- Time - length of contract
- Salary
- Performance Review
    - Requirements including establishing superintendent goals
    - Self-evaluation and annual evaluation occur in June of each year
- Disability Insurance
- Allowances and Benefits and Vacation time
- Expense accounts/Car allowance
- Professional Memberships/Groups
- State Leadership Program – Once complete, increase salary per statute
- Performance Pay – (new section)
- Termination Modification
- Renewal / Extension requirements

8.1a Motion to Accept the Contract as Drafted by Chairman of the Board and Board Attorney

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

The Board held discussion regarding the contract that was drafted by School Board Attorney, Mr. Stephen Dye and negotiated by all parties.

Board Member Tatem noted he would request open communication to address feedback more often than the official annual review.

Board Member Tatem noted that he would request paragraph 7.7 be struck from the contract. Board Member Tatem stated his preference to not have a bonus associated with the district grade and / or graduation rate; to this point, Vice-Chair Spray voiced her agreement.

Chair Choate explained the addition of a bonus structured into the contract regarding district grades and graduation rates. The Chair noted that it is a common addition to Florida Superintendent contracts.

Board Member Tatem made a motion to remove 7.7 from the contract.

8.1b Motion to Amend the Superintendent contract and Remove Contract Paragraph 7.7

RESULT:	**Fail [2-3]**
MOVER:	Richard Tatem
SECONDER:	Cindy Spray,
AYES:	Cindy Spray, Richard Tatem
NAY	Heather Felton, Charles Kennedy, Chad Choate

The Board voted; and the motion to strike paragraph 7.7 failed.

The Board returned to the original motion and voted.

9) SWEAR IN SUPERINTENDENT LAURIE BRESLIN

Chairman Choate requested the new Superintendent to the podium to be sworn into office by Reverand Doctor Robert Bledsoe.

Also, in attendance for the ceremony were: Mr. Todd Breslin, Husband; Will Breslin, Colin Breslin, Tyler Kitchey, Sons; Mother, and Father.

10) Continued Public Comment (If Necessary)

11) SUPERINTENDENT REMARKS

Dr. Laurie Breslin provided her first remarks as Superintendent.

18) BOARD COMMENTS

Board Member Kennedy
- Welcomed Superintendent Breslin to the position

Board Member Tatem
- Congratulation and welcomed Dr. Breslin
- Provided a safety brief

Board Member Felton
- Welcomed Dr. Breslin to her new seat as Superintendent and stated her excitement to work collaboratively

Vice-Chair Spray
- Congratulated Dr. Breslin as the Superintendent and stated her commitment to raise the District grade as well as the graduation rate

Chair Choate
- Welcomed Dr. Breslin to the role of Superintendent
- Thanked the staff for the work to get the meetings completed

19) ADJOURNMENT

There being no further business to come before the Board, Chair Choate adjourned the Meeting at 7:15 PM.

_____

Chad Choate, III
Chairman

NOTICE

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Minutes
September 16, 2025
Workshop - 9:00 AM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

I) CALL TO ORDER

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

Chair Choate called the Workshop to order at 9:03 A.M.

II) PUBLIC COMMENTS

III) WORKSHOP

1. Manatee School of Arts and Sciences (MSAS) 2025-2026 School Improvement Plan

Superintendent Breslin introduced Dr. Valerie Hyer, Coordinator of Charter Schools. Dr. Hyer introduced the following staff from the Manatee School of Arts and Sciences (MSAS); Clinton Jones (Principal), and Jim Brand (Board President).

Included in the presentation were the following topics:

School Mission and Vision
Academic Data for past 3 years
Academic Data Takeaways

- -ELA Achievement Gains 2023-2025
- -Grade 3 ELA Achievement Gains 2023-2025
- -ELA Learning Gains 2024-2025
- -ELA Lowest 25th Percentile 2024-2025
- -ELA Achievement Gains 2023-2025
- -Grade 3 ELA Achievement Gains 2023-2025
- -ELA Learning Gains 2024-2025-
- -Math Lowest 25th Percentile 2024-2025
- -Science Achievement Gains 2023-2025

- -ELLs Achieving Proficiency Gains 2024-2025

Achievement Objectives
Monitoring and Moving Forward
Evidence Based Interventions
Other Areas of Focus

- -Behavior
- -Attendance

Additional Supports

- -Why this will work

The Board asked questions and held discussions throughout the presentation.

2. Annual Investment Report Fiscal Year Ending June 30, 2025

A presentation regarding sales surtax and charter schools was presented by the following staff:

- *Ms. Rachel Sellers, Deputy Superintendent of Business Services
- *Mr. Dominick Cristofaro, Director, Client Advisory Services
- *Mr. John Scott, Associate Client Advisor
- Mr. Benjamin Streed, CFA, CIO
- Mr. Davind Jang, CTP
- Mr. Brent Wertz, CEO/President

The presentation included the following:

Annual Portfolio Report July 1, 2024-June 30, 2025
Current Market Conditions
    Interest Rates
    Fed Reserve
    US Labor Market
Investment Summary
Portfolio Statistics
Characteristics
Asset Allocation Compliance
Disclosures/Contact information

The Board asked questions and held discussion throughout the presentation.

Chair Choate called a brief recess at 10:28 A.M. and reconvened the workshop at 10:33 A.M.

3. Presentation on Certificates of Participation 2026

Ms. Rachel Sellers, Deputy Superintendent of Business Services, will present to the Board the projects identified in the Certificates of Participation, Series 2026.

Mr. Ritesh Patel, Esquire of Nabors, Giblin, & Nickerson, and Ms. Laura Howe, Director at PFM Financial Advisors, LLC, presented the following:

Debt Overview/Certificates of Participation, Series 2026 presentation.
Overview of Proposed Financings
Municipal Market Conditions
Tax Anticipation Note

Projected FY 2026 General Fund Cash Flow
Tax Anticipation Note, Series 2025 – Overview
New Money Needs
    High School AAA
    Moody Elementary School
    Lake Manatee K-8 School Addition
2026A COPS – 20 Year Final Maturity (Level Debt Services)
    2026A Proposed $230M Level Debt Service-Inclusive of Impact Fee Eligible Debt Services
2026A COPS – 20 Year Final Maturity (Wrapped Debt Service)
    2026A Proposed $230M Aggregate Level Debt Service–Inclusive of Impact Fee Eligible Debt Service
2026A COPS – Without Impact Fee Eligible Debt Service
    2026A Proposed $230M Level Debt Service
    – Without Impact Fee Eligible Debt Service
    2026A Proposed $230 Aggregate Level Debt Service - Without Impact Fee Eligible Debt Service
2026A COPS Summary
Refundings
Refunding Candidate: Certificates of Participation, Series 2016A
Proposed Board Considerations on October 28, 2025
    COPS Series 2026A
    COPS Series 2026B

Board Members asked questions and held discussion throughout the presentation.

IV) ADJOURNMENT

Chair Choate adjourned the Workshop at 11:38 A.M.

_____
Chad Choate, III
Chairman

NOTICE

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

Minutes
September 16, 2025
School Board Meeting – 5:30 PM
And Meeting of the Leasing Corporation
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

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

Chair Choate called the Meeting to order at 5:32 PM.

2) READING OF THE DISTRICT VISION

The District Vision was read by Board Member Felton.

3) INVOCATION

The invocation was provided by Board Member Felton.

4) COLOR GUARD

The Colors were presented by Bayshore High Schools JROTC Program and was accompanied by SFC(Ret) Brooks Fisher. Members of the JROTC Color Guard included the following students:

- Krist Ramirez
- Hugo Hernandez
- Abniel Martinez
- Daybrain Lopez

5) PLEDGE OF ALLEGIANCE

Chair Choate led the recitation of the Pledge of Allegiance.

6) APPROVAL OF THE AGENDA

6.1 Motion to Approve the Agenda as Amended

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

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

Agenda amended September 16, 2025 **during approval of the agenda to remove** Consent item number 20 *Approval of the Memorandum of Understanding Between The Willie Taggart Family Foundation, Inc. and the School Board of Manatee County (No Financial Impact) - added after publishing* from the agenda.

Agenda amended Thursday September 11, 2025, to **add** agenda section Approval of Minutes and attachment

Agenda amended Thursday September 11. 2025, to **add** Consent item *Approval of the Memorandum of Understanding Between the Willie Taggart Family Foundation, Inc. and the School Board of Manatee County (No Financial Impact)*

Agenda amended Thursday September 11, 2025, to **add** New Business (No Superintendent Recommendation) Item *Approval of Travel Expense Associated with the School Board Member Felton attendance at the 2025 National Conference on School Climate, Culture and Violence, FL, Not to Exceed $1,500.00 (General Fund) - added after publishing*

Agenda amended Thursday September 11, 2025, to **add** New Business (No Superintendent Recommendation) Item *Approval of Travel Expense Associated with the School Board Member Choate attendance at the 2025 Designation of Senator Jim Boyd as President of the Senate, Not to Exceed $1,000.00 (General Fund) - added after publishing*

Agenda amended Friday September 12, 2025, to **update** attachment **of** Consent Item *Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact) - updated 9-12-2025*

7) APPROVAL OF THE MINUTES

7.1 Motion to Approve the Minutes of the August 18, 2025 School Board Meeting

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

8) STUDENT CELEBRATIONS

8.1 Recognition of a Life Saver

Ms. Jamie Carson, Director of Communications, introduced Ms. Sydney Suppa, Athletic Trainer at Lakewood Ranch High School and Coach Jerry. Superintendent Breslin recognized Ms. Suppa for her distinguished service saving the life of Coach Jerry during a Manatee High School football game. The Superintendent awarded Ms. Suppa the Superintendent Coin of Excellence for her outstanding achievement and quick lifesaving action.

8.2 Celebrating Student Success – Perfect FAST Scores

Ms. Jamie Carson introduced the following students who scored two or more perfect scores on the state testing at the end of the 2024-2025:
Zoran Gelok – 4th Grade
Logan Morton – 5th Grade
Jackson Christenson – 5th Grade
Bruno Mariduena Mora – 6th Grade
Weston Graham – 6th Grade
Alexa Pressimone, 7th Grade
Evan Paquet – 8th Grade
Zachary Maloney – 9th Grade
Also in attendance were family and friends of the students.

9) PUBLIC COMMENT

10) REPORTS AND PRESENTATIONS

10.1 Manatee County History Day Presentation by Clerk of the Court & Comptroller Angel Colonneso

Ms. Angel Colonneso provided a background regarding the academic contest 'Manatee History Day', a Florida affiliate of the Florida History Day, and the National History Day. Manatee History Day is an event graded like science fairs, but for History.

The theme of the 2025-2026 contest is *Revolution, Reaction and Reform in History.*
Included in the types of projects allowed are:

- Paper
- Documentary
- Exhibit Board
- Performance
- Website

Winers of the local competition are recommended to the Florida State level competition in Tallahassee, and possible promotion to the National History Day in College Park, Maryland.

11) CONSENT ITEMS

11.1 Motion to Approve the Consent Agenda as Amended

RESULT:	**Adopted [UNANIMOUS]**
MOVER:	Charles Kennedy

SECONDER: Cindy Spray
AYES: Chad Choate, Cindy Spray, Charles Kennedy, Heather Felton, Richard Tatem

1.Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact) - updated 9-12-2025

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

3.Approval to Apply, Accept and Expend the 2025-2026 Unified School Improvement Grant (UniSIG) in the amount of $1,072,750.00 (Incoming State Grant Funds)

4.Approval of the New Agreement Between the School District of Manatee County and The City of North Port for Clinical Experience for Manatee Technical College (MTC) EMS Program Students for the 2025-2028 School Years (No Financial Impact)

5.Approval of Adult Breakfast Price Increase for School Year 2025-2026 (Food and Nutrition Services)

6.Approval of the New Agreement Between the School District of Manatee County and Precious Dental for Clinical Experience for Manatee Technical College (MTC) Dental Assisting Students for the 2025-2028 School Years (No Financial Impact)

7.Approval of Affiliation Agreement Between the School District of Manatee County and the University of North Carolina at Greensboro School of Health and Human Sciences from July 1, 2025, through July 1, 2028 (No Financial Impact)

8.Approval to Accept Annual Physical Inventory of District Tangible Personal Property Greater Than $5,000.00 for 2024-2025 Fiscal Year (No Financial Impact)

9.Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund)

10.Approval of Request to Declare Surplus and Donate District Property (Outgoing Donation)
11.Approval of the Memorandum of Understanding (MOU) between the School District of Manatee County and Turning Points (No Financial Impact)

12.Approval of the School District of Manatee County Mental Health Assistance Allocation Plan for the 2025-2026 School Year, in the amount of $3,416,947.04 (Incoming State Grant Funds)

13.Approval to Purchase Athletic Referee Services, SDMC No. 26-0067-BS, Estimated in the Amount of $225,000.00 (Multiple Funding Sources)

14.Approval of the Use of Sourcewell Contract on Class 4-8 Chassis and Cabs with Related Equipment, Accessories, and Services, SDMC No. 26-0063-MR, Estimated in the Amount of $200,000.00 (Capital Funds)

15.The Approval of Lake Manatee K-8 (Phase 1: Buildings 1, 2, 5 and 9) Partial Substantial Completion Agreement Between Owner and NDC Construction Company (No Financial Impact)

16.Approval of Tara Elementary School Campus Addition and Renovation Partial Substantial Completions and Certificate of Completion Building 1 (Kitchen and Dining) and Building 4 (No Financial Impact)

17.Approval for the Palmetto High School Junior Reserve Officer Training Corps (JROTC) to Participate in the Army Ten-Miler in Washington, D.C., October 11-14, 2025 (School Internal Accounts)

18.Approval for the Palmetto High School, Braden River High School, Bayshore 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 22-27, 2025 (No Financial Impact)

19.Approval for the Braden River High School Chorus Students to Attend and Perform in the Smoky Mountain Music Festival in Gatlinburg, Tennessee on March 26-29, 2026 (School Internal Accounts)

20. (REMOVED FROM AGENDA) Approval of the Memorandum of Understanding Between The Willie Taggart Family Foundation, Inc. and the School Board of Manatee County (No Financial Impact) - added after publishing

12) MEETING OF THE LEASING CORPORATION

12.1 Call to Order the Meeting of the Manatee School Board Leasing Corporation

Chair Choate recessed the regular School Board Meeting and opened the meeting of the School Board of Manatee County Leasing Corporation at 5:58 P.M.

12.2 Approval to Install Superintendent Laurie Breslin Ed.D. as the New Secretary/Treasurer and Registered Agent for the Manatee School Board Leasing Corporation

Chair Choate read the following statement into record:

Under the Articles of Incorporation for the Manatee School Board Leasing Corporation, the members of the not-for-profit corporation are the members of the School Board. The Articles of Incorporation provide that the Board of Directors, unless changed by the membership, are the members of the School Board. The officers are the President, Vice-President, and Secretary/Treasurer. The Articles also provide that the Chair of the School Board is the President, the Vice-Chair is the Vice-President, and the Secretary/Treasurer and Registered Agent, is the Secretary of the School Board, which is the Superintendent.

12.2a Motion to acknowledge Dr. Laurie Breslin as the Secretary/Treasurer and Registered Agent of the School Board Leasing Corporation

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

Attorney Dye noted the motion lacked the qualification 'registered agent' after the position Secretary/Treasurer. President Choate restated the motion to include stated item. The Corporation voted.

12.3 Adjournment of the Meeting of the Manatee School Board Leasing Corporation

Chair Choate adjourned the meeting of the Leasing Corporation and reconvened the regular School Board Meeting at 5:59 P.M.

13) PUBLIC COMMENT FOR NEW BUSINESS ITEMS

14) NEW BUSINESS (ITEMS PULLED FROM CONSENT)

15. NEW BUSINESS (NON-CONSENT)

15.1 Approval of Resolution 2025-009 Authorizing a Section 1011.13, Florida Statutes Tax Anticipation Note (TAN), Series 2025

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

Ms. Sellers provided a brief statement regarding the Florida Statutes Tax Anticipation Note (TAN), Series 2025 item and stated the Board had discussed the TAN during the workshop earlier in the day. Ms. Sellers provided additional information regarding closing date of approximately October 9, 2025.

15.2 Motion to Approve the New Job Description for Student Account Analyst

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

Superintendent Breslin provided a brief description of the changes to the new job description and stated the changes align the job with current job duties.

15.3 Motion to Approve the Revision of Job Descriptions in the Communications Department

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

Superintendent Breslin provided a brief description of the changes to the new job description and stated the changes align the job with current job duties.

15.4 Motion to Approve the Revised Job Description of Fiscal Specialist to Financial Specialist

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

Superintendent Breslin provided a brief description of the changes to the new job description and stated the changes align the job with current job duties.

15.5 Motion to Approve the Reclassification of the Job Description and Position of Licensed Practical Nurse

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

Superintendent Breslin provided a brief description of the changes to the new job description and stated the changes align the job with current job duties.

16) NEW BUSINESS (NO SUPERINTENDENT RECOMENDATION)

16.1 Approval of the Proposed 2026 Greater Florida Consortium of School Boards (GFSCB) Legislative Program

Board members discussed the Greater Florida Consortium of School Boards legislative program. Chair Choate noted that Consortium members recently convened and prepared the annual platform for School Board approval. A specific stipulation of this platform requires either the passage of all items or the withdrawal of individual items; no Board is permitted to amend any item.

16.1a Motion to Approve the 2026 Greater Florida Consortium of School Boards (GFSCB) Legislative Program in its Entirety

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

16.2 Approval of Travel Expense Associated with the School Board Member Felton Attendance at the 2025 National Conference on School Climate, Culture and Violence, FL, Not to Exceed $1,500.00

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

Board Member Felton provided an overview of the National Convention geared toward school safety. Board Member Felton noted the event is local in Port Charlotte, Florida.

16.3 Approval of Travel Expense Associated with the School Board Member Choate Attendance at the 2025 Designation of Senator Jim Boyd as President of the Senate, Not to Exceed $1,000.00

RESULT:	**[Postponed]**
MOVER:	Charles Kennedy
SECONDER:	Heather Felton

Board Member Tatem stated that the Tallahassee event was sponsored by the Republican Senatorial Committee and expressed concerns regarding the use of taxpayer funds for a political event. Board Member Kennedy noted that, in his view, if the policy does not prohibit such travel, he would support the Board paying for Mr. Choate to attend.

Board Member Felton requested clarification from the Board and the District legal team. Mr. Dye and Mr. Pendley indicated they would need to research precedents and review the ethical considerations of the District funding travel to a political event.

Following input from the legal team, Board Member Felton requested postponement of the motion to the next meeting to provide time for further legal review on the matter.

Vice-Chair Spray noted she would also like to attend the event and the cost of both members travel will be included on the October 7, 2025 board work.

16.3a Motion to Postpone item 16.3 Approval of Travel Expense Associated with the School Board Member Choate Attendance at the 2025 Designation of Senator Jim Boyd as President of the Senate, Not to Exceed $1,000.00 to the October 7, 2025, Meeting

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

17) INFORMATION ONLY (No Board Action Required)

17.1 Local Wellness Policy 8510 Annual Report 2024-2025

18) Updates

18.1 INSTRUCTION UPDATE

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

- Noted upcoming instructional highlights
- Finalized PM1 during the third week of September – data will be shared on October 7, 2025
- State VPK performance metrics were released. In Manatee County, 74% of sites were awarded the highest designation of 'Excellent', with all sites 'Meeting Expectations' or above.

18.2. OPERATIONS UPDATE

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

- Noted recent and upcoming job fairs
- HR has completed all district transfer process

- Health and Wellness update
- Food and Nutrition Services update
- Transportation and training update

18.3. LEGAL UPDATE

Mr. Stephen Dye, Board Attorney, provided a legal update regarding the Tax Collector and the commission on the voted millage. Last week Mr. Dye was notified by the tax collector's attorney an opinion letter had been prepared for Attorney General feedback and official legal opinion. Mr. Dye stated that after the notice completion, he had received no additional information though he requested a copy of the letter from the Tax Collector's attorney. Mr. Dye stated he would keep the Board abreast of the status of the issue.

19) SUPERINTENDENT REMARKS

Superintendent Breslin provided the following update to the Board:
- Thanked Bayshore High School JROTC
- Thanked Board for support on Consent agenda and provided highlight of multiple items
- Noted upcoming ribbon cutting for the Soar-in-4 campus
- FAFSA opens for High School Seniors October 8 completion is required for scholarship opportunities

20) BOARD COMMENTS

Board Member Kennedy
- Thanked staff for the work put into creating the workshop and meeting
- Complimented the Board Members regarding the professionalism maintained during meetings
- Noted the upcoming Soar-in-4 ribbon cutting

Board Member Tatem
- Safety Briefing regarding firearm safety
- Praised Dr. Breslin on her presentation during the recent Chamber recent

Board Member Felton
- Noted upcoming FSBA training to complete final two trainings for Certified Board Member training
- Provided an overview of the Local Wellness Policy 8510 Annual Report that was attached to Information Only section of the agenda

Vice-Chair Spray
- Welcomed Dr. Breslin to her first week as Superintendent
- Noted a recent tour of Samoset Elementary

Chair Choate
- Congratulated Dr. Breslin on her first week as Superintendent and thanked Mr. Willie Clark for stepping up as interim Deputy Superintendent of Operations
- Thanked District staff for all the work to put together the meetings

21) ADJOURNMENT

There being no further business to come before the Board, Chair Choate adjourned the Meeting at 6:46 P.M.

_____

Chad Choate, III
Chairman

NOTICE

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

AGENDA ITEM NO. 7.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Hispanic Heritage Month

Executive Summary
Hispanic Heritage Month (September 15 – October 15) is set aside to recognize the contributions, history and culture of Hispanic and Latino Americans to the United States of America, and to the world. Hispanic Heritage Month is a welcome celebration in Manatee County School District Schools as approximately 41 percent of District students are of Hispanic or Latino heritage.

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

Contact
Submitting Department: Instructional Services
Initiated By: Derek Jensen

AGENDA ITEM NO. 9.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting

Title
Audit Committee Quarterly Report to the School Board

Executive Summary
Mr. James Daniel, CPA, Chair of the Audit Committee, will present the quarterly update of the Audit Committee.

Contact
Submitting Department: Audit Committee

AGENDA ITEM NO. 9.2

School Board of Manatee County
October 7, 2025 - Regular Board Meeting

Title
Purvis Gray Presentation of the School Internal Accounts Audit Report

Executive Summary
Tiffany Mangold, CPA, Partner of Purvis Gray, External Auditors, will present the Schools' Internal Accounts Audit Report.

Contact
Rachel Sellers, Deputy Superintendent of Business Services

Attachments:
Manatee County Schools' Internal Accounts Audit Report

DRAFT

2025

School District of Manatee County, Florida
School Internal Accounts

Financial Statements and Independent Auditor's Report

June 30, 2025

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

DRAFT

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
MANATEE COUNTY, FLORIDA

JUNE 30, 2025

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PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

Report on the Audit of the Financial Statements

Opinion
We have audited the accompanying financial statements of the School Internal Accounts Special Revenue Fund (the School Internal Accounts) of the School District of Manatee County, Florida (the District) as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School Internal Accounts of the District's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School Internal Accounts of the District as of June 30, 2025, and the respective changes in financial position thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter
As discussed in Note 1, the financial statements present only the School Internal Accounts and do not purport to, and do not present fairly, the financial position of the District as of June 30, 2025, the changes in its financial position, or where applicable, its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

INDEPENDENT AUDITOR'S REPORT

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about the School Internal Accounts' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School Internal Accounts' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the financial statements, is required by the

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

INDEPENDENT AUDITOR'S REPORT

Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the School Internal Accounts' basic financial statements. The accompanying Combining Schedule of Changes in Fund Balance by School is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining Schedule of Changes in Fund Balance by School is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 20, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School Internal Accounts' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

August 20, 2025
Sarasota, Florida

DRAFT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
BALANCE SHEET
JUNE 30, 2025

ASSETS

Assets		
Cash and Cash Equivalents	$	6,419,980
Accounts Receivable		147,746
Due from School District		3,289
Due from Other Agencies		376
Inventory		219,289
Restricted Investments		190,929
Total Assets	$	6,981,609

LIABILITIES AND FUND BALANCE

Liabilities		
Accounts Payable	$	160,519
Due to School District		19,996
Total Liabilities		180,515
Fund Balances		
Non-Spendable		219,289
Restricted for Student Organizations		6,581,805
Total Fund Balances		6,801,094
Total Liabilities and Fund Balances	$	6,981,609

See accompanying notes.

DRAFT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2025

Revenues	
Student Organization Activities	$ 10,281,053
Total Revenues	10,281,053
Expenditures	
Student Organization Activities	10,298,368
Total Expenditures	10,298,368
Excess of Revenues Over Expenditures	(17,315)
Net Change in Fund Balance	(17,315)
Fund Balance - Beginning of Year	6,818,409
Fund Balance - End of Year	$ 6,801,094

See accompanying notes.

DRAFT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS

Note 1 - Summary of Significant Accounting Policies

Reporting Entity
The School District of Manatee County, Florida's (the District) School Internal Accounts Special Revenue Fund (the School Internal Accounts) comprises individual accounts of the 52 public schools and centers located within the geographical boundaries of the Manatee County School District (the Schools).

The governing body of the District is the Manatee County District School Board and is composed of five elected members. The appointed Superintendent of the Schools is the executive officer of the District. The District is part of the state of Florida system of public education under the general direction and control of the state Board of Education.

The School Internal Accounts are included as a special revenue fund in the District's annual financial report. The accompanying financial statements present only the School Internal Accounts and are not intended to present the financial position and results of operation of the District in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Measurement Focus and Basis of Accounting
The District accounts for its School Internal Accounts as a special revenue fund. This fund is organized into sub-funds to account for each school in the District. The School Internal Accounts at the individual school level recognize cash receipts and cash disbursements using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are recorded when a liability is incurred.

Cash and Cash Equivalents
Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments classified as cash equivalents include amounts placed with the State Board of Administration in Florida PRIME created by Section 218.405, Florida Statutes, and with the Florida Fixed Income Trust (FL FIT). The District maintains common cash and investment pools for the use of all funds. The Florida PRIME investment pool operates under investment guidelines established by Section 215.47, Florida Statutes. Amounts with Florida PRIME are reported at amortized cost. Amounts in FL FIT are measured at fair value. The FL FIT investments in each of the pools within the Trust are measured and reported at fair value using the guidelines established by U.S. GAAP. The Trust follows Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application for financial reporting purposes*. GASB Statement No. 72 defines fair value, establishes a single framework for measuring fair value, and requires disclosures about fair value measurement. FL FIT does not meet all of the specific criteria outlined in GASB Statement No. 79 paragraph 4; therefore, FL FIT participants should measure their investments in FL FIT pools at fair value as provided in paragraph 11 of GASB Statement No. 31.

Cash deposits are held by banks qualified as public depositories under Florida law. All deposits are insured by federal depository insurance, up to specified limits, and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes; thus, all bank balances of the School Internal Accounts are fully insured or collateralized.

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS

Investments and Restricted Investments
Investments consist of certificates of deposit with maturities over three months, and equities portfolios held by two schools. Certificates of deposit are reported at amortized cost. Equities portfolios are measured at fair value based on quoted prices. Investments classified as restricted represent the corpus and accumulated gains of donor-restricted contributions. As of June 30, 2025, the School Internal Accounts reported $190,929 in funds held by the District in equities portfolios related to scholarships and endowments, which are reported as restricted investments.

Inventories
Inventories consist of expendable supplies held for consumption in the course of operations. Inventories are stated at cost on the first-in, first-out basis. The costs of inventories are recorded as expenditures when used rather than purchased.

Fund Balance
Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. Fund balances are classified as follows, as applicable:

- **Non-Spendable**: Fund balances are classified as non-spendable when amounts cannot be spent because they are either: (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

- **Restricted**: Fund balances are classified as restricted when there are limitations imposed on their use either through the enabling legislation, constitutional provisions, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

- **Committed:** The committed fund balance classification includes amounts that can be used only for specific purposes determined by a formal action of the District's highest level of decision making authority. The School Board is the highest level of decision-making authority for the District that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation. The District reported no committed fund balances related to School Internal Accounts at June 30, 2025.

- **Assigned:** Amounts in the assigned fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as committed. The School Board has by policy authorized the Superintendent to assign fund balance. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment. The District reported no assigned fund balances related to School Internal Accounts at June 30, 2025.

- **Unassigned:** Fund balances classified as unassigned are the residual spendable amounts not contained in any other of the above classifications. When expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes, it is necessary to report a negative unassigned fund balance. The District reported no unassigned fund balances related to School Internal Accounts at June 30, 2025.

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Note 2 - Investments

As of June 30, 2025, the School Internal Accounts had the following investments and maturities. As described in Note 1, short-term investments with original maturities of three months or less are reported on the balance sheet as cash equivalents:

Short-Term Investments	Weighted Average Maturities	Fair Value
Florida PRIME	47 Days Average	$ 127,887
Florida Fixed Income Trust (FL FIT)	85 Days Average	194,779
Total Short-Term Investments (Cash Equivalents)		$ 322,666

Restricted Investments	Weighted Average Maturities	Fair Value
Equities	N/A	$ 190,929
Total Restricted Investments		$ 190,929

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Section 218.415(17), Florida Statutes, limits investment maturities to provide sufficient liquidity to pay obligations as they become due.

Florida PRIME uses a weighted-average days to maturity (WAM). A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of the portfolio to interest rate changes.

For Florida PRIME, Chapter 218.409(8)(a), Florida Statutes states that "The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the monies in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest monies entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days". As of June 30, 2025, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS

Credit Risk
The District's investment policy authorizes the following investments, which are limited to credit quality ratings from nationally recognized rating agencies, as follows:

- Florida PRIME when rated at least AAAm by Standard & Poor's or the equivalent by another Nationally Recognized Statistical Rating Organization (NRSRO)
- United States Government Securities
- United States Government Agencies
- Federal Instrumentalities (United States Government Sponsored Enterprise)
- Interest-Bearing Time Deposit or Savings Accounts
- Repurchase Agreements
- Commercial Paper of any United States company that is rated, at the time of purchase, Prime 1 by Moody's and A-1 by Standard & Poor's (prime commercial paper)
- Corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long-term debt rating, at the time of purchase, at a minimum single A category by any two NRSROs
- State and/or Local Government Taxable and/or Tax-Exempt Debt, general obligation and/or revenue bonds, rated at the time of purchase, at a minimum single A category by any two NRSROs for long-term debt, or rated at least MIG-1 by Moody's or SP-1 by Standard & Poor's for short-term debt
- Money Market Mutual Funds rated AAAm by Standard & Poor's or the equivalent by another NRSRO
- Short-Term Bonds rated AAf or better by Standard & Poor's or the equivalent by another NRSRO
- Intergovernmental Investment Pools rated AAAm/AAfby Standard & Poor's or the equivalent by another NRSRO

The School Internal Accounts' investment in Florida PRIME was rated AAAm by Standard & Poor's.

The School Internal Accounts' investment in FL FIT was rated AAAf/S1 by Fitch Ratings.

Custodial Credit Risk
Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the District will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Section 218.415(18), Florida Statutes, requires the District to earmark all investments and: (1) if registered with the issuer or its agents, the investment must be immediately placed for safekeeping in a location that protects the governing body's interest in the security; (2) if in book-entry form, the investment must be held for the credit of the governing body by a depository chartered by the federal government, the state, or any other state or territory of the United States which has a branch or principal place of business in this state, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in this state, and must be kept by the depository in an account separate and apart from the assets of the financial institution; or (3) if physically issued to the holder but not registered with the issuer or its agents, must be immediately placed for safekeeping in a secured vault.

The District's investment policy requires all investment securities purchased by the District shall be held by third party custodians and be properly designated as an asset of the District. All investments, except for investments in Florida PRIME and all local government investment pools, will be held in third party custodial accounts in the District's name.

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS

Concentration of Credit Risk
Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The District's investment policy has established permitted investment sectors which are designed to reduce concentration of credit risk of the District's investment portfolio.

Fair Value Disclosures
The District categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset:

- **Level 1** – Inputs are quoted prices in active markets for identical assets;
- **Level 2** – Inputs are significant other observable inputs; and
- **Level 3** – Inputs are significant unobservable inputs.

Valuations of the School Internal Accounts' investments in equities are measured using Level 1 inputs.

The investment in Florida Prime is valued using amortized cost and is not included in the fair value hierarchy. Investments in FL FIT are measured at fair value based on the fair value of the pools investments. The majority of the pool's investments are measured using Level 2 inputs. However, certain short-term investments of the pool in fixed income securities such as collateralized or insured bank deposits, money market funds, and registered investment companies are valued at amortized cost. All investments in these investment pools may be redeemed without advance notice and there are no limitations as to the frequency of redemptions for any investment pools.

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SUPPLEMENTARY INFORMATION

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SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
COMBINING SCHEDULE OF CHANGES IN FUND BALANCE BY SCHOOL
FOR THE YEAR ENDED JUNE 30, 2025

	Beginning Balance June 30, 2024	Revenues	Expenditures	Ending Balance June 30, 2025
Elementary Schools				
Abel Elementary School	$ 47,022	$ 71,391	$ 72,605	$ 45,808
Anna Maria Elementary School	26,998	23,653	19,946	30,705
Ballard Elementary School	61,902	43,568	48,334	57,136
Bashaw Elementary School	259,347	134,682	124,925	269,104
Bayshore Elementary School	91,098	89,582	100,234	80,446
Blackburn Elementary School	54,801	55,547	58,790	51,558
Braden River Elementary School	73,449	110,363	97,272	86,540
Daughtrey Elementary School	39,608	49,752	50,557	38,803
Freedom Elementary School	53,332	93,701	97,120	49,913
Gullett Elementary School	41,969	194,034	177,955	58,048
Harvey Elementary School	199,626	450,956	441,711	208,871
Kinnan Elementary School	79,259	57,290	57,101	79,448
Manatee Elementary School	34,187	24,919	23,235	35,871
McNeal Elementary School	47,443	81,499	102,846	26,096
Miller Elementary School	95,991	77,881	83,307	90,565
Mills Elementary School	109,366	210,245	206,325	113,286
Moody Elementary School	38,195	49,867	53,433	34,629
Myakka Elementary School	24,024	71,327	62,297	33,054
Oneco Elementary School	47,955	27,510	36,750	38,715
Palma Sola Elementary School	40,046	95,378	61,229	74,195
Palmetto Elementary School	59,683	74,345	49,375	84,653
Prine Elementary School	54,395	58,086	64,787	47,694
Rogers Garden Elementary School	28,439	53,632	44,887	37,184
Samoset Elementary School	43,330	33,171	47,316	29,185
Sea Breeze Elementary School	106,494	82,674	72,153	117,015
Stewart Elementary School	94,287	71,391	72,735	92,943
Tara Elementary School	74,886	91,618	88,016	78,488
Tillman Elementary School	37,172	15,058	13,609	38,621
Williams Elementary School	148,394	262,775	276,457	134,712
Willis Elementary School	88,510	48,774	81,475	55,809
Witt Elementary School	95,905	95,163	91,693	99,375
Total	2,297,113	2,899,832	2,878,475	2,318,470

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SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
COMBINING SCHEDULE OF CHANGES IN FUND BALANCE BY SCHOOL
FOR THE YEAR ENDED JUNE 30, 2025

	Beginning Balance June 30, 2024	Revenues	Expenditures	Ending Balance June 30, 2025
Middle Schools				
Braden River Middle School	$ 205,935	$ 230,212	$ 279,156	$ 156,991
Buffalo Creek Middle School	127,742	214,791	249,235	93,298
Haile Middle School	122,307	126,991	150,483	98,815
Harllee Middle School	5,403	6,279	5,331	6,351
Johnson K-8 International School	96,134	115,616	109,337	102,413
King Middle School	107,381	165,686	151,592	121,475
Lee Middle School	66,783	140,147	119,072	87,858
Lincoln Memorial Middle School	28,798	42,550	45,941	25,407
Mona Jain Middle School	58,625	160,280	141,321	77,584
Nolan Middle School	149,064	264,643	294,076	119,631
Palm View K-8 School	56,609	98,706	90,054	65,261
Sugg Middle School	70,535	115,921	134,017	52,439
Total	1,095,316	1,681,822	1,769,615	1,007,523
High Schools				
Bayshore High School	226,817	334,139	308,044	252,912
Braden River High School	299,472	715,741	696,335	318,878
Horizons High School	8,457	21,088	17,350	12,195
Lakewood Ranch High School	676,312	1,177,680	1,175,954	678,038
Manatee High School	503,311	895,905	931,186	468,030
Palmetto High School	263,209	723,298	695,808	290,699
Parrish Community High School	462,705	841,741	818,462	485,984
Southeast High School	268,968	366,884	385,589	250,263
Total	2,709,251	5,076,476	5,028,728	2,756,999
Other				
Administrative Services	21,404	5,258	6,669	19,993
Manatee Technical College	695,325	617,665	614,881	698,109
Total	716,729	622,923	621,550	718,102
Grand Total	$ 6,818,409	$ 10,281,053	$ 10,298,368	$ 6,801,094

PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Members of the School Board
School District of Manatee County
Bradenton, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the School Internal Accounts Special Revenue Fund (the School Internal Accounts) of the School District of Manatee County, Florida (the District) as of and for the year ended June 30, 2025, and the related notes to the financial statements, and have issued our report thereon dated August 20, 2025.

Our report on the financial statements includes a paragraph explaining that the financial statements present only the financial statements of the School Internal Accounts and do not include the financial position or the changes in financial position of the District.

Report on Internal Control Over Financial Reporting
In planning and performing our audit of the financial statements, we considered the Internal Accounts' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Internal Accounts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Internal Accounts' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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To the Honorable Members of the School Board
School District of Manatee County
Bradenton, Florida

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Internal Accounts' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Accounts' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

August 20, 2025
Sarasota, Florida

PURVIS GRAY

MANAGEMENT LETTER

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

Report on the Financial Statements
We have audited the financial statements of the School Internal Accounts Special Revenue Fund (the School Internal Accounts) of the School District of Manatee County, Florida (the District) as of and for the year ended June 30, 2025, and have issued our report thereon dated August 20, 2025. Our report on the financial statements included a paragraph explaining that the financial statements present only the School Internal Accounts and do not include the financial position or the changes in financial position of the District.

Auditor's Responsibility
We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.800, *Rules of the Auditor General.*

Other Reporting Requirements
We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, dated August 20, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings
Section 10.804(1)(f)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such recommendations made in the preceding annual financial audit report.

Financial Condition and Management
Section 10.804(1)(f)3., *Rules of the Auditor General,* requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters
Section 10.804(1)(f)4., *Rules of the Auditor General*, requires us to communicate non-compliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

MANAGEMENT LETTER

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the District School Board of Manatee County members, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

August 20, 2025
Sarasota, Florida

AGENDA ITEM NO. 9.3

School Board of Manatee County
October 7, 2025 - Regular Board Meeting

Title
2025-2026 FAST Progress Monitoring 1 (PM1) Assessment Results - *updated 10.3.2025*

Executive Summary
Mr. Derek Jensen, Deputy Superintendent of Instruction, will present data regarding the 2025-2026 FAST Progress Monitoring 1 (PM1) Assessment Results.

Contact
Submitting Department: Instructional Services
Initiated By: Derek Jensen

Attachments:
10-07-2025 School Board PM1 Data Review - added 10.3.2025

2025-2026 FAST PM1 Assessment Results

School Board Meeting
October 7, 2025

FAST Progress Monitoring



Testing Windows

PM1: September 2025

PM2: December 2025 - January 2026

PM3: May 2026

RENAISSANCE

Kindergarten – 2nd Grade

Star Early Literacy

Star Reading

Star Math

Cambium Assessment

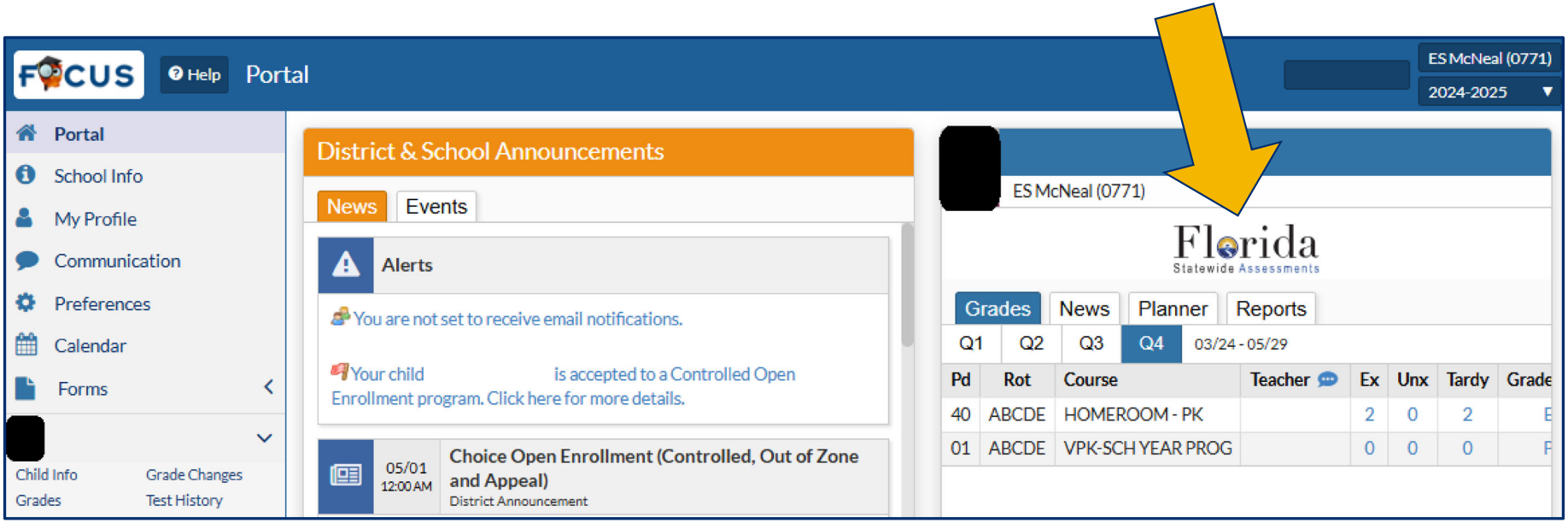
3rd – 10th Grade

3rd-10th Grade FAST ELA Reading

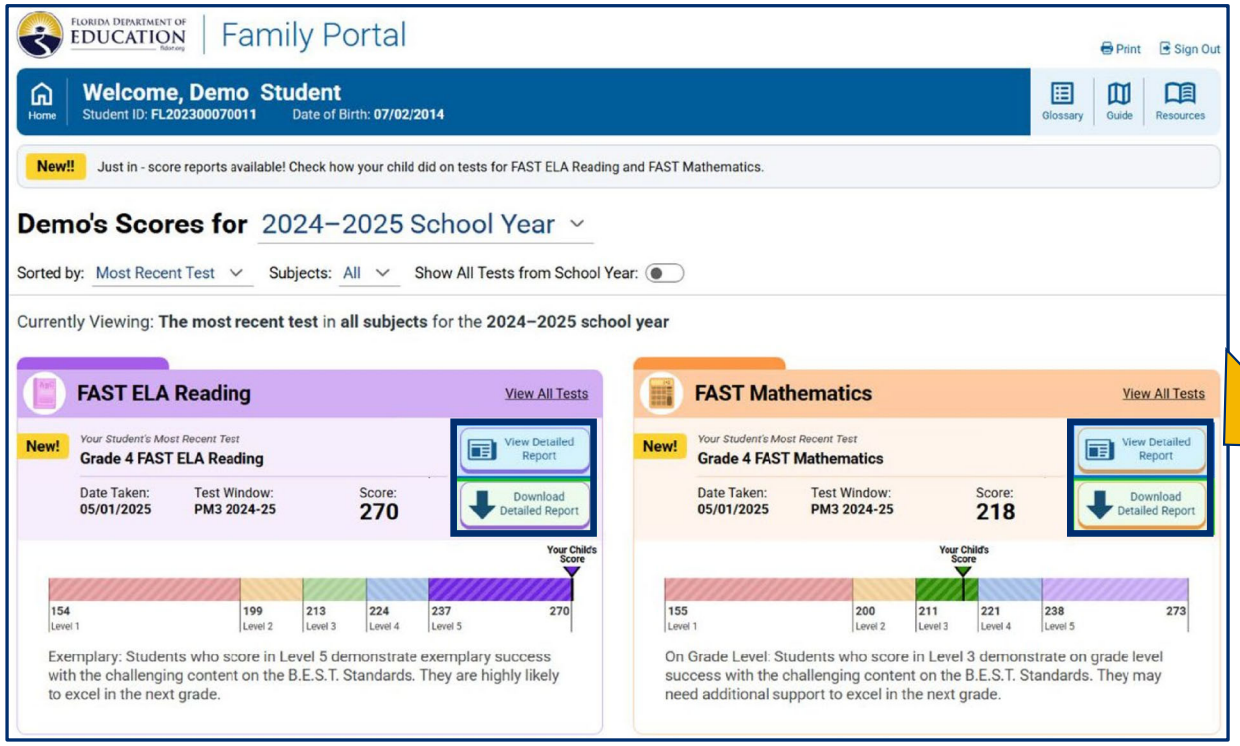
3rd-8th Grade FAST Mathematics

Florida Department of Education's (FLDOE) Family Portal

Parents can access a student's FAST ELA Reading, FAST Mathematics, FAST ELA Reading Retake, and B.E.S.T. EOC results in the FLDOE's Family Portal using the link in the Focus Parent Portal



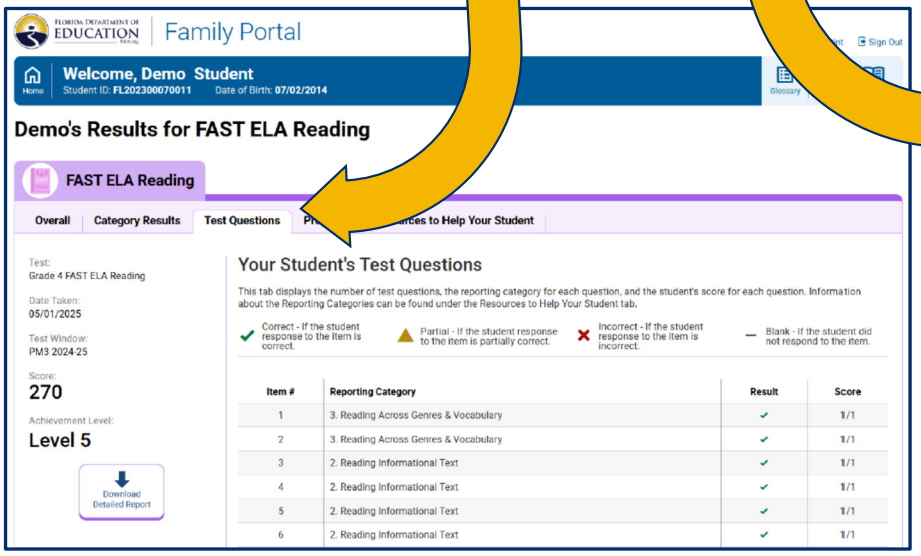
Florida Department of Education's (FLDOE) Family Portal

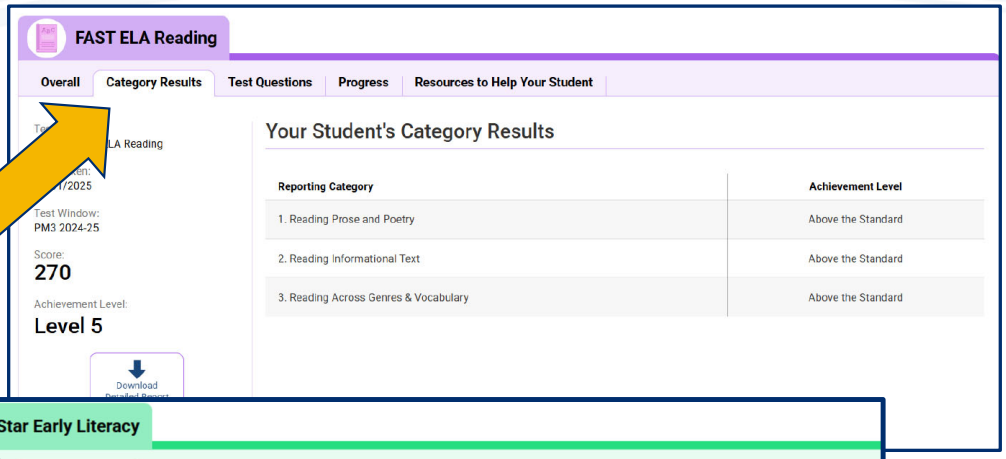


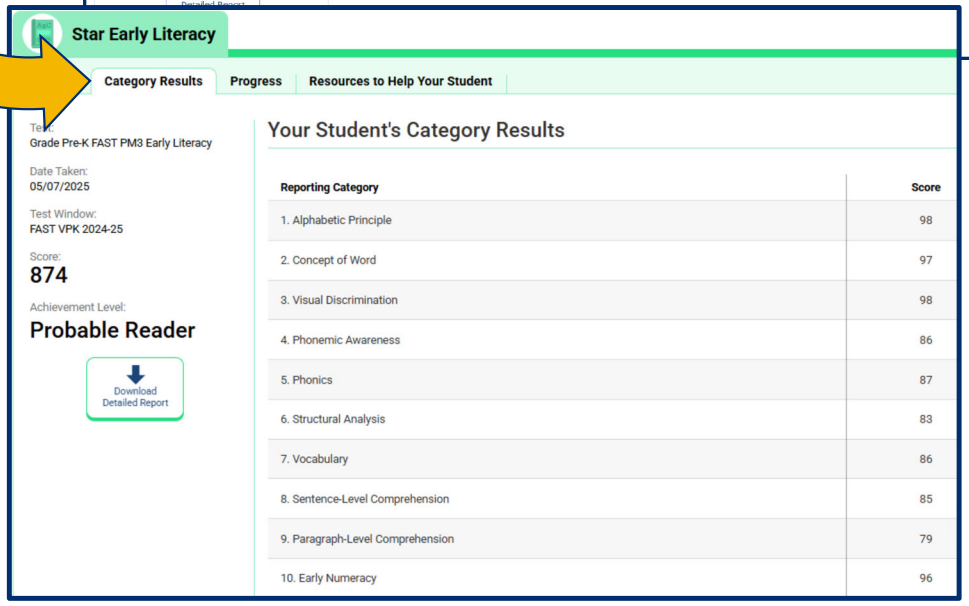
In the Family Portal, parents can view or download their student's score reports

Florida Department of Education's (FLDOE) Family Portal

In the Detailed Report parents can see additional information including their student's results by reporting category and test question

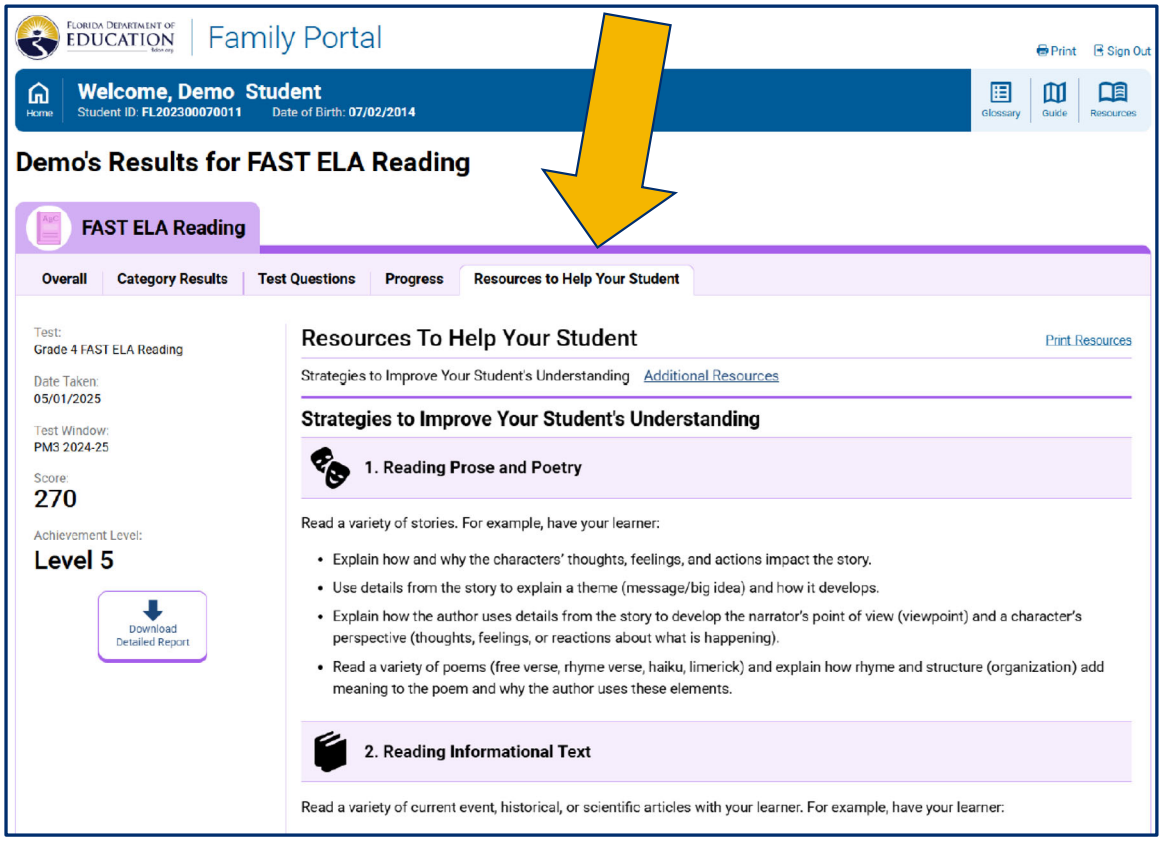






Florida Department of Education's (FLDOE) Family Portal

Under the "Resources to Help Your Student" section, specific strategies are provided to help parents to support their students' learning



2025-2026
FAST PM1 Assessment Results

Star Early Literacy, Star Reading, FAST ELA

SDMC PM1 ELA/Reading Results

KG-2nd Grade

Year-to-Year Comparison (Level 3+)

	2025-2026 FAST PM1 Performance Levels			2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1 Change	
	1	2	3+	%	%		
KG - State	**68%**	**22%**	**10%**	**9%**	**10%**	**+1%**	↑
KG - Manatee	66%	23%	11%	9%	11%	+2%	↑
1st - State	**61%**	**14%**	**25%**	**25%**	**25%**	**0%**	=
1st - Manatee	67%	14%	19%	17%	19%	+2%	↑
2nd - State	**53%**	**23%**	**24%**	**26%**	**24%**	**-2%**	↓
2nd - Manatee	52%	21%	27%	23%	27%	+4%	↑

*Data rounded to nearest percent. Star Early Literacy used for KG, Star Reading used for 1st & 2nd

Florida requires:

- KG students to take Star Early Literacy for PM1
- 1st Grade students to take Star Reading for PM3
- 2nd Grade students to take Star Reading for PM1, PM2, & PM3

SDMC requires:

- KG "Probable Readers" to take Star Reading for PM2 & PM3
- 1st & 2nd Grade students to take Star Reading for PM1, PM2, & PM3

SDMC PM1 ELA/Reading Results

KG-2nd Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
				2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1	
	1	2	3+	%	%	Change	
KG - State	**68%**	**22%**	**10%**	**9%**	**10%**	**+1%**	↑
KG - District	65%	23%	12%	9%	12%	+3%	↑
KG - Charters	67%	24%	9%	9%	9%	0%	=
1st - State	**61%**	**14%**	**25%**	**25%**	**25%**	**0%**	**=**
1st - District	66%	14%	19%	16%	19%	+3%	↑
1st - Charters	67%	15%	18%	18%	18%	0%	=
2nd - State	**53%**	**23%**	**24%**	**26%**	**24%**	**-2%**	**↓**
2nd - District	52%	22%	25%	23%	25%	+2%	↑
2nd - Charters	52%	19%	30%	24%	30%	+6%	↑

*Data rounded to nearest percent. Star Early Literacy used for KG, Star Reading used for 1st & 2nd

Florida requires:

- KG students to take Star Early Literacy for PM1
- 1st Grade students to take Star Reading for PM3
- 2nd Grade students to take Star Reading for PM1, PM2, & PM3

SDMC requires:

- KG "Probable Readers" to take Star Reading for PM2 & PM3
- 1st & 2nd Grade students to take Star Reading for PM1, PM2, & PM3

SDMC PM1 ELA/Reading Results

3rd-5th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
	1	2	3+	2024 PM1 Lvl 3+ %	2025 PM1 Lvl 3+ %	PM1 to PM1 Change	
3rd - State	**49%**	**26%**	**25%**	**24%**	**25%**	**+1%**	↑
3rd - Manatee	51%	25%	24%	21%	24%	+3%	↑
4th - State	**42%**	**25%**	**33%**	**32%**	**33%**	**+1%**	↑
4th - Manatee	44%	25%	31%	32%	31%	-1%	↓
5th - State	**34%**	**30%**	**36%**	**33%**	**36%**	**+3%**	↑
5th - Manatee	32%	30%	38%	33%	38%	+5%	↑

*Data rounded to nearest percent.

SDMC PM1 ELA/Reading Results

3rd-5th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
				2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1	
	1	2	3+	%	%	Change	
3rd - State	**49%**	**26%**	**25%**	**24%**	**25%**	**+1%**	↑
3rd - District	51%	25%	25%	21%	25%	+4%	↑
3rd - Charters	52%	27%	21%	22%	21%	-1%	↓
4th - State	**42%**	**25%**	**33%**	**32%**	**33%**	**+1%**	↑
4th - District	43%	25%	32%	33%	32%	-1%	↓
4th - Charters	46%	26%	28%	28%	28%	0%	=
5th - State	**34%**	**30%**	**36%**	**33%**	**36%**	**+3%**	↑
5th - District	31%	29%	40%	34%	40%	+6%	↑
5th - Charters	35%	34%	30%	30%	30%	0%	=

*Data rounded to nearest percent.

SDMC PM1 ELA/Reading Results

6th-8th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
	1	2	3+	2024 PM1 Lvl 3+ %	2025 PM1 Lvl 3+ %	PM1 to PM1 Change	
6th - State	**27%**	**26%**	**47%**	**45%**	**47%**	**+2%**	↑
6th - Manatee	27%	25%	48%	43%	48%	+5%	↑
7th - State	**29%**	**26%**	**45%**	**40%**	**45%**	**+5%**	↑
7th - Manatee	32%	25%	43%	37%	43%	+6%	↑
8th - State	**31%**	**27%**	**42%**	**37%**	**42%**	**+5%**	↑
8th - Manatee	35%	27%	38%	36%	38%	+2%	↑

*Data rounded to nearest percent.

SDMC PM1 ELA/Reading Results

6th-8th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
				2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1	
	1	2	3+	%	%	Change	
6th - State	**27%**	**26%**	**47%**	**45%**	**47%**	**+2%**	↑
6th - District	28%	24%	48%	41%	48%	+7%	↑
6th - Charters	25%	29%	46%	46%	46%	0%	=
7th - State	**29%**	**26%**	**45%**	**40%**	**45%**	**+5%**	↑
7th - District	34%	25%	41%	34%	41%	+7%	↑
7th - Charters	26%	26%	47%	43%	47%	+4%	↑
8th - State	**31%**	**27%**	**42%**	**37%**	**42%**	**+5%**	↑
8th - District	38%	25%	37%	34%	37%	+3%	↑
8th - Charters	26%	30%	44%	42%	44%	+2%	↑

*Data rounded to nearest percent.

SDMC PM1 ELA/Reading Results

9th-10th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
	1	2	3+	2024 PM1 Lvl 3+ %	2025 PM1 Lvl 3+ %	PM1 to PM1 Change	
9th - State	**31%**	**27%**	**42%**	**40%**	**42%**	**+2%**	↑
9th - Manatee	33%	27%	40%	36%	40%	+4%	↑
10th - State	**33%**	**26%**	**41%**	**38%**	**41%**	**+3%**	↑
10th - Manatee	36%	27%	37%	37%	37%	0%	=

*Data rounded to nearest percent.

SDMC PM1 ELA/Reading Results

9th-10th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
	1	2	3+	2024 PM1 Lvl 3+ %	2025 PM1 Lvl 3+ %	PM1 to PM1 Change	
9th - State	**31%**	**27%**	**42%**	**40%**	**42%**	**+2%**	↑
9th - District	34%	27%	40%	35%	40%	+5%	↑
9th - Charters	25%	28%	47%	43%	47%	+4%	↑
10th - State	**33%**	**26%**	**41%**	**38%**	**41%**	**+3%**	↑
10th - District	38%	26%	36%	34%	36%	+2%	↑
10th - Charters	25%	29%	46%	52%	46%	-6%	↓

*Data rounded to nearest percent.

2025-2026
FAST PM1 Assessment Results

Star Math, FAST Math, B.E.S.T. Algebra 1, B.E.S.T. Geometry

SDMC PM1 Math Results

KG-2nd Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
	1	2	3+	2024 PM1 Lvl 3+ %	2025 PM1 Lvl 3+ %	PM1 to PM1 Change	
KG - State	**74%**	**19%**	**7%**	**4%**	**7%**	**+3%**	↑
KG - Manatee	72%	19%	9%	5%	9%	+4%	↑
1st - State	**61%**	**27%**	**12%**	**11%**	**12%**	**+1%**	↑
1st - Manatee	56%	29%	15%	11%	15%	+4%	↑
2nd - State	**59%**	**19%**	**22%**	**17%**	**22%**	**+5%**	↑
2nd - Manatee	54%	21%	25%	18%	25%	+7%	↑

*Data rounded to nearest percent.

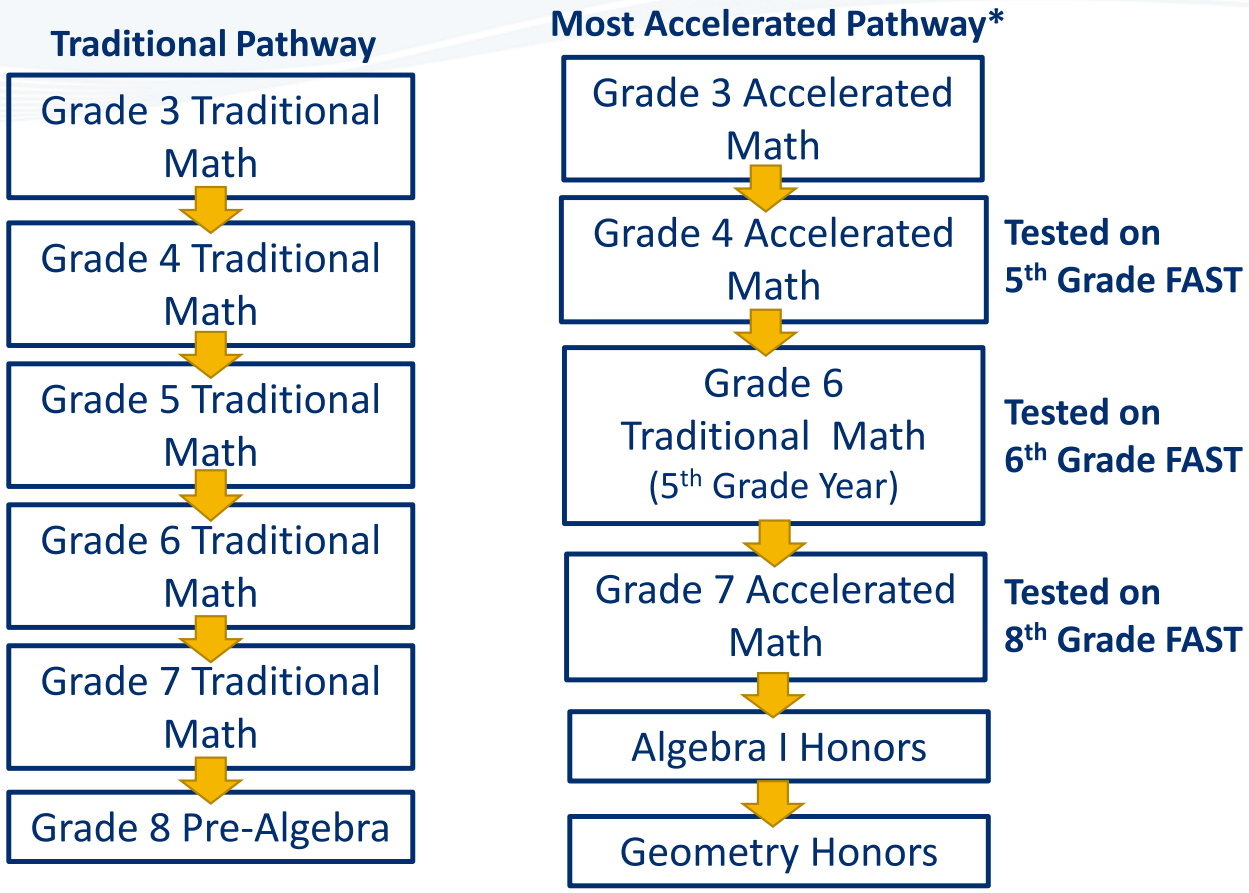
SDMC PM1 Math Results

KG-2nd Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
				2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1	
	1	2	3+	%	%	Change	
KG - State	**74%**	**19%**	**7%**	**4%**	**7%**	**+3%**	↑
KG - District	72%	19%	9%	5%	9%	+4%	↑
KG - Charters	73%	20%	7%	4%	7%	+3%	↑
1st - State	**61%**	**27%**	**12%**	**11%**	**12%**	**+1%**	↑
1st - District	56%	29%	15%	10%	15%	+5%	↑
1st - Charters	59%	29%	11%	13%	11%	-2%	↓
2nd - State	**59%**	**19%**	**22%**	**17%**	**22%**	**+5%**	↑
2nd - District	54%	21%	26%	17%	26%	+9%	↑
2nd - Charters	53%	21%	26%	18%	26%	+8%	↑

*Data rounded to nearest percent.

SDMC Mathematics Progression



**Year 2 of above grade level testing for accelerated students*

SDMC PM1 Math Results

3rd-5th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
	1	2	3+	2024 PM1 Lvl 3+ %	2025 PM1 Lvl 3+ %	PM1 to PM1 Change	
3rd - State	**60%**	**31%**	**9%**	**8%**	**9%**	**+1%**	↑
3rd - Manatee	56%	33%	11%	10%	11%	+1%	↑
4th - State	**68%**	**21%**	**11%**	**10%**	**11%**	**+1%**	↑
4th - Manatee	74%	21%	5%	7%	5%	-2%	↓
5th - State	**53%**	**31%**	**16%**	**15%**	**16%**	**+1%**	↑
5th - Manatee	50%	37%	13%	11%	13%	+2%	↑

*Data rounded to nearest percent.

SDMC PM1 Math Results

3rd-5th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
				2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1	
	1	2	3+	%	%	Change	
3rd - State	**60%**	**31%**	**9%**	**8%**	**9%**	**+1%**	↑
3rd - District	56%	33%	11%	11%	11%	0%	=
3rd - Charters	57%	34%	9%	8%	9%	+1%	↑
4th - State	**68%**	**21%**	**11%**	**10%**	**11%**	**+1%**	↑
4th - District	76%	20%	4%	4%	4%	0%	=
4th - Charters	69%	23%	8%	13%	8%	-5%	↓
5th - State	**53%**	**31%**	**16%**	**15%**	**16%**	**+1%**	↑
5th - District	49%	38%	13%	10%	13%	+3%	↑
5th - Charters	54%	32%	14%	16%	14%	-2%	↓

*Data rounded to nearest percent.

SDMC PM1 Math Results

6th-8th Grade

Year-to-Year Comparison (Level 3+)

	2025-2026 FAST PM1 Performance Levels			2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1 Change	
	1	2	3+	%	%		
6th - State	**43%**	**38%**	**19%**	**20%**	**19%**	**-1%**	↓
6th - Manatee	35%	39%	26%	24%	26%	+2%	↑
7th - State	**48%**	**28%**	**24%**	**25%**	**24%**	**-1%**	↓
7th - Manatee	54%	25%	21%	19%	21%	+2%	↑
8th - State	**39%**	**41%**	**20%**	**18%**	**20%**	**+2%**	↑
8th - Manatee	43%	39%	18%	13%	18%	+5%	↑

*Data rounded to nearest percent.

SDMC PM1 Math Results

6th-8th Grade

	2025-2026 FAST PM1 Performance Levels			Year-to-Year Comparison (Level 3+)			
				2024 PM1 Lvl 3+	2025 PM1 Lvl 3+	PM1 to PM1	
	1	2	3+	%	%	Change	
6th - State	**43%**	**38%**	**19%**	**20%**	**19%**	**-1%**	↓
6th - District	32%	39%	28%	25%	28%	+3%	↑
6th - Charters	42%	40%	18%	21%	18%	-3%	↓
7th - State	**48%**	**28%**	**24%**	**25%**	**24%**	**-1%**	↓
7th - District	68%	23%	9%	9%	9%	0%	=
7th - Charters	38%	27%	35%	34%	35%	+1%	↑
8th - State	**39%**	**41%**	**20%**	**18%**	**20%**	**+2%**	↑
8th - District	43%	39%	18%	13%	18%	+5%	↑
8th - Charters	43%	39%	18%	12%	18%	+6%	↑

*Data rounded to nearest percent.

Next Steps

- Common assessments and programs in ELA and Math
  - Building Assessment-Capable Learners
- Literacy coaches at all elementary schools (monthly meetings)
- Secondary instructional coaches across content areas (monthly meetings)
- Data review and professional learning with APs and Principals (monthly)
- *Making Progress* Initiative
- Weekly data review with Deputy and Superintendent
- PM2 in December/January

2025-2026 FAST PM1 Assessment Results

School Board Meeting
October 7, 2025

AGENDA ITEM NO. 10.1

School Board of Manatee County
October 7, 2025 - 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) - *updated 10/3/2025*

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

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

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

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

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

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

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

Financial Impact
There is no financial impact.

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

Attachments:
HR Board Material - October 7, 2025 - updated 10.3.25

Hire

Administrative

Type	Name	Department/Location	Position	Effective Date
Hire	Bany, Johnathan	Information Technology	Field Technician (Range $40,886 - $76,822)	9-15-2025
Hire	Bechtel, Angela	Budget	Analyst, Sr. Budget (Range $58,261 - $108,004)	9-15-2025
Hire	Beltran Betancourt, Miguel	Information Technology	Field Technician (Range $40,886 - $76,822)	9-29-2025
Hire	Clarke, Laura	ESE	Manager, SED NET (Range $58,261 - $108,004)	9-29-2025
Hire	Flanigen, Shannon	Student Services	School Multi-Tiered Supp Spec. (Range $54,472 - $99,309)	9-15-2025
Hire	Goodhue, Susan	Federal Programs and Grants	Liaison, Foster Care (Range $54,472 - $99,309)	9-28-2025
Hire	Major, Jenelle	Student Services	School Social Worker - 10 Mo (Range $49,521 - $92,426)	9-2-2025

Educational Support

Type	Name	Department/Location	Position	Effective Date
Hire	Arnett, Shaun	Food & Nutrition Services	Worker, Food Service-5 hr	9-15-2025
Hire	Berry, Shawn	Freedom Elementary School	Tchr Aide, ESE, 1:1	9-15-2025
Hire	Croucher, Karen	Food & Nutrition Services	Worker, Food Service-6 hr	9-14-2025
Hire	Cullison, Angela	Food & Nutrition Services	Food Service-5 hr, Floater	9-15-2025
Hire	Currier, Ashley	Nolan Middle School	Tchr Aide, ESE, 1:1	9-2-2025
Hire	Diaz Diaz, Caleb	Tara Elementary School	Custodian 8 Hr	9-15-2025
Hire	Ferguson, Ruth	Food & Nutrition Services	Worker, Food Service-5 hr	9-15-2025
Hire	Joseph, Ronnie	Buffalo Creek Middle School	Custodian 8 hr	9-15-2025
Hire	Kohler, Kelly	McNeal Elementary School	Tchr Aide, ES	9-29-2025
Hire	Markes, Daryl	Security	Security Officer	9-22-2025
Hire	McGuffin, Bonnie	Food & Nutrition Services	Food Service-5 hr, Floater	9-17-2025
Hire	Mendez, Elida	Blackburn Elementary School	Tchr Aide, ESE, 1:1	9-29-2025
Hire	Mooney, Andrew	Tillman Elementary School	Tchr Aide, ESE	9-15-2025
Hire	Neuhaus, Bosco	Security	Safety Guardian	9-29-2025
Hire	Olivares, Amanda	Enrollment Management	Secretary II - 12 Mo	9-22-2025
Hire	Ortiz- Aponte, Deiam	School Bus Transportation	Bus Driver	9-15-2025
Hire	Rae, Joseph	Haile Middle School	Asst, School Clerical, 10 Mo	9-15-2025
Hire	Randall, Brittney	Food & Nutrition Services	Food Service-5 hr, Floater	9-15-2025
Hire	Rodriguez, Eric	School Bus Transportation	Bus Driver	9-14-2025
Hire	Sabo, Terry	Blackburn Elementary School	Tchr Aide, ESE, 1:1	9-14-2025
Hire	Sanchez Castillo, Leonela	Food & Nutrition Services	Worker, Food Service-6 hr	9-15-2025
Hire	Settineri, Faith	Kinnan Elementary School	Tchr Aide, ESE, 1:1	9-15-2025
Hire	Soranno, Stephen	King Middle School	Tchr Asst, MS, ISS	9-14-2025
Hire	Spry, Belicia	Oneco Elementary School	Tchr Aide, ES	9-15-2025
Hire	Staub, Timothy	School Bus Transportation	Bus Driver	9-29-2025
Hire	Toktombayeva, Tatyana	Tillman Elementary School	Tchr Aide, ESE	9-8-2025
Hire	Turk, Christian	School Bus Transportation	Bus Driver	9-15-2025
Hire	Vesna, Nataliia	Food & Nutrition Services	Worker, Food Service-5 hr	9-15-2025
Hire	Wilson, Regina	Food & Nutrition Services	Food Service-5 hr, Floater	9-15-2025

Instructional

Type	Name	Department/Location	Position	Effective Date
Hire	Adamchak, Lauren	Willis Elementary School	Second Grade Teacher University of South Florida Req. #14337	9-2-2025
Hire	Brown, Alexus	Harvey K8 School	First Grade Teacher Harding University Req. #14016	9-15-2025
Hire	Charpentier, Elizabeth	Buffalo Creek Middle School	Tchr, VE Colby-Sawyer College Req. #14311	9-15-2025
Hire	Lightfoot, Constance	Blackburn Elementary School	Tchr, IND/SC University of Illinois at Urbana-Champaign Req. #14215	9-14-2025
Hire	Vranick, Alexa	Harvey K8 School	Fourth Grade Teacher Excelsior College Req. #14166	9-15-2025

Hire	Williamson, Sarah	Buffalo Creek Middle School	Tchr, Science, MS Florida Gulf Coast University Req. #14326	9-29-2025

Promotion

Administrative

Type	Name	Department/Location	Position	Effective Date
Transfer	Breslin, Laurie	From: Professional Support Center To: SDMC School Support Center	From: Exec Dir, Pupil Personnel Svc To: District Superintendent	9-9-2025
Transfer	Garcia, Janeena	From: Professional Support Center To: Professional Support Center	From: Secretary, Administration To: Mgr, Instructional Media Svc	9-14-2025

Educational Support

Type	Name	Department/Location	Position	Effective Date
Transfer	Ballard, Juliana	From: Palmetto High School To: Wakeland Support Center	From: Asst Manager, Food Service To: Manager, Cafeteria I, Floater	9-14-2025
Transfer	Custodio, Leila	From: Palmetto High School To: Palmetto High School	From: Worker, Food Service-5 hr To: Worker, Food Service-6 hr	9-28-2025
Transfer	Damone, Michael	From: Willis Elementary School To: Professional Support Center	From: Custodian 8 Hr To: Tech, Digital Device Install.	9-14-2025
Transfer	Davies, Maria	From: SDMC School Support Center To: Office of Student Assignment	From: Secy, Instruction Curric To: Data Entry Operator, ATT/SW	9-7-2025
Transfer	De Leon-Flores, Maribel	From: Wakeland Support Center To: Harllee Middle School	From: Food Service-5 hr, Floater To: Worker, Food Service-6 hr	9-14-2025
Transfer	Delgado, Yessica	From: Manatee Elementary School To: Professional Support Center	From: Registrar, School I, ES To: Data Entry Operator, ATT/SW	9-28-2025
Transfer	Fleming, Albertha	From: Palmetto High School To: Palmetto High School	From: Worker, Food Service-5 hr To: Worker, Food Service-6 hr	9-28-2025
Transfer	Giobergia, Valerie	From: Freedom Elementary School To: Freedom Elementary School	From: Tchr Aide, ESE To: Registrar, School I, ES	9-7-2025
Transfer	Groseclose, Robert	From: Manatee Technical College To: Manatee Technical College	From: Tchr, Voc Ed P/T-Law Enforce To: Director, Criminal Justice Training	9-28-2025
Transfer	Mccrane, Donna	From: McNeal Elementary School To: McNeal Elementary School	From: Tchr Aide, ES To: Clerk, Guidance	9-21-2025
Transfer	Monsivais, Jennifer	From: Braden River Middle School To: Palmetto Elementary School	From: Tchr Aide, MS To: Technician, Admin Technology	9-28-2025
Transfer	Spezzano, Dona	From: Gullett Elementary School To: Gullett Elementary School	From: Worker, Food Service-5 hr To: Worker, Food Service-6 hr	8-31-2025

Resignation

Administrative

Type	Name	Department/Location	Position	Effective Date
Resignation	Concepcion, Orlando	Early Learning	Spec, Child Find	8-23-2025
Resignation	Cray, Laura	Tara Elementary School	Behavior Specialist	9-24-2025

Educational Support

Type	Name	Department/Location	Position	Effective Date
Resignation	Azahares Correa, Wilmer	Daughtrey Elementary School	Custodian 8 Hr	9-13-2025
Resignation	Barrera, Dora	Food & Nutrition Services	Worker, Food Service-6 hr	9-17-2025
Resignation	Bungard, Catherine	Braden River High School	Tchr Aide, ESE, 1:1	9-23-2025
Resignation	Casey, Jeanette	Haile Middle School	Registrar, School I, MS	9-27-2025
Resignation	Chavis, Zaijah	School Bus Transportation	Bus Driver	8-30-2025
Resignation	Collins, Latronya	Sable Acad Behavioral Learning	Tchr Aide, ESE	9-13-2025
Resignation	Dangel, Lena	Prine Elementary School	Tchr Aide, ESE	9-27-2025
Resignation	Frymier, Kendra	Prine Elementary School	Tchr Aide, Pre-K Integrated	10-15-2025
Resignation	Garcia Arauz, Daisy	Food & Nutrition Services	Worker, Food Service-5 hr	9-18-2025
Resignation	Gonzalez-Granados, Maribel	Braden River Middle School	Custodian, Lead I	9-9-2025
Resignation	Green, Rae Jean	Bashaw Elementary School	Tchr Aide, ESE	9-20-2025
Resignation	Hild, Scott	School Bus Transportation	Bus Driver	9-11-2025
Resignation	Johnson, Rikisha	School Bus Transportation	Bus Aide	9-12-2025
Resignation	Kurer, Laticia	Food & Nutrition Services	Asst Manager, Food Service	9-20-2025
Resignation	Layman, Darcy	Freedom Elementary School	Tchr Aide, ESE	9-29-2025
Resignation	Lopatinsky, Tiffany	Oneco Elementary School	Tchr Aide, ESE	9-10-2025
Resignation	Lopez, Estrella	Daughtrey Elementary School	Tchr Aide, ESOL	9-16-2025
Resignation	Solloway, Jason	Buffalo Creek Middle School	Custodian 8 hr	8-30-2025
Resignation	Narvaez, Sulaika	Harvey K8 School	Custodian 8 Hr	9-6-2025

Resignation	Nastasi, Marissa	Willis Elementary School	Tchr Aide, ESE	10-9-2025
Resignation	Nguyen, Thi	Federal Programs and Grants	Jr Accountant	9-15-2025
Resignation	Simmonds, Alyveah	Freedom Elementary School	Custodian 8 Hr	8-23-2025
Resignation	Smith, Samantha	McNeal Elementary School	Nurse, School, LPN	8-26-2025
Resignation	Vayshelboym, Paula Gabriela	McNeal Elementary School	Tchr Aide, ES	9-19-2025
Resignation	Vogelsang, Janelle	Williams Elementary School	Tchr Aide, ES	9-20-2025
Resignation	Williams, Claudia	Manatee High School	Clerk, Guidance	9-6-2025
Resignation	Warner, Beth	Manatee High School	Tchr Aide, ESE	9-13-2025

Instructional

Type	Name	Department/Location	Position	Effective Date
Resignation	Fearon, Victoria	Palm View K-8 School	Tchr, VE	9-27-2025
Resignation	Holt, Michael	Palmetto High School	Tchr, Mathematics, HS	9-8-2025
Resignation	Nieve, Marilyn	Mills Elementary School	Tchr, ASD	9-6-2025
Resignation	Osborn, Anne	Bayshore Elementary School	Fifth Grade Teacher	9-20-2025
Resignation	Reyes, Claudia	Palm View K-8 School	Tchr, ESOL Resource	9-20-2025
Resignation	Schreiner, Michelle	Willis Elementary School	Fourth Grade Teacher	9-18-2025
Resignation	Wheat, Alexis	Freedom Elementary School	Tchr, Pre-K Handicapped	9-6-2025

Retirement

Educational Support

Type	Name	Department/Location	Position	Effective Date
Retirement	Cervantes, Susan 16.30 Years of Service	Food & Nutrition Services	Worker, Food Service-6 hr	12-20-2025
Retirement	Edwards, Gloria 21.40 Years of Service	Samoset Elementary School	Tchr Aide, ES	11-9-2025
Retirement	Lacina, Steven 18.90 Years of Service	Miller Elementary School	Tchr Aide, ES	9-20-2025

Instructional

Type	Name	Department/Location	Position	Effective Date
Retirement	Wolfkill, Beverly 24.30 Years of Service	Stewart Elementary School	First Grade Teacher	10-14-2025

Suspension

Instructional

Type	Name	Department/Location	Position	Effective Date
Suspension without pay pending termination	Munive. Daniel	Manatee Elementary school	Tchr, ESOL Resource	10-8-2025

Added 10.3.25

Termination

Educational Support

Type	Name	Department/Location	Position	Effective Date
Term During Probation	Kominsky, Maria	Jain Middle School	Custodian, Lead I	9-16-2025
Term During Probation	Perez, Joel	Food & Nutrition Services	Worker, Food Service-6 hr	9-9-2025
Job Abandonment	Yancy, Brandy	Sable Acad Behavioral Learning	Tchr Aide, ESE	8-8-2025

Instructional

Type	Name	Department/Location	Position	Effective Date
Term During Probation	Aristizabal, Luz Marien	Palmetto Elementary School	Tchr, ESOL Resource	9-17-2025
Term During Probation	Heppding, Christina	Bayshore Elementary School	Second Grade Teacher	9-6-2025
Term During Probation	Snoddy, Caitlin	Samoset Elementary School	Third Grade Teacher	9-13-2025

Transfer

Administrative

Type	Name	Department/Location	Position	Effective Date
Transfer	Burnett, Merry	From: ESE Department To: ESE Department	From: Nurse, School, LPN To: Nurse, School, RN	8-26-2025
Transfer	Schrier, George	From: Southeast High School To: Southeast High School	From: Tchr, Other Classroom To: Assistant Principal, HS	8-31-2025

Educational Support

Type	Name	Department/Location	Position	Effective Date
Transfer	Apt, Maridiann	From: Wakeland Support Center To: Palmetto High School	From: Food Service-5 hr, Floater To: Worker, Food Service-5 hr	9-28-2025
Transfer	Bianchi, Gina	From: Wakeland Support Center To: Braden River Elementary School	From: Manager, Cafeteria I, Floater To: Manager, Cafeteria I	8-31-2025
Transfer	Da Silva, Antonio	From: Palmetto Elementary School To: Freedom Elementary School	From: Head Custodian I To: Head Custodian I	9-28-2025
Transfer	Geisler, Melissa	From: Wakeland Support Center To: Samoset Elementary School	From: Manager, Cafeteria I, Floater To: Manager, Cafeteria I	9-14-2025
Transfer	Hays, Geraldine	From: Manatee Technical College Main To: Manatee Technical College Main	From: Secretary, School To: Asst, Sch Clerical P/T-Retire	9-7-2025
Transfer	Hunter, Lucille	From: Matzke Support Center To: Professional Support Center	From: Bus Aide To: Bus Aide	9-14-2025
Transfer	Jones, Bridget	From: Parrish Community High School To: Matzke Support Center	From: Tchr Asst, HS, ISS To: Bus Aide	9-14-2025
Transfer	Just, April	From: Palmetto Elementary School To: Ballard Elementary School	From: Tchr Aide, ES To: Tchr Aide, ES	9-14-2025
Transfer	McCalley, Rachel	From: Harvey K8 at Copperstone To: Harvey K8 at Copperstone	From: Bookkeeper, School, 12 Mo To: Asst, School Clerical, 10.5 Mo	9-14-2025
Transfer	OBrien, Meghan	From: Harvey K8 at North River Ranch To: Buffalo Creek Middle School	From: Custodian, Lead I To: Custodian	9-28-2025
Transfer	Peak, La' Quayle	From: Wakeland Support Center To: Bayshore High School	From: Worker, Food Service-5 hr To: Worker, Food Service-5 hr	9-28-2025
Transfer	Rivera-Ayala, Betsabe	From: Wakeland Support Center To: Blackburn Elementary School	From: Food Service-5 hr, Floater To: Worker, Food Service-5 hr	9-14-2025
Transfer	Roper, Desiree	From: Wakeland Support Center To: Palmetto High School	From: Food Service-5 hr, Floater To: Worker, Food Service-5 hr	9-28-2025
Transfer	Saad, Sophia	From: Witt Elementary School To: Freedom Elementary School	From: Tchr Aide, Pre-K To: Tchr Aide, ESE	9-21-2025
Transfer	Shiebler, Debby	From: Blackburn Elementary School To: Braden River Middle School	From: Worker, Food Service-6 hr To: Worker, Food Service-6 hr	9-28-2025
Transfer	Vital, Aliane	From: Tillman Elementary School To: Miller Elementary School	From: Custodian 8 Hr To: Custodian 8 Hr	9-14-2025

Instructional

Type	Name	Department/Location	Position	Effective Date
Transfer	Basinger, Christina	From: Manatee Technical College Main To: The Port Academy	From: Tchr, Adult Ed P/T To: Tchr, Dropout Prevention, HS	8-31-2025
Transfer	Cendan, Alexander	From: Blackburn Elementary School To: Willis Elementary School	From: Tchr, Intellctual Disabilities To: Tchr, Autism Spectrum Disorder	9-14-2025
Transfer	Johnson, Diana	From: Mills Elementary School To: Buffalo Creek Middle School	From: Tchr, Fifth Grade To: Tchr, Mathematics, MS	9-12-2025
Transfer	Lee, Jeremy	From: Manatee Technical College Main To: Manatee Technical College Main	From: Para, Adult Ed To: Instructor, Other Career & Tec	8-4-2025
Transfer	McDaniel, Lauren	From: Tillman Elementary School To: Witt Elementary School	From: Tchr, Third Grade To: Tchr, Third Grade	9-22-2025
Transfer	Nehus, Jillian	From: Williams Elementary School To: Abel Elementary School	From: Tchr, Kindergarten To: Tchr, Pre-K Handicapped	9-12-2025
Transfer	Smith, Mark	From: Johnson K-8 Sch of Int Studies To: Southeast High School	From: Tchr, Technology To: Tchr, Reading, HS	9-11-2025
Transfer	Woods, Erin	From: Williams Elementary School To: Harvey K8 at Copperstone	From: Tchr, Kindergarten To: Tchr, First Grade	9-11-2025

AGENDA ITEM NO. 10.2

School Board of Manatee County
October 7, 2025 - 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 Reading 10.7.25 Meeting
OOF Content 10.7.25 Meeting
OOF ESOL 10.7.25 Meeting

OOF Reading 10.7.25 Meeting

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description	Due Date	OOF Completed?
Sowa,Audrey	Manatee High School	Tchr, Language Arts, HS	Reading Endorsement Class 1	5/31/2025	N
Miller,Melanie A.	Palmetto Elementary School	Spec, Media, ES	Reading Endorsement	5/31/2025	N
Vargas Perez,Alicia	Palmetto Elementary School	Second Grade Teacher	Reading Endorsement	5/31/2025	N
Rouse,Brandon	Palmetto High School	Tchr, Reading, HS	Reading Endorsement Class 1	5/31/2025	N
Davis,Stacy	Johnson K-8 Sch of Int Studies	Tchr, Pre-K Handicapped	Reading Endorsement	5/31/2025	N
Brack,Elizabeth K.	Witt Elementary School	Fourth Grade Teacher	Reading Endorsement	5/31/2025	N
Cingle,Brookelynn	Willis Elementary School	Third Grade Teacher	Reading Endorsement	5/31/2025	N
Collett,Dana	Willis Elementary School	Fifth Grade Teacher	Reading Endorsement	5/31/2025	N
Gilbank,Kristen J.	Willis Elementary School	First Grade Teacher	Reading Endorsement	5/31/2025	N
Hunter,Hannah	Willis Elementary School	Tchr, ASD	Reading Endorsement	5/31/2025	N
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	Reading Endorsement	5/31/2025	N
Padro,Jaycey	Willis Elementary School	Second Grade Teacher	Reading Endorsement	5/31/2025	N
Podolan,Megan Nicole	Willis Elementary School	Fourth Grade Teacher	Reading Endorsement	5/31/2025	N
Senyshyn,Dana	Willis Elementary School	Second Grade Teacher	Reading Endorsement	5/31/2025	N
Tomlin,Suzanne M.	Willis Elementary School	Fifth Grade Teacher	Reading Endorsement	5/31/2025	N
Alfonso,Maridel Lonceroz	Sable Acad Behavioral Learning	Elementary Teacher	Reading Endorsement	5/31/2025	N
Callihan-DeWitt,Kristina Lee	Bayshore Elementary School	Reading Coach, ES - Title I	Reading Endorsement	5/31/2026	N
Koepsel,Carole	Gullett Elementary School	Coach, Literacy	Reading Endorsement	5/31/2026	N

OOF Content 10.7.25 Meeting

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description	Due Date	OOF Completed?
Giraldo,Lori A.	Horizons Academy	Tchr, VE Resource	Elementary Education K-6	1/16/2025	N
Silva,Jaime S	Horizons Academy	Tchr, Mathematics, HS	Mathematics 6-12	1/16/2025	N
Baxter,Maurice R.	Manatee Elementary School	Tchr, VE/SC	PreKindergarten/Primary Education PK-3	2/2/2025	N
Jones Jr,Thirus	Bayshore High School	Tchr, Resource	Mathematics 6-12	2/5/2025	N
Sharbono,Christian C	Horizons Academy	Tchr, IND/SC	English 6-12	2/7/2025	N
Eldib,Hoda Meshal	Juvenile Detention Center	Tchr, Dropout Prevention, HS	English 6-12	2/20/2025	N
Critzer,Michael	Horizons Academy	Tchr, VE	Exceptional Student Education K-12	3/31/2025	N
Borcsok Imri,ZsuZsanna	Palmetto Elementary School	Tchr, VE/SC	Elementary Education K-6	4/1/2025	N
Tovell,Andrew	Lake Manatee K-8 School	Tchr, Art, ES	Elementary Education K-6	5/31/2025	N
Rath,Halen Chrisitian	Bayshore Elementary School	Tchr, VE/SC	Elementary Education K-6	5/31/2025	N
Townson,Dana D.	Bayshore High School	Tchr, Electronics	Engineering and Technology Education	5/31/2025	N
Wilcox,Jennifer Elaine	Bayshore High School	Testing Administrator	Mathematics 6-12	5/31/2025	N
Delgado,Edmundo A.	Manatee Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	5/31/2025	N
Engram,Leah Sharai	Manatee Elementary School	Counselor, ES	Exceptional Student Education K-12	5/31/2025	N
Bollmeyer,Lyn M	Manatee High School	Tchr, Art, HS	Art K-12	5/31/2025	N
Fontaine,Francine	Manatee High School	Tchr, VE	Middle Grades English 5-9	5/31/2025	N
Manion,Kyle	Manatee High School	Tchr, IND/SC	Middle Grades General Science 5-9	5/31/2025	N
Marconi,Kathy Lynn	Manatee High School	Tchr, VE	Middle Grades English 5-9	5/31/2025	N
Huber,Kelly E.	Myakka Elementary School	Third Grade Teacher	Elementary Education K-6	5/31/2025	N
Allen,Kayci Ann	Oneco Elementary School	First Grade Teacher	Elementary Education K-6	5/31/2025	N
Davis,Aleceya	Oneco Elementary School	First Grade Teacher	Elementary Education K-6	5/31/2025	N
Daum,Jennifer	Rogers Garden-Bullock ES	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	5/31/2025	N
Harwick,Krey Elliot	Palma Sola Elementary School	Tchr, Physical Educ, ES	Physical Education K-12	5/31/2025	N
Farrow,Brandon Joshua	Southeast High School	Tchr, IND/SC	Elementary Education K-6	5/31/2025	N
McNamara,Hailey Erica	Southeast High School	Tchr, VE	Business Education 6-12	5/31/2025	N
Murray,Bernatta Dealcia	Tillman Elementary School	Tchr, Pre-K Integrated	Elementary Education K-6	5/31/2025	N
Salinas Carias,Stephanie G.	Sugg Middle School	Tchr, ESOL Resource	English 6-12	5/31/2025	N
Bratton,Kamille J	Bashaw Elementary School	Tchr, EBD/SC	Exceptional Student Education K-12	5/31/2025	N
Massa,Melissa	Braden River Middle School	Tchr, Mathematics, MS	Middle Grades General Science 5-9	5/31/2025	N
Jones,Matthew Karl	Haile Middle School	Specialist, Student Support	Gifted Endorsement Class 1	5/31/2025	N
Pimentel,Yris	Horizons Academy	Tchr, ESOL Resource	Elementary Education K-6	5/31/2025	N
Benton,Larry D.	Lee Middle School	Tchr, IND/SC	Hearing Impaired K-12	5/31/2025	N
Mathis,Holly L.	Lee Middle School	Tchr, ASD	Hearing Impaired K-12	5/31/2025	N
Shelby,Tiara Danielle	Lee Middle School	Tchr, Mathematics, MS	Elementary Education K-6	5/31/2025	N
Money,Kaitlin E.	Braden River High School	Tchr, VE	Art K-12	5/31/2025	N
Jendro,Amy Lea	McNeal Elementary School	Counselor, ES	Educational Media Specialist PK-12	5/31/2025	N
Lindquist,Katie	Freedom Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	5/31/2025	N
Snyder,Stephanie Michelle	Willis Elementary School	Second Grade Teacher	Exceptional Student Education K-12	5/31/2025	N
Zaccaria,Amanda	Buffalo Creek Middle School	Tchr, Comm Syst Tech Ed	Engineering and Technology Education	5/31/2025	N
Haushalter,Dawn M.	Parrish Community High School	Tchr, ESOL Resource	Biology 6-12	5/31/2025	N
Gonzalez,Alexander	Lincoln Memorial Middle School	Tchr, Social Studies, MS	Middle Grades English 5-9	5/31/2025	N
Warnock,Amelia	Lincoln Memorial Middle School	Tchr, Science, MS	Exceptional Student Education K-12	5/31/2025	N
Sabatino,Michael	Mills Elementary School	Tchr, EBD/SC	Exceptional Student Education K-12	9/16/2025	N
Misla,Rebecca M	Braden River Elementary School	Tchr, Art, ES	Elementary Education K-6	9/30/2025	N
Rhinesmith,Justin T	King Middle School	Tchr, ASD	Exceptional Student Education K-12	10/21/2025	N
Ison,Kevin Ryan	Mills Elementary School	Tchr, STEM	Elementary Education K-6	10/27/2025	N
Johnson,Susan K.	Johnson K-8 Sch of Int Studies	Tchr, Mathematics, MS	Gifted Endorsement	11/13/2025	N
Walter,Tabetha A	Braden River High School	Tchr, Drama, HS	Drama 6-12	11/14/2025	N
Ottlinghaus,William Patrick	Lee Middle School	Tchr, Mathematics, MS	Mathematics 6-12	12/2/2025	N
Binks,Hilary	Harvey K8 School	Tchr, ASD	Elementary Education K-6	12/2/2025	N
Toglia,Sabrina	Sea Breeze Elementary School	Third Grade Teacher	PreKindergarten/Primary Education PK-3	1/5/2026	N
Davis,Stacy	Johnson K-8 Sch of Int Studies	Tchr, Pre-K Handicapped	Elementary Education K-6	1/13/2026	N
Jenkins,Shamika	Access to Education	Tchr, VE/SC	Elementary Education K-6	1/19/2026	N
Quirino,Amanda	Blackburn Elementary School	Second Grade Teacher	Elementary Education K-6	1/21/2026	N
Calhoun,Katharine Esther	Bayshore High School	Tchr, VE	Mathematics 6-12	2/7/2026	N
Mclellan,Denise M.	Bayshore High School	Tchr, IND/SC	Art K-12	2/7/2026	N
Thomas-Stockner,Brigid A.	Palmetto High School	Tchr, Reading, HS	English 6-12	2/7/2026	N
Malone,Christopher	Sugg Middle School	Tchr, Social Studies, MS	Middle Grades English 5-9	2/7/2026	N
Mccoy,Vivian	Sugg Middle School	Tchr, Science, MS	Middle Grades General Science 5-9	2/7/2026	N
Briggs,Jonathan David	King Middle School	Tchr, Business Technology	Engineering and Technology Education	2/7/2026	N
Cerpa,Lucy	Braden River Elementary School	Tchr, Pre-K Handicapped	PreKindergarten Disabilities Endorsement	2/7/2026	N
Schultz,Stephen James	Lakewood Ranch High School	Tchr, Language Arts, HS	Mathematics 6-12	2/7/2026	N
Austin,Paula	Kinnan Elementary School	Third Grade Teacher	Middle Grades Mathematics 5-9	2/7/2026	N
Conklin,Gregory Steven	Freedom Elementary School	Tchr, VE	Elementary Education K-6	2/7/2026	N
Wilson,Eugena C.	Freedom Elementary School	Third Grade Teacher	Elementary Education K-6	2/7/2026	N
French,Jennifer B.	Willis Elementary School	Third Grade Teacher	Elementary Education K-6	2/7/2026	N
Cobb,Sylvia A.	Buffalo Creek Middle School	Tchr, IND/SC	Exceptional Student Education K-12	2/7/2026	N
Hall,Stephanie	Jain Middle School	Tchr, IND/SC	Elementary Education K-6	2/7/2026	N
Munn,Kristen M	Palm View K-8 School	Teacher, Woz Support, ES	Elementary Education K-6	2/12/2026	N
Barker,Riane	Freedom Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	2/16/2026	N
Krstic,Jelena	Kinnan Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	2/18/2026	N
Vranick,Alexa	Harvey K8 School	Fourth Grade Teacher	Elementary Education K-6	5/30/2026	N
Davis,Parker	Miller Elementary School	Tchr, STEM	Elementary Education K-6	5/31/2026	N
Gregory,Pamela Duke	Oneco Elementary School	Fourth Grade Teacher	Elementary Education K-6	5/31/2026	N
Hazon,Zoe	Rogers Garden-Bullock ES	Tchr, IND/SC	Elementary Education K-6	5/31/2026	N

David,Tiffany Laural	Palm View K-8 School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	5/31/2026	N
Davis,Ieshia Nicole	Palm View K-8 School	Tchr, Language Arts, MS	English 6-12	5/31/2026	N
Snyder,Brooklyn	Palm View K-8 School	Tchr, VE	Exceptional Student Education K-12	5/31/2026	N
Lazzari,Michael	Palmetto High School	Tchr, IND/SC	Elementary Education K-6	5/31/2026	N
Tacuba-Roblero,Esteffani	Prine Elementary School	Tchr, Second Grade	Elementary Education K-6	5/31/2026	N
Velez,Stephanie	Prine Elementary School	Kindergarten Teacher	PreKindergarten/Primary Education PK-3	5/31/2026	N
Catania,Christopher Stephen	Daughtrey Elementary School	Tchr, ESOL Resource	Exceptional Student Education K-12	5/31/2026	N
Feltzin,Allen Edward	Daughtrey Elementary School	Fourth Grade Teacher	Elementary Education K-6	5/31/2026	N
Houston,Carly	Daughtrey Elementary School	Tchr, VE/SC	Elementary Education K-6	5/31/2026	N
Land,Margaret Lynn	Daughtrey Elementary School	Tchr, Pre-K Handicapped	Exceptional Student Education K-12	5/31/2026	N
Palija,Linda Gray	Daughtrey Elementary School	Tchr, VE	Exceptional Student Education K-12	5/31/2026	N
Ruiz Harrington,Monica Graciela	Daughtrey Elementary School	Fifth Grade Teacher	Elementary Education K-6	5/31/2026	N
Selbeck,Sandra Liliana	Daughtrey Elementary School	Tchr, Dual Language, ES	Elementary Education K-6	5/31/2026	N
Ricks,Nina Shantel	Samoset Elementary School	Fourth Grade Teacher	Elementary Education K-6	5/31/2026	N
March,Lisa Michelle	Tillman Elementary School	Tchr, VE	Exceptional Student Education K-12	5/31/2026	N
Wright,Fay A	Tillman Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	5/31/2026	N
Broehm,Diane Y	Sugg Middle School	Tchr, Science, MS	Middle Grades General Science 5-9	5/31/2026	N
Espenshade,Hilary L	Sugg Middle School	Tchr, ESOL Resource	Exceptional Student Education K-12	5/31/2026	N
Ferguson,Corey Michael	King Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	5/31/2026	N
Grider,Delanie Rose	King Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	5/31/2026	N
Moody,Emma Rachelle	King Middle School	Tchr, Science, MS	Middle Grades Social Science 5-9	5/31/2026	N
Moore,Jessica Elizabeth	King Middle School	Tchr, VE	Exceptional Student Education K-12	5/31/2026	N
Harvey,Chondra Tootle	Abel Elementary School	Third Grade Teacher	Exceptional Student Education K-12	5/31/2026	N
Ketterman,Caitlin	Abel Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	5/31/2026	N
Nehus,Jillian Ann	Abel Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	5/31/2026	N
Gkikas,Matina	Braden River Middle School	Tchr, Family & Cnsumr Sciences	Family and Consumer Science 6-12	5/31/2026	N
Lindberg,Jessica	Braden River Middle School	Tchr, Technology	Engineering and Technology Education	5/31/2026	N
Miller,Alison D	Sea Breeze Elementary School	Tchr, Third Grade	Elementary Education K-6	5/31/2026	N
Clem,Kathryn Christine	Johnson K-8 Sch of Int Studies	Tchr, Reading, MS	English 6-12	5/31/2026	N
Reynolds,Bethany A.	Haile Middle School	Tchr, Language Arts, MS	English 6-12	5/31/2026	N
Stiles,Sandra K.	Haile Middle School	Tchr, Reading, MS	English 6-12	5/31/2026	N
Augustine-Carter,Brianna	Lakewood Ranch High School	Tchr, Art, HS	Art K-12	5/31/2026	N
Cohen,Mariah Claire	Lakewood Ranch High School	Tchr, Language Arts, HS	English 6-12	5/31/2026	N
RUIZ,IVANA Beatriz	Lakewood Ranch High School	Tchr, IND/SC	Elementary Education K-6	5/31/2026	N
Weaver,Elijah	Lakewood Ranch High School	Tchr, Health, HS	Health K-12	5/31/2026	N
Marigliano,Nicole Christine	Kinnan Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	5/31/2026	N
Balcom,Brittnie	Braden River High School	Tchr, Intellctual Disabilities	Elementary Education K-6	5/31/2026	N
Loid,Meghan Nicole	Freedom Elementary School	Tchr, Gifted	Gifted Endorsement Class 1	5/31/2026	N
Zaehler,Marcelina K.	Freedom Elementary School	Tchr, IND/SC	Elementary Education K-6	5/31/2026	N
Taylor,Emily Susanne	Mills Elementary School	Tchr, EBD/SC	Exceptional Student Education K-12	5/31/2026	N
Mahn,Juliana	Willis Elementary School	First Grade Teacher	Elementary Education K-6	5/31/2026	N
Fergusson,Elena	Williams Elementary School	Tchr, VE/SC	Elementary Education K-6	5/31/2026	N
Knapp,Jordan N	Williams Elementary School	Tchr, ASD	Elementary Education K-6	5/31/2026	N
Westra,Scott Aaron	Williams Elementary School	Tchr, Physical Educ, ES	Elementary Education K-6	5/31/2026	N
Porter,Melissa Lynn	Buffalo Creek Middle School	Tchr, Agriculture/Nat Resrcs	Social Science 6-12	5/31/2026	N
Cummins,Morgan	Parrish Community High School	Tchr, Language Arts, HS	English 6-12	5/31/2026	N
Hernandez,Daniel Andres	Parrish Community High School	Tchr, EBD/SC	Exceptional Student Education K-12	5/31/2026	N
Connor,Sally	Jain Middle School	Tchr, Language Arts, MS	Middle Grades General Science 5-9	5/31/2026	N
Elliott,Leah A	Jain Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	5/31/2026	N
Bernaert,Cory	Harvey K8 School	Spec, Media, ES	Educational Media Specialist PK-12	5/31/2026	N
Driggers,Katherine	Harvey K8 School	Tchr, VE/SC	Elementary Education K-6	5/31/2026	N
Dunfee,Brittany	Harvey K8 School	Fifth Grade Teacher	Elementary Education K-6	5/31/2026	N
Lewis,Ashley M.	Harvey K8 School	Tchr, Art, ES	Art K-12	5/31/2026	N
O'Keefe,Hayley	Harvey K8 School	Fourth Grade Teacher	Elementary Education K-6	5/31/2026	N
Ray,Mallorie K.	Harvey K8 School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12	5/31/2026	N
Swartling,Olivia Mayer	Harvey K8 School	Tchr, Agriculture/Nat Resrcs	Agriculture 6-12	5/31/2026	N
Galik Jr,Peter George	Lincoln Memorial Middle School	Tchr, VE	Exceptional Student Education K-12	5/31/2026	N
Rumph,Sylvia A.	Lincoln Memorial Middle School	Tchr, IND/SC	Elementary Education K-6	5/31/2030	N

OOF ESOL 10.7.25 Meeting

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description	Due Date	OOF Completed?
Marconi,Kathy Lynn	Manatee High School	Tchr, VE	English for Speakers of Other Languages (ESOL) K-12	5/31/2025	N
Haushalter,Dawn M.	Parrish Community High School	Tchr, ESOL Resource	English for Speakers of Other Languages (ESOL) Endorsment	5/31/2025	N
Cricco,Cristina	Lake Manatee K-8 School	Third Grade Teacher	ESOL End. Class 1	8/1/2025	N
Capalit,Ross Ann	Ballard Elementary School	Tchr, ASD	ESOL End. Class 2	8/1/2025	N
Cusack,Tracey Boyd	Ballard Elementary School	First Grade Teacher	ESOL End. Class 2	8/1/2025	N
Simmons,Solanges	Ballard Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2025	N
Freitag,Oksana Vitalievna	Bayshore Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2025	N
Juntunen,Kevin	Bayshore Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Nichols,Elizabeth Nicole	Bayshore Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Nuccitelli,Tara	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 2	8/1/2025	N
Jones Jr,Thirus	Bayshore High School	Tchr, Resource	ESOL Methods for Content Area Teachers	8/1/2025	N
Morales,Jaime Orlando	Bayshore High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Szocik,Danielle Marie	Bayshore High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Wilson,Melissa Jan	Bayshore High School	Tchr, Dance, HS	ESOL End. Class 3	8/1/2025	N
Comuzzi,Gina M	Manatee Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Delgado,Edmundo A.	Manatee Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	8/1/2025	N
Denise,Abigail	Manatee Elementary School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2025	N
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2025	N
Carson,Camrynn	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Casey,Matthew	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Czaia,Ariana	Manatee High School	Tchr, Dance, HS	ESOL Survey for Special Area Teachers	8/1/2025	N
Green,D'Tanyian J.	Manatee High School	Tchr, ASD	ESOL Survey for Special Area Teachers	8/1/2025	N
Mallo,Margaret	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Manion,Kyle	Manatee High School	Tchr, IND/SC	ESOL End. Class 2	8/1/2025	N
Murphy,Donovan	Manatee High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Sowa,Audrey	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Walter,Victoria	Manatee High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Zerbonia,Zachary Slade	Manatee High School	Tchr, Health Science Educ	ESOL Methods for Content Area Teachers	8/1/2025	N
Hancock,Hollie	Manatee Technical College	Instructor, Nursing	ESOL Survey for Special Area Teachers	8/1/2025	N
Jenei,Andrea	Miller Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2025	N
Raber,Jillisa	Miller Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2025	N
Greene,Kristin Inderwiesen	Myakka Elementary School	Tchr, Music, ES	ESOL End. Class 1	8/1/2025	N
Cunningham,Jolissa	Oneco Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Hazon,Zoe	Rogers Garden-Bullock ES	Tchr, IND/SC	ESOL Survey for Special Area Teachers	8/1/2025	N
Miranda,Eliette	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL Survey for Special Area Teachers	8/1/2025	N
Brown,Alexis Nicole	Palm View K-8 School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2025	N
Davis,Ieshia Nicole	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2025	N
Gleason,Olivia	Palm View K-8 School	Tchr, Dropout Prevention, MS	ESOL End. Class 1	8/1/2025	N
McConnell,Jois	Palm View K-8 School	Counselor, MS	ESOL for Administrators/Guidance	8/1/2025	N
Harwick,Krey Elliot	Palma Sola Elementary School	Tchr, Physical Educ, ES	ESOL Survey for Special Area Teachers	8/1/2025	N
Borcsok Imri,ZsuZsanna	Palmetto Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/1/2025	N
Schaffer,Victoria	Palmetto Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2025	N
Alanis,Sandra Y.	Palmetto High School	Tchr, World Language, HS	ESOL Survey for Special Area Teachers	8/1/2025	N
Ansbro,Emily	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 3	8/1/2025	N
Beekharry,Alexander	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Chase,Thomas	Palmetto High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Fernandes,Rui S.	Palmetto High School	Tchr, Othr Clsrm (Acad Adv)	ESOL Survey for Special Area Teachers	8/1/2025	N
Harrity,Taylor	Palmetto High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Hernandez,Silvia	Palmetto High School	Tchr, Music, HS	ESOL Survey for Special Area Teachers	8/1/2025	N
Lazzari,Michael	Palmetto High School	Tchr, IND/SC	ESOL Survey for Special Area Teachers	8/1/2025	N
Lewis,Kenesha Shakira	Palmetto High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
List,Jennifer	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Theisen,Christopher	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Thomas,Alex H	Palmetto High School	Tchr, Physical Educ, HS	ESOL Survey for Special Area Teachers	8/1/2025	N
Townson,Taylor	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Zambito,Patrick Wayne	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Early,Michelle Sharice	Prine Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	8/1/2025	N
Geary,Colleen Nelson	Prine Elementary School	Third Grade Teacher	ESOL End. Class 3	8/1/2025	N
Kelly,Jennifer J	Prine Elementary School	Counselor, ES	ESOL for Administrators/Guidance	8/1/2025	N
Larocca,Sara Anne	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2025	N
Riggins,April L.	Prine Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	8/1/2025	N
Sardi,Nicole	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2025	N
Surdovel,James	Prine Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2025	N
Bolden,Denaye	Daughtrey Elementary School	Tchr, Music, ES	ESOL Survey for Special Area Teachers	8/1/2025	N
Cowan,Carooceka Sarica	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 2	8/1/2025	N
Lewis,Leanna May	Daughtrey Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/1/2025	N
Brubacher,Tiffany Kay	Samoset Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2025	N
Gratzer,Hope Elizabeth	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Guyre,Brendan C	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 2	8/1/2025	N
Hogue,Kenneth Carrington	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 3	8/1/2025	N
Kakraba,George	Southeast High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
McFarland,Joseph Anthony	Southeast High School	Tchr, Music, HS	ESOL Survey for Special Area Teachers	8/1/2025	N
McNamara,Hailey Erica	Southeast High School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2025	N
Barras,Lynn	Tillman Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2025	N
Eurich Plevin,Elizabeth	Tillman Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/1/2025	N
Leupold,Jonathan	Tillman Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
McMillion,Nyasia	Tillman Elementary School	Tchr, Music, ES	ESOL Survey for Special Area Teachers	8/1/2025	N
Murray,Bernatta Dealcia	Tillman Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1	8/1/2025	N
Willsen,Eric	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2025	N
Mason,Gretchen	Blackburn Elementary School	Tchr, Art, ES	ESOL Survey for Special Area Teachers	8/1/2025	N
McCormick,Vanessa	Blackburn Elementary School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2025	N
Nyarkoh,Candice	Blackburn Elementary School	Counselor, ES	ESOL for Administrators/Guidance	8/1/2025	N
Quirino,Amanda	Blackburn Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Lanza,Alys	Sugg Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2025	N
Caamano,Vallerie	Moody Elementary School	Specialist, Student Support	ESOL Survey for Special Area Teachers	8/1/2025	N
Korschun,Martha	Moody Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2025	N
Simpson,Nickesha Natalee	Moody Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/1/2025	N
Abreu,Elizabeth Victoria	King Middle School	Tchr, World Language, MS	ESOL Survey for Special Area Teachers	8/1/2025	N
Clark,David	Bashaw Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Everingham,Christina	Bashaw Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2025	N
Wilds,Wanda Sue	Bashaw Elementary School	Tchr, Resource	ESOL End. Class 1	8/1/2025	N
Badham,Leanne	Braden River Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Cormany,Denise	Braden River Elementary School	First Grade Teacher	ESOL End. Class 2	8/1/2025	N
Messer,Kathleen	Braden River Elementary School	Second Grade Teacher	ESOL End. Class 3	8/1/2025	N
Westberry,Kristah Elizabeth	Braden River Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Dowling,Jennifer	Braden River Middle School	Tchr, Mathematics, MS	ESOL End. Class 3	8/1/2025	N
Guttilla,Charles Joseph	Braden River Middle School	Specialist, Student Support	ESOL Survey for Special Area Teachers	8/1/2025	N
Hacker,Ethan	Braden River Middle School	Tchr, Music, MS	ESOL Survey for Special Area Teachers	8/1/2025	N
Palka,Andrew	Braden River Middle School	Counselor, MS	ESOL for Administrators/Guidance	8/1/2025	N
Alexander,Stephanie	Sea Breeze Elementary School	Tchr, Pre-K	ESOL End. Class 1	8/1/2025	N

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Bailey,Beth	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2025	N
Burkhardt,Peter	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 3	8/1/2025	N
Grundy,Molly	Sea Breeze Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Jones,Brenda Goble	Sea Breeze Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2025	N
Michael,Jessica	Sea Breeze Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Radebach,Jennifer Ann	Sea Breeze Elementary School	Math Coach, ES	ESOL Survey for Special Area Teachers	8/1/2025	N
Randle,Rebecca	Sea Breeze Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Soares,Roquele	Sea Breeze Elementary School	Kindergarten Teacher	ESOL Survey for Special Area Teachers	8/1/2025	N
Tenchavez,Leah	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2025	N
Walsh,Brennan	Sea Breeze Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Danko,Ashley Anne	Tara Elementary School	Kindergarten Tchr	ESOL End. Class 1	8/1/2025	N
Johannessen,Joscelyn Jenna	Tara Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2025	N
Zelinski,Melissa L	Tara Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2025	N
DiStefano,Anthony	Johnson K-8 Sch of Int Studies	Fourth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Furman,Joan Mauree	Johnson K-8 Sch of Int Studies	Fifth Grade Teacher	ESOL Survey for Special Area Teachers	8/1/2025	N
Sidnam,Jessica Sunshine	Johnson K-8 Sch of Int Studies	First Grade Teacher	ESOL End. Class 1	8/1/2025	N
Woods,Lorraine	Witt Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/1/2025	N
Wykes,Allison C	Witt Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2025	N
Dewey,Susanmarie J	Haile Middle School	Tchr, World Language, MS	ESOL Survey for Special Area Teachers	8/1/2025	N
Henry,Sylvie Gabrielle	Haile Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2025	N
Ludwig,Brandon G	Lakewood Ranch High School	Specialist, Student Support	ESOL Survey for Special Area Teachers	8/1/2025	N
Lumb,Morgan T	Lakewood Ranch High School	Tchr, Physical Educ, HS	ESOL End. Class 3	8/1/2025	N
Moser,Jennifer	Lakewood Ranch High School	Counselor, HS	ESOL for Administrators/Guidance	8/1/2025	N
Verno,Anastasia	Lakewood Ranch High School	Counselor, HS	ESOL for Administrators/Guidance	8/1/2025	N
Critzer,Michael	Horizons Academy	Tchr, VE	ESOL Methods for Content Area Teachers	8/1/2025	N
Giraldo,Lori A.	Horizons Academy	Tchr, VE Resource	ESOL End. Class 1	8/1/2025	N
Chiu,Wen-Chi	Kinnan Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2025	N
O'Came,Courtney Marie	Kinnan Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	8/1/2025	N
Pendzimaz,Kelsye Jean	Kinnan Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Williams,Ashley Irene	Kinnan Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2025	N
Gildea,Brooke Crowther	Nolan Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2025	N
Hermann,Mark L.	Nolan Middle School	Tchr, VE	ESOL End. Class 1	8/1/2025	N
Klawans,Justin Michael	Nolan Middle School	Tchr, Mathematics, MS	ESOL Survey for Special Area Teachers	8/1/2025	N
Sizemore,Mallory Anne	Nolan Middle School	Tchr, Science, MS	ESOL End. Class 2	8/1/2025	N
Atkins,CindyAnn A	Lee Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2025	N
Jones III,Sammie Lee	Lee Middle School	Tchr, Social Studies, MS	ESOL End. Class 1	8/1/2025	N
Latoja,Joy Diane Molina	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2025	N
Mathis,Holly L.	Lee Middle School	Tchr, ASD	ESOL End. Class 1	8/1/2025	N
Mercado,Mary Flor Arenas	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2025	N
Ottlinghaus,William Patrick	Lee Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2025	N
Alexander,Katherine	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Carbone,Andrew	Braden River High School	Tchr, Technology	ESOL Survey for Special Area Teachers	8/1/2025	N
Duball,Cheri	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2025	N
Grain,Jason	Braden River High School	Tchr, HS Classroom, Research	ESOL Methods for Content Area Teachers	8/1/2025	N
Luther,Shannon	Braden River High School	Tchr, IND/SC	ESOL End. Class 3	8/1/2025	N
Speicher,Carmen I.	Braden River High School	Tchr, World Language, HS	ESOL End. Class 2	8/1/2025	N
Masterson,Teresa A	McNeal Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2025	N
Wagoner,Emily Jean	McNeal Elementary School	Fifth Grade Teacher	ESOL End. Class 3	8/1/2025	N
Krakowski,Michelle M.	Freedom Elementary School	First Grade Teacher	ESOL End. Class 5	8/1/2025	N
Lindquist,Katie	Freedom Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2025	N
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 2	8/1/2025	N
O'Donnell,Lori	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Snyder,Stephanie Michelle	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2025	N
Cabibi,Donna	Williams Elementary School	Pathologist, Speech & Language	ESOL Survey for Special Area Teachers	8/1/2025	N
Milazzo,Lauren	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 3	8/1/2025	N
O'Connor,Dylan	Gullett Elementary School	Tchr, Physical Educ, ES	ESOL Survey for Special Area Teachers	8/1/2025	N
Olson,Kristen-Marie	Gullett Elementary School	Pathologist, Speech & Language	ESOL Survey for Special Area Teachers	8/1/2025	N
Marquez,Mary Cris	Buffalo Creek Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2025	N
Patero,Blessyl Herrera	Buffalo Creek Middle School	Tchr, Science, MS	ESOL End. Class 1	8/1/2025	N
Riti,Briana	Buffalo Creek Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2025	N
Syring,Richard C	Buffalo Creek Middle School	Counselor, MS	ESOL for Administrators/Guidance	8/1/2025	N
Zaccaria,Amanda	Buffalo Creek Middle School	Tchr, Comm Syst Tech Ed	ESOL Survey for Special Area Teachers	8/1/2025	N
Blalock,Michael	Parrish Community High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Johnson,Lew	Parrish Community High School	Tchr, Physical Educ, HS	ESOL Survey for Special Area Teachers	8/1/2025	N
Stark,Luke Christopher	Parrish Community High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Willson-Conrad,Angela	Parrish Community High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2025	N
Angelillo,Joy	Jain Middle School	Tchr, IND/SC	ESOL End. Class 1	8/1/2025	N
David,Kimberly	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 1	8/1/2025	N
Elliott,Kristen D.	Jain Middle School	Tchr, Technology	ESOL Survey for Special Area Teachers	8/1/2025	N
McKeever,Kylie	Jain Middle School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2025	N
Moore,David Allen	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2025	N
Binks,Hilary	Harvey K8 School	Tchr, ASD	ESOL Survey for Special Area Teachers	8/1/2025	N
Driggers,Katherine	Harvey K8 School	Tchr, VE/SC	ESOL Survey for Special Area Teachers	8/1/2025	N
Reynolds,Katherine	Harvey K8 School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Vranick,Alexa	Harvey K8 School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2025	N
Fiore,Remington Tate	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2025	N
Gonzalez,Alexander	Lincoln Memorial Middle School	Tchr, Social Studies, MS	ESOL End. Class 1	8/1/2025	N
Kauzlarich,Maureen	Lincoln Memorial Middle School	Coach, Literacy	ESOL End. Class 1	8/1/2025	N
Meiers,Mackenzie	Lincoln Memorial Middle School	Tchr, Music, MS	ESOL Survey for Special Area Teachers	8/1/2025	N
Alfonso,Raymond Vinarao	Access to Education	Tchr, VE/SC	ESOL End. Class 1	8/1/2025	N
Jackson,Maxine Lee	Sable Acad Behavioral Learning	Tchr, VE	ESOL End. Class 1	8/1/2025	N
Collado,Evelyn	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 3	10/4/2025	N
Rodriguez-Oliveras,Maria Lila	Daughtrey Elementary School	Tchr, ESOL Resource	English for Speakers of Other Languages (ESOL) K-12	5/31/2026	N
Troyer,Amanda	Harvey K8 School	Second Grade Teacher	ESOL End. Class 1	6/30/2026	N
Montes,Elise	Lake Manatee K-8 School	Librarian / Media Spclst, ES	ESOL Survey for Special Area Teachers	8/1/2026	N
Stanley,Lauren Marie	Lake Manatee K-8 School	First Grade Teacher	ESOL End. Class 1	8/1/2026	N
Tovell,Andrew	Lake Manatee K-8 School	Tchr, Art, ES	ESOL End. Class 1	8/1/2026	N
Burt,Thomas	Ballard Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Farrar,Emily Kate	Ballard Elementary School	Tchr, Music, ES	ESOL Survey for Special Area Teachers	8/1/2026	N
Albritton,Jade Savannah	Bayshore Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Beverly,Camden Rain	Bayshore Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2026	N
BonRose,Kami Lee	Bayshore Elementary School	Tchr, EBD/SC	ESOL End. Class 1	8/1/2026	N
Fraley,Leah Nicole	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Markland,Katherine Luby	Bayshore Elementary School	Tchr, ESOL Resource	ESOL End. Class 3	8/1/2026	N
Padilla,Christopher D	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Rath,Halen Chrisitian	Bayshore Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/1/2026	N
Baker,Caitlyn Alexandria	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2026	N
Darwin,Hope Huhxiaoyuin	Bayshore High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Jackman,Jeremy	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 3	8/1/2026	N
Pacheco Hernandez,Eduardo	Manatee Elementary School	Tchr, Physical Educ, ES	ESOL Survey for Special Area Teachers	8/1/2026	N
Conley,TZiah M	Manatee High School	Tchr, Dropout Prevention, HS	ESOL Survey for Special Area Teachers	8/1/2026	N

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Hawley,Bradley Scott	Manatee High School	Tchr, Applied Technology	ESOL Survey for Special Area Teachers	8/1/2026	N
Mackey,Niondina Manon	Manatee High School	Tchr, Language Arts, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Huber,Kelly E.	Myakka Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Royston,Emily Elizabeth	Myakka Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Allen,Kayci Ann	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2026	N
Bartens,Jennifer Ann	Oneco Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Davis,Aleceya	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2026	N
Dubernas,Melissa Noelle	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Taleff,Jessica Marie	Oneco Elementary School	Tchr, ASD	ESOL End. Class 2	8/1/2026	N
Wheeler,Lezlie Charlene	Oneco Elementary School	Tchr, VE	ESOL End. Class 1	8/1/2026	N
Munn,Kristen M	Palm View K-8 School	Teacher, Woz Support, ES	ESOL End. Class 1	8/1/2026	N
Price,Kaylie Marie	Palm View K-8 School	Tchr, Music, ES	ESOL Survey for Special Area Teachers	8/1/2026	N
Snyder,Brooklyn	Palm View K-8 School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2026	N
Gardner,Karen Rose	Palmetto Elementary School	Tchr, VE	ESOL End. Class 1	8/1/2026	N
Acosta,Jonathan	Palmetto High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Avey,Megan	Palmetto High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
MacLean,Kai Hajime	Palmetto High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Rouse,Brandon	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 1	8/1/2026	N
Treadwell,Malik	Palmetto High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Custis,Cristal Ivette	Prine Elementary School	Tchr, Dual Language, ES	ESOL Survey for Special Area Teachers	8/1/2026	N
Rycerz,Cynthia	Prine Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/1/2026	N
Hidalgo,Susel	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Houston,Carly	Daughtrey Elementary School	Tchr, VE/SC	ESOL Survey for Special Area Teachers	8/1/2026	N
Land,Margaret Lynn	Daughtrey Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2026	N
Lovin,Tara Williams	Daughtrey Elementary School	Tchr, VE/SC	ESOL End. Class 3	8/1/2026	N
Miller,Elena Marie	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Trisler,Jennifer M	Daughtrey Elementary School	Second Grade Teacher	ESOL Methods for Content Area Teachers	8/1/2026	N
Gibson,Michelle Linda	Samoset Elementary School	Second Grade Teacher	ESOL Methods for Content Area Teachers	8/1/2026	N
Farrow,Brandon Joshua	Southeast High School	Tchr, IND/SC	ESOL End. Class 1	8/1/2026	N
Lowery,Lyndsey Brooks	Southeast High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Pierce,Sherie Ann	Southeast High School	Tchr, Art, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Bagwell,Tiffany	Tillman Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2026	N
Wright,Fay A	Tillman Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2026	N
Hemingway,Denise	Blackburn Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/1/2026	N
Ngo,Jacqueline L	Blackburn Elementary School	First Grade Teacher	ESOL End. Class 2	8/1/2026	N
Alford-Mears,Shelly-Ann Annakay	Sugg Middle School	Tchr, Reading, MS	ESOL End. Class 4	8/1/2026	N
Broehm,Diane Y	Sugg Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Gerstenberger,Ames E	Sugg Middle School	Tchr, Art, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Horn,Ethan C	Sugg Middle School	Tchr, Music, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Malone,Meaghan	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Maltay,Kwasi Anthony	Sugg Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
McCook,Kristin M	Sugg Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Nestleroad,Chelsea	Sugg Middle School	Tchr, Resource	ESOL End. Class 1	8/1/2026	N
Spaulding,Ricardo A	Sugg Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Thomas,Jeremy K	Sugg Middle School	Tchr, Science, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Waldron,Kevin James	Sugg Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Escobar,Anabel	Moody Elementary School	Tchr, ESOL Resource	ESOL Survey for Special Area Teachers	8/1/2026	N
Gilsenan,Nicole	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Jenkins-Wade,Billie	Moody Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Trautner,Tracy	Moody Elementary School	Kindergarten Teacher	ESOL End. Class 2	8/1/2026	N
Cunningham,Sherry	King Middle School	Tchr, ESOL Resource	ESOL End. Class 1	8/1/2026	N
Ferguson,Corey Michael	King Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Grider,Delanie Rose	King Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Krstevski,Milena Ann	King Middle School	Tchr, Music, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Moody,Emma Rachelle	King Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Moore,Jessica Elizabeth	King Middle School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2026	N
Nash,Michelle Ann	King Middle School	Tchr, Technology	ESOL Methods for Content Area Teachers	8/1/2026	N
Noga,Vjola	King Middle School	Tchr, IND/SC	ESOL Survey for Special Area Teachers	8/1/2026	N
Shareshian,Michael C	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 3	8/1/2026	N
Ketterman,Caitlin	Abel Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2026	N
Paris,Maria Jose	Abel Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2026	N
Alvarez,Kaitlyn	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Anderson,Micah Sarita	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2026	N
Castiglioni,Emily	Bashaw Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Woods,Heather	Bashaw Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2026	N
Rypel,Victoria	Braden River Elementary School	Tchr, Pre-K Integrated	ESOL Survey for Special Area Teachers	8/1/2026	N
Breitsprecher,Emma	Braden River Middle School	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2026	N
Gulsby,Nicole T.	Braden River Middle School	Tchr, Reading, MS	ESOL End. Class 1	8/1/2026	N
Lastimosa,Riza Jaran	Braden River Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Lindberg,Jessica	Braden River Middle School	Tchr, Technology	ESOL Methods for Content Area Teachers	8/1/2026	N
Wise,Spencer	Braden River Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Phillips,Melissa J	Sea Breeze Elementary School	Spec, Media, ES	ESOL Survey for Special Area Teachers	8/1/2026	N
Toglia,Sabrina	Sea Breeze Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Davis,Stacy	Johnson K-8 Sch of Int Studies	Tchr, Pre-K Handicapped	ESOL End. Class 1	8/1/2026	N
Kamay,Andrea Beth	Johnson K-8 Sch of Int Studies	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Brown,Olivia	Haile Middle School	Tchr, Agriculture/Nat Resrcs	ESOL Methods for Content Area Teachers	8/1/2026	N
Krentz,Victoria Leigh	Haile Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Muschla Berry,Erin	Haile Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Augustine-Carter,Brianna	Lakewood Ranch High School	Tchr, Art, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Camp,Jeffery Mark	Lakewood Ranch High School	Tchr, Science, HS - Biology	ESOL Methods for Content Area Teachers	8/1/2026	N
Catalina,Gabrielle	Lakewood Ranch High School	Tchr, Science, HS (Biology)	ESOL Methods for Content Area Teachers	8/1/2026	N
Groblewski,Alexandra	Lakewood Ranch High School	Tchr, Art, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Gummerson,Molly	Lakewood Ranch High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Jagdish,Roma	Lakewood Ranch High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Keech-Babcock,Kari Jaclyn	Lakewood Ranch High School	Tchr, Reading, HS	ESOL End. Class 3	8/1/2026	N
Knott,Kaden Oneill	Lakewood Ranch High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
O'Connor,Brendan	Lakewood Ranch High School	Specialist, Student Support	ESOL End. Class 2	8/1/2026	N
Papa,Aleshia	Lakewood Ranch High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Weaver,Elijah	Lakewood Ranch High School	Tchr, Health, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Yates,Kaitlynn	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2026	N
Martinez,Diana Rose Supnad	Kinnan Elementary School	Tchr, IND/SC	ESOL End. Class 2	8/1/2026	N
Danyluk,Elizabeth Bruno	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Decillis,Ann-Mari	Nolan Middle School	Tchr, ASD	ESOL Survey for Special Area Teachers	8/1/2026	N
Korns,Maria	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Bourdeau,Karen Marie	Lee Middle School	Tchr, VE	ESOL End. Class 2	8/1/2026	N
Burke,Tara Ann	Lee Middle School	Tchr, Music, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Contreras Calderon,Juan S	Lee Middle School	Tchr, Social Studies, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Covert,Isabel Faith	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Morales,Sofia Gabriela	Lee Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Redinger,Victoria Kathleen	Lee Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Tsimal,Andrey	Lee Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N

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Balcom,Brittnie	Braden River High School	Tchr, Intellctual Disabilities	ESOL Survey for Special Area Teachers	8/1/2026	N
Barkasy,Theresa G	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2026	N
Foley,Tom	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2026	N
Hamilton,Kara	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2026	N
Lund,Audrey	Braden River High School	Tchr, Music, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Mockensturm,Kaitlyn	Braden River High School	Tchr, Physical Educ, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Zanders-Nelson,Jonathan	Braden River High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Manfredi,Jaden	McNeal Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2026	N
Mulligan,Christina	McNeal Elementary School	Kindergarten Teacher	ESOL End. Class 2	8/1/2026	N
Barker,Riane	Freedom Elementary School	Tchr, Autism Spectrum Disorder	ESOL Survey for Special Area Teachers	8/1/2026	N
Sidonio,Jenna	Freedom Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	8/1/2026	N
Casteel,Kayla Jewel	Mills Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2026	N
Sabatino,Michael	Mills Elementary School	Tchr, EBD/SC	ESOL End. Class 1	8/1/2026	N
Cingle,Brookelynn	Willis Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Dickens,Christina	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Downs,Darren	Willis Elementary School	Specialist, Student Support	ESOL End. Class 1	8/1/2026	N
Hagan,Barbara	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Hunter,Hannah	Willis Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2026	N
Padro,Jaycey	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Senyshyn,Dana	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Ceschini,Marisa Danielle	Williams Elementary School	Tchr, First Grade	ESOL Methods for Content Area Teachers	8/1/2026	N
Connolly,Lindsey Rose	Williams Elementary School	Second Grade Teacher	ESOL Methods for Content Area Teachers	8/1/2026	N
Knapp,Jordan N	Williams Elementary School	Tchr, ASD	ESOL Survey for Special Area Teachers	8/1/2026	N
Korompilas,Dena Alexandra	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Medaglia,Laura J	Williams Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/1/2026	N
Stanaland,Jamie R	Williams Elementary School	Tchr, Kindergarten	ESOL Methods for Content Area Teachers	8/1/2026	N
Thillens,Yvette L	Williams Elementary School	Coord, Instructional Coach	ESOL for Administrators/Guidance	8/1/2026	N
Topping,Emily	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Westphal,Jennifer Marie	Williams Elementary School	Second Grade Teacher	ESOL Methods for Content Area Teachers	8/1/2026	N
Georgakis,George Athanasios	Buffalo Creek Middle School	Tchr, Social Studies, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Madden,Patrick	Buffalo Creek Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Bruce,Emily	Parrish Community High School	Tchr, Agriculture/Nat Resrcs	ESOL Methods for Content Area Teachers	8/1/2026	N
Carchio,Daniel	Parrish Community High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Carter,Seth	Parrish Community High School	Tchr, Business Technology	ESOL Survey for Special Area Teachers	8/1/2026	N
Cummins,Morgan	Parrish Community High School	Tchr, Language Arts, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Dangerfield,Caitlyn	Parrish Community High School	Tchr, Physical Educ, HS	ESOL Survey for Special Area Teachers	8/1/2026	N
Hasan,Hakeem	Parrish Community High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Mendez,Valentina	Parrish Community High School	Tchr, Health Science Educ	ESOL Survey for Special Area Teachers	8/1/2026	N
Ndiwe,Samuel	Parrish Community High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
Simmons,Nina	Parrish Community High School	Tchr, Social Studies, HS	ESOL Methods for Content Area Teachers	8/1/2026	N
D'Angelo,Jennifer	Jain Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Elliott,Leah A	Jain Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Felton,Brett	Jain Middle School	Tchr, Physical Educ, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Hall,Stephanie	Jain Middle School	Tchr, IND/SC	ESOL End. Class 1	8/1/2026	N
Lacombe,Robert	Jain Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Lewis,Marc	Jain Middle School	Specialist, Student Support	ESOL Survey for Special Area Teachers	8/1/2026	N
Mainstone,Angela Dawn	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 1	8/1/2026	N
Owens,Felicia	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Skelton,Jenna	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Subith,Trevor	Jain Middle School	Tchr, Social Studies, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Trousas,Cassandra	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2026	N
Vest,William	Jain Middle School	Tchr, Social Studies, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Virgin,Aaron Christopher	Jain Middle School	Tchr, Science, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Gleason,Jennifer	Harvey K8 School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
McLaughlin,William	Harvey K8 School	Second Grade Teacher	ESOL End. Class 1	8/1/2026	N
Molnar,Nicole	Harvey K8 School	Tchr, VE	ESOL End. Class 3	8/1/2026	N
Pescuma,Tarynn Ashley	Harvey K8 School	Kindergarten Teacher	ESOL End. Class 1	8/1/2026	N
Rademacher,Haley Nicole	Harvey K8 School	Third Grade Teacher	ESOL End. Class 1	8/1/2026	N
Knight,Laura	Lincoln Memorial Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2026	N
Spires,Davian	Lincoln Memorial Middle School	Specialist, Student Support	ESOL for Administrators/Guidance	8/1/2026	N
Warnock,Amelia	Lincoln Memorial Middle School	Tchr, Science, MS	ESOL Survey for Special Area Teachers	8/1/2026	N
Jenkins,Shamika	Access to Education	Tchr, VE/SC	ESOL Survey for Special Area Teachers	8/1/2026	N
Alfonso,Maridel Lonceroz	Sable Acad Behavioral Learning	Elementary Teacher	ESOL End. Class 1	8/1/2026	N
Bourdon,Allison	Lake Manatee K-8 School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Gogoel,Kirsten	Lake Manatee K-8 School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Graber,Hailey	Lake Manatee K-8 School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Portaleos,Chelsey	Lake Manatee K-8 School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Sieracki,Eliane	Lake Manatee K-8 School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
DeVoss,Amy E	Ballard Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
Distasio,Katelyn T	Ballard Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Baroncini,Cara Lena	Bayshore Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Broderick,Trinity Kathryn	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
Callihan-DeWitt,Kristina Lee	Bayshore Elementary School	Reading Coach, ES - Title I	ESOL End. Class 1	8/1/2027	N
Randt,Korrie Lynn	Bayshore Elementary School	Kindergarten Tchr	ESOL End. Class 1	8/1/2027	N
Sibbio,Kathleen Delores	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
Tardiel,Marcia Lorriane	Bayshore High School	Tchr, Reading, HS	ESOL End. Class 2	8/1/2027	N
Thompson,Keisha	Manatee Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Davis,Parker	Miller Elementary School	Tchr, STEM	ESOL End. Class 1	8/1/2027	N
Stephens,Elizabeth Ann	Miller Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Golinar,Krystal Marie	Oneco Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Gregory,Pamela Duke	Oneco Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Grobleski,Amy Lee	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Satahoo Graham,Aneisha Sherika	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 3	8/1/2027	N
Scipione,Emily Pauline	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Petrosino,Morgan N	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Reynolds,Sarah L	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Allen,Sondra Renee	Palm View K-8 School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Bradley,Maleah L	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 4	8/1/2027	N
Ciasto,Kailah Marie	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 2	8/1/2027	N
Khader Qasim,Dina	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Hanna,Lisa Ann	Palma Sola Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Schroepfer,Lauren H	Palma Sola Elementary School	Tchr, Gifted	ESOL End. Class 1	8/1/2027	N
Beres,Aubrey	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Tuchman,Christine A.	Palmetto Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Heinze,Matthew	Palmetto High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2027	N
Hernandez,Edgardo	Palmetto High School	Tchr, Art, HS	ESOL Survey for Special Area Teachers	8/1/2027	N
Hernandez,Marisela	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2027	N
Mastin,Shanley	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2027	N
Parkmond,LaTasha	Palmetto High School	Tchr, Technology	ESOL Methods for Content Area Teachers	8/1/2027	N
Shankarappa,Basavaraju	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2027	N
Spurlock,Andrew	Palmetto High School	Tchr, Mathematics, HS	ESOL Methods for Content Area Teachers	8/1/2027	N

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Yow,Kaitlin	Palmetto High School	Tchr, Science, HS	ESOL Methods for Content Area Teachers	8/1/2027	N
Dotti,Sharon Joanne	Prine Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Harman,Letitia E	Prine Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Middleton,Paige Nicole	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Peterson,Michael Leon	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Tacuba-Roblero,Esteffani	Prine Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/1/2027	N
Thoresen,Cassandra Marie	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Arendt,Victoria Pauline	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Catania,Christopher Stephen	Daughtrey Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	8/1/2027	N
Feltzin,Allen Edward	Daughtrey Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Kohn,Allison Jacoba	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
Ruiz Harrington,Monica Graciela	Daughtrey Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Selbeck,Sandra Liliana	Daughtrey Elementary School	Tchr, Dual Language, ES	ESOL End. Class 1	8/1/2027	N
Thornton,Julie	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1	8/1/2027	N
Tomlin,Nicola Rosalee	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Bailey Odom,Sonia	Samoset Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Halbman,Michelle Parrott	Samoset Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Ricks,Nina Shantel	Samoset Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Greenwood,Naomi E	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2027	N
Arenas,Monique	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Daniels,Beau B	Sugg Middle School	Tchr, Physical Educ, MS	ESOL Survey for Special Area Teachers	8/1/2027	N
Espenshade,Hilary L	Sugg Middle School	Tchr, ESOL Resource	ESOL End. Class 1	8/1/2027	N
Phelps,Isaiah Sharod	Sugg Middle School	Tchr, Mathematics, MS	ESOL Methods for Content Area Teachers	8/1/2027	N
Pike,Sav L	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Acevedo,Cynthia A	Moody Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Avila,Gabriela De Jesus	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Bystricky,Katherine	Moody Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Smith,Maya E	Moody Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
dos Santos Garrido Cabral,Rossana	Moody Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Brown,Destiny Adriana Cynthia	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Cansdale,Emma Mary	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Gogarty,Ashley	Abel Elementary School	Tchr, Pre-K Handicapped	ESOL Survey for Special Area Teachers	8/1/2027	N
Leiphart,Kayla Elizabeth	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Nehus,Jillian Ann	Abel Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	8/1/2027	N
Rabie,Lisa Marie	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Wordsworth,Jessica Prince	Abel Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2027	N
Ciambrone,Lauren	Bashaw Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Gonzalez,Ana Maria	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Moroney,Nichole Marie	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
O'Neill,John	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Ridore-Hall,Sachiya	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Temperino,Lanny	Bashaw Elementary School	Counselor, ES	ESOL for Administrators/Guidance	8/1/2027	N
Maher,Jennifer	Braden River Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Ramaglia,Madeline Olivia	Tara Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Wolfe,Lauren	Tara Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Franke,Ashley Nicole	Johnson K-8 Sch of Int Studies	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
Holden,Jenna	Witt Elementary School	Tchr, EBD/SC	ESOL Survey for Special Area Teachers	8/1/2027	N
Cohen,Mariah Claire	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2027	N
Peters,Julia	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2027	N
Poyner,Christine D.	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3	8/1/2027	N
Frost,Timothy A	Horizons Academy	Tchr, VE	ESOL Survey for Special Area Teachers	8/1/2027	N
Hinojosa,Rachel Renee	Kinnan Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Weingart,Haley Marie	Kinnan Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Smith,Megan Ashley	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Wolfe,Jason E.	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Burek,Elisa Grimm	Braden River High School	Tchr, ESOL Resource	ESOL End. Class 3	8/1/2027	N
Kelly,Ashlee	Braden River High School	Counselor, HS	ESOL for Administrators/Guidance	8/1/2027	N
Lengacher-Taylor,Julie	Braden River High School	Counselor, HS	ESOL for Administrators/Guidance	8/1/2027	N
Brillhart,Sheena	Freedom Elementary School	Specialist, Student Support	ESOL Survey for Special Area Teachers	8/1/2027	N
Bukowski,Christian	Freedom Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
DiNatale,Jacqueline	Freedom Elementary School	Coach, Literacy	ESOL End. Class 1	8/1/2027	N
Goelz,Avery Elizabeth	Freedom Elementary School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Nowakowski,Ryan	Freedom Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/1/2027	N
Wilson,Emily	Freedom Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Zaehler,Marcelina K.	Freedom Elementary School	Tchr, IND/SC	ESOL Survey for Special Area Teachers	8/1/2027	N
Gill,Katie	Mills Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
McCarrison,Kala	Mills Elementary School	Tchr, ASD	ESOL End. Class 1	8/1/2027	N
Hesdra,Jenna	Willis Elementary School	Tchr, First Grade	ESOL End. Class 1	8/1/2027	N
Mahn,Juliana	Willis Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Raniere,Kristen	Willis Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Bergantim,Kristy Lynne	Williams Elementary School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Hudson,Avery G	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1	8/1/2027	N
Jackson,Jacqueline S	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/1/2027	N
Kirts,Kristin N	Williams Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Knapp,Rachel L	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/1/2027	N
Knopf,Chloe L	Williams Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/1/2027	N
Newton,Leah M	Williams Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/1/2027	N
Thum,Theresa I	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1	8/1/2027	N
Westra,Scott Aaron	Williams Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 1	8/1/2027	N
Beary,Kaylen	Gullett Elementary School	First Grade Teacher	ESOL End. Class 1	8/1/2027	N
Johnson,Diana	Buffalo Creek Middle School	Tchr, Mathematics, MS	ESOL End. Class 1	8/1/2027	N
Kowalczuk,Ana	Buffalo Creek Middle School	Tchr, World Language, MS	ESOL Survey for Special Area Teachers	8/1/2027	N
Ramsaier,Magally	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Sherard,Zachary	Buffalo Creek Middle School	Tchr, Physical Educ, MS	ESOL Survey for Special Area Teachers	8/1/2027	N
Dorman,Emily	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/1/2027	N
Connor,Sally	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2027	N
Amar,Abbey	Harvey K8 School	Tchr, Physical Educ, ES	ESOL Survey for Special Area Teachers	8/1/2027	N
Baker,Emily	Harvey K8 School	Kindergarten Teacher	ESOL End. Class 1	8/1/2027	N
Brumley,Kaela	Harvey K8 School	Tchr, Fifth Grade	ESOL End. Class 1	8/1/2027	N
Casciotta,Jennifer	Harvey K8 School	Health Science Teacher	ESOL Methods for Content Area Teachers	8/1/2027	N
O'Keefe,Hayley	Harvey K8 School	Fourth Grade Teacher	ESOL End. Class 1	8/1/2027	N
Ruch,Jacquelyn Joy	Harvey K8 School	First Grade Teacher	ESOL End. Class 4	8/1/2027	N
Shim,Candace	Harvey K8 School	Counselor, ES	ESOL for Administrators/Guidance	8/1/2027	N
Buck,Olivia	Lake Manatee K-8 School	Second Grade Teacher	ESOL End. Class 2	8/1/2028	N
Weinstein,Rebecca	Palmetto High School	Counselor, HS	ESOL for Administrators/Guidance	8/1/2029	N
Mardones,Monica	Willis Elementary School	Specialist, Student Support	ESOL for Administrators/Guidance	8/1/2029	N
Jeffords,Laura	Harvey K8 School	Counselor ES	ESOL for Administrators/Guidance	8/1/2029	N
RUIZ,IVANA Beatriz	Lakewood Ranch High School	Tchr, IND/SC	ESOL End. Class 5	8/1/2031	N

AGENDA ITEM NO. 10.3

School Board of Manatee County
October 7, 2025 - 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 XII Section 2, Team Leader-10 month and Article XII Section 2-Department Chair, Testing Coordinator and National Junior Honor Society and Article XII Section G-Department Chair. The MEA Executive Board has approved the 2025-2026 school year waivers.

Waiver Approved by the MEA Board for 2025-2026:

- Ballard Elementary
- Gene Witt Elementary
- Haile Middle
- Mona Jain Middle
- Manatee High
- Mills Elementary
- Palma Sola Elementary
- Southeast High
- Stewart Elementary
- Gene Witt Elementary

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 for Ballard Elementary School, Gene Witt Elementary School, Haile Middle School, Manatee High School, Mills Elementary School, Mona Jain Middle School, Palma Sola Elementary School, Southeast High School and Stewart Elementary (No Financial Impact).

Financial Impact
There is no financial impact.

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

Attachments:

MEA Waiver Mills Team Ldr NJHS 080825
MEA Waiver Palma Sola Team Leaders 081325
MEA Waiver SEHS Dept Chairs 082225
MEA Waiver Stewart Team Leaders '25-'26
MEA Waiver Witt Elementary Team Leader supplements 8.28.25
MEA Waiver Approval Ballard Elementary
MEA Waiver Approval Gene Witt Elementary
MEA Waiver Approval Haile Middle
MEA Waiver Approval Manatee High
MEA Waiver Approval Mills Elementary
MEA Waiver Approval Mona Jain Middle
MEA Waiver Approval Palma Sola Elementary
MEA Waiver Approval Southeast High
MEA Waiver Approval Stewart Elementary
MEA Waiver Ballard TEam Leaders 081325
MEA Waiver Jain Test Coord Team Ldr 080725
MEA Waiver MHS Dept Chr 082225 25.26
Haile Waiver 081825

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:

Voting to split stipend for team leaders by 9 instead of 7

Voting to split stipend for National Junior Honor Society by 2 instead of 1

2. Section of contract for which waiver is requested:

ARTICLE _____, SECTION _____ Appendix B - Stipends

TEXT: Team leaders + MJHS

3. Date faculty meeting presentation of plan was made: 8/4/25

Documentation to Request Waiver of Contract Language, Cont'd

School: Virgil Mills Elementary

4. Date written copy of contract language was distributed to faculty: 8/4/25

5. Date secret ballot election was held: 8/7-8/8 2025

6. Vote certification:

a.	Number of full-time teachers:	59
b.	Number of ballots cast:	56
c.	Number voting to request waiver:	56
d.	Number voting not to request waiver:	~~0~~

Name	Position
Trisha Roth	MEA Building Rep

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

Principal

Trisha Roth
MEA Building Representative

AFFILIATED WITH FEA, AFT, AFL-CIO

DOCUIENTATION FOR REQUEST •ro WAIVE CONTRACT

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION

SCHOOL BOARD OF MANATEE coumry

School requesting waiver: Palma Sola Elementary School

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

The plan is to continue to have Team Leader representation for all grade levels including Fine Arts and ESE teachers. We propose to have eight (8) Team Leaders instead of the seven (7) that were allocated to Palma Sola Elementary School this year (2025-2026). The waiver will allow the supplements for the seven (7) teachers to be divided equally among eight (8) teachers/Team Leaders.

2. Section of contract for which waiver is requested:

ARTICLE Appendix B. SECTION G

TEXT : Team Leader Supplements

3 . Date faculty meeting presentation of plan was made : August 8, 2025

Documentation to Request Waiver of Contract Language, Cont ' d

School : Palma Sola Elementary School

4 . Date written c OPY of contract language was distributed to facul ty:
August 8, 2025

5 . Date secret ballot election was held:
August 13, 2025

6 . Vote certification:

a. Number of full-time teachers : 28

b. Number of ballots cast: 25

c. . Number voting to request waiver: 24

d. Nuxnber voting not to request waiver: 1

Heather Howell — MEA Representative - IND Teacher
Name — Position

Name — Position

Name — position

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

Palma Sola Elementary School
School

Jennifer Grimes
Principal

Heather Howell
MEA Building Representative

ARTICLE 1 - 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.

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: Southeast High School

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

Redistribution of allocated supplements at member request.

Staff Involved	Supplement Shared
Nicholas Smith	Supp 40 no Dept Chair
Nancy Epstein	Supp 10 no Dept Chair
Kelly Ulaya	Supp 10 no Dept Chair
Gayle Castelo	Supp 10 no Dept Chair
Meghan Bishop	Supp 10 no Dept Chair
Alina Brown	Supp 10 no Dept Chair

2. Section of contract for which waiver is requested:

ARTICLE 1, SECTION 2

TEXT: Waive supplement language for the salary schedule shall be set forth in appendix B.

3. Date faculty meeting presentation of plan was made: 3-19-2025

Documentation to Request Waiver of Contract Language, Cont'd

School: Southeast High School

4. Date written copy of contract language was distributed to faculty: 8.19.2025

5. Date secret ballot election was held: 8.20.2025 - 8.22.2025

6. Vote certification:

a.	Number of full-time teachers:	67
b.	Number of ballots cast:	60
c.	Number voting to request waiver:	60
d.	Number voting not to request waiver:	0

Michael Brooks
Name

MEA Bld Rep / Science Dept Chair
Position

Dawn Spencer
Name

Teacher / Bldg Rep
Position

Michael Brooks
Name

Teacher / Bldg Rep
Position

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

Stewart Elementary

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 team leader positions. This will help to better facilitate communication among staff + 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. B. Team Leaders, 10 months.

3. Date faculty meeting presentation of plan was made: Aug 21, 2025

Documentation to Request Waiver of Contract Language

4. Date written copy of contract language was distributed to faculty: 8/4/25

5. Date secret ballot election was held: 8/11/25

6. Vote certification:

   a. Number of full-time teachers: 25
   b. Number of ballots cast: 21
   c. Number voting to request waiver: 20
   d. Number voting not to request waiver: 1

Janet L Downs — Name — MEA Rep — Position

H Beathcote — Name — Assistant Principal — Position

[signature] — Name — Principal — Position

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

[signature] — Principal

Janet L Downs — MEA Building Representative

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: Gene Witt Elementary

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

Gene Witt Elementary proposes to waive Article ~~XII~~, section 2, Appendix B to allow for:

- 8 allocated team leader stipends to be redistributed to 9 team leaders to provide supplements for all teams.

- 1 student council stipend to be redistributed to 2 lead teachers/mentors of council representatives.

2. Section of contract for which waiver is requested:

ARTICLE XII, SECTION 2B

TEXT: 2025-2026 Salary schedule for other school personnel

3. Date faculty meeting presentation of plan was made: 8-15-2025

Documentation to Request Waiver of Contract Language, Cont'd

School: Gene Witt Elementary

4. Date written copy of contract language was distributed to faculty: 8-19-25

5. Date secret ballot election was held: 8-22-25

6. Vote certification:

a.	Number of full-time teachers:	55
b.	Number of ballots cast:	48
c.	Number voting to request waiver:	47
d.	Number voting not to request waiver:	1

Catherine Burke — Name
Teacher/MEA contact — Position

Karen Barrett KB — Name
Assistant Principal — Position

Lisa Blakemore LBlakemore — Name
SR Sec/BK — Position

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

Principal

Catherine Burke
MEA Building Representative

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 10:22 AM
To: Keezer, Rudy; Mccabe, Stefani
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Ballard's Waiver Request

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Ballard teachers request for a waiver of Article XII, Section 2, Team Leader 10 month.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.
Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
(941)747-5091
(941)746-9355 Fax
www.manateeea.org
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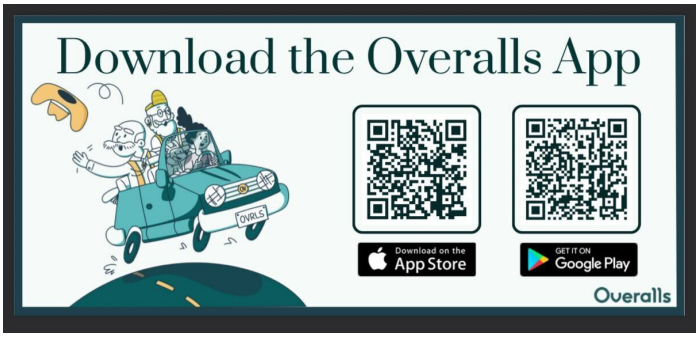

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Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 12:38 PM
To: Dixon, Connie; Burke, Catherine
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Witt's Waiver Request

Good afternoon,
The purpose of this email is to notify you that the MEA Executive Board has approved Witt Elementary's teachers request for a waiver of Article XII, Section 2, Team Leaders, Student Council Sponsor.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
(941)747-5091
(941)746-9355 Fax
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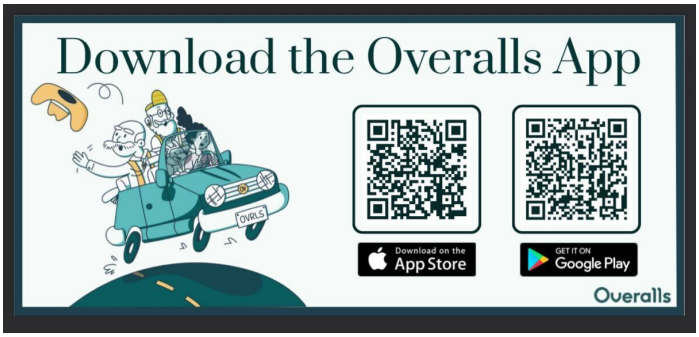

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received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 10:26 AM
To: Nikitopoulos, Irene; Basso, Deana
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Haile's Waiver Request

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Haile teachers request for a waiver of Article XII, Section 2, Department Chair, Testing Coordinator and National Junior Honor Society.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
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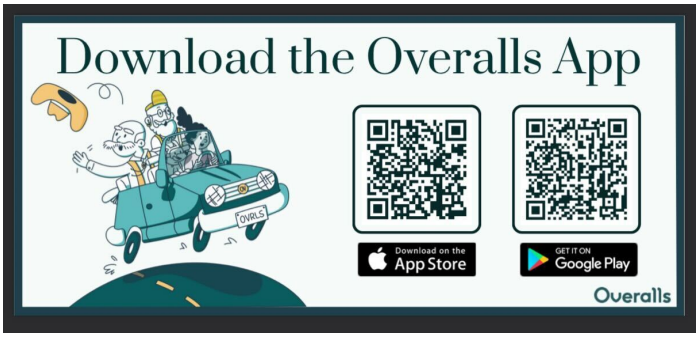

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received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 10:32 AM
To: Fleming, Shannon; Jomisko, Thomas
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Manatee High's Waiver Request

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Manatee High's teachers request for a waiver of Article XII, Section G, Department Chair.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
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Bradenton, FL 34205
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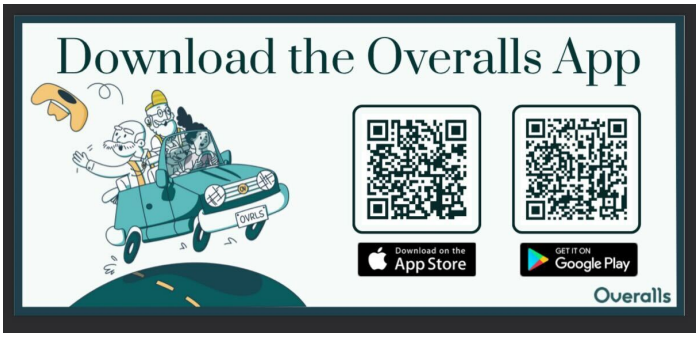

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received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 10:34 AM
To: Mennes, James; Roth, Trisha
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Mills Elementary's Waiver Request

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Mills Elementary's teachers request for a waiver of Article XII, Section 2, Team Leaders and National Junior Honor Society.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
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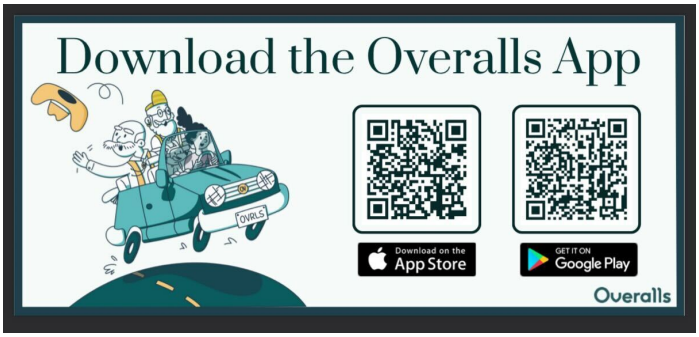

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received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 10:29 AM
To: Barlaug, Katherine; Fluellen-Reitwiesner, Regina
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Mona Jain's Waiver Request

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Mona Jain's teachers request for a waiver of Article XII, Section 2, Department Chair, Testing Coordinator.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
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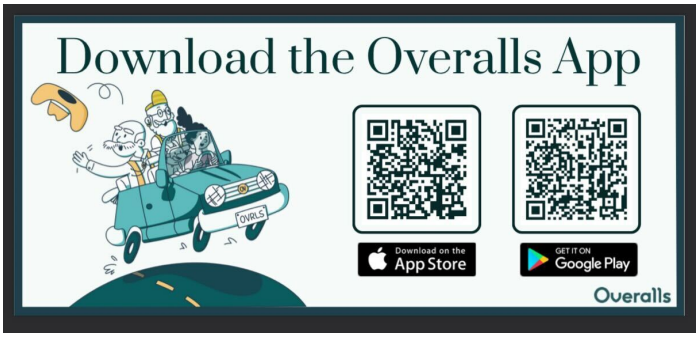

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received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 10:37 AM
To: Grimes, Jennifer; Howell, Heather
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Palma Sola's Waiver Request

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Palma Sola's teachers request for a waiver of Article XII, Section 2, Team Leaders.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
(941)747-5091
(941)746-9355 Fax
www.manateeea.org
www.facebook.com/manateeea
Find our members-only Facebook group - search 'MEA Members'
MEA office hours: M-Th 8:30 - 5:00; F 8:30 - 4:00
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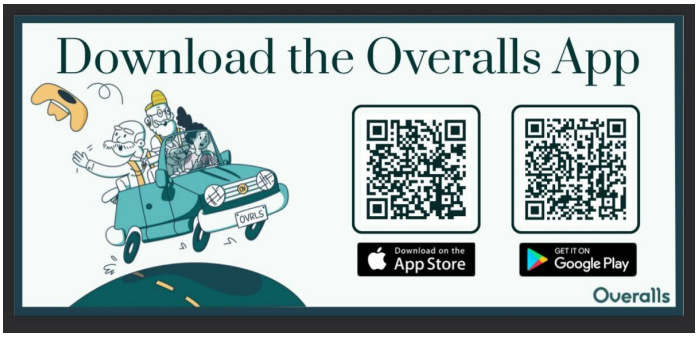
Join MEA!



"Florida has a very broad Public Records Law. Virtually all written communications to or from School District Personnel are public records available to the public and media upon request. E-mail sent or

received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 12:29 PM
To: Collins, Ginger; Brooks, Michael
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Southeast High's Request for a Waiver

Good morning,
The purpose of this email is to notify you that the MEA Executive Board has approved Southeast's teachers request for a waiver of Article XII, Section 2, Department Chairs.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
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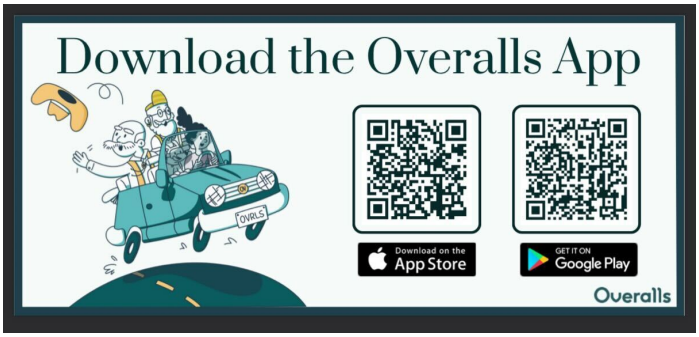

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received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law."

Duquette, Brittany

From: Manatee Education Association
Sent: Thursday, September 11, 2025 12:32 PM
To: Hougland, Joseph; Downs, Janet
Cc: Janotka, Mimi; Peregoff, Donna; Duquette, Brittany
Subject: Stewart's Waiver Request

Good afternoon,
The purpose of this email is to notify you that the MEA Executive Board has approved Stewart's teachers request for a waiver of Article XII, Section 2, Team Leaders.

This waiver is for the 2025-2026 school year only.

I have copied Donna Peregoff so that the request can be placed on the next School Board agenda for approval.

Please let me know if you have any questions.

Pat
Manatee Education Association
1523 6th Avenue West, Suite G-1
Bradenton, FL 34205
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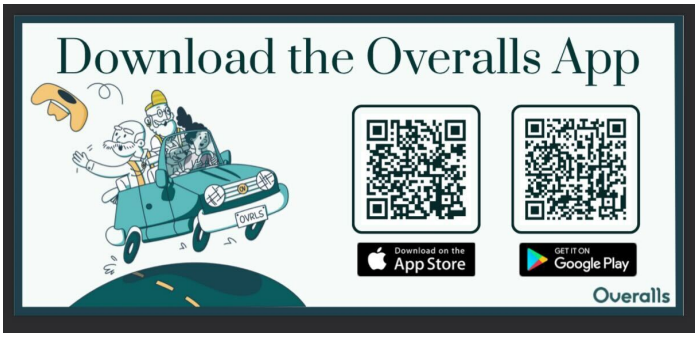

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DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver:

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

At Ballard Elementary School we currently have seven Team Leader supplements to assign to teachers in the amount of $1,427.00 each. In order to have all teaching areas represented Pre-K through 5th grade, ESE, Fine Arts, and Discipline we are requesting to be granted a waiver to split the amount for 7 supplements among 12 Team Leaders positions at $832.42 each for the year.

2. Section of contract for which waiver is requested:

ARTICLE XII **SECTION 2**

TEXT: Section 2 - Supplemental Salary Schedule

The supplemental salary schedule shall be as set forth in Appendix "B".

DEPARTMENT CHAIRPERSONS OR TEAM LEADERS DEPARTMENT CHAIRPERSONS – Team Leader 10 Month $1,427

3. Date faculty meeting presentation of plan was made: August 7, 2025

Documentation to Request Waiver of Contract Language, Cont'd

School: Ballard Elementary School

4. Date written copy of contract language was distributed to faculty: August 7, 2025

5. Date secret ballot election was held :August 13, 2025

6. Vote certification:

a. Number of full-time teachers: 36
b. Number of ballots cast: 26
c. Number voting to request waiver: 26
d. Number voting not to request waiver: 0

Name	Position
Stefani McCabe	Teacher
Bonnie Winkel	Para
Darryl McCormack	Teacher

7. My signature indicates I am certifying the procedure for requesting waivers in ARTICLE XII SECTION was followed at **Ballard Elementary 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

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 coordinator supplements in half. Splitting the department chair from 5 to 10 supplements allows for more members of the school community to be a part of the leadership team. Having 10 members allows all content areas to be represented and develop a positive academic environment. Splitting the testing coordinator in 2 allows the immense work to be shared among 2 staff members.

Staff verbally and in writing notified on 8/4/25
Voting will occur on 8/7/25

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 4, 2025

Documentation to Request Waiver of Contract Language, Cont'd

School: Dr. Mona Jain Middle School

4. Date written copy of contract language was distributed to faculty: 8-4-25

5. Date secret ballot election was held: 8-7-25

6. Vote certification:

a.	Number of full-time teachers:	56
b.	Number of ballots cast:	46
c.	Number voting to request waiver:	40
d.	Number voting not to request waiver:	6

Kate Barkley — Name
Principal — Position

Regina Fluellen-Reitwiesner — Name
MEA Rep-ESE Teacher — Position

RAQUEL AQUINO — Name
Bookkeeper — 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.
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

School requesting waiver: Manatee High School

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

We plan to equally divide supplements between co-sponsors:

One department chair

2. Section of contract for which waiver is requested:

ARTICLE Appendix B, SECTION G

TEXT: Dept. Chair

3. Date faculty meeting presentation of plan was made: 8/8/2025

Documentation to Request Waiver of Contract Language, Cont'd

School: Manatee High School

4. Date written copy of contract language was distributed to faculty: 8/8/2025

5. Date secret ballot election was held: 8/13/2025

6. Vote certification:

a.	Number of full-time teachers:	94
b.	Number of ballots cast:	66
c.	Number voting to request waiver:	65
d.	Number voting not to request waiver:	1

Name	Position
Thomas Jomisko	Teacher – Union Rep
Name	Position
Joanne	Counselor/MEA member
Name	Position

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

Principal

MEA Building Representative

HAILE MIDDLE SCHOOL
Academic Excellence. Future Focused.

9501 E. State Road 64, Bradenton, FL 34212
941.714.7240
ManateeSchools.net/haile
Irene Nikitopoulos, Principal
Bethany Gerber, Assistant Principal
Chandoue Lawarence, Assistant Principal

August 18, 2025

Dear Ms. Barber,

Please find attached Haile Middle School's request to waive portions of Article 12, Section 1 pertaining to the supplement allocation for the following designated staff.

Our request is as follows:

1. Equally divide the Testing Coordinator supplement between the two school counselors on campus.
2. Equally divide the four Department Chair supplements among five faculty who will be leading Language Arts, Math, Social Studies, Science and Performing/Fine Arts.
3. Equally divide the National Junior Honor Society supplement between two teachers.

Thank you for your consideration, and I look forward to your response.

Sincerely,

Irene Nikitopoulos

Irene Nikitopoulos
Principal

AGENDA ITEM NO. 10.4

School Board of Manatee County
October 7, 2025 - 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)

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):

Ready For Life | Goal 6
Continue implementation of innovative technology advancements that improve classroom and school environments for exceptional learning

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
All assets have 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).**

Contact
Submitting Department: Property Records/Records Management
Initiated By: Scott Hansen

Attachments:
Surplus List-10-7-25

Tag Number	Descr	Serial ID	Acq Date	Tran Amt	NBV	Comment
171301	CART GOLF CLUB CAR CARRYALL 2E		8/27/2004	$ 5,095.00	$ -	USED FOR PARTS
277128	COUNTER LOW TEMP	G15E48577L	9/17/2015	$ 76,656.02	$ -	UNECONOMICAL TO REPAIR, AUCTION
277129	COUNTER LOW TEMP	G15E48579L	9/17/2015	$ 76,656.02	$ -	UNECONOMICAL TO REPAIR, AUCTION
277130	COUNTER LOW TEMP	G15E48581L	9/17/2015	$ 76,656.02	$ -	UNECONOMICAL TO REPAIR, AUCTION
277131	COUNTER LOW TEMP	G1548584L	9/17/2015	$ 41,505.22	$ -	UNECONOMICAL TO REPAIR, AUCTION
277132	COUNTER LOW TEMP	G15E48583L	9/17/2015	$ 76,656.02	$ -	UNECONOMICAL TO REPAIR, AUCTION
				$ 353,224.30	$ -	

AGENDA ITEM NO. 10.5

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Submit Pre-Apprenticeship Standards Allowing the School District of Manatee County to Become a Registered Agency for Pre-Apprenticeship Programs (No Financial Impact)

Executive Summary
The purpose of this request is to allow the School District of Manatee County (SDMC) to formally submit a request to the Florida Department of Education for establishing Pre-Apprenticeship Standards. This would allow SDMC to become a Registered Agency for Pre-Apprenticeship Programs offered at the public high school level starting with Bayshore and Palmetto High Schools. The first submitted Appendix under these standards is the maintenance and repair workers program area which will be taught through the construction programs at the previously mentioned high schools. Once the SDMC Pre-Apprenticeship Standards are adopted by the Florida Department of Education, SDMC will be able to offer additional programs under these officially approved Standards.

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 to submit Pre-apprenticeship standards allowing the School District of Manatee County to become a registered agency for pre-apprenticeship programs (No Financial Impact).

Financial Impact
There is no financial impact.

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

Attachments:
SDMC Pre-apprenticeship Standards

State of Florida

Registered Preapprenticeship Training Standards for

School District of Manatee County Preapprenticeship Program

(Program Name)

P-

(Program Number)

These Standards of Preapprenticeship include the Apprenticeable Trade(s)/Occupation(s) of:

TRADE / OCCUPATION	PROGRAM TERM	NAICS CODE	RAPIDS CODE	O*NET
Maintenance and Repair Workers, General	Junior 20 Months Senior 10 Months		0310	49-9071.00

** Add additional rows on an as-needs basis.

List of Sponsoring Florida Registered Apprenticeship Programs operating under Chapter 446 FS

FLORIDA REGISTERED APPRENTICESHIP PROGRAM NAME	PROGRAM NUMBER
Learning Alliance Corporation Apprenticeship, GNJ	2021-FL-80626
Tampa Bay Pipe Trades JATC	FL007630001
Technical Education Council, LLC	2019-FL-72946
Florida Gulf Coast Chapter ABC, INC., GNJ	FL007720004
Independent Electrical Contractors, Inc (FWCC) GNJ	FL007820007

** Add additional rows on an as-needs basis.

High School Program: ☒ Youth Program: ☐ Adult Program: ☐

L.E.A. Education Linkage? Yes ☒ No ☐ OJT Included: Yes ☐ No ☒

REGISTERED BY
FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION
APPRENTICESHIP SECTION

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DEFINITIONS

1) Adult Preapprentice – means an individual, twenty-five (25) years of age or older, who is enrolled in a course of instruction directly related to the occupation listed in the Standards of Preapprenticeship; and has entered into a preapprenticeship agreement with a Florida registered preapprenticeship program sponsor.

2) Adult Preapprenticeship Program – means an organized course of instruction where the majority of registered preapprentice participants are twenty-five (25) years of age or older; is designed to prepare an adult preapprentice to become an apprentice in a Florida registered apprenticeship program; and the Preapprenticeship Program is registered with the Department. A preapprentice participant, who is 18 years of age or older, may participate in an Adult Preapprenticeship Program as long as the preapprentice is not enrolled in a public or private high school.

3) Apprenticeship and Training Representative – means an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning registered apprenticeship, and preapprenticeship. **6A-23.002(6) FAC**

4) Course Title and Number – means a secondary or post-secondary course(s) within a program of study for which the preapprentice is enrolled.

5) Completion Certificate – means the official document issued by the Department to an individual who has successfully completed preapprenticeship training as verified by the program sponsor. **6A-23.002(6) FAC**

6) Department – means the Florida Department of Education. **446.021(12) FS**

7) High School Preapprentice – means a student, at least sixteen (16) years of age, who is typically enrolled as a junior or senior at a public or private high school; enrolled in a career and technical education (CTE) program of study or a series of high school courses which are directly related to the occupation listed in the Standards of Preapprenticeship; and has entered into a preapprenticeship agreement with a Florida registered preapprenticeship program sponsor.

8) High School Preapprenticeship Program – means an organized career and technical education (CTE) program of study or a series of high school courses offered in a public or private high school; is designed to prepare a High School Preapprentice to become an apprentice in a Florida registered apprenticeship program; and is registered with the Department.

9) Journeyworker – means a person working in an apprenticeable occupation who has successfully completed a registered Apprenticeship Program or who has worked the number of years required by established industry practices for the occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation through practical on-the-job experience and formal training. **6A-23.002(17) FAC**

10) Local Education Agency – (LEA) means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a school district within the State of Florida.

11) On-the-Job-Training (OJT) – means the process by which an Apprentice or preapprentice acquires knowledge and skills under the supervision and tutelage of an experienced Journeyworker within an apprenticable occupation registered with the Department. On-the-Job Training is the monitoring and training responsibility of the Sponsor or Participating Employer. **6A-23.002(18) FAC**

12) O*Net Code – The Occupational Information Network (O*NET) codes and titles are based on the system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations.

13) Participating Employer – means a business entity which: (a) Is actively engaged by and through its own employees in the actual work of the occupation being apprenticed; (b) Employs, hires and pays the wages of the Apprentice, Preapprentice, and the Journeyworker serving as qualified training personnel training the Apprentice; (c) Evaluates the Apprentice and Preapprentice; and (d) Is signatory party to a collective bargaining agreement or signatory to a Participating Employer agreement with the program Sponsor which is registered with the Department. **6A-23.002(19) FAC**

14) Preapprenticeship Agreement – means a written agreement between the Preapprentice and the preapprenticeship program sponsor, containing the terms and conditions of training and incorporating the registered preapprenticeship standards as part of the agreement. **6A-23.010(2)(b) FAC**

15) Preapprenticeship Committee or Committee – means the same as the registered apprenticeship program sponsor's committee, or a group appointed by registered apprenticeship program sponsor committees, or their designees. **6A-23.010(2)(c) FAC**

16) Preapprenticeship Sponsor - means a Florida registered apprenticeship program authorized to offer preapprenticeship training. **6A-23.010(2) FAC**

17) Preapprenticeship Standards - means the minimum requirements established uniformly for each occupation under which a Preapprenticeship Program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, objective standards to measure successful completion of the Preapprenticeship Program, and the percentage of credit that may be given to preapprenticeship completers upon acceptance into the apprenticeship program. **6A-23.010(2)(f) FAC**

18) Registration Agency – means the Florida Department of Education which has responsibility for registering Preapprenticeship Programs and Preapprentices; providing technical assistance; and conducting reviews for compliance and quality assurance assessments. **446.011 FS**

19) Related Technical Instruction (RTI) – means an organized and systematic form of instruction designed to provide the Preapprentice with knowledge of the theoretical and technical subjects related to the occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses, electronic media, or other forms of self-study approved by the Department. **6A-23.002(25) FAC**

20) Sponsor – means any person, association, committee, or organization operating an Apprenticeship Program and in whose name the program is registered or approved. **6A-23.002(26) FAC**

21) Work Processes – means an outline of Journeyworker supervised work experience and OJT with the allocation of approximate hours to be spent in each activity. **6A-23.002(32) FAC**

22) Youth Preapprentice – means an individual, sixteen (16) to twenty-four (24) years of age, who is engaged in a course of instruction directly related to the occupation listed in the Standards of Preapprenticeship; and has entered into a preapprenticeship agreement with a Florida registered preapprenticeship program.

23) Youth Preapprenticeship Program – means an organized course of instruction where the majority of registered preapprentice participants are sixteen (16) to twenty-four (24) years of age; is not offered at a public or private high school; is designed to prepare a youth preapprentice to become an apprentice in a Florida registered apprenticeship program; and the Preapprenticeship Program is registered with the Department.

CONFORMANCE WITH STATE AND FEDERAL LAWS

The Florida Department of Education, Division of Career and Adult Education, Apprenticeship Program Section is properly established and constituted under applicable state law as the designated body for approval and registration of Preapprenticeship Programs and individual Preapprenticeship Agreements for state purposes.

These Standards of Preapprenticeship will be conducted, operated and administered in accordance with all applicable provisions of Chapter 446, Florida Statutes (FS); Chapter 6A-23, Florida Administrative Code (FAC); and Title 29 Code of Federal Regulations, Part 30, and all relevant guidance issued by the Florida Department of Education (Apprenticeship Section). No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States.

SECTION I – REGISTRATION OF PREAPPRENTICESHIP PROGRAM – 6A-23.010(3) (f, h) FAC

These Standards of Preapprenticeship shall be submitted to the appropriate Apprenticeship and Training Representative to be reviewed and forwarded to the Department for approval and registration. Upon approval by the Department, the Preapprenticeship Program must be renewed every five (5) years. Three (3) original documents shall bear witness of the programs registration as evidenced by a Certificate of Registration issued by the Florida Department of Education. The program must be actively training Preapprentices within one (1) year of registration in each occupation for which registration is granted. Programs or occupations which go inactive and remain the same (no registered participants' training occurring) for more than one (1) year shall be canceled by the Registration Agency.

SECTION II – PROGRAM ADMINISTRATION AND PREAPPRENTICESHIP COMMITTEE

Program Sponsors are responsible for the administration of all aspects of the Preapprenticeship Program. The Sponsor will establish a Preapprenticeship Committee to carry out the responsibilities and duties required as described in these Standards of Preapprenticeship.

The Preapprenticeship Committee shall be composed of at least **3** member representatives and a current list must be provided to the Department. The committee shall include a Chairperson and a Secretary. The Committee shall meet Twice a year or as often as necessary to conduct business.

Responsibilities of the Sponsor:

In addition to the Sections outlined in these Standards of Preapprenticeship, the Sponsor will:

1) Make a concerted effort to afford the opportunity for completion of the Preapprenticeship Program.
2) Provide continual support to Preapprentices to complete the Preapprenticeship Program and prepare Preapprentices for entry into the sponsor's registered apprenticeship training program(s).
3) Assure the Participating Employers have qualified Journeyworkers to oversee and train the Preapprentices when OJT is incorporated into the program.
4) Arrange for periodic evaluation of Preapprentices', review progress, and make recommendations as appropriate.
5) In general, be responsible for the successful operation of the program and the welfare of the Preapprentices.

Responsibilities of the Preapprenticeship Committee:

In addition to the Responsibilities of the Sponsor the Preapprenticeship Committee will:

1) Notify the appropriate Apprenticeship and Training Representative of all Preapprenticeship Committee meetings and make available, upon request, the official minutes of such meetings; and
2) Recommend changes in the program as are deemed necessary to improve effectiveness and efficiency.

SECTION III – RESPONSIBILITIES OF THE PREAPPRENTICE – 6A-23.010(4)(d)(5) FAC

1) Learn pre-requisite skills and knowledge for becoming an Apprentice;
2) Work faithfully and diligently at the occupation;
3) Protect the property of the employer/school/program sponsor;
4) Respect and comply with all rules, regulations and policies of the Manatee County Public Schools.
5) Attend Related Instruction classes regularly.
6) Successfully complete all Related Technical Instruction lessons, assignments, and assessments as required; submit properly completed records in a timely manner upon request; and keep accurate records of work experience (OJT) (if applicable).

SECTION IV – MAINTENANCE OF PREAPPRENTICESHIP RECORDS – 6A-23.010(4) (j) FAC

All Preapprenticeship Program records pertaining to the administration, selection, training, and employment of Preapprentices (test scores, attendance records, transcripts, progress evaluations, etc.), shall be the sole maintenance responsibility of the Sponsor and are to be kept at the following address, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law):

School District of Manatee County

Name of Site

2501 63rd Avenue East, Bradenton, FL 34203

Address, City, State and Zip Code

All Preapprenticeship Program related records are the property of the Sponsor and must be maintained for a period of no less than two (2) years from the date of last action and must be presented for review when requested by the Department or the appropriate Apprenticeship and Training Representative.

SECTION V – TARGETED WORKFORCE AND EQUAL EMPLOYMENT OPPORTUNITY – 6A-23.010(4) (t) FAC

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female preapprentices, the committee agrees to make the following targeted workforce commitments:

(1) Disseminate in cooperation with the L.E.A if applicable, information to all applicants/students concerning the nature of preapprenticeship, availability of preapprenticeship opportunities, sources of preapprenticeship applications, and the equal opportunity policy of the committee; and
(2) Cooperate with local school boards and career pathways education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into Preapprenticeship Programs and ultimately to qualify for entry into the program sponsor's registered apprenticeship program.

The recruitment, selection, employment and training of Preapprentices during their preapprenticeship shall be without discrimination because of race, color, religion, national origin, sex, or because they are an individual with a disability or a person 40 years old or older. The Preapprenticeship Committee or Sponsor will provide equal opportunity in preapprenticeship and will operate the preapprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.

SECTION VI – ADJUSTING DIFFERENCES – 6A-23.010(4) (r, s) FAC

In case of dissatisfaction, the Participating Employer (if applicable), or the Preapprentice has the right and privilege of appeal to the Preapprenticeship Committee or Sponsor for corrective action and adjustment concerning these standards or Preapprenticeship Agreement for which written notification is received within fifteen (15) days of the alleged dissatisfaction. The complaint shall be in writing and signed by the complainant (parent or guardian if minor). It must include the name, address, and telephone number of the Participating Employer (if applicable) or the Preapprentice involved, and a brief description of the circumstances concerning the Standards of Preapprenticeship or the Preapprenticeship Agreement. The Preapprenticeship Committee or Sponsor will locally make such rulings as it deems necessary in each individual case within thirty (30) days of receiving the written notification. The Preapprenticeship Committee or Sponsor will have full authority to supervise the enforcement of these standards. Its decision will be final and binding on the Participating Employer (if applicable) and the Preapprentice. The Department is available for consultation and interpretation to assist in resolving any complaints the Participating Employer (if applicable) or Preapprentice has about the preapprenticeship training program. The name and address of the appropriate authority to receive, process, and make dispositions of complaints is:

Paul Gansemer
Name of Contact

2501 63rd Ave. East, Bradenton, Florida 34203
Address, City, State and Zip Code

(941) 751-6550 ext. 43206 gansemerp@manateeschools.net
Phone Number and E-mail Address

The Participating Employer (if applicable) or the Preapprentice shall be provided notification by the Preapprenticeship Committee or Sponsor not less than five business days' notice of the date of any proposed adverse action with stated opportunity for the Participating Employer (if applicable) or Preapprentice during such period for corrective action.

Differences that arise between the L.E.A (if applicable), and the program sponsor involving program administration and/or execution, should be addressed to the Registration Agency in writing for resolution, adjustment, and/or decision.

SECTION VII – AMENDMENTS AND MODIFICATIONS – 6A-23.010(3) (g), (4) (u) FAC

These Standards of Preapprenticeship may be amended or modified at any time by the Preapprenticeship Committee or Sponsor. Such amendment(s) or modification(s) must be promptly submitted to the Department for approval through the appropriate Apprenticeship and Training Representative. A copy of the amendment(s) or modification(s) adopted shall be furnished to each Preapprentice to whom the amendment(s) or modification(s) applies and shall not alter Preapprenticeship Agreements in effect at the time of such change without express consent of all parties to the agreement.

SECTION VIII – NOTIFICATION – 6A-23.010(4) (v) FAC

The Department must be notified within forty-five (45) days, through the appropriate Apprenticeship and Training Representative, of all actions affecting Preapprentices as required on the Action Reporting Form.

SECTION IX – PROGRAM CANCELLATION AND DEREGISTRATION – 6A-23.010(4) (u) FAC

Cancellation of the program may be effected upon the voluntary action of the Preapprenticeship Committee or Sponsor and must notify the Registration Agency and the appropriate Apprenticeship and Training Representative within forty-five (45) days in writing of any decision to cancel the program.

Deregistration of the program shall be upon written notice by the Registration Agency to the Preapprenticeship Committee or Sponsor stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.010(4) FAC.

In either event, the Preapprenticeship Committee or Sponsor must notify all Preapprentices within fifteen (15) business days of the effective date that will deprive the Preapprentices of their individual registration.

SECTION X – PREAPPRENTICESHIP AGREEMENT – 6A-23.010(4) (b, m, q), (5) (f) FAC

Prospective Preapprentices shall have the right and opportunity to review, read and obtain a copy of these standards before they sign the Preapprenticeship Agreement. The Preapprentice shall be placed under a Preapprenticeship Agreement signed by the program sponsor and the Preapprentice (if a minor, their parent or guardian). The Preapprenticeship Agreement incorporates the terms and conditions of training. The Preapprenticeship Agreement may be terminated by mutual consent at any time and can be canceled for due cause and in the case of due cause, a reasonable opportunity for corrective action may occur upon mutual agreement.

SECTION XI – CREDIT FOR PREAPPRENTICESHIP COMPLETION – 6A-23.010(2) (f) FAC

The Preapprenticeship Committee or Sponsor, in cooperation with the sponsoring Apprenticeship Program, may establish the percentage of credit that may be given to Preapprentices upon acceptance into the sponsoring Apprenticeship Program. Credit will be based on demonstration of skills or knowledge equivalent to those identified in the occupation and in the Standards of Apprenticeship.

The decision to award, not award, or how much credit to award is final and at the sole discretion of the Sponsoring Apprenticeship Committee, Participating Employer, or Sponsor. A Preapprentice granted credit will be advanced to the wage rate and Related Technical Instructional level commensurate with the amount of credit awarded.

SECTION XII – SAFETY AND HEALTH TRAINING – 6A-23.010(4) (c) (k) FAC

The program shall comply with and instruct the Preapprentices in safety and healthful work practices and shall ensure that the Preapprentices are trained in facilities and other environments that are in compliance with Title 29 of the Code of Federal Regulations, Part 570 (Federal Child Labor); Chapter 61L-2 Florida Administrative Code (State Child Labor) and with Public Law 91-596 (Occupational Safety and Health Act).

SECTION XIII – QUALIFICATIONS AND SELECTION PROCEDURES – 6A-23.010(4) (d, l) 5 FAC, 6A-23.010(4) (t)

The minimum qualifications required by a Sponsor for persons entering a Preapprenticeship Program must have an eligible starting age of not less than sixteen (16) years. The Preapprenticeship Committee or Sponsor may elect to require a minumum age above sixteen (16) years.

MINIMUM QUALIFICATIONS: This program is open to all applicants on a completely non-discriminatory basis.

a. **Age (Required)**

The minimum age qualification required by the Preapprenticeship Committee or Sponsor for persons entering the Preapprenticeship Program is: 16 years.

b. ☐ **Physical (if OJT is applicable)**

Applicants will be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

**Additional minimum qualifications may be added.

SELECTION PROCEDURES: Selection of Preapprentices into this program shall be without discrimination, based on race, color, religion, national origin, sex, or because they are an individual with a disability or a person 40 years old or older.

The applicable selection procedure for this program shall be a coordinated effort between the L.E.A. if applicable, the Preapprenticeship Committee, or program sponsor, shall select Preapprentices from qualified applicants using one or more of the following appropriate selection methods examples:

1. ☐ **Selection on basis of rank from pool of eligible applicants:**

   The Preapprenticeship Committee or Sponsor may select Preapprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the Preapprenticeship program.

2. ☐ **Random selection from pool of eligible applicants:**

   The Preapprenticeship Committee or Sponsor may select Preapprentices from a pool of eligible applicants on a random basis. The names of Preapprentices drawn by this method shall be posted immediately following the selection by the Preapprenticeship Committee or at the program sponsor site.

3. ☒ **Alternative Selection Methods:**

   The Apprenticeship Committee or Sponsor may select preapprentices by any other method, including its present selection method

   1. Select from currently enrolled students
   2. Complete Application
   3. Meet Application requirements
   4. Meet and Approved by Instructor

SECTION XIV – CERTIFICATE OF COMPLETION OF PREAPPRENTICESHIP – 6A-23.010(4) (w) FAC

Upon satisfactory completion of the Preapprenticeship Program by the Preapprentice as established in these Standards of Preapprenticeship, the Preapprenticeship Committee or Sponsor will so certify to the Department and request the awarding of a Certificate of Completion of Preapprenticeship to the completing Preapprentice(s) issued by the Department.

SECTION XV – TERM OF PREPPRENTICESHIP – 6A-23.010(4) (x) FAC

The over-all length of the training program will be determined by the Preapprenticeship committee and will be realistic in terms of attainment and must be relative to industry standards, but at no time shall it be less than six (6) months or longer than two (2) consecutive years.

The term of preapprenticeship shall be 20 months for a high school junior and 10 months for a high school senior.

Total Hours of Related Classroom Instruction: 300 hours

SECTION XVI – RELATED CLASSROOM INSTRUCTION – 6A-23.010(4) (d) (4) FAC

Preapprentices registered under these training standards shall be required to attend and complete subjects related to the occupation in which they are registered. For Preapprenticeship programs linked with a school district or state college, include the Course Title and Course Number after each school.

Secondary or Postsecondary Education Classes will be conducted at:

School Name:	Bayshore High School
School Address:	5401 34th St W, Bradenton, FL 34210
Program Name and Number:	Building Trades and Construction Design Technology 8722000
CIP Number:	0646041505
Course Name:	Building Trades and Construction Design Technology 1-4
School Name:	Palmetto High School
School Address:	1200 17th St W, Palmetto, FL 34221
Program Name and Number:	Building Trades and Construction Design Technology 8722000
CIP Number:	0646041505
Course Name:	Building Trades and Construction Design Technology 1-4

SECTION XVII – RELATED INSTRUCTION AND WORK PROCESS OUTLINE

RELATED INSTRUCTION OUTLINE

For the occupation/trade: Maintenance and Repair Workers, General
Program Name / Program Number / Course Name: Building Trades and Construction Design Technology / 8722010, 8722020, 8722030, 8722040/ Building Trades and Construction Design Technology 1-4
CIP Number: 0646041505_____

Related Instruction:	
01.01	Observe and comply with all applicable company and organizational safety policies and Occupational Safety and Health Administration (OSHA) rules and regulations.
01.02	Be able to demonstrate the purpose of Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS), and follow the procedures as necessary.
01.03	Identify health-related problems that may result from exposure to work-related chemicals and hazardous materials, and demonstrate knowledge of the proper precautions required for handling such materials. (Refer to Safety Data Sheets.)
01.04	Discuss, analyze and discuss the "Right-to-Know" law, such as with chemical or health hazards, as recorded in (29 CFR-1910.1200).
01.05	Identify and demonstrate the use of safety equipment such as fall arrest systems, fire extinguishers, scaffolds and ladders.
01.06	Identify, interpret and follow disaster plans.
01.07	Describe and demonstrate appropriate safety attitudes and behaviors in the shop and on the job in the construction industry.
01.08	Describe and demonstrate the appropriate safe use and maintenance of portable and stationary power equipment in the shop and on the job in construction industry.
01.09	Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.
01.10	Explain and demonstrate emergency procedures to follow in response to workplace accidents.
01.11	Create a disaster and/or emergency response plan for a specific instance (earthquake, hurricane, tornado, etc.).
02.0	Identify and use basic hand tools. The student will be able to:
02.01	Select and utilize appropriate hand tools typically used in the construction industry for specific tasks in accordance with safety guidelines and standard practice.
03.0	Identify power tools and describe their proper operation. The student will be able to:
03.01	Select and utilize appropriate power tools and equipment for specific tasks in accordance with safety guidelines.
04.0	Discuss, identify, classify and present construction components, materials, hardware and characteristics. The student will be able to:
04.01	Discuss, identify and present the various components, materials and hardware used in residential construction applications.
04.02	Discuss, identify and present the various components, materials and hardware used in commercial construction applications.
04.03	Discuss, identify and present the various components, materials and hardware used in industrial construction applications.
04.04	Discuss and present preplanning and procedural steps to accomplish various projects large and small both in the lab and on the job site with attention to building codes, standard practice and acceptable techniques.
05.0	Demonstrate an understanding of the construction industry and related occupations. The student will be able to:

05.01	Identify and distinguish construction trade occupations and the roles and responsibilities of each craft.
05.02	Identify and distinguish construction project management occupations and the roles and responsibilities of each.
05.03	Identify and differentiate design and engineering occupations and the roles and responsibilities of each.
05.04	Assess and discuss the relationship between the Department of Labor and the construction industry, economy and opportunity for employment.
06.0	Explain the importance of employability and entrepreneurship skills. The students will be able to:
06.01	Identify and demonstrate positive work behaviors needed to be employable.
06.02	Develop personal career plan that includes goals, objectives and strategies.
06.03	Examine and explain licensing, certification and industry credentialing requirements.
06.04	Maintain a career portfolio to document knowledge, skills and experience.
06.05	Evaluate and compare employment opportunities that match career goals.
06.06	Identify and exhibit traits for retaining employment.
06.07	Identify opportunities and research requirements for career advancement.
06.08	Explain and practice the benefits and necessity of ongoing professional development.
06.09	Examine and describe entrepreneurship and leadership opportunities as a career planning option.
06.10	Conduct a job search and analyze the requirements of the job.
06.11	Understand the consequences of poor decision making.
06.12	Assess the importance of confidentiality in the workplace.
06.13	Determine healthy living habits in relation to work.
07.0	Demonstrate or discuss rough and finish carpentry skills. The student will be able to:
07.01	Discuss the carpentry trade and explain the duties of a carpenter.
07.02	Identify and use building materials, fasteners and adhesives.
07.03	Use and maintain hand and power tools.
07.04	Read and interpret approved plans and specifications for residential and commercial drawings.
07.05	Apply linear and distance measurements, leveling, plumbing and squaring techniques.
07.06	Analyze a survey and develop site layout.
07.07	Construct and remove concrete forms, handle and place concrete, reinforcing materials and finish concrete.
07.08	Understand the potential hazards involved in handling concrete and proper protective measures and PPE.
07.09	Calculate, layout, construct and install floor, wall, ceiling and roof framing.
07.10	Calculate, layout, construct and install basic stair layout.
07.11	Understand building science of thermal and moisture protection and mitigating measures.
07.12	Calculate and install roofing applications.

07.13	Install windows and interior /exterior doors and door hardware.
07.14	Calculate, construct and install exterior finishing.
07.15	Install drywall and apply finishing techniques.
07.16	Install cabinets and built-in fabrications.
07.17	Calculate and install window, door, floor and ceiling trim.
07.18	Calculate, layout and construct metal stud framing.
07.19	Calculate, layout and install suspended ceilings.
08.0	Demonstrate or discuss masonry skills. The student will be able to:
08.01	Describe and discuss orientations to the masonry trade.
08.02	Identify and select basic masonry tools and equipment.
08.03	Use, maintain and store masonry hand tools, power tools and equipment safely and in proper working order.
08.04	Read and interpret measurements, drawings and specifications for masonry building projects.
08.05	Demonstrate safe and proper procedures for set up/tear down and maintaining masonry work sites and projects.
08.06	Utilize the tools and equipment used for mixing mortar.
08.07	Analyze the factors that affect the consistency of mortar.
08.08	Determine masonry ratios, their strengths and applications of mortar mixtures M, S, N, O and K.
08.09	Mix various types of mortar, considering application and Pounds per Square Inch (PSI) strength.
08.10	Lay out square corners using the 3-4-5 (or Pythagorean Theorem) and building instrument methods for masonry projects.
08.11	Lay out and install dry bonds for masonry block corner leads projects.
08.12	Lay out and build corner leads for masonry block projects.
08.13	Identify and describe various masonry units and installation techniques.
08.14	Implement the methods of putting up the line.
08.15	Utilize pointing tools to strike mortar joints.
08.16	Identify and use the various types of trowels.
08.17	Mix and apply stucco to a project.
09.0	Demonstrate or discuss painting and decorating skills. The student will be able to:
09.01	Identify, describe and use various painting tools and equipment.
09.02	Properly erect an extension ladder, step ladder and a scaffold.
09.03	Prepare surfaces for application of finishes.
09.04	Identify and describe various painting and application techniques.
09.05	Apply finishes to a project including primers, paints, stains varnishes, wall coverings and textures.

09.06	Use appropriate techniques and materials for clean-up and tool and material storage.
10.0	Demonstrate or discuss science knowledge and skills. The students will be able to:
10.01	Explore new technology as it applies to the construction industry in terms of materials, processes and the need for continuing education.
10.02	Investigate the use of communication technology and other resources to inspire design decisions.
11.0	Demonstrate mathematics knowledge and skills. The students will be able to:
11.01	Solve job-related problems by adding, subtracting, multiplying and dividing numbers using fractions, decimals and whole numbers.
11.02	Change fractions and decimals to percent.
11.03	Solve job-related problems using a calculator, tape measure, or on paper, for basic computations.
11.04	Read a ruler and a tape measure accurately.
11.05	Compute yards, feet, inches and fractions of inches.
11.06	Change hours and minutes to decimals, fractions and mixed numbers.
11.07	Construct charts/tables/graphs using functions and data.
11.08	Determine ratios and proportions.
11.09	Solve problems for volume, weight, area, circumference and perimeter measurements for rectangles, squares and cylinders.
11.10	Measure tolerance(s) on horizontal and vertical surfaces using metric (centimeters and millimeters) and english (feet, inches and fractions) units.
11.11	Analyze and apply data and measurements to solve problems and interpret documents.
11.12	Calculate man hours and labor costs for a specific job.
12.0	Explain all that the built environment encompasses. The student will be able to:
12.01	Discuss the development of construction technology, its impact on the built environment and the impact of growth on the construction industry.
12.02	Describe and give examples of the influences and benefits of the construction industry on health and safety, communication, transportation and the economy.
12.03	Examine and compare the relationship between the built environment and the natural environment.
12.04	Compare the relationship between architectural designs and/or models to understand aesthetic details.
12.05	Analyze changes in architectural styles and construction practices over time relative to various environments.
12.06	Discuss how technology has changed the design process throughout history.
13.0	Demonstrate an understanding of the natural environment, built environment and green built environment. The student will be able to:
13.01	Recognize and analyze the development of the built environment and its impacts on the natural environment such as pollution, deforestation, climate change, health and disease.
13.02	Describe and give examples of how a green built environment creates growth for the construction industry, and the economy such as health and safety, transportation and natural resources.
13.03	Examine and compare the relationship between a green built environment and the natural environment.

	13.04	Explain the purpose of the United States Green Building Council (USGBC), the Green Building Certification Institute (GBCI) and Leadership for Energy and Environmental Design (LEED) are and how they create growth for the construction industry and the economy.
	13.05	Discuss sustainable building design and its relationship between health, energy efficiency and money savings for government, businesses and individuals.
	13.06	Discuss the effects of building science on construction and energy efficiency.
	13.07	Discuss renewable fuels and energy.

14.0	Research laws applicable to the construction industry. The student will be able to:	
	14.01	Discuss and analyze the governmental law process at the federal, state and local level and its impact on the construction industry and construction education.
	14.02	Identify and analyze the Codes of Federal Regulations (CFR) pertaining to the construction industry.
	14.03	Analyze the Florida State Statues pertaining to the construction industry.
	14.04	Compare and contrast trade union and trade non-union workers in terms of their effect and influence on health and safety, communication, transportation and the economy.
	14.05	Compare and contrast employment and training with union and non-union entities in the construction industry.
	14.06	Examine the role of apprenticeship in the construction industry and its impact on education.
	14.07	Discuss and assess the Florida Department of Business and Professional Regulation.
	14.08	Discuss and assess the Construction Industry Licensing Board, its structure, polices and requirements.
	14.09	Discuss various construction occupations and explain the requirements for becoming licensed.
	14.10	Compare and contrast the roles and responsibilities of the engineers, architects/designers and the general contractor.
	14.11	Compare and contrast the roles and responsibilities of the general contractor, subcontractors, specialty contractors and employees of contractors.
	14.12	Identify and differentiate the roles and responsibilities of building construction firms and classifications of construction projects.
	14.13	Understand the process of establishing a business in the construction industry.
	14.14	Assess the relationship between the Department of Labor and new construction projects, new permits and new business start-ups.
	14.15	Understand zoning and assess the need for and impact of zoning requirements on construction projects.
	14.16	Examine and analyze the process of applying for building permits and variances.
15.0	Develop a basic understanding of construction contracts, drawings, documents and specifications and how they apply to the construction process. The student will be able to:	
	15.01	Explain the purpose and components of contracts, drawings, documents and specifications and explain their relation to building permits.
	15.02	Analyze the importance of building codes and zoning regulations on the development of drawings and specifications.
	15.03	Identify and interpret the analogy of a full set of drawings including architectural (site plans, foundation plans, floor plans, interior/exterior elevations, sections, details, schedules, etc.), structural, plumbing, mechanical and electrical drawings.
	15.04	Utilize building symbols, drawing lines, abbreviations and scale in the development of blueprints.
	15.05	Prepare lists of materials and specifications.

15.06	Use architectural and engineering scales.
15.07	Demonstrate or discuss the basic use of computer-aided design software.
15.08	Demonstrate or discuss the use of Computer-Aided Drafting (CAD) software to prepare project drawings.
15.09	Write specifications for a project.
15.10	Prepare construction documents for a project. How many total hours of RTI

OFFICIAL ADOPTION OF PREAPPRENTICESHIP STANDARDS

PROGRAM NAME: School District of Manatee County Preapprenticeship Program

ADDRESS: 2501 63rd Ave. East, Bradenton, Florida 34203

PHONE: (941) 751-6550 x43206

EMAIL ADDRESS: GansemerP@Manateeschools.net

Chairperson Date Secretary Date

COMMITTEE MEMBERS

[Print Name, Title, and Affiliation]

MEMBER [Chairperson] – Paul M. Gansemer, Executive Director Adult, Career and Technical Education (ACT)/MTC, School District of Manatee County	MEMBER [Secretary] – Kelli S. Kennedy Assistant Director Career and Technical Education, School District of Manatee County
MEMBER – Mark Viggiano, Asst. Training Director, Tampa Bay Pipe Trades	MEMBER – Shaun Vaupel, Chief Financial Officer, Technical Education Council, LLC
MEMBER – Ruth Tirado, Director of LASCE, Learning Alliance Corporation	MEMBER – Laura Gross, Vice President of Membership, Florida Gulf Coast Chapter ABC
MEMBER – Kevin Roberson, Program Supervisor-Apprenticeships, Manatee Technical College	MEMBER – Jubal Joiner, Owner, Otis Joiner Roofing Inc.
MEMBER – Isabella Sherwood, Preapprenticeship Program Coordinator, Independent Electrical Contractors, Inc	

**Add or remove Member boxes as needed

SIGNATURE AUTHORITY FOR COMMITTEE Paul M. Gansemer

Name (Please Type or Print) (Signature)

Title: Executive Director- Adult, Career and Technical Education (ACT)/MTC Affiliation: School District of Manatee County

REVIEWED BY:

Steve Seville, Apprenticeship & Training Representative / / Date

Authorized Official for the Local Education Agency / / Date

Title: Deputy Superintendent, School District of Manatee County

_____	____/____/____
Authorized Official - Registration Agency	Date

AGENDA ITEM NO. 10.6

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Accept and Expend 2025-26 Florida Appropriation for Aviation Maintenance Technician School at Sarasota-Bradenton International Airport (SRQ) in the Amount of $1,000,000.00 (Incoming Grant Funds)

Executive Summary
In the 2025-26 General Appropriations Act, Section 2, Specific Appropriation 127A, the District was awarded $1,000,000.00 discretionary, non-competitive funding to purchase instructional equipment for the Aviation Maintenance Technician School (AMTS) at Sarasota-Bradenton International Airport (SRQ).

Funding is being awarded through the Florida Department of Education (FDOE), Division of Career and Adult Education, as the equipment will support Manatee Technical College instruction at the AMTS of career preparatory programs in Aviation Airframe Mechanics and Aviation Powerplant Mechanics. To receive funds, FDOE requires a project application.

A copy of the Grant application and Equipment list is attached for review.

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

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

Recommendation
The Superintendent recommends approval to accept and expend 2025-26 Florida Appropriation for Aviation Maintenance Technician School at Sarasota-Bradenton International Airport (SRQ) in the amount of $1,000,000.00 (Incoming Grant Funds).

Financial Impact
No cost to General Fund. All activities under this project are funded by Florida 2025-26 General Appropriations Act at no material expense to the District. This appropriation will bring the district an estimated $1,000,000.00. The project budget/performance period is July 1, 2025, through June 30, 2026. The budget must be spent on instructional equipment for the Aviation Maintenance Technician School (AMTS) at Sarasota-Bradenton International Airport (SRQ). Funds may not be used for indirect costs.

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

Attachments:
Aviation Maint Tech School at SRQ Airport $1M Grant Application, Board Date 10.07.2025
Draft SDMC MTC SRQ Equipment List for $1M Grant

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	**School District of Manatee County – Aviation Maintenance Technician School at SRQ Airport** Fiscal Year 2025-2026 **TAPS NUMBER: 26B208**	Date Received
B) Name and Address of Eligible Applicant: **Manatee County School District** **215 Manatee Ave W.** **Bradenton, FL 34205**		**Project Number (DOE Assigned)**

C) Total Funds Requested:	D) Applicant Contact & Business Information	
$1,000,000	Contact Name: **Dr. Jodi Kirk, Director Manatee Technical College** Fiscal Contact Name: **Veronica Arellano, Grants Accountant**	Telephone Numbers: **941-751-7900 x 46001** **941-708-8770 x 41079**
DOE USE ONLY **Total Approved Project:**	Mailing Address: **215 Manatee Avenue W.** **Bradenton, FL 34205**	E-mail Addresses: KirkJ@manateeschools.net ArellanoV@manateeschools.net
	Physical/Facility Address: **6305 E. State Road 70** **Bradenton, FL 34203**	UEI number: XKGXG94KMH65 FEIN number: 59-6000728

CERTIFICATION

I, Kevin Chapman (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E)			
Kevin Chapman (Sep 10, 2025 16:59:17 EDT)	**Superintendent**	09/10/2025
Signature of Agency Head	Title	Date

Pending Board Approval

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S

A) Name of Eligible Recipient/Fiscal Agent:	**Manatee**
B) DOE Assigned Project Number:	
C) TAPS Number:	

(1)	(2)	(3)	(4)	
FUNCTION	**OBJECT**	**Account Title and Narrative**	**FTE POSITION**	A
5350	641	**Capitalized FFE**. Trainers, tools and engines for instruction of Airframe (T640300) and Powerplant (T640400) programs (see Projected Equipment Form)		$
5350	652	**Other Motor Vehicles**. Aircraft for instruction of Airframe (T640300) and Powerplant (T640400) programs (see Projected Equipment Form)		$
			D) TOTAL	**$**

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.



A

2

Florida Department of Education
Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

A) **Manatee County School District**
Name of Eligible Recipient

TAPS Number: 26B208

B) _____
Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES

(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
1	5350	652	Other Motor Vehicles	Certificated Aircraft -Single-Engine Land (SEL) *(fully operational, not flyable)*	MTC/Aviation Airframe & Powerplant	1	92,500	92,500
2	5350	652	Other Motor Vehicles	Certificated Aircraft -Multi-Engine Land (MEL) *(fully operational, not flyable)*	MTC/Aviation Airframe & Powerplant	1	262,500	262,500
3	5350	641	Capitalized FFE	Anti-Skid Trainer	MTC/Aviation Airframe & Powerplant	1	18,500	18,500
4	5350	641	Capitalized FFE	Hydraulic Test Bench	MTC/Aviation Airframe & Powerplant	1	5,000	5,000
5	5350	641	Capitalized FFE	Hydraulics Trainer	MTC/Aviation Airframe & Powerplant	1	8,000	8,000
6	5350	641	Capitalized FFE	Combustion Heater Trainer	MTC/Aviation Airframe & Powerplant	1	11,000	11,000

7	5350	641	Capitalized FFE	Oxygen System Trainer	MTC/Aviation Airframe & Powerplant	1	5,000	5,000
8	5350	641	Capitalized FFE	Pressurization Trainer	MTC/Aviation Airframe & Powerplant	1	22,500	22,500
9	5350	641	Capitalized FFE	Vapor-cycle Trainer	MTC/Aviation Airframe & Powerplant	1	27,000	27,000
10	5350	641	Capitalized FFE	Turbine Fuel System Trainer	MTC/Aviation Airframe & Powerplant	1	20,000	20,000
11	5350	641	Capitalized FFE	De-Ice (Ice and Rain) Trainer	MTC/Aviation Airframe & Powerplant	1	17,000	17,000
12	5350	641	Capitalized FFE	Fire Detection Trainer	MTC/Aviation Airframe & Powerplant	1	11,000	11,000
13	5350	641	Capitalized FFE	Reciprocating Engines	MTC/Aviation Airframe & Powerplant	4	35,000	140,000
14	5350	641	Capitalized FFE	Turbine (teardown) engines	MTC/Aviation Airframe & Powerplant	4	85,000	340,000
15	5350	641	Capitalized FFE	Turbine Engine Tools (repair kits)	MTC/Aviation Airframe & Powerplant	2	10,000	20,000

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.
Does the agency's inventory system contain all required federal and state elements listed above? _X_ YES ___ NO

Project Performance Accountability Form

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 m 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 (product or service)	Evidence (verification)	Due Date (completion)	
Order equipment (POs)	Equipment received (photos)	Invoices and proof of payment (voucher, check, or credit card statement)	06/30/2026	$

5

Scope of Work / Narrative

A. Purpose and Goals of Appropriated Funds

a. *Program Goals*: To equip the Aviation Maintenance Technician School (AMTS) currently under construction by the School District at the Sarasota-Bradenton International Airport (SRQ). The AMTS will meet Title 14 of the Code of Federal Regulations (14 CFR) part 147 certificated Aviation Maintenance Technician Schools (AMTS). Equipment will meet the Part 147 requirements so that the AMTS may achieve Federal Aviation Administration (FAA) approval and Manatee Technical College (MTC) may offer FDOE career certificate workforce training in Aviation Airframe Mechanic and Aviation Powerplant Mechanic and prepare students for FAA Airframe and Powerplant certifications and employment or advanced training in the commercial and general aviation industry.

b. *Need for the Project*: State and regional labor market data shows a high demand for certified aviation technicians. That demand is echoed by the Sarasota-Bradenton International Airport, the Bradenton Area Economic Development Corporation (EDC), and local employers in the aviation/aerospace industry sector. SOC 49-3011 Aircraft Mechanics and Service Technicians meets state and regional emerging wage and openings criteria based on state Labor Market Statistics employer survey data. This occupation is in a state and regional targeted industry. The FLDOE has identified this area as one of its CTE program expansion priorities.

c. *Data to validate need*: State and Regional labor market data confirm a strong and growing demand for certified aviation technicians in Florida with over 1,100

annual openings statewide. According to the 2025–2026 Florida Demand Occupations List, Aircraft Mechanics and Service Technicians are classified as high-skill, high-wage (HSHW) occupations, with a 2024 entry wage of $23.99 and a mean wage of $38.11 per hour.

Industry input from SRQ and local aviation employers further reinforces this need. Two local employers alone indicate they will be able to create 40 immediate job opportunities as a result of the first class of graduates from the MTC AMTS. Per SRQ CEO F. Piccolo (just retired), the starting annual salary of an aviation mechanic is $65,000. The Bradenton Area EDC reports that more than 50 aviation and aerospace employers operate in Manatee and Sarasota counties. Per EDC CEO S. Hillstrom, the aviation sector accounts for 16% of Manatee County's workforce.

National and global forecasts also highlight the urgency. Boeing projects a need for 690,000 maintenance technicians globally over the next two decades to support commercial aviation growth. Similarly, Airbus estimates a demand for 640,000 new technicians by 2041.

d. *Risk Factors and Indicators*: There is currently a shortage of qualified aviation maintenance personnel in Florida due to an aging workforce in the aviation sector and a lack of accessible, affordable training programs in the region.
e. *Program Impact on target audience*: Manatee Technical College will offer career certificate workforce training in Aviation Airframe Mechanic and Aviation Powerplant Mechanic, in alignment with FAA Part 147 certification requirements for AMT schools. Instruction will prepare students for FAA certification exams with Airframe and/or Powerplant ratings. Target population is high school dual

enrolled students and adult postsecondary CTE students, including those who are economically disadvantaged. Enrollment of 60-100 students in the first academic year will eventually lead to the following results:

i. 80% completion rate of FLDOE Career Certificate Programs: Aviation Airframe and/or Powerplant Mechanics (students may take one or both programs—taking both is advised by industry professionals)

ii. 75% pass rate on FAA certification exams

iii. 90% job placement rate within six months of graduation

B. **Program Activities and Services**

a. Summary of Activities: Acquisition of aviation maintenance training equipment to fully equip the AMTS with FAA-approved equipment, tools, and systems.

C. **Performance-Based Project Deliverables**

a. 1) Order equipment following District policies and procedures and in compliance with FDOE General Terms, Assurances and Conditions for Participation in State and Federal Programs—PO's. 2) Receive equipment—photos. 3) Receive and pay invoices for equipment received—voucher, check, or credit card statement. Equipment purchases will be completed by June 30, 2026.

D. **Instructional Design**

a. Instructional Design: FAA Certified AMT Schools must follow the CFR Part 147 standards-based instructional curriculum.

b. Industry Certifications/Assessments:

- FEDAA002 FAA Aviation Maintenance Technician - General
- FEDAA004 FAA Aviation Mechanic Technician - Airframe
- FEDAA010 FAA Aviation Mechanic Technician – Powerplant

E. **Collaboration**

a. Partnerships: MTC will partner with Sarasota-Bradenton International Airport and local aviation employers for internships and job placement, State College of Florida (SCF) and University of South Florida (USF) Sarasota-Manatee for articulation agreements and continuing education opportunities, and FAA-certified professionals and industry stakeholders for advisory support.

F. **Project Management**

a. Staffing and Qualifications: Project will be managed by Dr. Paul Gansemer, Executive Director of Adult, Career and Technical Education for Manatee County Schools and his designees, primarily Dr. Jodi Kirk and Tom Saxton, director and assistant director of Manatee Technical College. MTC has secured a contract (with other funding) with an aviation professional who, along with the advisory committee, is advising on the equipping of the AMTS.

G. **Support for Reading/Strategic Planning**

a. Strategic Plan Alignment: The proposed Aviation Maintenance program directly supports the Florida State Board of Education's K-20 Strategic Plan, particularly its goals of Skilled Workforce and Economic Development and Postsecondary Attainment. This initiative aligns with the Strategic Plan's goal to "increase the number of students who complete postsecondary education and are employed in high-skill, high-wage occupations," as measured by postsecondary completion rates, employment outcomes, and initial wages. The program will offer students a pathway to earn FAA certifications, preparing them for immediate high-wage employment in a high-demand field and contributing to Florida's economic development.

2025-2026 School District of Manatee County – Aviation Maintenance Technician School at SRQ Airport

APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page one of the application package.

Placement Order	Item	Applicant	DOE Staff • Check appropriate box below	
		Indicate Page Numbers Below	Complete	Incomplete
FORMS				
1	DOE 100A, Project Application – with original signature	1		
2	DOE 101S, Budget Narrative Form	2		
3	Projected Equipment Purchases Form	3-4		
4	Scope of Work and Performance Based Deliverables Form	5		
NARRATIVE SECTION				
4	Project Design and Narrative (A-H)	6-9		
OTHER REQUIRED DOCUMENTS – must be included with application				
5	Application Review Criteria and Checklist	10		

School District of Manatee County - Manatee Technical College Aviation Maintence Technician School

Draft Equipment List for FLDOE Grant - $1,000000.00 Appropriation

Item	Description	P/N	Qty	Cost/per	Estimated Total	Vendor
Aircraft - SEL	Fully operational (not flyable) type certificated aircraft - single engine	N/A	1.0	$ 75,000.00	$ 75,000.00	AWS
Aircraft - MEL	Fully operational (not flyable) type certificated aircraft - multi engine	N/A	1.0	$ 250,000.00	$ 250,000.00	AWS
Helicopter	Fully operational (not flyable) type certificated aircraft - rotorcraft	N/A	1.0	$ 90,000.00	$ 90,000.00	AWS
Anti Skid Trainer	Avotek Anti-Skid trainer.	AL37	1.0	$ 18,500.00	$ 18,500.00	Avotek
Hydraulic test bench	Pressure tester for hydraulic hose build up	S35	1.0	$ 5,000.00	$ 5,000.00	Avotek
Hydraulics Trainer	Avotek Hydraulics trainer.	H86	1.0	$ 8,000.00	$ 8,000.00	Avotek
Combustion Heater Trainer	Avotek Heater trainer.	AS63	1.0	$ 11,000.00	$ 11,000.00	Avotek
Oxygen Trainer	Avotek Oxygen system trainer.	AS81	1.0	$ 5,000.00	$ 5,000.00	Avotek
Pressurization Trainer	Avotek Pressurization trainer.	AS64	1.0	$ 22,500.00	$ 22,500.00	Avotek
Vapor-cycle system Trainer	Avotek Vapor-cycle trainer.	A66	1.0	$ 27,000.00	$ 27,000.00	Avotek
Fuel system trainer	Turbine Fuel System Trainer	F51	1.0	$ 20,000.00	$ 20,000.00	Avotek
Deice Trainer	Avotek Ice & rain trainer.	AS61	1.0	$ 17,000.00	$ 17,000.00	Avotek
Fire Detection & Extinguishing Trainer	Avotek fire detection trainer.	AS60-IR/CO/SM	1.0	$ 11,000.00	$ 11,000.00	Avotek
Reciprocating Engines	Lycoming IO320 engines	IO320	4.0	$ 30,000.00	$ 120,000.00	AWS
Turbine Engines	Full PT6/JT15 teardown engines	N/A	4.0	$ 75,000.00	$ 300,000.00	AWS
Turbine Engine Tools	Depending on engines purchased	N/A	2.0	$ 10,000.00	$ 20,000.00	AWS

as of 9.2.2025 $ 1,000,000.00

AGENDA ITEM NO. 10.7

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Amend the Previously Accepted Student Driver Education Program Grant, and Approve the Interlocal Agreement with Manatee County Government from the amount of $180,708.00 to the Amount of $168,539.00 (Incoming State Grant Funds)

Executive Summary
On February 11, 2025, the Board approved for the Secondary Education Department to apply for the Driver Education Program Grant with the Manatee County Government. On August 26, 2025, the Board approved the Manatee County Government Student Driver Education Program Grant in the amount of $180,708.00, the amount has been reduced by the County to $168,539.00.

The Manatee County Government will provide funding from the Dori Slosberg Education Safety Trust Fund Grant for the driver enhancement services provided by the School Board of Manatee County during the interlocal agreement period from October 1, 2025, through September 30, 2026.

With this agreement, the School District shall enhance current driver education program services by providing driver education courses to introduce traffic laws and defensive driving techniques as described in the Florida Driving Manual, testing of traffic laws in conjunction with assessment of student driving skills by using the State of Florida Driving Skills Test, and issue operator driver license waivers for student operator licenses on Saturdays during the school year and throughout the summer.

In the 2002 Legislative Session, Representative Irv Slosberg introduced a bill, which was passed by the Legislature, allowing school districts to petition county commissioners to pass a county ordinance to add a $3.00 surcharge to all civil traffic violations. Funds generated must be used to pay the direct educational expenses of driver education in county, public and private schools.

By providing students with the driver education program, they will form knowledge, skills in good driving habits, and become a responsible driver in our community.

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

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 to amend the previously accepted Student Driver Education Program Grant and approve the Interlocal agreement with Manatee County Government from the amount of $180,708.00 to the amount of $168,539.00 (Incoming State Grant Funds).

Financial Impact
There will be no cost to the General Fund. The School District will receive funds over a one-year period through the grant to fund driver education activities.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
UPDATED Manatee School District-Driver Education Program FY26 ILA

INTERLOCAL AGREEMENT
regarding
PUBLIC SERVICES—STUDENT DRIVER EDUCATION PROGRAM

MANATEE COUNTY, FLORIDA
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA

This Interlocal Agreement ("Interlocal Agreement" or "Agreement") is made and entered into by and between **Manatee County**, a political subdivision of the State of Florida, hereinafter referred to as the "County", and the **School Board of Manatee County**, a corporate body created and existing under the laws of the State of Florida, hereinafter referred to as the "School Board".

RECITALS

WHEREAS, the County is a political subdivision of the State of Florida empowered to provide social support services to disadvantaged or at-risk residents of Manatee County, Florida, and to promote the general health, safety, and welfare of the public; and

WHEREAS, the School Board is a Florida School Board empowered to provide public education services to the residents of Manatee County, Florida, and to provide certain services to promote the general health, safety, and welfare of the public; and

WHEREAS, Section 163.01, *Florida Statutes,* the "Florida Interlocal Cooperation Act", permits the County and the School Board to enter into this Interlocal Agreement to exercise the powers, privileges, and authority which they share in common and which each might exercise separately, in order to make the most efficient use of their common powers; and

WHEREAS, it is in the best interest of the health, safety, and welfare of the residents of Manatee County, Florida, and serves a valid public purpose, for the County and the School Board to enter into this Agreement to provide funding for the "Program" of services, as further defined herein, to be provided by the School Board to residents of Manatee County.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the County and the School Board agree as follows:

Article 1
AUTHORITY

This Interlocal Agreement is entered into pursuant to the powers and authority granted to the parties hereto under the Constitution and laws of the State of Florida, including expressly (but not limited to) Section 1 of Article VIII, and Article IX of the Constitution of the State of Florida, Chapters 125 and 1001 of Florida Statutes and Section 163.01 of Florida Statutes.

Article 2
PUBLIC SERVICES

2.1 Performance of Public Services. Commencing October 1, 2025, the School Board shall provide the Program of public services as follows:

a. Scope of Service. The School Board shall provide the program of public services, *i.e.* student driver education program as more specifically described in **Attachment "A",** which shall be hereinafter referred to as the "Program."

b. Contract Documents. The School Board and County shall comply with the following attachments which are attached and incorporated into this Agreement:

Attachment "A" - Program Description
Attachment "B" – Payments and Supporting Documentation
Attachment "C" - Special Conditions
Attachment "D" - Insurance Certificate

In the event of a conflict between the terms and conditions provided in the body of this Agreement and any attachment or exhibit hereto, the provisions contained within the body of this Agreement shall prevail unless the term or provision in the attachment or exhibit specifically states that it shall prevail.

c. Compliance with Laws; Non-Discrimination. The performance of this Agreement shall be in compliance with all applicable laws, orders, and codes of federal, state, and local governments and the Americans with Disabilities Act. Additionally, the School Board covenants and agrees that no person shall on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, or beliefs be excluded from participation in the Program, be denied the benefits of employment by the School Board, or be subjected to discrimination under any service or activity funded in whole or in part with funds made available by the County in any manner that is in violation of any provision of the Constitutions of the United States or the State of Florida, or any applicable code, rules or laws.

d. Licenses. The School Board shall obtain any licenses required to provide the

Program and maintain full compliance with any licensure requirements. Copies of reports provided to or by any licensing or regulatory agency shall be made available upon request by the County's representative.

e. Subcontractors. A part of the consideration provided by the County hereunder is based upon the need to establish and maintain a fiscally sound public entity to provide the Program to serve the interests and welfare of the residents of Manatee County. Therefore, the School Board agrees that the Program shall be provided by volunteers or employees of the School Board, and not by subcontractors. Nothing herein shall preclude employment of personnel through a lease or similar arrangement with the approval of the County's representative, or contracts or leases for materials, supplies, facilities, and other support services for the Program.

f. Health Insurance Portability and Accountability Act (HIPAA). To the extent the School Board is defined as a Covered Entity by the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA), the School Board shall carry out its obligations under this Agreement in compliance with the record security and privacy regulations established by HIPAA to protect the privacy of any personally identifiable Protected Health Information (PHI) that is collected, processed or learned as a result of its performance of the Program of public services provided hereunder. In conformity therewith, the School Board shall:

i. Not use or further disclose PHI except as permitted under this Agreement or as required by law;

ii. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement;

iii. Mitigate, to the extent practicable, any harmful effect that is known to the School Board of a use or disclosure of PHI by the School Board except as permitted by this Agreement;

iv. Report to the County any use or disclosure of PHI not provided for by this Agreement of which the School Board becomes aware;

v. Make its internal practices, books, and records relating to the use and disclosure of PHI available to the Secretary of Department of Health and Human Services for purposes of determining compliance with HIPAA by the County or the School Board;

vi. Take appropriate disciplinary actions against employees and agents who violate HIPAA regulations;

vii. Ensure all relevant employees and agents are instructed in HIPAA compliance prior to performing services related to PHI records, and assume all expenses for such training; and

viii. Compel employees and agents to sign acknowledgments of receipt of, and understanding of, all rules and regulations related to HIPAA.

Notwithstanding any other provision of this Agreement and only to the extent permitted by law and subject to the limitations set forth in Section 768.28, Florida Statutes, the School Board shall hold harmless and indemnify the County from any civil or administrative action, fine, or penalty resulting from a breach of patient privacy or violation of HIPAA by the School Board, its agents or employees. In addition to the foregoing, to the extent the School Board is a HIPAA Covered Entity or Business Associate (as defined in HIPAA), the School Board shall enter into a HIPAA business associate agreement with any Business Associate that will have access to PHI, and shall provide the County, upon the County's request, copies of same.

g. Other Conditions and Obligations.

i. Compliance with Section 448.095(5), Florida Statutes. The School Board shall register with and use the E-Verify system to verify the work authorization status of all new employees of the School Board. The School Board hereby represents and warrants that it has, and shall remain throughout the duration of this contract, registered with, and use and shall continue to use, the E-Verify system. The School Board shall not enter into any contract with a subcontractor for services hereunder unless such subcontractor also has registered with and uses the E-Verify system. If the School Board enters into a contract with a subcontractor, the subcontractor shall provide the Agency with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The School Board shall maintain a copy of such affidavit for the duration of this Agreement.

ii. Pursuant to Section 488.095(5)(c)3, Florida Statutes, the County is authorized to terminate this Agreement if it has a good faith belief that the School Board , or its subcontractor, has knowingly violated section 448.09(1), Florida Statutes, regarding the employment of someone not authorized to work by the immigration laws of the United States, the U.S. Attorney General, or the Secretary of the Department of Homeland Security. Such termination action is not considered a breach of contract.

iii. Compliance with Section 125.0156, Florida Statutes. No funds provided by the County pursuant to this Agreement shall be used for the purpose of issuing an identification card or document to an individual who does not provide proof of lawful presence in the United States.

iv. The School Board shall use its best efforts to attend and participate in meetings regarding County funding, as requested by the County's representative.

v. The funds paid to the School Board by the County are not for the benefit of any individual but are provided to assist the School Board in developing and maintaining the Program of public services deemed beneficial to the health, safety, and welfare of the community. Matters contained in this Agreement such as target populations, client eligibility, and unit of service costs whether covering all or a portion of the School Board's cost of providing the Program, are provided to apportion payment to the School Board and represent the minimum level of service the School Board must provide during the term of this Agreement.

vi. Payment of County funds for this program is for the actual expenses associated with the Program, and only for Program services actually rendered by the School Board. The parties acknowledge that payment for part of the cost of the Program may be available from other governmental or third-party sources. If the School Board receives such revenues which then exceed the actual Program costs, the School Board shall notify the County's representative and shall coordinate the appropriate refund of County funds or reduction in County payments.

vii. With respect to Program files and/or individual Client (as specifically defined in Attachment "A") files documenting services:

a. The County's representative shall have the option of reviewing the contents of the files.

b. The School Board shall make the following information available during all site visits:

1. Client Consent. The School Board shall present a signed Consent Form (as described in this Article) prior to any client file information being reviewed. For minors, a parent or guardian signature is required. Records presented without a signed consent will be considered unavailable to use as documentation for proof of services rendered.

2. Client Eligibility. The School Board shall maintain Program records that provide evidence of Client eligibility including the Client's date of birth and residential address of the Client within Manatee County. Post office boxes shall not be considered

residential addresses. For minors, a parent or guardian must provide the evidence of child's birthdate and residency.

3. Program Services Documentation. The School Board shall maintain sufficient records to document units of service provided in accordance with Attachment "A" of this Agreement.

viii. The County's representative may request, and the School Board shall provide, additional information for the County's periodic review, School Board payment requests, site visits, annual monitoring, and other Agreement-related tasks.

ix. The County's representative shall have the authority to approve the final format of the requested documentation referenced in this Agreement and its Attachments.

x. Because the services provided by the School Board are funded in whole or in part by the County, the School Board agrees to require each Client receiving services (or legal guardian of Client where applicable) to execute a Consent Form.

a. The Consent Form shall contain an acknowledgment of the Client or guardian that he/she understands that the County's representative may request access to any or all School Board records relating to the Program and/or the delivery of Services for the purposes of evaluating or monitoring the Program or delivery of Service to the Client, and that he/she consents to the release of records for these purposes.

b. The Consent Form shall be drafted by the School Board and shall be subject to review and approval by the County's representative prior to use.

c. The County's representative may waive this requirement for group educational and similar programs.

h. Records; Audits.

i. The School Board shall maintain records, accounts, property records, and personnel records in accordance with generally accepted accounting principles, as deemed necessary by the County to assure proper accounting of funds and compliance with the provisions of this Agreement.

ii. The School Board shall provide the County's representative with all necessary information, records, and contracts required by this Agreement

as requested by the County's representative for monitoring and evaluation of services within three (3) business days following the date of such request, or as otherwise agreed upon by the County's representative. The School Board's information shall be made available to the County for audit, inspection, or copying during normal business hours and as often as County may deem necessary, except for Client records protected by Client confidentiality rules or regulations established by state or federal law. In cases where Client confidentiality applies, the School Board shall provide requested records in a fashion which maintains confidentiality. The County shall have the right to obtain and inspect any audit pertaining to the performance of this Agreement or the School Board made by any local, state or federal agency. The School Board and the County shall each retain all records and supporting documents related to this Agreement and the Program in accordance with all applicable laws, rules and regulations, including but not limited to Florida's Public Records Law, Chapter 119, Florida Statutes.

IF THE VENDOR HAS QUESTION REGARDING THE APPLICATION OF CHAPTER 119, FLROIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, LACY PRITCHARD AT 941-742-5845, LACY.PRITCHARD@MYMANATEE.ORG, MANATEE COUNTY GOVERNMENT, ATTN: CUSTODIAN OF PUBLIC RECORDS, P.O. BOX 1000, BRADENTON, FL 34206-1000.

iii. The submission of documentation by the School Board shall serve as its certification and representation that the information contained therein is true and correct. The School Board recognizes that the County has relied upon or will rely upon records provided by the School Board in making its determination to provide funds to the School Board in the manner provided in this Agreement. If at any time the County determines that the information submitted is not true and correct, the County may immediately terminate this Agreement and seek to recover any funds paid to the School Board.

iv. All forms referenced in this Agreement not attached herein shall be provided or approved by the County's representative and shall be completed and submitted by the School Board to the County as requested.

2.2 County Funding of Services. Subject to the School Board performing each of its obligations under this Interlocal Agreement, commencing October 1, 2025, the County shall provide funding to the School Board in an amount not to exceed $168,539.00 over the term of this Agreement, for costs associated with the Program in accordance with this Interlocal Agreement. Payment of such funds shall be made on a reimbursement basis in accordance with Attachment B.

a. Limitation of Costs and Payments. The School Board shall be paid by the County in accordance with Attachment B for the Program. No agent or employee of the County may authorize an increase in the above amount. Any increase in total compensation must be authorized in writing pursuant to a written amendment to this Agreement approved by the Board of County Commissioners.

b. Withholding of Payments. If the School Board fails to comply with the terms of this Agreement, the County Administrator, County representative, or other designee may, upon written notification to the School Board, withhold payment until the School Board complies. The notice shall specify the manner in which the School Board has failed to comply. In the event the School Board does not correct and cure such failure to comply within thirty (30) days of receipt of such notice, the County may exercise its right of termination pursuant to Article 3, and pursue all remedies available pursuant to Article 4.2.

2.3 Annual Appropriation. The County's obligation pursuant to Section 2.2 shall be contingent upon and subject to the Board of County Commissioners budgeting and appropriating legally available funds.

2.4 Indemnification, Legal Relationship, and Third Parties.

a. Scope of Liability. The School Board and the County agree that each party will be liable for the negligent acts or omissions of its own employees only and will be responsible for worker's compensation coverage and claims only of its own employees.

b. Employees. The parties are not partners, joint ventures, or joint employers, and the employees of each party shall not be considered or treated as employees of the other for any purpose. Nothing herein contained shall be construed as vesting or delegating to the School Board or any of the officers, employees, personnel, agents, or subcontractors of the School Board, any rights, interest, or status as an employee of the County. The County shall not be liable to any person, firm, or corporation that is employed by, contracts with, or provides goods or services to the School Board in connection with the Program, or for debts or claims accruing to such parties. The School Board shall promptly pay, discharge or promptly take such action as may be necessary and reasonable to settle such debts or claims.

c. Indemnification. Each party, as a political subdivision as defined by Florida Statute § 768.28, shall indemnify the other party and hold it harmless as to any claim, judgment, or damage award whatsoever arising out of or related to that indemnifying party's own negligent or wrongful acts or omissions, to the extent permitted by law, and subject to the dollar limitations set forth in Florida Statutes § 768.28. The parties understand that pursuant to Florida Statutes § 768.28(19), no party is entitled to be indemnified or held harmless by another party for its own negligent or wrongful acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable, and each party claims all of the privileges and immunities and other benefits and protections afforded by Florida Statutes § 163.01(9). The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement.

2.5 Insurance.

a. Coverage Requirements. Without limiting any obligation or liability of the School Board, the School Board shall, at its sole expense, procure, maintain, and keep in full force for as long as this Agreement is in effect, the following types and limits of insurance:

i. Commercial General Liability Insurance. Coverage shall be afforded under a per occurrence policy form, and include policy limits not less than:

- $ 1,000,000 Single Limit Per Occurrence
- $ 2,000,000 Aggregate
- $ 1,000,000 Products/Completed Operations Aggregate
- $ 1,000,000 Personal and Advertising Injury Liability
- $ 50,000 Fire Damage Liability
- $ 5,000 in Medical Expenses, and
- $ 1,000,000 Third Party Property Damage

This policy shall contain severability of interests provisions and shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

ii. Automobile Liability Insurance. Coverage shall be afforded under a per occurrence policy form including coverage for all owned, hired, and non-owned vehicles for bodily injury and property damage of not less than:

- $1,000,000 Combined Single Limit; OR
- $500,000 Bodily Injury and $ 500,000 Property Damage
- $10,000 Personal Injury Protection (No Fault)

- $500,000 Hired, Non-Owned Liability
- $10,000 Medical Payments

This policy shall contain severability of interests provisions. This coverage shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

iii. **Workers' Compensation Insurance.** Statutory workers' compensation coverage shall apply to all employees in compliance with the laws and statutes of the State of Florida, or of the State in which the work is being conducted, and the federal government. The insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from services provided by the School Board on behalf of the County. Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of Workers' Compensation coverage and Employer's Liability coverage for all personnel on the Program site and in compliance with the above Workers' Compensation requirements.

iv. **Employers' Liability Insurance.** Coverage limits of not less than:

- $100,000 Bodily Injury by Accident (Each Accident)
- $100,00 Bodily Injury by Disease (Each Employee)
- $500,000 Bodily Injury by Disease (Policy Aggregate)

b. Additional Insurance Terms and Conditions.

i. The School Board may satisfy the requirements of this Section through its own self-insurance program maintained in accordance with Florida Statutes 768.28

ii. The School Board shall furnish to the County evidence of the above insurance in the form of a Certificate of Insurance with all applicable endorsements, or if utilizing its self-insurance program for part or all of the coverage(s), it may submit a letter of coverage signed by the Risk Manager.

iii. All such policies, except Worker's Compensation and Employer's Liability, shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an additional insured for the coverages.

iv. The School Board understands and agrees that the stipulated coverages listed herein shall not be construed as a limitation of any potential liability to the County or to others, and the County's failure to request evidence of such insurance coverage shall not be construed as a waiver of the School Board's obligation to provide and maintain the insurance coverage specified.

v. Both parties understand and agree that neither party hereby waives its immunity, and nothing herein shall be interpreted as a waiver of either party's rights, including the limited waiver of immunity, as set forth in Section 768.28, Florida Statutes, or any other statutes, and both parties expressly reserve these rights to the full extent allowed by law.

vi. Upon the insurance policies' renewal dates, the School Board shall furnish to the County a Certificate(s) of Insurance (using an industry-accepted certificate form, signed by the issuer, with applicable endorsements, and containing the Agreement number, and title or description) evidencing the coverage set forth and naming "Manatee County, a Political Subdivision of the State of Florida" as an additional insured. Workers' Compensation and Employer's Liability insurances are excluded from the additional insured endorsement.

vii. The School Board is solely responsible for all insurance premiums and policy deductibles.

viii. The School Board waives all subrogation rights against the County for all losses or damages whether suit is brought during the period of this agreement or not.

ix. It is the School Board's responsibility to ensure that its agents, representatives, and subcontractors if any, comply with the insurance requirements set forth herein. The School Board shall include its agents, representatives, and subcontractors working at the Program site locations as insureds under its policies or they shall furnish to the County separate certificates with endorsements for each.

x. Fifteen (15) days written notice shall be provided to the County's Risk Manager, as defined below, of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies required in this Agreement. Notice shall reference this Agreement number and title or description.

Division of Risk Management
Attn: Risk Manager
1112 Manatee Ave. West, Suite 969, Bradenton, FL 34203
(941) 745-3750
claims@mymanatee.org

xi. The County reserves the right to modify the insurance requirements through written notice to the School Board, to the extent reasonably deemed necessary to protect the County from loss damage or liability for the acts, errors and omissions of School Board.

Article 3
TERM AND TERMINATION.

3.1 Effective Date. This Interlocal Agreement shall take effect once fully executed by both parties and filed in accordance with Section 163.01(11), Florida Statutes, and Article 5.8 of this Interlocal Agreement. However, the parties agree that the terms and conditions herein shall apply retroactively to the Program of public services and payment for same, which started on October 1, 2025.

3.2 Termination. Unless terminated for cause in accordance with applicable law, or renewed pursuant to Section 3.3, this Interlocal Agreement shall terminate on September 30, 2026.

3.3 Renewal. Subject to the approval by the County's Board of County Commissioners and the School Board's governing board, the School Board and the County may renew this Interlocal Agreement for one additional year on an annual basis.

Article 4
AMENDMENTS; ENFORCEMENT

4.1 Amendments Generally. This Interlocal Agreement may be amended, and its material provisions may be waived, only by a written instrument expressly approved for the County by the Board of County Commissioners and for the School Board by the School Board's governing board, and only if properly executed by all the parties hereto.

4.2. Enforcement. In the event the County determines the School Board has not fulfilled the obligations contained in this Agreement, the County may require reimbursement for any or all funds paid to the School Board. The School Board shall reimburse the County the requested sum upon receipt of such request; if the School Board fails to return the funds, the County may take any and all necessary legal measures to recover such funds, including without limitation any and all remedies available at law or in equity.

Article 5
MISCELLANEOUS PROVISIONS

5.1 Validity. After consultation with their respective legal counsel, the County and the School Board each represent and warrant to the other its respective authority and power under Florida law to enter into this Agreement, acknowledge the validity and enforceability of this Agreement, and waive any future right of defense based on claim of illegality, invalidity or unenforceability of any nature. The School Board and the County each hereby represent, warrant, and covenant to and with the other (i) that this Agreement has been validly approved by its respective governing body at a duly held public meeting, and (ii) that this Agreement constitutes a legal, valid and binding contract enforceable against the respective party in accordance with the terms hereof (assuming the due authorization, execution, and delivery hereof by the other party hereto).

5.2 No General Obligation. Notwithstanding any other provisions of this Interlocal Agreement, the obligations undertaken by the parties hereto shall not be construed to be or constitute general obligations, debts, or liabilities of the School Board, the County or the State of Florida or any political subdivision thereof within the meaning of the Constitution and laws of the State of Florida, but shall be payable solely in the manner and to the extent provided in or contemplated by the respective authorizing instruments and this Agreement.

5.3 Force Majeure. No party shall be liable for any failure to perform, or delay in the performance of, any obligation under this Interlocal Agreement if such failure is caused directly by hurricane, tornado, fire, earthquake, civil commotion or failure or disruption of utility services, or other like cause beyond the reasonable control of the party obliged to perform. In accordance with applicable law, the School Board shall not be compensated for any period in which Program services are suspended or discontinued as a result of such an event.

5.4 Ambiguities. Both parties have been allowed equal input regarding the terms and wording of this Agreement and have had the benefit of consultation with legal counsel prior to its execution, such that all language herein shall be construed equally against the parties, and no language shall be construed strictly against its drafter.

5.5 Headings; Pronouns. The headings or captions of sections or paragraphs used in this Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Agreement. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine and neuter, singular or plural, as the identities of the party or parties, personal representatives, subcontractors, successors or assigns may require.

5.6 Severability. The provisions of this Agreement are declared by the parties to be severable.

5.7 Governing Law; Venue. This Agreement shall be governed by and construed in accordance with laws of the State of Florida, and venue for any action arising out of or related to this Interlocal Agreement shall be in the Circuit Court for the Twelfth Judicial Circuit of the State of Florida in and for Manatee County.

5.8 Full Agreement; Filing with Clerk of Circuit Court. This Interlocal Agreement contains the entire agreement of the parties with respect to the matters addressed herein. Previous agreements and understandings of the parties, with respect to such matters, are null and void and of no effect. As required by Section 163.01(11), Florida Statutes, this Agreement and all amendments thereto shall be filed with the Clerk to the Circuit Court for Manatee County, Florida (the "Clerk"). The School Board is responsible for filing this Agreement with the Clerk within thirty (30) days after its execution by both parties and shall pay any and all costs related to same.

5.9 Non-Assignability. The School Board may not assign, transfer, or encumber this Agreement or any right or interest in this Agreement.

5.10 Representatives. Within thirty (30) days from the date of execution of this Agreement by both parties, the School Board shall provide the County with a list of representatives authorized to act on behalf of the School Board under this Agreement, in addition to the designated representative identified in Attachment "C" The list of authorized representatives shall be approved by the School Board's superintendent. The Director of the County's Neighborhood Services Department, or such other employee as may be designated in writing by the County Administrator, shall serve as the County's representative, and is authorized to interpret this Agreement and designate such additional employees as may be required to monitor the School Board's performance, provide technical assistance, and assume other administrative duties associated with the implementation of this Agreement. Disputes over any provision not satisfactorily resolved with the County's representative shall be referred to the County Administrator or his or her designee.

5.11 Disclaimer of Third-Party Beneficiaries. This Agreement is solely for the benefit of the parties hereto, and no right, privilege, or cause of action shall be reason hereof accrue upon, to, or for the benefit of any third party, including without limitation any subcontractors of the School Board and any providers of promotional, advertising, or other services or goods, purchased by the School Board. Nothing in this Agreement is intended or shall be construed to confer upon or give any person, corporation, partnership, trust, private entity, agency, or other governmental entity any right, privilege, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof.

5.12 Notices. All notices, elections, requests and other communications hereunder shall be in writing and shall be deemed given in the following circumstances: when personally delivered; or three (3) business days after being deposited in the United States Mail, postage prepaid, certified or registered; or the next business day after being deposited with a recognized overnight mail or courier delivery service; or when transmitted by facsimile or telecopy transmission, with receipt

acknowledged upon transmission; and addressed as follows (or to such other person or at such other address, of which any party hereto shall give written notice as provided herein):

If to County:
Manatee County Administrator
Manatee County Administration Center
1112 Manatee Avenue, Suite 920
Bradenton, Florida 34205

With copies to:
Director of Manatee County Community and Veterans Services
Manatee County Administration Center
1112 Manatee Avenue, Suite 510
Bradenton, Florida 34205

and

Manatee County Attorney's Office
1112 Manatee Avenue West, Suite 969
Bradenton, Florida 34205
Attention: County Attorney
Facsimile: (941)749-3089

If to School Board:
Superintendent of Schools
School Board of Manatee County
215 Manatee Avenue West
Bradenton, FL 34205
Phone: (941)708-8770

With a copy to:
School Board Attorney
School Board of Manatee County, Florida
215 Manatee Avenue West
Bradenton, FL 34205
Phone: (941)708-8770

In all cases, notices shall be deemed delivered to a party only upon delivery of copies to the persons indicated above in the same manner as for the party being notified.

5.13 **Authority to Execute; Electronic Signatures.** Each of the parties hereto covenants to the other party that it has lawful authority to enter into this Agreement and that the person who has executed this Agreement on the party's behalf has been duly authorized and empowered by the

party to do so. This Agreement may be executed by electronic signature in accordance with Florida law.

[signature page to follow]

WHEREFORE, the County and the School Board have executed this Interlocal Agreement as of the date and year first above written.

MANATEE COUNTY, FLORIDA
By: Board of County Commissioners

By:_____
Chairperson

ATTEST: Angelina Colonneso,
Clerk of the Circuit Court and
Comptroller

By: _____
Deputy Clerk

THE SCHOOL BOARD OF MANATEE COUNTY, FLORIDA

By:_____
Chairman

ATTEST:

By:_____
Superintendent

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY

By: _____
Attorney for the School Board

ATTACHMENT A
PROGRAM DESCRIPTION

1. PROGRAM DESCRIPTION:

    a. The School Board shall enhance current driver education program services by providing driver education courses to introduce traffic laws and defensive driving techniques as described in the Florida Driving Manual, testing of traffic laws in conjunction with assessment of student driving skills by using the State of Florida Driving Skills Test, and issue operator driver license waivers for student operator licenses on Saturdays during the school year (August-May), and throughout the summer (June and July), hereinafter referred to as the "Program".

2. TARGET POPULATION:

    a. This Program shall serve currently enrolled public and charter school students of Manatee County, ages fifteen (15) to eighteen (18) years old with a Manatee County Student ID number, and who are residents of Manatee County. Each student as defined in this paragraph is referred to as "Client" throughout this Agreement and its attachments.

3. LOCATION/HOURS OF PROGRAM:

    a. The Program will be provided at the following location(s):
        i. Saturdays – Manatee Southeast High School, 1200 37 Ave. E., Bradenton, FL 34208
        ii. Summers – Manatee High School, 902 33rd St Ct W, Bradenton, FL 34205
    b. The Program will be provided at the following time(s):
        i. During the School Year on Saturdays beginning in October 2025 through May 2026, and from August 2026 through September 2026, except for state-recognized holidays.
        ii. During the Summer, specifically all weekdays during June 2026 and July 2026, except for state recognized holidays.
    c. Other locations and times may be requested by the School Board in writing. Changes are not approved until the County Representative has approved them in writing.

4. UNIT OF SERVICE: A unit of service shall be defined throughout this Agreement and its attachments as one calendar day of Program operation attended by at least one eligible Client.

5. RESULTS:

    a. Program results, approved by the County, shall be tracked and verified by the School Board and submitted quarterly in accordance with Attachment C.
        i. Result/Target Statement: Of the five hundred (500) eligible Clients participating in the Program, the School Board anticipates serving, four hundred (400) Clients who, by participating in the Program, will know Florida driving laws, operate a vehicle safely and without distraction, and be eligible to obtain their Florida Driver License.
        ii. Milestones and Verifications: The following Milestones/Verifications are used to track the progress of Clients working through the Program with the intention of achieving the stated Result.

1. Milestone/Verification:
    a. Client fully engaged in program and determined readiness to proceed to practice behind the wheel training.
    b. Client has completed a mock test to determine readiness based on a pass/fail, as noted by instructor on the Client's individual record.
2. Milestone/Verification:
    a. Client continued to improve and gain knowledge in Florida driving laws.
    b. Client demonstrated understanding of Florida driving laws, noted by instructor on the Client's individual record.
3. Milestone/Verification:
    a. Client learned how to safely operate a motor vehicle.
    b. Completion of at least ninety (90) minutes of behind-the-wheel training tracked in Client's individual record.
4. Milestone/Verification:
    a. Client is eligible to become a licensed Florida driver.
    b. Client successfully passed Florida driver test, received waiver to obtain license, and staff recorded results on Client's individual record.

b. Modification to results, targets, verification, and milestones may be requested by School Board in writing and shall include a logical analysis of the reason for modification. Changes are not considered approved until the County Representative approves them in writing.

ATTACHMENT B
PROGRAM PAYMENTS

The School Board shall be paid by the County a total amount not to exceed $168,539.00 for the Program provided during the time period of this Agreement, as specified below:

1. Units of Service:

   a. The School Board shall provide 48 units of service, during the term of the Agreement.

2. Unit Rate:

   a. The School Board shall be paid by the County in the amount not to exceed $168,539.00 for all units of service provided in accordance with Article 2 of the Agreement and Attachment A.
      i. $3,511.23 for each unit of service.

3. Supporting Documentation:

   a. Payment Request Form:
      i. The School Board shall complete and submit a Payment Request Form (provided below) and the County approved monthly unit tracking form as instructed by the County representative and retain verification on-site for review upon request by the County.
      ii. In submitting its monthly Payment Request Form, the School Board shall provide purchase order documentation for authorized Program purchases and receipt for full payment and confirmation of receipt of equipment, if any.
   b. Monthly Unit Tracking Form:
      i. The School Board shall create and provide each month, along with its Payment Request Form, a Monthly Unit Tracking Form. The format of the Monthly Unit Tracking Form must be approved by the County's representative prior to use and contain the following information:
         1. Name of Agency and Program;
         2. Month and year service was rendered;
         3. Dates of each unit of service provided;
         4. Number of clients served per unit of service; and
         5. Total number of units of service performed during the monthly reporting period.
      ii. Once the proposed Monthly Unit Tracking Form prepared by the School Board has been approved by the County's representative, the School Board shall complete same and submit to the County on a monthly basis, in conjunction with its monthly Payment Request Form.
      iii. Documents, forms, and information referenced in this Attachment B shall be submitted to the County monthly as instructed by the County representative by electronic means, including, without limitation, by way of posting to a secure website or by electronic email.

The processing of payments may be delayed due to submittal of inaccurate or incomplete Monthly Unit Tracking Forms or supplemental documentation.

4. Cumulative Payment Cap:

a. The School Board shall be paid monthly for the actual number of units of service it has provided and documented.
b. The total of all payments shall not, at any point in time, exceed the cumulative amounts listed below:

Oct 31, 2025	$ 14,044	Apr 30, 2026	$ 98,308
Nov 30, 2025	$ 28,088	May 31, 2026	$ 112,352
Dec 31, 2025	$ 42,132	Jun 30, 2026	$ 126,396
Jan 31, 2026	$ 56,176	Jul 31, 2026	$ 140,440
Feb 28, 2026	$ 70,220	Aug 31, 2026	$ 154,484
Mar 31, 2026	$ 84,264	Sep 30, 2026	$ 168,539

5. Submission Date: The School Board's monthly Payment Request Forms and Monthly Unit Tracking forms, as described herein, should be submitted to the County by the fifteenth (15th) of each month. The School Board's payment requests are processed in the order they are received by the County. Once processed by the Manatee County Neighborhood Services Department, the Clerk of the Court has forty-five (45) days to process the payment.

6. Final Payment Request: The School Board shall have until thirty (30) days after the Agreement's expiration or termination to submit to the County a final and complete Payment Request Form unless extended by the County's Representative for good cause. The County shall not be responsible for the payment of any charges, claims, or demands the School Board fails to submit to the County through a Payment Request Form by the thirtieth (30th) day after the Agreement's expiration or termination.

Correction of Errors in Payment Requests: The School Board hereby authorizes County through County's Representative to correct any errors identified by County's Representative in Payment Requests submitted by School Board with written notice of same by County's Representative for the sole purposes of preventing delay in payment processing.

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
PAYMENT REQUEST FORM
October 1, 2025 – September 30, 2026 ("Term")

Agency: Manatee County School Board

Agency Remittance Address (Enter address for sending payments):

PO Box 9069, Bradenton, FL 34206

Project Number: 104-0015009-582000

Program: Driver Education Program

Payment Request for Month of: _____

SECTION 1: AGENCY PAYMENT REQUEST

(1) Program Component	(2) Request this Period	(3) Total Funding	(4) Requested Year-To-Date	(5) Balance of Funds
Education Services	$	$ 168,539	$	$

SECTION 2: CLIENT SERVICES

(6) Unit Cost	(7) Unit Contract Total	(8) Y-T-D Total Prior	(9) Total This Period	(10) Total Y-T-D	(11) % of Plan Achieved	(12) % of Time Elapsed
$ 3,511.23	48				%	%

SECTION 3: SUPPORTING DOCUMENTATION

Attach: Documentation as required in Attachment B, Payments.

Prepared By: _____ Date: _____

I attest that the information presented in this Payment Request is true and accurate to the best of my knowledge. The School Board recognizes that the County has relied upon or will rely upon, the information provided herein by the School Board in making its determination to provide funds to the School Board, and if at any time, the County determines that the information submitted is not true and correct, the County may immediately terminate the Agreement and seek to recover any funds paid to the School Board.

Authorized Signature: _____ Date: _____

Submit with unit tracking report and supporting documentation.

DO NOT WRITE BELOW THIS LINE

Community and Veterans
Services Contract Manager: _____ Date: _____

ATTACHMENT C
SPECIAL CONDITIONS

1. Reporting Deliverables: The School Board shall submit the following reports:

   a. The School Board shall submit the following reports quarterly as instructed by the County Representative through electronic mail or other electronic means, including, without limitation, by way of posting to a secure website, and retain verification on site for review upon request by the County:

Quarterly Report Due Dates				
Quarter 1 (Oct-Dec)		**Quarter 2 (Jan-Mar)**	**Quarter 3 (Apr-Jun)**	**Quarter 4 (Jul-Sep)**
Due: Jan 30, 2026		**Due: Apr 30, 2026**	**Due: Jul 30, 2026**	**Due: Oct 30, 2026**
Title		**Requirement/Description**		
i.	Program Revenue & Expenditure Report	The School Board shall report quarterly all actual program revenue (by source) and actual expenditures (by line item).		
ii.	Program Results Report	The School Board shall track and report Program result(s) and target(s) for the Clients served during the term of this Agreement (updated each quarter).		
iii.	Children's Services Demographics Report	The School Board shall provide a report on unduplicated Clients receiving services during the term of this Agreement (updated each quarter reporting new clients only) to include the following demographics: Gender, race, age, and zip code.		
iv.	Additional Information Report	Any anticipated difficulties meeting contractual requirements pursuant to the Agreement by the end of the contract year, all names and positions/titles of direct staff for the Program and changes in staffing during the quarter (including vacancies or changes which affect the Program), anticipated program schedule for the next quarter, total number of unduplicated Clients served for the quarter, total number of unduplicated Clients served to date for the Term of the Agreement, Client ID with attendance and total behind-the-wheel hours completed to date.		

2. Documentation: The School Board shall submit the following documentation as indicated:

Other Documents Required		
Title		**Requirement/Description**
a.	Insurance	The School Board shall submit the following, in accordance with Section 2.5 of this Agreement: 1. Certificate of Commercial General Liability Insurance, Automobile Liability Insurance, Workers' Compensation Insurance and Employers' Liability Insurance. 2. The School Board shall, not less than the day prior to expiration of any existing policy, provide County with evidence of a binder proving continuation of coverage and a new certificate of insurance as reasonably soon as possible.
b.	Financial Audit	Financial audit or compilation shall be submitted in accordance with Section 2.1(h) of this Agreement.
c.	Consent Form	In accordance with Section 2.1(g) of this Agreement, the School Board shall submit an example of the Consent Form to the County representative to be used for the Program. The sample must be submitted within 30 days of this Agreement's execution and approved by the County representative prior to start of the Program.
d.	Licenses required for the **program** to legally operate	Copies of licenses necessary to operate the Program are due to the County's Representative before any payments by the County to the School Board shall be made. Copies of license renewals are due upon receipt from the licensing entity. Other documents requested by the County's Representative. (See Section 2.1(d))

3. Site Inspections: The School Board shall permit the County, its officers, agents and employees to conduct periodic site inspections, scheduled or unscheduled, of all locations utilized to provide Program services to verify compliance with this Agreement. The School Board's officers, employees and volunteers shall cooperate with County representatives to assure such site inspections provide the County with the access and information needed to verify the School Board's compliance.

4. Remedies: If the School Board fails to comply with the terms of this Agreement, including, but not limited to, timely submission of required documentation, the processing of payments may be delayed or this Agreement may be terminated. Required documentation includes, but is not limited to: financial audit, compilation and/or review; licenses; tax-exempt status; bylaws; Consent Form; Certificate(s) of Insurance; Payment Request Form, Monthly Unit Tracking Form, Additional Information Form; and Quarterly Reports.

5. School Board's Representative:

Mailing Address:	Superintendent of Schools 215 Manatee Ave West
Physical Address:	Bradenton, FL 34205 215 Manatee Ave West Bradenton, FL 34205
Phone Number:	(941) 708-8770

Dr. Laurie Breslin, Superintendent

Mailing Address:	Superintendent of Schools 215 Manatee Ave West
Physical Address:	Bradenton, FL 34205 215 Manatee Ave West Bradenton, FL 34205
Phone Number:	(941) 708-8770 x41178
Email Address:	BreslinL2@manateeschools.net

ATTACHMENT D
INSURANCE CERTIFICATE

SCHODIS-04 KCHAMBERS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/18/2025

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: Kristin Chambers
First Florida Insurance Brokers 100 South Ashley Drive, Suite 250 Tampa, FL 33602	PHONE (A/C, No, Ext): (813) 902-3502 FAX (A/C, No): E-MAIL ADDRESS: kristin.chambers@ffinsbr.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Genesis Insurance Company	38962
INSURER B : Star Insurance Company	18023
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

School District of Manatee County
215 Manatee Avenue West
Bradenton, FL 34205

COVERAGES **CERTIFICATE NUMBER: 1** **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:	X		YXB301101Q	7/1/2025	7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 5,000,000 $ $ $ $ 10,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY	X		YXB301101Q	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Included in GL	$ 5,000,000 $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SP4069350	7/1/2025	7/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is Additional Insured. Manatee County, a political subdivision of the State of Florida, shall be furnished written notice thirty (30) days in advance of the effective date of any reduction in or cancellation of this policy.

CERTIFICATE HOLDER

Manatee County, a political subdivision of the State of Florida
1112 Manatee Avenue W., Ste 969
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. 10.8

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Apply, Accept and Expend the Title III Immigrant Children and Youth Grant for the 2025-2026 School Year in the amount of $162,782.00 (Incoming Federal Grant Funds)

Executive Summary
The Every Student Succeeds Act (ESSA) provides an opportunity for school districts to apply for annually allocated funds to support selected federal programs. The Title III Immigrant Children and Youth program is an annual federal entitlement grant that the School District of Manatee County applies for and receives each year. This grant is intended to provide programs, resources, and services to assist immigrant students and their families in adapting academically and socially.

This grant is pending Board Approval. If 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 1
Improve easy access to quality family resources that support student learning

Recommendation
The Superintendent recommends the approval to apply, accept and expend the Title III Immigrant Children and Youth Grant for the 2025-2026 in the amount of $162,782.00 (Incoming Federal Grant Funds).

Financial Impact
There will be no cost to the General Fund.

Contact
Submitting Department: Federal Programs and Grants
Initiated by: Debra Estes

Attachments:
Title III Immigrant Children and Youth Application

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name: Enhanced Instruction for Immigrant Children and Youth	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	**TAPS NUMBER: 26A013**	Date Received
B) Name and Address of Eligible Applicant: **School District of Manatee County** **215 Manatee Avenue West** **Bradenton, Florida 34203**		**Project Number (DOE Assigned)**

M

C) Total Funds Requested:

$162,782

DOE USE ONLY

Total Approved Project:

$

D) Applicant Contact & Business Information

Contact Name: Debra Estes Fiscal Contact Name: Catherine Miley	Telephone Numbers: **D. Estes 941-751-6550 ext. 43277** **C. Miley 941-708-8770 ext, 41111**
Mailing Address: School District of Manatee County 215 Manatee Avenue West Bradenton, Florida 34203	E-mail Addresses: estesd@manateeschools.net mileyc@manateeschools.net
Physical/Facility Address: School District of Manatee County 215 Manatee Avenue West	UEI number: XKGXG94KMH65 FEIN number: F596000728046

CERTIFICATION

I, Dr. Laurie Breslin ,as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) Laurie Breslin (Sep 10, 2025 21:09:26 EDT) — Signature of Agency Head

Superintendent — Title

Sep 10, 2025 — Date

Instructions for Completion of DOE 100A

A. If not pre-populated, enter name and TAPS number of the program for which funds are requested.

B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.

C. Enter the total amount of funds requested for this project.

D. Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Unique Entity Identifier (UEI) requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their UEI registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.

E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.

- **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

2025-2026 Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth Project

Name of Local Educational Agency (LEA): Manatee

Please respond to each of the following questions in the text boxes provided. The text boxes will grow as you enter text. Per Section 3115(c) of the Every Student Succeeds Act (ESSA), funds must be allocated to Areas of Focus 1, 2, and 3.

- **Needs Assessment**

Briefly describe how the LEA determined the needs of students eligible for immigrant services. Indicate the needs and include a brief description of the sources used to determine the needs.

To determine the needs of the nearly 3,500 Immigrant Students in Manatee County, FAST results for both ELA and Math were examined. Additionally, parents have provided feedback through surveys completed at the 82 parent meetings held across the district during the 2024-2025 school year. Surveys from parent meetings indicate that parents are looking for ways to assist their children with schoolwork at home, places to take English classes in the community, and resources to use at home with their children.

Based on the ELA FAST data from 2023-2024 to the 2024-2025 school year, there was an increase in overall proficiency of our Immigrant students from 16% to 17% on the ELA assessment. This data indicates that immigrant students not only maintained the level of proficiency but also had a slight increase. However, the overall proficiency level is still below the district average, reinforcing the need for continued efforts to increase the overall proficiency of immigrant students.

2024-2025 Spring K-2 Star Early Literacy, Star Reading, 3-10 FAST ELA Reading & Reading Retake Results

2024-2025 Immigrant Students

	2024-2025 Achievement Level					
Grade	**1**	**2**	**3**	**4**	**5**	**% Level 3+**
All	**69%**	**14%**	**8%**	**6%**	**3%**	**17%**
KG	49%	21%	12%	9%	10%	30%
1	57%	17%	14%	10%	3%	26%
2	72%	19%	5%	4%	1%	10%
3	72%	10%	7%	7%	4%	18%
4	77%	10%	4%	6%	3%	13%
5	74%	11%	7%	6%	2%	15%
6	76%	11%	6%	6%	1%	13%
7	77%	13%	6%	3%	1%	10%
8	80%	8%	7%	4%	2%	12%
9	78%	11%	5%	4%	2%	12%
10	70%	15%	8%	3%	4%	15%
11	78%	6%	12%	0%	3%	15%
12	81%	13%	6%	0%	0%	6%

Based on the Math FAST data from 2024-2025 to the 2025-2026 school year immigrant students maintained a proficiency level of 32% overall. The overall proficiency level is still below the district average, reinforcing the need for continued efforts to increase the overall proficiency of immigrant students.

2024-2025 Spring K-2 Star Mathematics, 3-8 FAST Mathematics, BEST Algebra 1 & Geometry Results

2024-2025 Immigrant Students

	2024-2025 Achievement Level					
Grade	**1**	**2**	**3**	**4**	**5**	**% Level 3+**
All	**45%**	**23%**	**14%**	**11%**	**7%**	**32%**
KG	31%	34%	18%	11%	6%	35%
1	35%	24%	19%	13%	10%	41%
2	53%	17%	13%	11%	5%	29%
3	43%	23%	12%	14%	8%	34%
4	50%	19%	13%	12%	6%	31%
5	50%	20%	12%	10%	7%	30%
6	52%	24%	8%	11%	5%	24%
7	60%	15%	12%	8%	6%	25%
8	49%	21%	12%	12%	6%	30%
9	17%	22%	17%	19%	25%	61%
10	47%	21%	14%	9%	10%	33%
11	58%	22%	14%	1%	5%	21%
12	40%	20%	18%	9%	13%	40%

- **Areas of Focus**

Area of Focus 1 – Programs, Services and Activities

Describe how the LEA will use Title III Immigrant funds to support students in meeting state academic standards.

- Purchase of glossaries picture dictionaries, and heritage language dictionaries for use at home. If a family needs this resource for the success of their student, we can provide these as a resource.
- Purchase of additional headphones for use with Lexia English and Summit K12 (both online products are used with immigrant and newcomer ELLs and funded through Title III).
- Purchase of translation technology (Pocket Talk devices) to support immigrant students and families both academically and at parent/district events.
- Purchase of supplies for classroom use for immigrant students in both elementary and secondary classes.
- Provide summer professional development opportunities for teachers in providing academic support for immigrant students (split funded through Title III).
- Pay for substitutes for teachers to attend district professional development opportunities to support immigrant students (split funded with Title III).

- Classes/workshops for parents to be conducted by school-based staff to assist families on helping their students acculturate to schools in the United States and to assist families and parents with academic support for their children.

Area of Focus 2 – Increasing Supplemental Professional Learning Activities

Describe the proposed supplemental professional learning activities for personnel who serve immigrant students. This may include teachers, administrators, paraprofessionals, or data personnel.

Training for teachers, school counselors and other school staff that will address the unique needs of immigrant students will be provided. These needs, beyond the achievement gaps as evidenced on FAST data, will be taken from data and responses gathered during needs assessments of immigrant students and their parents. This supplementary professional learning will include but is not limited to assisting parents/students with cultural assimilation, technology, and graduation requirements for immigrant students. Teacher, administrator, and school counselor trainings in response to identified needs are in addition to regular professional development and are targeted to the needs of immigrant students. Teachers of immigrant students will also be trained on Lexia English and Summit K12 (specifically on what the data from the program indicates and how to use the supplemental resources in the program). Schools will also be encouraged offer Parent Literacy Classes (built and designed by the ESOL Department) to assist non-English speaking parents to provide academic support to their children. The goal is to have schools with the highest immigrant populations offer these courses to parents during the 2025-2026 school year (this initiative is also supported in the Title III, part A grant).

Area of Focus 3 – Increasing Parental and Community Participation in the Educational Experience of Immigrant Children and Youth

Describe parental involvement activities that the district will implement to assist parents of immigrant children and youth to address the unique academic needs of such students.

Based on school-based and district-based parent meetings conducted by the ESOL and Immigrant department staff, it is evident that parents need continued support on how to assist their children. Specific information requested from parents include help with assisting their children with good study habits that will result in linguistic and academic success, family literacy, understanding the school system and how-to parent when the child gains English proficiency and the parents do not. Parents of middle and high school students have requested information on high school graduation requirements, applying for scholarships and programs for gifted Immigrant Students. The ESOL Department will continue to work with the District Curriculum Specialists to provide support to parents. During the 2024-2025 school year there were more than 82 parent meetings held at both the school and district level. The goal is for each school to hold at least two meetings a year for their parents of Immigrant and ESOL students (120 meetings for the whole district). Manatee County has also previously purchased electronic translation devices and would like to purchase additional devices using Immigrant funds to increase parental involvement at school and district activities. The ESOL Department would provide training to school-based and district staff on using these devices.

The Director of ESOL, the ESOL Specialists and Graduation Enhancement Technician (specialists and the Graduation Enhancement are funded through Title III to support immigrant and ESOL students) will work to improve home/school communication and work to identify and help families

in accessing community resources. This team will also gather data from parents and students to help inform trainings and professional development opportunities for parents and teachers of immigrant students. This team of district staff will also assist in improving classroom instruction by ensuring that teachers understand their immigrant students' backgrounds, especially those present in the educational system that may hinder students from making academic progress. They will also progress monitor student academic progress via the student information system and for those immigrant students in grades K-5 that will be using Lexia English and secondary newcomers using Summit K12. Title III, Immigrant funds will also be used to provide heritage language dictionaries and subject area glossaries for students (and families).

Area of Focus 4 – Administrative Costs (if applicable)

Direct administrative costs are not to exceed 2 percent of the total allocation. Indirect administrative costs may not exceed the restricted rate defined by the FDOE Comptroller's Office. LEAs may claim both direct administrative cost and restricted indirect costs.

Indirect cost @5.57%

- **Support for Reading/Strategic Imperatives**

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan.

The use of Lexia English and Summit K12 program ties directly to our district and state reading goals. These programs are designed to reinforce foundational literacy skills while also providing heritage language support.

Providing literacy classes for parents will also support the district and state's reading initiatives by assisting parents in understanding strategies they can use at home to help their children.

A) **Manatee County**
Name of Eligible Recipient

B)
Project Number **(DOE Use Only)**

TAPS Number
26A013

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

(1) Function	(2) Object	(3) Account Title & Narrative	(4) FTE Position	(5) Amount
5100	610	Basic (FEFP K-12)-Library Books-Heritage Language dictionaries, glossaries, picture dictionaries		25,000.00
6400	310	Instructional Staff Training Services-Professional and Technical Services: Subs for Teacher Training		5,000.00
5100	642	Basic (FEFP K-12)-Non-Cap FF&E: Pocket Talk Devices		25,000.00
6150	120	Parental Involvement-Classroom Teacher: Non-Contracted Hourly for school-based ESOL teachers to hold 15 hour classes for parents on supporting immigrant students.		15,000.00
6150	210	Parental Involvement-Retirement 14.03%		2,104.50
6150	220	Parental Involvement-FICA 7.65%		1,147.50
6150	240	Parental Involvement-Workers Compensation 1.0%		150.00
5100	519	Basic (FEFP K-12)-Technology Related Supplies		20,000.00
5100	390	Basic (FEFP K-12)-Other Purchased Services-Printing		10,000.00
6400	120	Instructional Staff Training Services - Non-Contracted Hourly for school-based teachers to attend professional development		30,000.00
6400	210	Instructional Staff Training Services - Retirement 14.03%		4,209.00
6400	220	Instructional Staff Training Services - FICA 7.65%		2,295.00
6400	240	Instructional Staff Training Services - Workers Compensation 1.0%		300.00

6150	390	Parental Involvement - Other Purchased Services Printing for Parental Involvement events		7,000.00
5100	510	Basic (FEFP K-12) - Supplies - Classroom supplies to support immigrant students		9,625.49
7200	792	General Administration (Superintendent's Office) - Miscellaneous - Negotiated Indirect Cost 5.57%		5,950.51
			C) TOTAL	**162,782.00**

Instructions
Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient

B. (DOE Use Only)

Column 1 (Function) School Districts Only:
Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

Column 2 (Object) School Districts:
Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

Community Colleges:
Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

Universities & State Agencies:
Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

Other Agencies:
Use the object codes as required in the agency's expenditure chart of accounts.

Column 3 All Applicants:

Account Title: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

Narrative: Provide a detailed narrative for each object code listed. For example:

- Salaries - describe the type(s) of positions requested. Use a separate line to describe each type of position listed.
- Other Personal Services - describe the type(s) of services and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- Professional/Technical Services - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- Contractual Services and/or Inter-Agency Agreements - provide the agency name and description of the service(s) to be rendered.
- Travel - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- Capital Outlay - provide the type(s) of items/equipment to be purchased with project funds.
- Indirect Cost - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

Column 4 (FTE) Must be completed for all Salaries and Other Personal Services:
Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

Column 5 (Amount) Provide the budget amount requested for each object code.

C. Total - Provide the total for Column (5) on the last page. Amount must be the same as requested on the DOE 100A- or B.

AGENDA ITEM NO. 10.9

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Apply, Accept, and Expend Tribal State Match Grant (Federal E-Rate Program) in the Amount of $308,517.62 (Incoming Grant Funds)

Executive Summary
Through the 2022 Federal E-Rate program, the School Board approved contract number 22-0101-RG on February 8, 2022. The District applied for $5,841,000.00 in Federal funding for Managed Dark Fiber solutions. The 80% discount would account for $4,672,800.00 leaving the District to incur a cost of $1,168,200 or $77,880 per year. The contract allowed for additional school sites to be added between July 1, 2022, through June 30, 2037.

For the purposes of the E-Rate program, special construction charges are the upfront, non-recurring costs of deploying new or upgraded network facilities to E-Rate eligible entities. The District is responsible for 20% of the total cost of special construction costs when adding an eligible school.

During the eligible filing window in 2025 the District applied and requested additional E-Rate discounts to match state funding (10%) for special construction projects that meet the FCC's long-term connectivity goals. If awarded, the E-Rate program will increase an applicant's discount rate for the special construction charges up to an additional ten percent to match the state funding on a one-to-one dollar basis.

On August 7, 2025 and September 11, 2025, the School District of Manatee County received our Funding Commitment Decision Letter for Funding Year 2025 from the Universal Service Administrative Co. The following school sites have been awarded the Match/State Tribal Funding grant:

- Barbara Harvey K-8 at Copperstone (Special Construction at North River Ranch)
- Artisan Lakes Elementary
- Rye Ranch Elementary
- MTC Aviation Center

The District successfully secured an allocation of $308,517.62 (10%) through the Tribal State Match Grant in association with the Federal E-Rate program. On September 16, 2025, the School District of Manatee County received confirmation from the Florida Department of Management Services/Division of Telecommunications that the 2025 Florida Legislature appropriated funds were approved and funded.

Federal E-Rate program will now pay 90% or $2,776,658,62. This additional discount will further alleviate the financial burden on the District. This funding will enhance the technological infrastructure of these schools, ensuring they meet the necessary connectivity standards and support the educational needs of the students.

The total cost savings for the four school locations is $3,085,176.24.

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

Ready For Life | Goal 6
Continue implementation of innovative technology advancements that improve classroom and school environments for exceptional learning

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

Ready To Grow | Goal 6
Maintain our robust security readiness and safety system across the District

Recommendation
The Superintendent recommends the approval to apply, accept, and expend Tribal State Match grant in the amount of $308,517.62 (Incoming Grant Funds).

Financial Impact
The grant will fund the total cost of this initiative.

Contact
Submitting Department: Information Technology
Initiated by: Scott Hansen

AGENDA ITEM NO. 10.10

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Apply, Accept and Expend the 2025-26 Perkins V Career and Technical Education Equipment Upgrade and Modernization Grant in the Amount of $126,285.00 (Incoming Grant Funds)

Executive Summary
The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Equipment Upgrade and Modernization (EUM) Grant is funded by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Title I and the Workforce Investment Act, Section 503. The purpose of the Perkins EUM grant is to assist agencies in meeting industry standards to better equip postsecondary career and technical education (CTE) students for future job opportunities in high-demand fields. The grant will support the Master Automotive Technician program at Manatee Technical College (MTC). This is a discretionary, non-competitive grant. MTC submitted a concept pitch, which was accepted and approved by Florida Department of Education (FDOE). The School Board of Manatee County was allocated $126,285.00.

A copy of the grant application (including the concept pitch) is attached for review.

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

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

Recommendation
The Superintendent recommends approval to apply, accept and expend the 2025-26 Perkins V Career and Technical Education Equipment Upgrade and Modernization Grant in the amount of $126,285.00 (Incoming Grant Funds).

Financial Impact
No cost to General Fund. All activities under this grant are funded by federal Perkins V dollars at no material expense to the District. This grant will bring the district an estimated $126,285.00. The project budget and performance period is upon receipt by Florida Department of Education through June 30, 2026. The budget must be spent on instructional equipment. Changes or amendments modifying the District's pitch, project scope, or budget will not be accepted. Indirect costs are not allowed.

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

Attachments:
Perkins V Equipment Upgrade & Modernization (EUM) Grant application 25-26, Board Date 10.07.2025

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education upload into Office of Grants Management (OGM) ShareFile folder#1 24B143	Perkins V Career and Technical Education (CTE) Equipment Upgrade and Modernization Grant **TAPS NUMBER:** 25B143	Date Received

B) Name and Address of Eligible Applicant:

School District of Manatee County
215 W. Manatee Avenue
Bradenton, FL 34205

Project Number (DOE Assigned)

C) Total Funds Requested:

$126,285

DOE USE ONLY

D)

Applicant Contact & Business Information

Contact Name: Dr. Jodi Kirk, MTC Director Fiscal Contact Name: Amanda Means, Grants Accountant	Telephone Numbers: 941-751-7900 x 46001 941-708-8770 x 41230
Mailing Address: 215 W. Manatee Avenue Bradenton, FL 34205	E-mail Addresses: KirkJ@manateeschools.net MeansA@manateeschools.net
Physical/Facility Address: 6305 E. State Road 70 Bradenton, FL 34203	UEI number: XKGXG94KMH65 FEIN number: 59-6000728

CERTIFICATION

I, Dr. Laurie Breslin, (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) _____ **Superintendent** _____ _____

Signature of Agency Head
Pending Board approval.

Title

Date

ASSURANCES FORM

Applicants must thoroughly read the assurances to determine whether to submit an application for the Equipment Upgrade and Modernization (EUM) grant. If awarded funds, the applicant will become a grantee and must agree to all terms and conditions.

- The agency understands that the EUM grant is a one-time, non-recurring grant to be used for the upgrade or modernization of equipment for existing career and technical education programs.
- Funding sources for this equipment have been evaluated. The amount requested cannot be provided by another source. The amount received from this grant may be combined with other sources, but it must supplement and not supplant.
- The program(s) funded with the EUM grant are determined to be Perkins fundable, having met all size, scope and quality and labor market alignment requirements as documented in the agency's current program year Entitlement Grant.
- Equipment availability through the vendor has been researched. The equipment will be purchased, installed, and available for use by students before June 30 of the current program year.
- There is to be no extension for the use of grant funds after June 30 of the current program year.
- The agency understands that changes or amendments modifying the agency's pitch, project scope, or budget will not be accepted.

I certify that I have reviewed, understand, and agree to comply with the above assurances.

Name of Agency Head: Dr. Laurie Breslin, Superintendent_____

Signature of Agency Head: _____

Support for Reading/Strategic Imperatives

This EUM project incorporates the goals of the Florida State Board of Education K-20 Strategic Plan. The strategy to achieve Goal 1, highest student achievement, is to increase college readiness and success by utilizing assessments (basic skills assessments and industry certification exams) to direct learning and student outcomes, providing remediation and/or tutors for students requiring additional assistance to improve reading/math/language and achieve goals, and expanding opportunities for postsecondary degrees and certificates.

The strategy to achieve Goal 2, seamless articulation/maximum access, is to maintain affordability and access by providing for dual enrollment opportunities and taking advantage of articulation agreements with higher education through developed programs of study.

The strategy to achieve Goal 3, skilled workforce/economic development, is to prepare students for careers by teaching skills in demand in the local economy, ensuring that programs keep curriculum and equipment up to date through local employer participation serving on school and program advisory committees, offering students opportunities to attend career fairs, participate in CTSOs and work-based learning opportunities and offering students the opportunity to earn state and national industry certifications. Goal 4: MTC supports these goals through efforts to achieve quality efficient services.

Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Equipment Upgrade and Modernization (EUM) Grant

APPLICATION REVIEW CRITERIA AND CHECKLIST

- **Place all items requested in the order indicated below**.
- All eligible providers must submit all documents electronically to FDOE Office of Grants Management in the established ShareFile Folder #1 XXB143, by the due date.
- Include only the items requested. (Do not include instructions pages).
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Agencies will submit documents according to **naming conventions on page 8**. Submit a complete of files set for each application.

Place in the following order	Item
1	DOE 100A, Project Application – with authorized signature (PDF)
2	Assurances – with authorized signature (PDF)
3	Support for Reading/Strategic Imperatives (Word Document)
Attached by FDOE from the EUM Concept Pitch Proposal.	
4	Narrative Section (Excel File, includes the Screening Questionnaire, Applicant Information, and Postsecondary Questionnaire)
5	Budget Narrative Form, DOE 101S (Excel File)
6	Projected Equipment Purchases Form OR other equipment documentation (Excel File)

- If required, FDOE will provide a vehicle purchase form to the agency after the above materials have been submitted.
- If additional guidance is needed for the reading/strategic imperatives statement, contact Perkins@fldoe.org, or refer to your agency's statement written for the main Perkins postsecondary grant application, XXB005.

1. Screening Questionnaire

General Eligibility Check	Dropdown Menu/Character Count
Dropdown menu. Proof of CLNA and compliance for postsecondary funding.	
Have you submitted your postsecondary Perkins V Entitlement Grant (XXB005) application and submitted any required Program Improvement Plans?	Yes
Dropdown menu. Reserve Fund Check. Mark "yes" for all that apply. At least one must be marked as "yes." For items that do not apply, select "No," or leave blank if unsure. If you cannot mark at least one of these as "yes," then stop — this pitch does not qualify.	
Rural area	No
High CTE Population	Yes
High percentage of CTE population	Yes
Agency has subpopulation performance gaps	Yes
Dropdown menu. Career Clusters. Determine one "main" program in this concept pitch proposal that will be the most affected by EUM funding. Then, use the attached, state-defined **Career Clusters** sheet to determine how the program is classified. Do not rely on local career cluster designations. If the program's cluster cannot be found on this dropdown list, you must write a pitch for a different program. Contact Perkins@fldoe.org with questions or concerns.	
Please select the career cluster of the main program. **Do not forget this step.**	Transportation, Distribution & Logistics [Priority]

Enrollment Threshold. (See General Instructions for Additional Guidance.)
Write the name of your main program and list the number of students enrolled in the main program in 2023–24. For example: Aerospace Technology (50). Be able to document if requested. If 2023–24 data are unavailable, write that 2024–25 data were used, and provide as accurate a number as possible. Important: If fewer than ten students were enrolled, then stop — this project concept does not qualify.
Master Automotive Service Technician (82)
If you list additional programs (up to two) on the **Applicant Info** form, write the program names and the number of students enrolled for each in 2023–2024, separated by program name in the space below. Be able to document if requested. If 2023–24 data are unavailable, write that 2024–25 data were used. Do not include any programs that had fewer than ten students enrolled. Write "N/A" if not applicable.
N/A

FDOE Use only: Record the average number of students enrolled the main program and additional programs. This average must be at least ten.
Needs and Impact
Drop-down menu. Select the main county served. For example, this may be your main campus.
Manatee
Auto-populate. Workforce Development Area for the main county served.
18
List additional counties served. For example, this may be where you have additional campuses.
Describe how this project will support one or more goals in the State Board of Education's K–20 Strategic Plan. Please limit your response to a maximum of 4000 characters.

2A. Applicant Information (School Districts Only)

Prompt Number	
1	Agency Name (Technical Colleges Must Submit Under a School District Name)
	Manatee County School District
2	Physical Site Location for Equipment Upgrade or Modernization (Technical Colleges May Be Identified Here)
	Manatee Technical College Main Campus, 6305 E. State Road 70, Bradenton, FL 34203
3	School Districts Only: Type the Postsecondary Program Code. List ONLY ONE Main program. Although many programs may be affected, identify the program that will most benefit. Use the attached Career Clusters sheet.
	I470608
4	Program that Has Been Scheduled for Deletion or Is in Teach-out? (Auto-populates. If "yes," program does not qualify.)
	No

5	Eligible Program Name (Auto-populates)
	Master Automotive Service Technology
6	Eligible Program Cluster (Auto-populates)
	Transportation, Distribution & Logistics
7	Optional: Additional Programs. Type the Program Code, Program Name and Career Cluster in this format: "Code/Name/Cluster." You may list up to two additional programs, if any, that will be substantially affected by the purchase of this equipment (see instructions). If asked, you must be able to document how a program is substantially affected. Use the "Career Clusters" sheet to list only programs from EUM-eligible clusters.
	T400700 / Master Automotive Service Technology 1 / Transportation, Distribution & Logistics

8	Amount Requested (from $75,000 to $250,000). List only the total amount for this project concept.
	$126,285
9	Optional. Please add notes here if something above does not appear to populate correctly.

3. Postsecondary Questionnaire

Instructions: Enter your responses in the spaces below. Respond to all questions, using N/A if not applicable.

Prompt Number	Please limit responses to a maximum of 5500 characters.
1	Type "N/A" if this is your only project concept. If submitting two, please provide a priority rank for this pitch, with “1” as the highest. Submit a separate workbook for each pitch.

	N/A
2	**Describe your agency's current need to upgrade equipment. As part of your explanation, discuss how the equipment purchase will align with the need(s) identified your agency's CLNA.**

	In an analysis of the knowledge and skills needed to meet the employment needs of employers in the local area, CareerSource Suncoast in their 2025-2028 Local & Regional Plan identified that "The flow of qualified talent into the workforce is the key to a successul economy. The ability to match the skills of talent entering the workforce and the rapidly changing skills needed by employers to remain competitive continues to be a challenge." In Workforce Region 18 (Manatee/Sarasota), there are 252 annual openings for Automotive Service Technicians (2025-26 Regional Demand Occupations List) with an occupational mean wage of $53,094 (Master Credential List approved by Credentials Review Committe on May 9, 2025). Manatee Technical College offers two auto service technician programs with enrollment open in the fall and the spring. The acquisition of this additional equipment will allow Manatee Technical College to provide industry leading training to all of the students who come through our programs. We are currently low in our thermal imaging cameras, AC machines and lathes (only one working), which makes it hard to complete training with such large class numbers--this year we had 87 students during the day and 26 in the evening. Electric vehicle (EV) trainers will provide the MTC automotive program with the capability to instruct students in this emerging/modern technology that can be found at every dealership. Having the EV trainers, thermal imaging cameras, AC machines and additional lathes will allow us to provide the best training to our students. Having new equipment will allow us to stay current with the equipment that the surrounding agencies who hire our students are using. Having our students train in what they will be utilizing at their respective employers provides the most realistic/practical training possible, creating a smooth transition to their employment. The EV trainers, the AC machines and the lathes were identified in the CLNA by local automotive service tech employers.
3	**Describe how upgraded equipment may lead to improved student performance.**

	The upgraded equipment may lead to improved student performance in completion of OCP's F-H, specifically the Diagnosis and Repair of Hydraulic System, Drum Brakes, Disc Brakes, Battery, and Refrigerant Recovery, Recycling and Handling, as well as on the Automotive Service Excellence (ASE) certification tests, particularly the A5-Brakes, A6-Electrical/Electronic Systems, and A7-Heating & Air Conditioning exams, within the Automobile & Light Truck Certification Test Series. Tests A1-A9 are intended for technicians who perform vehicle repairs (ASE). Working on equipment that is functional and not worn out will lead to improved performance. Working on equipment that is new to the program and quickly becoming an industry standard will also lead to improved student performance. The EV trainers, brake lathes and the AC refrigerant recovery machines were requested by the program advisory committee, made up of local employers in the automotive industry. Training on equpment that is the type used by many dealerships will improve student performance on the job. Graduates with EV training are highly sought after, increasing their job prospects and earning potential.
4	**Describe how upgraded equipment would cut operating costs, improve productivity, or reduce downtime for your agency.**

	Upgraded equipment reduces downtime by working with equipment that is not offline due to needed repairs or replacement. Upgraded equipment would cut operating costs with increased efficiency, which will improve productivity for our instructors and students. Working with upgraded equipment is necessary for maximum student engagment in program and most importanly targeted to high wage in demand employment opportunities for our students. MTC experienced a major increase in enrollment in this program last year from 62 to 82; and another increase this year, 87 students. This equipment will help to meet increased enrollment demand for time on task.
5	**Does the equipment now being used by your agency meet current industry standards?**

	Manatee Technical College automotive program has been meeting industry standards. However, with so many other program experiencing rapid changes in advanced technology, the dollars have not been available to keep the program up to date 100% with industry standards. The program is also at a deficit with equipment to help students meet employer requirements.
6a	**If you answered "no" for prompt 5, describe how the upgraded equipment will assist your agency in meeting industry standards and improving student outcomes.**

6b	**If you answered "yes" for prompt 5, describe why spending funds to upgrade equipment is necessary. If "yes," there is only a limited number of circumstances under which EUM funding may be possible (for example, industry standards are changing and equipment soon will be outdated.)**

	Industry standards in automotive have quite a range as technicians must know how to service older vehicles as well as new vehicles with the latest technology. The EV trainers are the only pieces of equipment being requested that will meet the definition of changing industry standards. The rest of the equipment being requested is to replace worn out or inoperable equipment in the program. Without the ability to replace/upgrade this equipment, MTC will surely fail at providing the equipment required to teach to industry standards. Graduates with EV training are highly sought after, increasing their job prospects and earning potential.
7	**Describe how equipment will better prepare students for future job opportunities in their fields.**

	The upgraded equipment will assist MTC's auotmotive program to prepare students for employment in dealerships, service shops, and industries that maintain fleets. MTC will be increasing the effectiveness of the program through more hands-on practical work scenarios to prepare students for higher wage employment opportunities. The Bureau of Labor Statistics proejcts 2,019 job openings through 2032 and lists Automotive Service Technicians (SOC 49-3023) as one of the Occupations Gaining the Most New Jobs (2024-2032) in the Suncoast Region. The EV trainers will help students learn new technologies so they can be competitive in the job market.
8	**Equipment codes. <u>Important: Do not skip this.</u> Typically, district object codes for equipment are 64X (e.g., 641). For state colleges, they are usually 7XXXX (e.g., 71001) .** **If any lines in your budget forms (DOE101S, Projected Equipment Form) use different codes, please explain why those expenses should be approved. See the Equipment FAQs for guidance on acceptable expenses (such as reasonable shipping), as well as on unacceptable expenses. Note that in some cases, it may be appropriate to list multiple expenses on one line under a single code. Ask your agency's finance office or the FDOE Grants Manager assigned to your Perkins Entitlement Grant if unsure.**

	Equipment code in the budget is 641 - Capitalized FFE.
9	**If you propose any items worth less than $5,000, please explain either how they are necessary for the operation of another item that meets this threshold, or how lesser items combine to form a functional unit. See the Equipment FAQs for guidance. Write "N/A" if not applicable.**

	N/A
10	**Please explain any software expenses. Please read the "software" section of the Equipment FAQs sheet in this workbook before answering. Software expenses are only accepted under specific circumstances. Write "N/A" if not applicable.**

	N/A

FLORIDA DEPARTMENT OF EDUCATION
Equipment Upgrade and Modernization
DOE 101S Budget Narrative Form

Show all amounts in whole dollars only.

Indirect and Administrative Costs are not Allowed for EUM.

Leave Column 4, "FTE Position," blank. Typically, all lines in Column 6 will be 100%.

A) Name of Eligible Recipient/Fiscal Agent	Manatee County School District
B) Project Number (FDOE Use Only):	
C) TAPS Number :	**26B143**

(1)	(2)	(3)	(4)	(5)	(6)
Column1	**Column2**	**Column3**	**Column4**	**Column5**	**Column6**
FUNCTION	**OBJECT**	**ACCOUNT TITLE AND NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED TO THIS PROJECT**
5350	641	**Capitalized FFE:** Electric Vehicle (EV) trainers for instruction of PS-CTE students in Master Automotive Service Technician *(see Projected Equipment form)*		$43,500	100%
5350	641	**Capitalized FFE:** Automotive AC refrigerant recovery systems for instruction of PS-CTE students in Master Automotive Service Technician *(see Projected Equipment form)*		$21,600	100%
5350	641	**Capitalized FFE:** Advanced thermal imagaing cameras for instruction of PS-CTE students in Master Automotive Service Technician *(see Projected Equipment form)*		$21,240	100%
5350	641	**Capitalized FFE:** On-car brake lathe for instruction of PS-CTE students in Master Automotive Service Technician *(see Projected Equipment form)*		$16,523	100%

5350	641	**Capitalized FFE:** Bench (off-car) brake lathes for instruction of PS-CTE students in Master Automotive Service Technician *(see Projected Equipment form)*		$23,422	100%
			D) TOTAL	**$126,285**	

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.

February 2025 EUM format update of April 2022 OGM Form	**DOE 101S**

FLORIDA DEPARTMENT OF EDUCATION

Perkins V Projected Equipment Form

TAPS #26B143
Manatee County School District

A)Name of Eligible Recipient/Fiscal Agent

B)Project Number (DOE Use Only)

Please Note:

- Agencies are accountable for all equipment purchased using grant funds.
- Show all amounts in whole dollars only. Amounts should be in agreement with relevant sections of the DOE101S.
- EUM: Use this form for capitalized equipment with a projected value of $5,000 or more. Include bundled or items otherwise directly related to a piece of capitalized equipment on the same line, such as non-construction installation. These should be listed in the description and included in the total item cost.
- List capitalized equipment on both the DOE101S and Projected Equipment Form.
- Distinct items of minor equipment should be listed on the DOE101S, not on the Projected Equipment Form.

A Line Number	B Function Code	C Object Code	D Account Title	E Description	F Location Name/ Program	G Number of Items	H Item Cost ($)	I Total Amount ($)
1	5350	641	Capitalized FFE	Electric Vehicle (EV) Trainers	MTC Main Campus / Master Auto Service Tech	4	$10,875	$43,500
2	5350	641	Capitalized FFE	Automotive AC Refrigerant Recovery Systems	MTC Main Campus / Master Auto Service Tech	4	$5,400	$21,600
3	5350	641	Capitalized FFE	Advanced Thermal Imaging Cameras	MTC Main Campus / Master Auto Service Tech	4	$5,310	$21,240
4	5350	641	Capitalized FFE	On-car Brake Lathe	MTC Main Campus / Master Auto Service Tech	1	$16,523	$16,523
5	5350	641	Capitalized FFE	Bench (off-car) Brake Lathes	MTC Main Campus / Master Auto Service Tech	2	$11,711	$23,422
6								
7								
8								
9								
10								
							Total	**$126,285**

Does the agency's inventory system contain all required federal and state elements listed in the **Inventory Guidelines** in the instructions?
Mark one of these answers with an "X."

X	
Yes?	No?

EUM version updated April 2025.

AGENDA ITEM NO. 10.11

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Amendment #1 to the National Farmworker Jobs Program (NFJP) Grant for 2025-2026 School Year, Reflecting Revised Recruitment Goals as Requested by the Farmworker Career Development Program State Office (No Financial Impact)

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.

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 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.

Manatee County's Farmworker Career Development Program (FCDP) received an original recruitment goal amount required when submitting the grant proposal for approval. They have now requested to amend the goals.

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 of amendment #1 to the National Farmworker Jobs Program (NFJP) grant for 2025-2026 school year, reflecting revised recruitment goals as requested by the Farmworker Career Development Program State Office (No Financial Impact).

Financial Impact
There is no financial impact.

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

Attachments:
Amendment 1 Farmworker Career Development Grant 25-26

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	**A) Agency Name:**	**DOE USE ONLY**
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	National Farmworker's Jobs Program (NFJP) RFA	Date Received
B) Program Name: Farmworker Career Development Program of the School District of Manatee County **TAPS Number: 26B001**		**Project Number (DOE Assigned)** **410-4056C-6CFJ1**

C) Amendment Type	**D) Amendment Request Contact Information**	
☒ Program ☐ Budget **Amendment Number:** _#1_____	Contact Name: Anibal J. Rosario Planas Farmworker Career Development Program Coordinator	Telephone Numbers: **941-751-7947 ext. 42099**
	Mailing Address: Farmworker Career Development Program 1400 First Ave. E Palmetto, FL 34221	E-mail Addresses: rosarioplanasa@manateeschools.net

E) Required Signature and Certification

I, Dr. Laurie Breslin, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment 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 amendment.

_____	__Superintendent_____	_____
Signature of Agency Head Pending Board Approval	Title	Date

F) Narrative

The purpose of this amendment is to reduce the participant performance targets from the below targets:

	Service Areas and Counties Served	Total Participants Goal		Enter Employment Goal		Credential Goals		Measurable Skill Gain Goal		Reportable Individual Goal	
		Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth
5	**Service Area-**Manatee Sarasota, Charlotte	67	54	27	19	27	19	27	19	8	4

To the final state office participant performance targets listed in the chart below:

	Performance Targets Goals for PY 2025/2026 9.10.2025											
	Total New Participants		Enter Employment		Credential		Measurable Skill Gain		Reportable Individual		Training Services	
FCDP	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth
Manatee	12	9	14	21	8	5	8	5	8	4	11	8

Instructions for Completion of DOE 150
Project Amendment Request

A. Enter Agency Name

B. Enter Program Name and TAPS number as listed on the original Project Award Notification.

C. Enter Amendment Type – Refer to Project Application and Amendment Procedures for Federal and State Programs (Green Book) for definitions of Program and Budget amendments.

D. Enter Amendment Request Contact Information for the person who is responsible for the project.

E. Complete Required Signature. **Note:** Application amendments signed by officials other than the Superintendent, or President/Chairman of the Board, must have a letter of authorization to sign on the behalf of said official, attached to the DOE 150 when the application amendment is submitted.

F. Provide sufficient narrative to describe and justify the type of amendment being requested. Narrative should include the purpose of the amendment and description of the amended services or budget changes – i.e. changes in scope or objectives, changes in deliverables or work tasks and how these changes affect the original application. Any budget change will require details on the increase/decrease and how the change affects the original application.

Attach Budget Amendment Narrative Form (DOE 151) if this amendment requires budget changes.

AGENDA ITEM NO. 10.12

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Apply, Accept and Expend the Allocation of the 2025-2026 Multiagency Network for Students with Emotional or Behavioral Disabilities (SEDNET) Grant Fund, in the Amount of $117,761.00 (Incoming State Grant Funds)

Executive Summary
The School District of Manatee County is the fiscal agent for the Department of Education discretionary project Multiagency Network for Students with Emotional or Behavioral Disabilities (SEDNET) which services Manatee, Sarasota and Charlotte Counties.

The 2025-2026 SEDNET grant provides the salary for one SEDNET manager as well as funds for training, travel and other support to meet the needs of students identified as Emotionally/Behaviorally Disabled or students being considered for such an eligibility. SEDNET also provides support for students in need of mental health services and is particularly discussed in Senate Bill 7026.

The allocation for the 2025-2026 SEDNET Grant is $117,761.00. The funds are broken down by $76,258.00 from Individuals with Disabilities Education Act (IDEA), Part B and $41,503.00 from General Appropriations Act Individuals with Disabilities Education Act (IDEA) Trust Fund.

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

Ready For Life | Goal 1
Improve easy access to quality family resources that support student learning

Ready For Life | Goal 2
Ensure that all staff are trained to respond to students impacted by trauma and adverse childhood experiences, including highly effective student services and mental health supports

Recommendation
The Superintendent recommends approval to apply, accept and expend the allocation of the 2025-2026 Multiagency Network for Students with Emotional or Behavioral Disabilities (SEDNET) Grant Fund in the amount of $117,761.00 (Incoming State Grant Funds).

Financial Impact
There will be no cost to the General Fund. The District will receive the 2025-2026 SEDNET budget of $117,761.00.

Contact
Submitting Department: Exceptional Student Education
Initiated By: Joshua Bennett, Director of ESE

Attachments:
SEDNET Project Application 25-26.- Fully Signed

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	SEDNET (Multiagency Service Network for Students with Emotional and Behavioral Disabilities) TAPS NUMBER: 26C017	Date Received
B) Name and Address of Eligible Applicant: School District of Manatee County 215 Manatee Avenue West Bradenton, FL 34205		Project Number (DOE Assigned) 410-2626C-6CD02

C) Total Funds Requested:	D) Applicant Contact & Business Information	
$76,258	Contact Name: Joshua Bennett Fiscal Contact Name: Cathy Miley 941-708-8770 X41111	Telephone Numbers: (941)751-6550 ext# 43217
DOE USE ONLY Total Approved Project: $	Mailing Address: 2501 63rd Ave E Bradenton, FL 34203	E-mail Addresses: bennettj@manateeschools.net
	Physical/Facility Address: 2501 63rd Ave E Bradenton, FL 34203	UEI number: FEIN number: 858012622207

CERTIFICATION

I, Dr. Laurie Breslin, *(Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E)			
	Laurie Breslin (Sep 17, 2025 17:52:15 EDT)	Superintendent	09/17/2025
	Signature of Agency Head	Title	Date

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

A) **School District of Manatee**
Name of Eligible Recipient

B) **410-2626C-6CD02**
Project Number **(DOE Use Only)**

TAPS Number
26C017

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

(1) Function	(2) Object	(3) Account Title & Narrative	(4) FTE Position	(5) Amount
5100	510	Supplies Supplies including manipulatives, sensory items, and materials needed for trainings, calming corners, or administrative duties.	0	$2,221.24
6300	110	Salary Salary for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts.	0.65	$45,720.15
6300	210	Retirement for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 14.03%	0	$6,414.54
6300	220	FICA for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 7.65%	0	$3,497.59
6300	231	Health and Hospitalization for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 16.84%	0	$7,699.27
6300	232	Life Insurance for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. .23%	0	$105.16
6300	240	Woker's Compensation for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 1.0%	0	$457.20
6300	330	Local Travel for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts.	0	$1,000
6300	330	Travel: Out of County for SEDNET Region 8A Project Manager to travel for purposes of the SEDNET Required meetings and travel to oversee deliverables for Desoto, Manatee, and Sarasota Counties.	0	$5,119
7200	790	Indirect Costs Miscellaneous: Indirect Costs at 5.57%	0	$4,023.46
			C) TOTAL	**$76,258.00**

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	SEDNET (Multiagency Service Network for Students with Emotional and Behavioral Disabilities) **TAPS NUMBER:** 26C018	Date Received

B) Name and Address of Eligible Applicant:	Project Number (DOE Assigned)
School District of Manatee County 215 Manatee Avenue West Bradenton, FL 34205	410-2626D-6CDT3

C) Total Funds Requested:	D) Applicant Contact & Business Information	
$41,503	Contact Name: Joshua Bennett Fiscal Contact Name: Cathy Miley 941-708-8770 X41111	Telephone Numbers: (941)751-6550 extension 43217
DOE USE ONLY **Total Approved Project:** $	Mailing Address: 2501 63rd Ave E Bradenton, FL 34203	E-mail Addresses: bennettj@manateeschools.net
	Physical/Facility Address: 2501 63rd Ave E Bradenton FL 34203	UEI number: FEIN number: 858012622207

CERTIFICATION

I, Dr. Laurie Breslin, *(Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E)				
	Laurie Breslin (Sep 17, 2025 17:52:15 EDT)	Superintendent	09/17/2025	
	Signature of Agency Head	Title		Date

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

A) **School District of Manatee**
Name of Eligible Recipient

B) **410-2626D-6CDT3**
Project Number **(DOE Use Only)**

TAPS Number
26C018

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

(1) Function	(2) Object	(3) Account Title & Narrative	(4) FTE Position	(5) Amount
5100	510	Supplies Supplies including manipulatives, sensory items, and materials needed for trainings, calming corners, or administrative duties.	0	$1,408.84
6300	110	Salary Salary for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts.	0.35	$24,618.54
6300	210	Retirement for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 14.03%	0	$3,453.98
6300	220	FICA for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 7.65%	0	$1,883.32
6300	231	Health and Hospitalization for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 16.84%	0	$4,145.76
6300	232	Life Insurance for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. .23%	0	$56.62
6300	240	Woker's Compensation for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts. 1.0%	0	$246.19
6300	330	Local Travel for SEDNET Region 8A Project Manager to oversee SEDNET deliverables for Desoto, Manatee, and Sarasota School Districts.	0	$1,000
6300	330	Manager to travel for purposes of the SEDNET Required meetings and travel to oversee deliverables for Desoto, Manatee, and Sarasota Counties.	0	$2,500
7200	790	Indirect Costs Miscellaneous: Indirect Costs at 5.57%	0	$2,189.75
			C) TOTAL	**$41,503.00**

AGENDA ITEM NO. 10.13

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of the New Agreement Between the School District of Manatee County and Sun RX LLC d/b/a Sunrise Pharmacy for Clinical Experience for Manatee Technical College (MTC) Pharmacy Technician Students for the 2025-2028 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 office to sign an agreement with the School Board. The opportunity to receive this type of clinical experience is a great advantage to our students. Not only do they obtain a valuable hands-on learning experience, but also placements resulting in permanent jobs for the students after they finish their training.

A copy of the agreement is attached for review.

Clinical Providers for Pharmacy Technician: Sun RX LLC d/b/a Sunrise Pharmacy - Hiral Patel - Owner

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 agreement between the School District of Manatee County and Sun RX LLC d/b/a Sunrise Pharmacy for clinical experience for Manatee Technical College (MTC) Pharmacy Technician students for the 2025-2028 school years (No Financial Impact).

Financial Impact
There is no financial impact.

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

Attachments:
Clinical Experience Agreement with Sun RX LLC dba Sunrise Pharmacy, Board Date 10.07.2025

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with Sun RX LLC d/b/a Sunrise Pharmacy

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and Sun RX LLC d/b/a Sunrise Pharmacy, 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, 2028. The parties may agree to mutually extend the Agreement for a period of three additional years in writing on or before June 30, 2028.

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, Sun RX LLC d/b/a Sunrise Pharmacy 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 9-18-2025 By: _____

(Affiliate Authorized Signature)

Title: PHARMACY 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
Chad Choate III, CHAIR*
Cindy Spray, Vice Chair
Heather Felton
Charlie Kennedy
Richard Tatem

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. 11/20/24

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: SUN RX LLC dba SUNRISE PHARMACY

Address: 1395. PEBBLE BEACH BLVD, STE 103, SUN CITY CENTER, FL 33573

Phone Number: 813-633-8222

Authorized Representative's Name: HIRAL PATEL

Authorized Representative's Title: PHARMACY MANAGER / OWNER

Email Address: sunrxpharmacy@yahoo.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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/18/2025

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: WEBB, LAURA	
Laura Webb Agency Llc Sun Rx Llc Dba Sunrise Pharmacy Dba 3212 S Dale Mabry Hwy Tampa FL 336297839	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Ohio Security Insurance Company	24082
INSURED Sun Rx Llc Dba Sunrise Pharmacy 139 S Pebble Beach Blvd Ste 103 Sun City Center FL 33573	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 0048444071 **REVISION NUMBER:** 2016-03

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 [X] Businessowners [X] Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:	X		BZS62944235	04/01/2025	04/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 2,000,000 $ 2,000,000 $ 15,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
	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 ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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

Proof of Insurance

CERTIFICATE HOLDER

Sun Rx Llc Dba Sunrise Pharmacy
139 S Pebble Beach Blvd Ste 103
Sun City Center FL 33573

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

Curtis Luken

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DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Limited Liability Company
SUN RX LLC

Filing Information

Document Number	L08000100767
FEI/EIN Number	26-3623271
Date Filed	10/27/2008
State	FL
Status	ACTIVE

Principal Address

139 SOUTH PEBBLE BEACH BLVD
SUITE 103
SUN CITY CENTER, FL 33573

Changed: 06/25/2009

Mailing Address

139 SOUTH PEBBLE BEACH BLVD
SUITE 103
SUN CITY CENTER, FL 33573

Changed: 07/14/2010

Registered Agent Name & Address

PATEL, HIRAL
139 SOUTH PEBBLE BEACH BLVD, SUITE 103
SUN CITY CENTER, FL 33573

Address Changed: 06/25/2009

Authorized Person(s) Detail

Name & Address

Title MGRM

PATEL, HIRAL
139 SOUTH PEBBLE BEACH BLVD, SUITE 103
SUN CITY CENTER, FL 33573

Annual Reports

Report Year	Filed Date
2023	02/07/2023
2024	02/05/2024
2025	01/27/2025

Document Images

01/27/2025 -- ANNUAL REPORT	View image in PDF format
02/05/2024 -- ANNUAL REPORT	View image in PDF format
02/07/2023 -- ANNUAL REPORT	View image in PDF format
02/01/2022 -- ANNUAL REPORT	View image in PDF format
01/29/2021 -- ANNUAL REPORT	View image in PDF format
01/17/2020 -- ANNUAL REPORT	View image in PDF format
01/30/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
03/01/2017 -- ANNUAL REPORT	View image in PDF format
01/25/2016 -- ANNUAL REPORT	View image in PDF format
02/23/2015 -- ANNUAL REPORT	View image in PDF format
03/06/2014 -- ANNUAL REPORT	View image in PDF format
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03/21/2011 -- ANNUAL REPORT	View image in PDF format
07/14/2010 -- ANNUAL REPORT	View image in PDF format
06/25/2009 -- ANNUAL REPORT	View image in PDF format
10/27/2008 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

DIVISION OF CORPORATIONS



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Filing History

Fictitious Name Search
Submit

Fictitious Name Detail

Fictitious Name

SUNRISE PHARMACY

Filing Information

Registration Number	G08310900132
Status	ACTIVE
Filed Date	11/05/2008
Expiration Date	12/31/2028
Current Owners	2
County	HILLSBOROUGH
Total Pages	4
Events Filed	3
FEI/EIN Number	26-3623271

Mailing Address

139 S. PEBBLE BEACH BLVD
SUITE 103
SUN CITY CENTER, FL 33573

Owner Information

PATEL, HIRAL
8408 DUNHAM STATION DR
TAMPA, FL 33647
FEI/EIN Number: NONE
Document Number: NONE

SUN RX LLC
139 S PEBBLE BEACH BLVD, SUITE 103
SUN CITY CENTER, FL 33647
FEI/EIN Number: 26-3623271
Document Number: L08000100767

Document Images

11/05/2008 -- Fictitious Name Filing View image in PDF format

02/07/2023 -- Fictitious Name Renewal Filing View image in PDF format

01/16/2018 -- Fictitious Name Renewal Filing View image in PDF format

06/06/2013 -- Fictitious Name Renewal Filing View image in PDF format

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Filing History

Fictitious Name Search

Submit

Florida Department of State, Division of Corporations

AGENDA ITEM NO. 10.14

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Purchase Cambridge AICE Program Registration, Program Materials, and Assessments, SDMC No. 26-0077-BS, Estimated in the Amount of $700,000.00 (AICE Funding)

Executive Summary
The Advanced International Certificate of Education (AICE) Program is one of sixteen Florida School Choice Options available to students in grades K-12. The AICE program is considered an international curriculum and examination program that's modeled on the British pre-college curriculum and 'A-Level' exams. Students at all levels in Manatee County may attend schools that utilize Cambridge curriculum materials and assessments. At the high school level, Cambridge International AS & A Level qualifications offer students the opportunity to tailor their studies to their individual interests, abilities and future plans within an international curriculum framework. This program emphasizes the value of broad and balanced study, leading to opportunities to earn the AICE diploma and/or college credit. Alongside an in-depth understanding of a variety of subjects, students also need to master a broader range of skills critical for success in university study and employment.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow. The requested approval period is October 7, 2025 through October 06, 2026.

Historical expenditures are as follows:
- YTD 2025 – 2026 - $20,237.78 (07-01-2025 – 09-11-2025)
- 2024 – 2025 - $682,939.22
- 2023 – 2024 - $650,289.17
- 2022 – 2023 - $520,983.48

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

Subsection 6A-1.012(11) F.A.C. states, "The requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by Section 1010.04(4)(a), F.S., for: (a) The purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; and, (b) The purchase by district school boards of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution;"

Subsection 6A-1.012(14) F.A.C. states, "A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.004(11), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by

the district school board."

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 to Purchase Cambridge AICE Program Registration, Program Materials, and Assessments, SDMC No. 26-0077-BS, Estimated in the Amount of $700,000.00 (AICE Funding)

Financial Impact
The annual funding source for these expenditures will be AICE funds and is included in various schools and departments approved budget for the 2025-2026.

Contact

Submitting Departments: Curriculum and Purchasing

Initiated By: Tiffany Spradling and Tyler Goffi

Attachments:
Annual Fee 2025-2026

Cambridge Assessment International Education

295 Madison Avenue, Suite 715, New York, NY10017, USA
t: +1 917 522 2142
e: info@cambridgeinternational.org

Erin Chapman

School District of Manatee County
215 Manatee Avenue West
Bradenton, FL 34205

September 17, 2025

Subject: Cambridge School Estimated Annual Fees Estimate 2025-2026

School	Cambridge Program Annual Fee w/25% disc (October 1, 2025 – September 30, 2026)
Palmetto High School	$8,476.00
Manatee High School	$8,476.00
Bayshore High School	$8,476.00
Braden River High School	$8,476.00
Lakewood Ranch High School	$8,476.00
Parrish Community High School	$8,476.00
Southeast High School	$8,476.00
Buffalo Creek Middle School	$8,476.00
Blackburn Elementary School	$4,136.25
Samoset Elementary School	$4,136.25

Grand Total: $76,080

Note:

Per Cambridge Group of Schools contract with School District of Manatee County, the following discounts have been applied

- Reduce the annual Cambridge Primary programme fee by 25%
- Reduce the annual Cambridge Secondary & Advanced programme fee by 25%

A group waiver for the annual registration fee is applicable. This means the number of Secondary & Advanced programme fees to be paid by the group is calculated annually using a group level waiver limit (included in fees list). This allows larger schools that exceed the individual waiver limit to contribute towards a registration fee waiver for smaller schools that do not. This ONLY applies to High Schools and Middle Schools that are registered as Advanced programmes. Elementary Schools registered as Primary programmes will receive a 25% discount annually.

Kind Regards,

Allison Ibarra
Senior Schools Development Manager USA

AGENDA ITEM NO. 10.15

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Purchase Theater Stage Lighting and Controls, SDMC No. 26-0051-MR, Estimated in the Amount of $600,000.00 (Capital Funds)

Executive Summary
Theater stage lighting and control systems play a pivotal role in crafting immersive and dynamic performances. ETC (Electronic Theatre Controls) is a renowned leader in the industry, providing advanced lighting solutions that ensure precision, flexibility, and creativity in theatrical productions. Assessing the compatibility of ETC systems with existing infrastructure and exploring potential upgrades. Ensuring staff and technical crews are well-equipped to leverage ETC technologies effectively. Candela Controls is the approved dealer for the state of Florida. Lakewood Ranch High School, Parrish Community High School and Southeast High School will receive upgraded theater stage lighting and controls with this approval.

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

Historical expenditures are as follows:
- YTD 2025-2026 $0.00
- 2024-2025 $5,213.00
- 2023-2024 $0.00
- 2022-2023 $5,653.35

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

State Board Rule 6A-1.012(14) states, "A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.004(11), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the school board."

Subsection 6A-1.012(11) F.A.C. states, "The requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by Section 1010.04(4)(a), F.S., for: (a) The purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; and, (b) The purchase by district school boards of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution;"

The supplier is Candela Controls, Winter Garden, FL, Florida Document No. P99000023778- Approved dealers for ETC Southeast. Additional dealers may be added as needed throughout the contract period.

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

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially responsible

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval to purchase theater stage lighting and controls, SDMC No. 26-0051-MR, estimated in the amount of $600,000.00. (Capital Funds)

Financial Impact
The funding source for this expenditure is Local Capital Improvement and is included in the Television Services Department proposed budget for 2025-2026. **(Capital Funds)**

Contact
Submitting Departments: Maintenance, Operations & Central Distribution Warehouse and Purchasing
Initiated By: Todd Henson

Attachments:
Rates 2025
CONTRACT FOR SERVICES

School District of Manatee County
PURCHASING DEPARTMENT
215 Manatee Avenue West
Bradenton, Florida 34205

SCHOOL BOARD:

Heather Felton
Charlie Kennedy
Chad Choate III
Chair
Cindy Spray *Vice Chair*
Richard Tatem

Superintendent
Jason C. Wysong, Ed. D.

June 3, 2025

REQUEST FOR QUOTATION

Buyer:
Melody Ryan

QUOTES MAY BE RETURNED VIA EMAIL TO ryan@manateeschools.net

PURPOSE: The purpose of this quote is to confirm and lock in contractor(s), pricing to purchase, repair and/or service theater stage lighting and controls as needed for a 1-year period.

CONTACTORS RESPONSABILITIES: The contractor shall be responsible for the protection of all buildings, structures, and utilities that are underground, above ground, or on the surface from their operations that may be hazardous and/or damaging to said facilities.

The contractor shall be responsible for the protection of all personnel against hazards and/or injuries due to their construction operation at the work site.

Contractor shall be responsible for correction and/or replacement according to Local Codes and School District's satisfaction of all water lines, sanitary lines, electrical lines, curbs, sidewalks, streets, parking lots, grassed areas, etc., broken or damaged as the result of contractor's operations.

Contractor shall be responsible to safeguard all of their tools, equipment, signs, barricades, etc. while operating on any School District properties. The School District of Manatee County assumes no responsibility for any act of theft or vandalism which may occur while contractor's equipment is located on any School District site.

Contractor shall not inhibit access to school sites during pursuit of any work specified herein.

Contractor shall leave all work sites in a neat and orderly fashion at the end of each workday.

The contractor shall be responsible to ensure frequent pick-up of all rubbish, refuse, scrap materials, and debris as a result of their operations so that work sites present a neat and orderly appearance at all times. All rubbish, scrap, etc. shall be transported from the premises. Rubbish shall **NOT** be deposited as fill on the work site. At completion of work, the contractor shall remove all work materials, tools, construction equipment, machinery and surplus materials from the work site and shall leave project in ready to use condition.

Contractor or a representative, daily while working on School Sites shall sign in at the school's Main Office prior to commencing any work and shall sign out at the school's Main Office prior to leaving campus unless prior written exception has been obtained.

Contractor shall remedy any and all damages to property by acts of omission, or vandalism which occur as a result of their work.

Contractor shall provide due care at all times while performing any task at any School District controlled location to cordon off, barricade, and/or post signs to maintain a safe distance to avoid creating hazardous conditions for pedestrians, property and vehicles.

The contractor shall at all times enforce strict discipline and good order among their employees and shall not employ any unfit person or anyone not skilled in the task assigned to them.

The contractor shall supervise and direct the work, using their best skill and attention. The contractor shall be solely responsible for all construction means, methods, techniques, work sequences and procedures for coordinating all portions of the work under this contract.

The contractor shall be responsible to the School District of Manatee County for the acts and omissions of their employees, subcontractors and their owners and employees and any other persons performing any of the work under a contract with the contractor.

The contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and any other information known to the contractor as may be provided by the owner before commencing activities. Errors, inconsistencies or omissions discovered shall be reported to the School District Project Manager at once.

The contractor shall be relieved of obligations to perform the work in accordance with the contract documents either by activities or duties of the School District or of the contract or by test inspections or approvals required or performed by persons other than the contractor.

The contractor shall have an English speaking Supervisor/Representative on the work site at all times, who shall be thoroughly knowledgeable of all plans, specifications, and other contract documents and has the authority to act in the contractor's behalf.

The contractor shall be responsible for the appearance of all working personnel assigned to the project at all times and their compliance with School District Policies and Rules stated in the Instructions to Bidders.

The contractor shall be responsible for off-loading, unpacking/uncrating all materials and equipment at the job site and install railings in accordance with specifications herein and all attachments.

Contractor shall ensure all work is installed straight, level, plumb and in a workmanlike manner.

The contractor's invoice shall be itemized showing parts, labor, freight, etc. to provide a complete accounting of services performed. Failure to do so may result in delayed payments.

The contractor shall not proceed with any project until a written purchase order has been received from the School District of Manatee County.

The contractor shall obtain prior approval on all costs before any additional work is performed beyond the scope of the original project.

The contractor shall provide a construction work schedule and submit it to the School District Project Manager. The schedule shall include estimated commencement and completion dates.

Should any employee in the performance of this contract encounter materials that they suspect are embedded with asbestos they should stop all work at the site and not disturb the area of suspicion, call their appropriate Supervisor and advise them of the discovery. The Supervisor shall contact the School District Project Manager immediately for review and analysis of the suspected materials.

The contractor shall promptly correct all work rejected by the owner as defective or as failing to conform to the contract documents whether observed before or after substantial completion and whether or not fabricated, installed or completed. The contractor shall bear all costs of correcting such rejected work.

Hours are as indicated:

- Standard working hours: Monday through Friday 7:00a.m.- 5:00 p.m,
- Non-Standard hours: Monday through Friday prior to 7:00 a.m. and after 5:00p.m., Saturday and Sunday

Labor rates shall include:

- Use of all related tools, consumable supplies and materials, personal protection supplies and etc. necessary to complete each job.
- All transportation costs of personnel, to and from each job site. That includes travel time.

Equipment which is not otherwise included in the hourly labor rate (i.e. forklifts, lifts, generators, etc.) contactor owned shall be paid at the actual use time only based on the flat rate, fee schedule submitted with the contract(s) response. Equipment rental shall be paid per rental invoice with at no additional cost to the District.

- Submit Equipment list with rates.

Rate schedule:

Indicate hourly labor rates below for repair/installation		**Hourly Rate**
1.	Hourly rate for standard working hours (Monday through Friday from 7:00 A.M. to 5:00 P.M.).	$ 190.00
2.	Hourly rate for nonstandard working hours (Monday through Friday prior to 7:00 A.M. and after 5:00 P.M., and Saturday and Sunday).	$ 230.00
3.	Travel Time Flat Rate by Hour (if Applicable)	$ 110.00
Percentage discount off MSRP or Price List Theater Stage Equipment		**Percentage Discount**
4.	Percentage discount off MSRP or Price List Controls	23 %
5.	Percentage discount off MSRP or Price List for Power Controls	23 %
6.	Percentage discount off MSRP or Price List for Lighting Fixtures	23 %
7.	Percentage discount off MSRP or Price List for other	20 %

Manufacturer List- Please identify which manufacturer you are a dealer for
1. ETC, Inc.
2. Altman Lighting
3. Pathway Connectively
4. High End Systems
5. SSRC, Inc., TMB, Lex Products

BUSINESS/COMPANY NAME: Candela Controls, Inc.

MAILING ADDRESS: 822 Marys Park Place

CITY, STATE, ZIP CODE: Winter Garden, FL 34787-5706

TELEPHONE NUMBER: 407-654-2420 DATE 3 June 2025

EMERGENCY CONTRACT NUMBER: 407-654-2420

FAX NUMBER:

*SIGNATURE: **(Blue Ball Point Pen Only)** Bill Ellis PRESIDENT

NAME AND TITLE: (Typed) Bill Ellis, President

SCHOOL BOARD OF MANATEE COUNTY, FLORIDA
AGREEMENT FOR CONTRACTUAL SERVICES

FUNDING SOURCE Budgeted, Federal, Grant, Internal	NAME OF SCHOOL/DEPT.	DISTRICT REPRESENTATIVE
Budgeted	Districtwide	26-0051-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 3 day of June , 20 25, (Agreement Date) by and between The School Board of Manatee County, Florida, a political subdivision of the State of Florida, (Board) and Candela Controls 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: Candela Controls Inc		
Representative: Bill Ellis	Position: President	
Address: 751 Business Park Boulevard		
City: Winter Haven	State: FL	Zip: 34787
Phone: 407-654-2420	Email: bellis@candelacontrols.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}

SERVICE TECHNICIAN FOR EVALUATION AND REPAIR OF THEATER LIGHTING AND CONTROLS EQUIPMENT

And shall be performed at the following location(s): districtwide

Date(s) of Service(s): 07/01/2025 to 06/30/2026

Time(s)/Duration: am/pm to am/pm

LIMIT OF COMPENSATION:

The District has authorized an amount not to exceed $ 26-0051-MR , 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 As per the attached pricing

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:

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 Candela Controls Inc 751 Business Park Boulevard Winter Haven FL 34787
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: 339580

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 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 A

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: Candela Controls Inc

TELEPHONE NUMBER: 407-654-2420

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: https://www.manateeschools.net/

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Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time
ELLIS, WILLIAM	4/28/2026	
HARRIS, CARL	4/27/2026	
OHRBERG, JAMES	5/3/2026	
OLMEDO, DANIEL	4/30/2026	
MULKEY, ANDREW		
MORRISON, KYLE		

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: Candela Controls Inc

Address: 751 Business Park Boulevard Winter Hav FL 34787

Phone Number: 407-654-2420

Authorized Representative's Name: Bill Ellis

Authorized Representative's Title: President

Email Address: bellis@candelacontrols.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. 10.16

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Sole Source to Purchase Floor Resurfacing Materials Dex-O-Tex and Related Services, SDMC No. 26-0055-MR, Estimated in the Amount of $200,000.00 (Local Capital Improvements)

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 one-year contract period of November 01, 2025 through October 31, 2026 with no increase from 2024-2025 rates.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.
Historical expenditures are as follows:
YTD 2025-2026: $0.00
Fiscal Year 2024-2025: $155,574.29
Fiscal Year 2023-2024: $155,143.69
Fiscal Year 2022-2023: $320,451.56

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.
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”.

Florida Statutes Section 1010.04(4) states, “Alternative procedures for purchasing – The State Board of Education may, by regulation, provide for alternative procedures for bidding or purchasing in cases in which the character of the item requested renders competitive bidding impractical”.

The District has reviewed sole source information and has fully complied with all sole source requirements. Documentation is on file the purchasing department.

The supplier is Scaife Enterprises Inc., Dade City, FL, Florida Document No. S65444.

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. 26-0055-MR, estimated in the amount of $200,000.00.

(Local Capital Improvements)

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 2025/2026. **(Local Capital Improvements)**

Contact
Submitting Departments: Maintenance, Operations & Central Distribution Warehouse Department
Initiated By: Todd Henson

Attachments:
2025-2026 Scaife Price
Contract for Services

Scaife 2025-2026 price list **November 01, 2025 through October 31, 2026.**

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface exterior surfaces to be inclusive of concrete and exposed aggregate using Dex- O-Tex Resistite or approved equivalent. (less than 1000 sq. ft.)		Standard	$6.21	$2,484.00
	400	Overtime	$7.25	$2,900.00
		Holiday	$7.25	$2,900.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface exterior surfaces to be inclusive of concrete and exposed aggregate using Dex- O-Tex Resistite or approved equivalent. (more than 1000 sq. ft.)		Standard	$5.17	$10,857.00
	2100	Overtime	$6.22	$13,062.00
		Holiday	$6.22	$13,062.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be inclusive of concrete and exposed flooring systems using Dex-O-Tex Décor-Flor or approved equivalent. (less than 1000 sq. ft.)		Standard	$12.83	$5,132.00
	400	Overtime	$13.63	$5,452.00
		Holiday	$13.63	$5,452.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be inclusive of concrete and exposed flooring systems using Dex-O-Tex Décor-Flor or approved equivalent. (more than 1000 sq. ft.)		Standard	$9.54	$20,034.00
	2100	Overtime	$10.25	$21,525.00
		Holiday	$10.25	$21,525.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior lab floor systems to be inclusive of sanding, and stripping using Dex-O-Tex Posi-Tred "O" or approved equivalent. (less than 1000 sq. ft.)		Standard	$6.96	$2,784.00
	400	Overtime	$8.33	$3,332.00
		Holiday	$8.33	$3,332.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior lab floor systems to be inclusive of sanding, and stripping using Dex-O-Tex Posi-Tred "O" or approved equivalent. (more than 1000 sq. ft.)		Standard	$5.44	$11,424.00
	2100	Overtime	$6.51	$13,671.00
		Holiday	$6.51	$13,671.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Install new latex lab floor system using Dex- O-Tex Neotex System -261 or approved equivalent. (less than 1,000 Sq. Ft.)		Standard	$8.52	$3,408.00
	400	Overtime	$9.60	$3,840.00
		Holiday	$9.60	$3,840.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Install new latex lab floor system using Dex- O-Tex Neotex System -261 or approved equivalent. (more than 1,000 Sq. Ft.)		Standard	$7.51	$15,771.00
	2100	Overtime	$8.40	$17,640.00
		Holiday	$8.40	$17,640.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Install new latex lab floor system using Dex- O-Tex Cheminert "K" with Posi-Tred or approved equivalent. (less than 1,000 Sq. Ft.)		Standard	$12.15	$4,860.00
	400	Overtime	$13.80	$5,520.00
		Holiday	$13.80	$5,520.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Install new latex lab floor system using Dex-O-Tex Cheminert "K" with Posi-Tred or approved equivalent. (more than 1000 sq. ft.)		Standard	$9.95	$20,895.00
	2100	Overtime	$10.54	$22,134.00
		Holiday	$10.54	$22,134.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface mechanical room floors using Dex-O-Tex M-E floor or approved equivalent. less than 1000 sq. ft.)		Standard	$9.34	$3,736.00
	400	Overtime	$10.60	$4,240.00
		Holiday	$10.60	$4,240.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface mechanical room floors using Dex-O-Tex M-E floor or approved equivalent. (more than 1000 sq. ft.)		Standard	$7.79	$16,359.00
	2100	Overtime	$8.84	$18,564.00
		Holiday	$8.84	$18,564.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface lab counter-tops using Dex-O-Tex Dee-Cee Dressing or approved equivalent. (less than 1000 sq. ft.)		Standard	$5.20	$2,080.00
	400	Overtime	$5.79	$2,316.00
		Holiday	$5.79	$2,316.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface lab counter-tops using Dex-O- Tex Dee-Cee Dressing or approved equivalent. (more than 1000 sq. ft.)		Standard	$6.04	$12,684.00
	2100	Overtime	$6.72	$14,112.00
		Holiday	$6.72	$14,112.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface existing tile and slate surfaces by bead blasting for anti-slip protection or approved equivalent (less than 1000 sq. ft.)		Standard	$4.89	$1,956.00
	400	Overtime	$6.16	$2,464.00
		Holiday	$6.16	$2,464.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface existing tile and slate surfaces by bead blasting for anti-slip protection or approved equivalent (more than 1000 sq. ft.)		Standard	$5.79	$12,159.00
	2100	Overtime	$7.17	$15,057.00
		Holiday	$7.17	$15,057.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be Inclusive of concrete and existing flooring systems using Dex-O-Tex Color-Flake "L" Random, 100% flake coverage with standard color-flakes		Standard	$9.54	$20,034.00
	2100	Overtime	$10.25	$21,525.00
		Holiday	$10.25	$21,525.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be Inclusive of concrete and existing flooring systems using Dex-O-Tex Color-Flake "L" Random, 20% to 30% flake coverage with standard color- flakes (less than 1000 sq. ft.)		Standard	$8.25	$3,300.00
	400	Overtime	$9.50	$3,800.00
		Holiday	$9.50	$3,800.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be Inclusive of concrete and existing flooring systems using Dex-O-Tex Color-Flake "L" Random, 20% to 30% flake coverage with standard color- flakes (more than 1000 sq. ft.)		Standard	$7.14	$14,994.00
	2100	Overtime	$8.04	$16,884.00
		Holiday	$8.04	$16,884.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be inclusive of concrete and existing flooring systems using Dex-O-Tex Clear Epoxy Resins incorporating Metallic Color pigments for Epoxy Resin System with a look of stained concrete or		Standard	$10.58	$4,232.00
	400	Overtime	$13.22	$5,288.00
		Holiday	$13.22	$5,288.00

	Estimated Annual Qty	Hours	SQ Ft Price	
Resurface interior surfaces to be inclusive of concrete and existing flooring systems using Dex-O-Tex Clear Epoxy Resins incorporating Metallic Color pigments for Epoxy Resin System with a look of stained concrete or		Standard	$8.95	$18,795.00
	2100	Overtime	$9.95	$20,895.00
		Holiday	$9.95	$20,895.00

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	26-0055-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 day of August , 20 25, (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): 11/1/2025 to 10/31/2026

Time(s)/Duration: am/pm to am/pm

LIMIT OF COMPENSATION:

The District has authorized an amount not to exceed $ 200,000.00 , 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: 37026 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/

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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. 10.17

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Elementary School in Artisan Lakes, Permanent Florida Power and Light Utility Easement 10 ' (No Financial Impact)

Executive Summary
The School District is constructing an elementary school in Artisan Lakes at 6360 Maidenstone Way, Palmetto. Florida Power and Light (FPL) is the electric service provider in this area, and they require an easement for providing electric service for the school project.

This 10' wide underground utility easement is being provided for the benefit of FPL at the elementary school. This easement will allow FPL access to the site to install and maintain underground power lines at their convenience. There are no improvements other than asphalt and landscaping planned in the area of the easement.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of elementary school in Artisan Lakes, permanent Florida Power and Light utility easement 10' (No Financial Impact).

Financial Impact
The Superintendent recommends approval of elementary school in Artisan Lakes, permanent Florida Power and Light utility easement 10 ' (No Financial Impact).

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Artisan Lakes Utility Easement & Exhibit A

Work Request No. 14177594

Sec.9,Twp 35S, Rge 18E

Parcel I.D.: 603600008; and 604500089
(Maintained by County Appraiser)

UNDERGROUND EASEMENT (BUSINESS)

This Instrument Prepared By

Name: Jeff Keene
Co. Name: Florida Power & Light Company
Address: 700 Universe Boulevard
Juno Beach, Florida 33408

Reserved for Circuit Court

The undersigned, in consideration of the payment of $1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grant and give to Florida Power & Light Company, its affiliates, licensees, agents, successors, and assigns ("FPL"), a non-exclusive easement forever for the construction, operation and maintenance of underground electric utility facilities (including cables, conduits, appurtenant equipment, and appurtenant above-ground equipment) to be installed from time to time; with the right to reconstruct, improve, add to, enlarge, change the voltage as well as the size of, and remove such facilities or any of them within an easement described as follows:

See Exhibit "A" ("Easement Area")

Together with the right to permit FPL to attach or place wires to or within any facilities hereunder and lay cable and conduit within the Easement Area and to operate the same for FPL's communications purposes in connection with electric service; the right of ingress and egress to the Easement Area at all times; the right to clear the land and keep it cleared of all trees, undergrowth and other obstructions within the Easement Area; the right to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the Easement Area, which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; and further grants, to the fullest extent the undersigned has the power to grant, if at all, the rights hereinabove granted on the Easement Area, over, along, under and across the roads, streets or highways adjoining or through said Easement Area.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on _____, 2025.

Signed, sealed and delivered in the presence of:

_____
(Witness' Signature)

Print Name: _____
(Witness)

Address: 215 Manatee Avenue W., Bradenton, Florida 34205

_____
(Witness' Signature)

Print Name: _____
(Witness)

Address: 215 Manatee Avenue W., Bradenton, Florida 34205

Grantor:

THE SCHOOL BOARD OF MANATEE COUNTY, FLORIDA, a public body corporate

By: _____

Print Name: Chad Choate III, Chairman

Print Address: 215 Manatee Avenue W.
Bradenton, Florida 34205

Robert Pendley 09/02/2025

Reginald Goff 09/02/2025

KP 09/03/2025

ATTEST:

_____
Dr. Laurie Breslin, Superintendent

APPROVED AS TO LEGAL FORM AND SUFFICIENCY:

Stephen R. Dye (Sep 2, 2025 16:28:08 EDT) 09/02/2025

Stephen R. Dye, Esq.
School Board Attorney

STATE OF FLORIDA AND COUNTY OF MANATEE. The foregoing instrument was acknowledged before me by [ ] physical presence or [ ] on-line notarization, this _____ day of _____, 2025, by Chad Choate III, the Chairman of the School Board of Manatee County, a public body corporate, who is personally known to me or has produced _____ as identification, and who did (did not) take an oath.

(Type of Identification)

My Commission Expires:

_____
Notary Public, Signature
Print Name _____

EXHIBIT A

LEGAL DESCRIPTION:

PARCEL BEING LOCATED IN SECTION 9, TOWNSHIP 33 SOUTH, RANGE 18 EAST, MANATEE COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE WEST 1/4 CORNER OF SAID SECTION 9; THENCE S89°32'04"E ALONG THE NORTH LINE OF THE SOUTH HALF OF SAID SECTION 9, 1723.47 FEET; THENCE LEAVING SAID SECTION LINE S00°27'56"W, 30.00 FEET TO A POINT ON THE SOUTH MAINTAINED RIGHT-OF-WAY LINE OF BUCKEYE ROAD (PUBLIC RIGHT-OF-WAY OF VARYING WIDTH, PER ROAD PLAT BOOK 5, PAGE 1 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA); THENCE ALONG SAID SOUTH MAINTAINED RIGHT-OF-WAY LINE S89°32'04"E, 1201.41 FEET TO THE POINT OF BEGINNING; THENCE LEAVING SAID LINE AND RUNNING S00°32'30"W, 26.50 FEET TO THE NORTHWEST CORNER OF TRACT "C-34", ARTISAN LAKES EDGESTONE NORTH, PHASES I & II, AS RECORDED IN PLAT BOOK 74, PAGE 153 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE S00°32'30"W 42.81 FEET, THENCE RUNNING SOUTHEASTERLY, 497.96 FEET ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 675.00 FEET, A CHORD BEARING OF S20°35'34"E AND A CHORD LENGTH OF 486.75 FEET; THENCE S41°43'40"E, 98.26 FEET; THENCE RUNNING SOUTHEASTERLY, 535.86 FEET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 925.00 FEET, A CHORD BEARING OF S25°07'40"E AND A CHORD LENGTH OF 528.40 FEET; THENCE DUE WEST, 136.02 FEET; THENCE DUE SOUTH, 10.00 FEET; THENCE DUE WEST, 30.00 FEET; THENCE DUE NORTH, 30.00 FEET; THENCE DUE EAST, 30.00 FEET; THENCE DUE SOUTH, 10.00 FEET; THENCE DUE EAST, 124.33 FEET; THENCE RUNNING NORTHWESTERLY, 518.51 FEET ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 915.00 FEET, A CHORD BEARING OF N25°29'37"W AND A CHORD LENGTH OF 511.60 FEET; THENCE N41°43'40"W, 98.18 FEET; THENCE RUNNING NORTHWESTERLY, 505.35 FEET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 685.00 FEET, A CHORD BEARING OF N20°35'35"W AND A CHORD LENGTH OF 493.97 FEET; THENCE N00°32'30"E, 69.30 FEET; THENCE S89°32'04"E, 10.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 14,166 SQUARE FEET OR 0.325 ACRES, MORE OR LESS.

NOTES

1. BASIS OF BEARINGS: NORTH LINE OF THE SOUTH HALF OF SAID SECTION 9 BEING S89°32'04"E.
2. NOT A SURVEY
3. THIS SKETCH IS A GRAPHIC ILLUSTRATION FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO REPRESENT A FIELD SURVEY.
4. ADDITIONS OR DELETIONS TO SURVEY MAPS AND REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES ARE PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
5. HARDCOPY PRINTS OF THIS SKETCH AND LEGAL DESCRIPTION (IF APPLICABLE) ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. PORTABLE DOCUMENT FORMAT (PDF) COPIES ARE NOT VALID WITHOUT AN ELECTRONIC SIGNATURE MEETING THE REQUIREMENTS AS SET FORTH IN 5J-17.062, FLORIDA ADMINISTRATION CODE.

LEGEND

- EASEMENT
- SECTION LINE
- RIGHT-OF-WAY LINE

TREVOR J HATCH License Number 7443 STATE OF FLORIDA Professional Surveyor and Mapper

ABBREVIATIONS

LB	LICENSED BUSINESS
IRC	IRON ROD AND CAP
SEC	SECTION
TWP	TOWNSHIP
RNG	RANGE
POC	POINT OF COMMENCEMENT
POB	POINT OF BEGINNING
L	LINE
C	CURVE

PREPARED FOR:
FLORIDA POWER AND LIGHT COMPANY

ARTISAN LAKES ELEMENTARY
EASEMENT – SKETCH AND LEGAL
SECTION 9, TOWNSHIP 33S., RANGE 18E.

REVISED	BY	DATE	DESCRIPTION

	INITIALS	DATE
CREW CHIEF		
DRAWN	CV	8/18/25
CHECKED	MS	8/18/25
FIELD BOOK		
FIELD DATE		

Trevor J Hatch
TREVOR HATCH PSM LS 7443
DATE

George F. Young, Inc.
299 DR. MARTIN LUTHER KING JR. STREET. N. ST. PETERSBURG, FLORIDA 33701
PHONE (727) 822-4317 WWW.GEORGEFYOUNG.COM
BUSINESS ENTITY LB21
CIVIL, TRANSPORTATION, SUBSURFACE & STRUCTURAL ENGINEERING
ECOLOGY | GIS | PLANNING | SURVEYING
ST. PETERSBURG • LAKEWOOD RANCH • TAMPA • GAINESVILLE • LAKE WALES • PUNTA GORDA
Since 1919

JOB NO. 22002900SS

SHEET NO 1 OF 2

FILE: \\GFY-STP\stp_i\project\sur\2025\22002900SS - Skanska - Artisan Lakes Elementary School\DWG\22002900SS-SL01.dwg
LOGIN: Sferelli, Mariana
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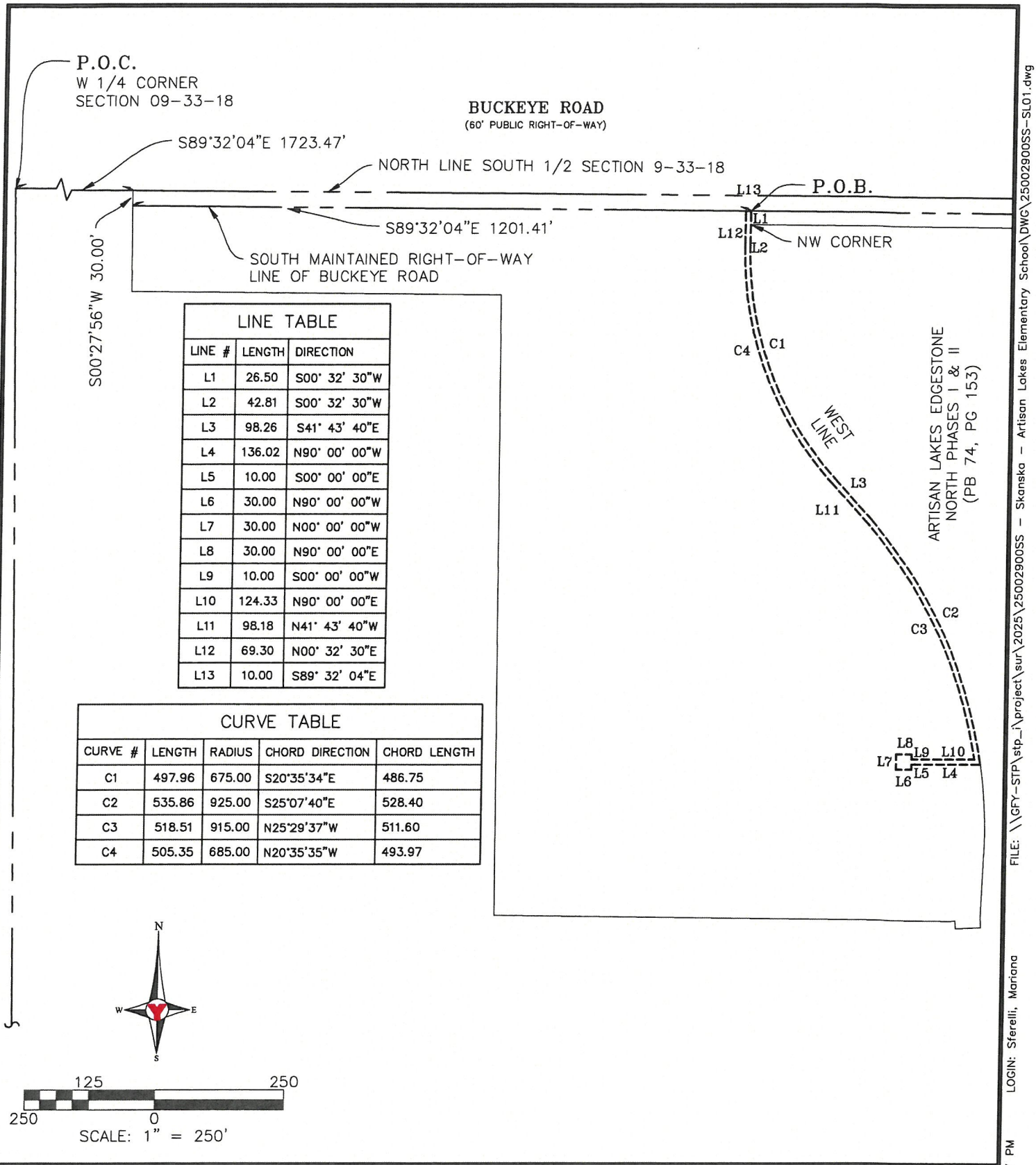

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	26.50	S00° 32' 30"W
L2	42.81	S00° 32' 30"W
L3	98.26	S41° 43' 40"E
L4	136.02	N90° 00' 00"W
L5	10.00	S00° 00' 00"E
L6	30.00	N90° 00' 00"W
L7	30.00	N00° 00' 00"W
L8	30.00	N90° 00' 00"E
L9	10.00	S00° 00' 00"W
L10	124.33	N90° 00' 00"E
L11	98.18	N41° 43' 40"W
L12	69.30	N00° 32' 30"E
L13	10.00	S89° 32' 04"E

CURVE TABLE				
CURVE #	LENGTH	RADIUS	CHORD DIRECTION	CHORD LENGTH
C1	497.96	675.00	S20°35'34"E	486.75
C2	535.86	925.00	S25°07'40"E	528.40
C3	518.51	915.00	N25°29'37"W	511.60
C4	505.35	685.00	N20°35'35"W	493.97

PREPARED FOR:
FLORIDA POWER AND LIGHT COMPANY

ARTISAN LAKES ELEMENTARY
EASEMENT – SKETCH AND LEGAL

SECTION 9, TOWNSHIP 33S., RANGE 18E.

REVISED	BY	DATE	DESCRIPTION

	INITIALS	DATE
CREW CHIEF		
DRAWN	CV	8/18/25
CHECKED	MS	8/18/25
FIELD BOOK		
FIELD DATE		

TREVOR HATCH PSM LS 7443

DATE

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Since 1919

JOB NO. 25002900SS

SHEET NO. 2 OF 2

FILE: \\GFY-STP\stp_j\project\sur\2025\25002900SS - Skanska - Artisan Lakes Elementary School\DWG\25002900SS-SL01.dwg
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AGENDA ITEM NO. 10.18

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval to Advertise a Request for Qualifications (RFQ) for Architect and Engineering (AE) Services and Construction Management (CM) at Risk Services for Moody Elementary Campus Renovations (Capital Funds)

Executive Summary
The District is requesting approval to place legal advertisements in the Bradenton Herald to run for three (3) consecutive weeks to announce the Request for Qualifications (RFQ) of Architect and Engineering (AE) Services and Construction Management (CM) at Risk Services for Moody Elementary campus renovations.

Moody Elementary Renovation**:**
Scope: Renovation Campus Wide
Total Project Budget: $30 million
Advertising Dates: AE 10/12/2025, 10/19/2025 and 10/26/2025, CM TBD
High-level Schedule: Design Complete TBD, Construction Complete December 2026

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 to advertise a Request for Qualifications (RFQ) for Architect and Engineering (AE) Services and Construction Management (CM) at Risk Services for Moody Elementary campus renovations (Capital Funds).

Financial Impact
The cost of the advertisement is included in the project budget **(Capital Funds).**

Contact
Submitting Department: Construction Services
Initiated By: Reginald L. Goff, Sr.

AGENDA ITEM NO. 10.19

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Parrish Community High School Football Field Synthetic Turf Upgrades, Substantial Completion, Agreement Between Owner and P.J. Hayes, Inc., dba Tandem Construction (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman to execute a Certificate of Completion for the Synthetic Turf project at Parrish Community High School. Substantial completion has been confirmed by the Construction Manager and the Department of Construction Services as of July 24, 2025.

Substantial Completion is defined as the point at which a facility is sufficiently complete to be used for its intended purpose. These certificates require School Board approval. There is no fiscal impact or additional budget requirement associated with acknowledging substantial completion of this project.

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 Parrish Community High School, Football Field Upgrades, Synthetic Turf Substantial Completion. (No Financial Impact)

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated by: Reginald Goff

Attachments:
PCHS Football Field Turf Replacement Summary Sheet
Substantial Completion - PCHS TC

Bayshore & Parrish Community High Schools Football Field Upgrade - Synthetic Turf

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER: N/A
CONSTRUCTION MANAGER: Tandem Construction — Currently on the District's Continuing Contracts List
BUILDING OFFICIAL: N/A

Project Budget: **$ 4,980,000.00** — Revised Project Budget (04/08/2025)
$ 4,762,185.00 — Original Project Budget (12/17/2024)

SUBTANTIAL COMPLETION: **10/1/2025** — Amendment 1 (4/08/2025)
8/1/2025 — CM Agreement GMP (1/21/2025)

HISTORY: Bayshore and Parrish Community High Schools are in need of Football Field remodling. This requires replacement of the existing Football Stadium natural turf with a synthectic turf systems.

SCOPE: Replacement of existing Football Stadium natural turf with a synthetic turf system.

INCLUDED IN 5-YEAR PLAN: **Yes**

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	Date		
Agreement:	$0	Date		
TOTAL	$0.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	Date		
Agreement:	$4,354,176.64	January 21, 2025	Approved	Guaranteed Maximum Price (GMP)
Amendment 1	$600,000.00	April 8, 2025	Approved	Drainage and Track Improvements
Change Order 1	**$(793,885.30)**	September 16, 2025	Approved	DMP Decrease
	$ -	October 7, 2025	Pending	Substantial Completion PCHS-07/24/2025
TOTAL	$4,160,291.34			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	Date		
Agreement:	$0	Date		Plans Review, Permitting, Inspections
TOTAL	$0.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$0	Date	N/A	
TOTAL	$0			

SUBSTANTIAL COMPLETION

Project: BHS & PCHS Football Field Upgrades
Location: 5401 34th St W
7505 Fort Hamer Road

Project Number: 3951575955

Contract Date: 1/22/2025

Notice to Proceed / Authorization Date: 1/23/25

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: N/A - Design Build

CM: P.J. Hayes, Inc. dba Tandem Construction
5391 Lakewood Ranch Blvd. N, Suite 200
Sarasota, FL 34240

Date of Issuance: 7/24/2025

Project or Designated Portion shall include:

Replacement of the existing Football Stadium natural fields with a synthetic turf system at Parrish Community High School.

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:

7/24/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

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.

The Contractor will complete or correct the Work on the list of items attached hereto within (90) Ninety days from the above date of Substantial Completion.

P.J. Hayes, Inc. dba Tandem Construction
CONTRACTOR

BY [signature]

8/1/25
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 5:00pm (time) on 7/24/2025 (date).

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. 10.20

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion and Certificate of Completion, Buildings 2, 5, 6, 7, and 8 (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman, to execute a Substantial Completion and Certificate of Completion for Blackburn Elementary School, Addition and Renovation, Substantial Completion, Buildings 2, 5, 6, 7, and 8. Substantial Completion has been established by the project Architect, Building Official, Construction Manager, and Department of Construction Services as of September 5, 2025.

Substantial Completion is defined as the facility being sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is substantially complete.

Blackburn Elementary School Classroom Addition and Renovation 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 Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion and Certificate of Completion, Buildings 2, 5, 6, 7, and 8. (No Financial Impact)

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
BKE Addition and Renovation Summary Sheet
BKE Add and Reno Sub Comp & Cert of Comp - Bldg 2
BKE Add and Reno Sub Comp & Cert of Comp - Bldg 5
BKE Add and Reno Sub Comp & Cert of Comp - Bldg 6
BKE Add and Reno Sub Comp & Cert of Comp - Bldg 7
BKE Add and Reno Sub Comp & Cert of Comp - Bldg 8

BLACKBURN ELEMENTARY SCHOOL ADDITION AND RENOVATION

PROJECT DIRECTOR: Jeff Medwetz

ARCHITECT/ENGINEER:	Wannemacher Jensen Architects, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	A.D. Morgan	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Universal Engineering Sciences/GFA	Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$ 40,787,200.00	(01/30/24) Revised Project Budget
	$ 32,883,814.00	(06/27/23) Revised Project Budget (5 YR Capital)
	$ 24,000,000.00	(06/28/22) Original Project Budget
SUBSTANTIAL COMPLETION:	10/15/25	Amendment 2 GMP (January 30, 2024)
	11/21/24	Substantial Completion - Building 4 (5/20/25)

HISTORY: Blackburn Elementary School was originally built in 1970. The site consists of one parcel containing 24 acres, located at 3904 17th Street East, Palmetto, Florida. A 5,000 square foot addition was added in 1976. In 1991, a remodeling and addition project was completed. The total existing satisfactory student station count is 813. In 2005, a new 10 classroom building, 14 parking spaces, upgrades to buildings 2, 4, and 6 HVAC systems, upgrading the existing chiller system to accommodate the new building and systems, new stormwater control system, improved campus security, and the resurfacing asphalt parking and driveways throughout. In 2015, the replacement of the existing HVAC system in the kitchen and serving line.

SCOPE: The scope of work will include, but not limited to, replacement of Building 1 and the removal of Building 6; Complete renovations of the existing campus include the renovation of roof, mechanical, and plumbing systems; Building envelope improvements including window, door, and insulation system; enhancement of campus safety/security including fire alarm, site improvements; and on-site traffic queuing.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	December 14, 2021	Approved	Selection Process
Agreement:	$ 100,000.00	June 28, 2022	Approved	Architectural / Engineering Services
Amendment 1:	$ 1,627,211.00	October 25, 2022	Approved	Add'l Architectural / Engineering Services
TOTAL	$ 1,727,211.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	December 14, 2021	Approved	Selection Process
Agreement:	$ 850,000.00	June 28, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 389,556.03	August 8, 2023	Approved	Early Procurement Materials
Amendment 2:	$ 35,164,840.25	January 30, 2024	Approved	Guaranteed Maximum Price
Change Order 1:	$ (3,346,363.46)	June 25, 2024	Approved	Deduct Direct Materials Purchased
Change Order 2:	$ (1,553,026.39)	December 10, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	$ -	May 20, 2025	Approved	Substantial Completion - November 21, 2024 - Building 4
Substantial Completion:	$ -	October 7, 2025	Pending	Substantial Completion - Buildings 1,2,5,6,7,8 and Sitework
TOTAL	$ 31,505,006.43			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	May 25, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 192,400.00	August 8, 2023	Approved	Plans Rv, Permitting & Inspection Svcs
TOTAL	$ 192,400.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 70,861.50	February 27, 2024	Approved	Mechanical, Electrical and Plumbing Commissioning
TOTAL	$ 70,861.50			

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E**
Palmetto, FL 34221

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:

Building 2 Renovation:

The project includes demolition of interiors with all new architectural casework, and finishes. Other work consisst of reutilized distribution with new HVAc units, updated plumbing fixtures, replacement of windows, repairs to exterior components, some electrical re-distribution, and the reconfiguarion of mechanical rooms.

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:

7/29/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:

Architectural; MEP | Building 2 (Compiled 09/05/25)

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM

BY

9/5/25
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR

BY

9/5/25
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **07/29/25** (date).

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.

Certificate of Completion

Date: 7/29/2025

1. **BUILDING PERMIT NO:** B010424-2

2. **ADDRESS:** 3904 17th St E Palmetto, FL 34221

3. **Owner/Owner Agent:** School District of Manatee County

4. **Specific Area of Building for this Certificate:** Building 2

5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** n/a

6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a

7. **Building Official:** Gregory Yantorno BU1214

8. **Code edition under which permit was issued:** 2020 7th Edition FBC

9. **Use & Occupancy, in accordance with Chapter 3:** E

10. **Type of Construction, defined in Chapter 6:** IIB

11. **Occupant Load:** 495

12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:**

No

13. **Special stipulations & conditions of the permit:**

n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E**
Palmetto, FL 34221

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:
Building 5 Renovation:
The project includes reconfiguration of multipurpose room, demolition of interiors with all new architectural casework, and finishes. Other work consists of new distribution with new HVAC units, updated plumbing fixtures, replacement of windows and doors, repairs to exterior components, and electrical re-distribution.

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:

7/29/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:
Scope of work for Covered Play Area
Architectural; MEP | Building 5 (Compiled 09/05/25)

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM — BY — 9/5/25 DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR — BY — 9/5/25 DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **07/29/25** (date).

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.

Certificate of Completion

Date: 7/29/2025

1. **BUILDING PERMIT NO:** B010424-5
2. **ADDRESS:** 3904 17th St E Palmetto, FL 34221
3. **Owner/Owner Agent:** School District of Manatee County
4. **Specific Area of Building for this Certificate:** Building 5
5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** n/a
6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a
7. **Building Official:** Gregory Yantorno BU1214
8. **Code edition under which permit was issued:** 2020 7th Edition FBC
9. **Use & Occupancy, in accordance with Chapter 3:** E
10. **Type of Construction, defined in Chapter 6:** IIB
11. **Occupant Load:** 95
12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:** No
13. **Special stipulations & conditions of the permit:** n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E, Palmetto, FL 34221**

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:

Building 6 Renovation:

The project includes demolition of interiors with all new architectural casework, and finishes. Other work will consist of reutilized distribution with new HVAC units, updated plumbing fixtures, replacement of windows, repairs to exterior components, some electrical re-distribution, and the reconfiguarion of mechanical rooms.

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:

5/9/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:

Architectural; MEP | Building 6 (Compiled 09/05/25)

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM

BY

9/5/25
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR

BY

9/8/25
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **05/09/25** (date).

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.

Certificate of Completion

Date: 5/9/2025

1. **BUILDING PERMIT NO:** B01042024-6

2. **ADDRESS:** 3904 17th St E Palmetto, FL 34221

3. **Owner/Owner Agent:** School District of Manatee County

4. **Specific Area of Building for this Certificate:** Building 6

5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** Building 6

6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a

7. **Building Official:** Gregory Yantorno BU1214

8. **Code edition under which permit was issued:** 2020 FBC

9. **Use & Occupancy, in accordance with Chapter 3:** Educational

10. **Type of Construction, defined in Chapter 6:** IIB

11. **Occupant Load:** 475

12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:**

n/a

13. **Special stipulations & conditions of the permit:**

n/a

BY:

Gregory Yantorno

PRINTED NAME

SIGNATURE

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E Palmetto, FL 34221**

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:

Building 7 Remodel:

The project includes reconfiguration of rooms, demolition of interiors with all new architectural casework, and finishes. Other work will consist of new distribution with new HVAC units, updated plumbing fixtures, replacement of windows and doors, repairs to exterior components, and electrical re-distribution.

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:

7/29/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:

Architectural; MEP | Building 7 (Compiled 09/05/25)

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM

BY

9/5/25
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR

BY

9/5/25
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **07/29/25** (date).

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.

Certificate of Completion

Date: 7/29/2025

1. **BUILDING PERMIT NO:** B010424-7
2. **ADDRESS:** 3904 17th St E Palmetto, FL 34221
3. **Owner/Owner Agent:** School District of Manatee County
4. **Specific Area of Building for this Certificate:** Building 7
5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** n/a
6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a
7. **Building Official:** Gregory Yantorno BU1214
8. **Code edition under which permit was issued:** 2020 7th Edition FBC
9. **Use & Occupancy, in accordance with Chapter 3:** E
10. **Type of Construction, defined in Chapter 6:** IIB
11. **Occupant Load:** 137
12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:** No
13. **Special stipulations & conditions of the permit:** n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E Palmetto, FL 34221**

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:
Building 8 Renovation:
The project includes exterior finishes, roof replacement, chiller replacement and additions to the chiller yard.

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:

7/29/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:

Architectural / MEP | Building 8 (Compiled 09/05/25)

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM

BY

9/5/25
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR

BY

9/5/25
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **07/29/25** (date).

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.

Certificate of Completion

Date: 7/29/2025

1. **BUILDING PERMIT NO:** B010424-8
2. **ADDRESS:** 3904 17th St E Palmetto, FL 34221
3. **Owner/Owner Agent:** School District of Manatee County
4. **Specific Area of Building for this Certificate:** Building 8
5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** n/a
6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a
7. **Building Official:** Gregory Yantorno BU1214
8. **Code edition under which permit was issued:** 2020 7th Edition FBC
9. **Use & Occupancy, in accordance with Chapter 3:** S
10. **Type of Construction, defined in Chapter 6:** IIB
11. **Occupant Load:** 3
12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:**

No

13. **Special stipulations & conditions of the permit:**

n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

AGENDA ITEM NO. 10.21

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion and Certificate of Occupancy, Building 1 (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman, to execute a Substantial Completion and Certificate of Occupancy for Blackburn Elementary School, Addition and Renovation, Substantial Completion for Building 1. Substantial Completion has been established by the Project Architect, Building Official, Construction Manager, and Department of Construction Services as of September 5, 2025.

Substantial Completion is defined as the facility being sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is substantially complete.

Blackburn Elementary School Classroom Addition and Renovation 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 Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion and Certificate of Occupancy, Building 1 (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
BKE Addition and Renovation Summary Sheet
BKE Add and Reno Substantial Completion - Building 1
BKE Add and Reno Bldg 1 Cert of Occupancy

BLACKBURN ELEMENTARY SCHOOL ADDITION AND RENOVATION

PROJECT DIRECTOR: Jeff Medwetz

ARCHITECT/ENGINEER:	Wannemacher Jensen Architects, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	A.D. Morgan	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Universal Engineering Sciences/GFA	Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$ 40,787,200.00	(01/30/24) Revised Project Budget
	$ 32,883,814.00	(06/27/23) Revised Project Budget (5 YR Capital)
	$ 24,000,000.00	(06/28/22) Original Project Budget
SUBSTANTIAL COMPLETION:	10/15/25	Amendment 2 GMP (January 30, 2024)
	11/21/24	Substantial Completion - Building 4 (5/20/25)

HISTORY: Blackburn Elementary School was originally built in 1970. The site consists of one parcel containing 24 acres, located at 3904 17th Street East, Palmetto, Florida. A 5,000 square foot addition was added in 1976. In 1991, a remodeling and addition project was completed. The total existing satisfactory student station count is 813. In 2005, a new 10 classroom building, 14 parking spaces, upgrades to buildings 2, 4, and 6 HVAC systems, upgrading the existing chiller system to accommodate the new building and systems, new stormwater control system, improved campus security, and the resurfacing asphalt parking and driveways throughout. In 2015, the replacement of the existing HVAC system in the kitchen and serving line.

SCOPE: The scope of work will include, but not limited to, replacement of Building 1 and the removal of Building 6; Complete renovations of the existing campus include the renovation of roof, mechanical, and plumbing systems; Building envelope improvements including window, door, and insulation system; enhancement of campus safety/security including fire alarm, site improvements; and on-site traffic queuing.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	December 14, 2021	Approved	Selection Process
Agreement:	$ 100,000.00	June 28, 2022	Approved	Architectural / Engineering Services
Amendment 1:	$ 1,627,211.00	October 25, 2022	Approved	Add'l Architectural / Engineering Services
TOTAL	$ 1,727,211.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	December 14, 2021	Approved	Selection Process
Agreement:	$ 850,000.00	June 28, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 389,556.03	August 8, 2023	Approved	Early Procurement Materials
Amendment 2:	$ 35,164,840.25	January 30, 2024	Approved	Guaranteed Maximum Price
Change Order 1:	$ (3,346,363.46)	June 25, 2024	Approved	Deduct Direct Materials Purchased
Change Order 2:	$ (1,553,026.39)	December 10, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	$ -	May 20, 2025	Approved	Substantial Completion - November 21, 2024 - Building 4
Substantial Completion:	$ -	October 7, 2025	Pending	Substantial Completion - Buildings 1,2,5,6,7,8 and Sitework
TOTAL	$ 31,505,006.43			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	May 25, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 192,400.00	August 8, 2023	Approved	Plans Rv, Permitting & Inspection Svcs
TOTAL	$ 192,400.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 70,861.50	February 27, 2024	Approved	Mechanical, Electrical and Plumbing Commissioning
TOTAL	$ 70,861.50			

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E Palmetto, FL 34221**

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:

Building 1:

Building a includes a new 1-story building totaling approximately 38,586 g.s.f. educational, assembly, and business building of type 2B construction. The structure is composed of loadbearing exterior CMU walls, metal roof deck and interior light gauge metal framed walls. The project includes all new mechanical, plumbing, electrical, av/it, fire protection and alarm systems.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as:

3/13/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:

Architectural; MEP | Building 1 (Compiled 09/05/25)

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM

BY

9/5/25
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR

BY

9/8/25
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **03/13/25** (date).

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.

Certificate of Occupancy

Date: 3/13/2025

1. **BUILDING PERMIT NO:** B0142024-1
2. **ADDRESS:** 3904 17th St E Palmetto, FL
3. **Owner/Owner Agent:** School District of Manatee County
4. **Specific Area of Building for this Certificate:** New Building 1
5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** n/a
6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a
7. **Building Official:** GregoryYantorno
8. **Code edition under which permit was issued:** 2020 FBC
9. **Use & Occupancy, in accordance with Chapter 3:** Educational
10. **Type of Construction, defined in Chapter 6:** IIB
11. **Occupant Load:** 81
12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:** n/a
13. **Special stipulations & conditions of the permit:** n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

AGENDA ITEM NO. 10.22

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion, Sitework (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman, to execute a Substantial Completion for Blackburn Elementary School, Addition and Renovation, Substantial Completion for Sitework. Substantial Completion has been established by the project Architect, Building Official, Construction Manager, and Department of Construction Services as of August 1, 2025.

Substantial Completion is defined as the facility being sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is Substantially Complete.

Blackburn Elementary School Classroom Addition and Renovation 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 Blackburn Elementary School, Classroom Addition and Renovation, Substantial Completion, Sitework (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
BKE Addition and Renovation Summary Sheet
BKE Add and Reno Sub Comp - Sitework

BLACKBURN ELEMENTARY SCHOOL ADDITION AND RENOVATION

PROJECT DIRECTOR: Jeff Medwetz

ARCHITECT/ENGINEER:	Wannemacher Jensen Architects, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	A.D. Morgan	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Universal Engineering Sciences/GFA	Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$ 40,787,200.00	(01/30/24) Revised Project Budget
	$ 32,883,814.00	(06/27/23) Revised Project Budget (5 YR Capital)
	$ 24,000,000.00	(06/28/22) Original Project Budget
SUBSTANTIAL COMPLETION:	10/15/25	Amendment 2 GMP (January 30, 2024)
	11/21/24	Substantial Completion - Building 4 (5/20/25)

HISTORY: Blackburn Elementary School was originally built in 1970. The site consists of one parcel containing 24 acres, located at 3904 17th Street East, Palmetto, Florida. A 5,000 square foot addition was added in 1976. In 1991, a remodeling and addition project was completed. The total existing satisfactory student station count is 813. In 2005, a new 10 classroom building, 14 parking spaces, upgrades to buildings 2, 4, and 6 HVAC systems, upgrading the existing chiller system to accommodate the new building and systems, new stormwater control system, improved campus security, and the resurfacing asphalt parking and driveways throughout. In 2015, the replacement of the existing HVAC system in the kitchen and serving line.

SCOPE: The scope of work will include, but not limited to, replacement of Building 1 and the removal of Building 6; Complete renovations of the existing campus include the renovation of roof, mechanical, and plumbing systems; Building envelope improvements including window, door, and insulation system; enhancement of campus safety/security including fire alarm, site improvements; and on-site traffic queuing.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	December 14, 2021	Approved	Selection Process
Agreement:	$ 100,000.00	June 28, 2022	Approved	Architectural / Engineering Services
Amendment 1:	$ 1,627,211.00	October 25, 2022	Approved	Add'l Architectural / Engineering Services
TOTAL	$ 1,727,211.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	December 14, 2021	Approved	Selection Process
Agreement:	$ 850,000.00	June 28, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 389,556.03	August 8, 2023	Approved	Early Procurement Materials
Amendment 2:	$ 35,164,840.25	January 30, 2024	Approved	Guaranteed Maximum Price
Change Order 1:	$ (3,346,363.46)	June 25, 2024	Approved	Deduct Direct Materials Purchased
Change Order 2:	$ (1,553,026.39)	December 10, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	$ -	May 20, 2025	Approved	Substantial Completion - November 21, 2024 - Building 4
Substantial Completion:	$ -	October 7, 2025	Pending	Substantial Completion - Buildings 1,2,5,6,7,8 and Sitework
TOTAL	$ 31,505,006.43			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	May 25, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 192,400.00	August 8, 2023	Approved	Plans Rv, Permitting & Inspection Svcs
TOTAL	$ 192,400.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 70,861.50	February 27, 2024	Approved	Mechanical, Electrical and Plumbing Commissioning
TOTAL	$ 70,861.50			

SUBSTANTIAL COMPLETION

Project: **Blackburn Elementary School Addition and Renovation**

Location: **3904 17th St E Palmetto, FL 34221**

Project Number: **3951531005**

Contract Date: **June 29th, 2022**

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Wannemacher Jensen Architects
132 Mirror Lake Dr N., Unit 301
St. Petersburg, FL 33701

CM: AD Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

Date of Issuance: 9/5/25

Project or Designated Portion shall include:
Site Work at front of school
Parking lot modifications, retention ponds, aluminum canopies, and benches.

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:

8/1/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Except the open items compiled in the following attached punch lists:

250905 Parking Lot Compiled Punch List_For Certificate

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.

Todd Willsie, AIA, Studio Director
Wannemacher Jensen Architects
ARCHITECTURAL FIRM — BY — 9/5/25 DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (0) Zero days from the above date of Substantial Completion.

John Kalaf, VP of Operations
AD Morgan Corporation
CONTRACTOR — BY — 9/5/25 DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **5:00 pm** (time) on **08/01/25** (date).

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. 10.23

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Oneco Elementary School, Addition and Renovation, Substantial Completion and Certificate of Occupancy, Building 1 (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman to execute a Substantial Completion and Certificate of Occupancy for Oneco Elementary School, addition and renovation, Substantial Completion Building 1. The Substantial Completion has been established by the project Architect, Building Official, Construction Manager, and Department of Construction Services as of July 18, 2025.

Substantial Completion is defined as the facility that has been sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is substantially complete.

Oneco Elementary School Addition and Renovation 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 Oneco Elementary School, Addition and Renovation, Substantial Completion and Certificate of Occupancy, Building 1 (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
ONE ES Addition and Renovation Project Summary Sheet
ONE Add andReno Sub Comp Bldg 1
Oneco ES Add and Reno Building 1 Certificate of Occupancy

ONECO ELEMENTARY SCHOOL ADDITION AND RENOVATION PROJECT

PROJECT DIRECTOR:	Jeff Medwetz		
PROJECT ASSISTANT:	Tina Lundy		
ARCHITECT/ENGINEER:	Zyscovich, LLC.		Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	Charles Perry Partners, Inc.		Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Universal Engineering Science/GFA		Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$	39,514,846.00	(12/12/2023) COPS Funding Relocation
	$	34,150,000.00	(7/27/2022) Revised Project Budget
	$	28,300,000.00	(8/26/2021) Original Project Budget
SUBSTANTIAL COMPLETION:		3/10/2026	Amendment 2 GMP (12/13/2023)

HISTORY: Oneco Elementary School was reconstructed and added to in 1994 (Buildings 1,2,3,4,6,8,9,10 and 11). In 1995, Building 5 was built. In 1998, modifications were made to the mechanical systems. In 2002, minor modifications were made to the storm water management systems. In 2016, the demolition of Building 5 was replaced by new metal portables for the projected enrollment. In 2018, renovations were made to the administration/reception office for improved campus entry.

SCOPE: The scope of work includes but is not limited to the complete renovation of the existing facility; demolition of two minor non-student station-capacity buildings; building addition for administration and media center; replacement of mechanical systems and associated piping; improvements to plumbing systems and associated piping; improvements to building envelope including window and door systems; improvement of technology infrastructure; enhancement of campus safety; replacement of Life Safety Systems including fire alarm; improvement of site drainage; and improvement of on-site traffic queuing.

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	February 22, 2022	Approved	Selection Process
Agreement:	$ 1,678,768.00	July 26, 2022	Approved	Architectural / Engineering Services
Amendment 1:	$ 53,146.00	April 23, 2025	Not Required	Add'l Architectural / Engineering Services
TOTAL	$ 1,731,914.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	February 22, 2022	Approved	Selection Process
Agreement:	$ 72,800.00	July 26, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 6,719,944.00	September 12, 2023	Approved	Add'l Pre-Con Services - Early Material Procurement
Amendment 2:	$ 27,944,558.00	December 12, 2023	Approved	Guaranteed Maximum Price
Substantial Completion:	$ -	March 11, 2025	Approved	Substantial Completion - December 17, 2024 - Building 2
Substantial Completion:	$ -	March 11, 2025	Approved	Substantial Completion - January 3, 2025 - Building 5
Substantial Completion:	$ -	April 29, 2025	Approved	Substantial Completion - March 10, 2025 - Building 3
Change Order 1:	$ (4,474,656.36)	August 5, 2025	Non Board	
Substantial Completion:	$ -	October 07,2025	Pending	Substantial Completion- July 18,2025 - Building 1
Substantial Completion:	$ -	October 07,2025	Pending	Substantial Completion-August 20,2025 - Building 6
TOTAL	$ 30,262,645.64			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	May 25, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 196,100.00	March 28, 2023	Approved	Plans Rv, Permitting & Inspection Svcs
TOTAL	$ 196,100.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 67,500.00	December 12, 2023	Approved	Mechanical, Electrical and Plumbing Commissioning
TOTAL	$ 67,500.00			

SUBSTANTIAL COMPLETION

Project: Oneco Elementary School – Renovation
Location: 5214 22nd St Ct E
Bradenton FL 34203

Project Number: 250

Contract Date: 7/27/22

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Zyscovich, LLC
4010 West Boy Scout Blvd Ste 750
Tampa FL 33607

CM: Charles Perry Partners, Inc.
8200 NW 15th Pl
Gainesville, FL 32606

Date of Issuance: 7/18/25

Project or Designated Portion shall include:

Oneco Elementary School - Building 1

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:

7/18/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Building 1 Only

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.

Stratus		8/21/25
ARCHITECTURAL FIRM	BY	DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (90) Ninety days from the above date of Substantial Completion.

Charles Perry Partners, Inc.	Christopher Platis	8/22/25
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 ~~3/10/2025~~ 7/18/25 (date).

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.

Certificate of Occupancy

Date: 6/2/2025

1. **BUILDING PERMIT NO:** B11022023-1
2. **ADDRESS:** 5214 22nd St. Ct. E., Bradenton, FL 34203
3. **Owner/Owner Agent:** School District of Manatee County

4. **Specific Area of Building for this Certificate:** Building 1

5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** Building 1

6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a

7. **Building Official:** Gregory Yantorno BU1214

8. **Code edition under which permit was issued:** 2020 FBC

9. **Use & Occupancy, in accordance with Chapter 3:** Educational

10. **Type of Construction, defined in Chapter 6:** II-B

11. **Occupant Load:** 365

12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:**

13. **Special stipulations & conditions of the permit:** n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

AGENDA ITEM NO. 10.24

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Oneco Elementary School - Addition and Renovation, Substantial Completion and Certificate of Completion, Building 6 (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman to execute a Substantial Completion and Certificate of Completion for Oneco Elementary School, addition and renovation, Substantial Completion Building 6. The Substantial Completion has been established by the project Architect, Building Official, Construction Manager, and Department of Construction Services as of August 20,2025.

Substantial Completion is defined as the facility that has been sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is substantially complete.

Oneco Elementary School Addition and Renovation 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 Oneco Elementary School, Addition and Renovation, Substantial Completion and Certificate of Completion, Building 6 (No Financial Impact).

Financial Impact
No financial Impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
ONE ES Addition and Renovation Project Summary Sheet
ONE Add and Reno Sub Comp Bldg 6
Oneco ES Add and Reno Building 6 Certificate of Completion

ONECO ELEMENTARY SCHOOL ADDITION AND RENOVATION PROJECT

PROJECT DIRECTOR:	Jeff Medwetz		
PROJECT ASSISTANT:	Tina Lundy		
ARCHITECT/ENGINEER:	Zyscovich, LLC.		Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	Charles Perry Partners, Inc.		Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Universal Engineering Science/GFA		Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$	39,514,846.00	(12/12/2023) COPS Funding Relocation
	$	34,150,000.00	(7/27/2022) Revised Project Budget
	$	28,300,000.00	(8/26/2021) Original Project Budget
SUBSTANTIAL COMPLETION:		3/10/2026	Amendment 2 GMP (12/13/2023)

HISTORY: Oneco Elementary School was reconstructed and added to in 1994 (Buildings 1,2,3,4,6,8,9,10 and 11). In 1995, Building 5 was built. In 1998, modifications were made to the mechanical systems. In 2002, minor modifications were made to the storm water management systems. In 2016, the demolition of Building 5 was replaced by new metal portables for the projected enrollment. In 2018, renovations were made to the administration/reception office for improved campus entry.

SCOPE: The scope of work includes but is not limited to the complete renovation of the existing facility; demolition of two minor non-student station-capacity buildings; building addition for administration and media center; replacement of mechanical systems and associated piping; improvements to plumbing systems and associated piping; improvements to building envelope including window and door systems; improvement of technology infrastructure; enhancement of campus safety; replacement of Life Safety Systems including fire alarm; improvement of site drainage; and improvement of on-site traffic queuing.

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	February 22, 2022	Approved	Selection Process
Agreement:	$ 1,678,768.00	July 26, 2022	Approved	Architectural / Engineering Services
Amendment 1:	$ 53,146.00	April 23, 2025	Not Required	Add'l Architectural / Engineering Services
TOTAL	$ 1,731,914.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	February 22, 2022	Approved	Selection Process
Agreement:	$ 72,800.00	July 26, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 6,719,944.00	September 12, 2023	Approved	Add'l Pre-Con Services - Early Material Procurement
Amendment 2:	$ 27,944,558.00	December 12, 2023	Approved	Guaranteed Maximum Price
Substantial Completion:	$ -	March 11, 2025	Approved	Substantial Completion - December 17, 2024 - Building 2
Substantial Completion:	$ -	March 11, 2025	Approved	Substantial Completion - January 3, 2025 - Building 5
Substantial Completion:	$ -	April 29, 2025	Approved	Substantial Completion - March 10, 2025 - Building 3
Change Order 1:	$ (4,474,656.36)	August 5, 2025	Non Board	
Substantial Completion:	$ -	October 07,2025	Pending	Substantial Completion- July 18,2025 - Building 1
Substantial Completion:	$ -	October 07,2025	Pending	Substantial Completion-August 20,2025 - Building 6
TOTAL	$ 30,262,645.64			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	-	May 25, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 196,100.00	March 28, 2023	Approved	Plans Rv, Permitting & Inspection Svcs
TOTAL	$ 196,100.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 67,500.00	December 12, 2023	Approved	Mechanical, Electrical and Plumbing Commissioning
TOTAL	$ 67,500.00			

SUBSTANTIAL COMPLETION

Project: Oneco Elementary School – Renovation
Location: 5214 22nd St Ct E
Bradenton FL 34203

Project Number: 250

Contract Date: 7/27/22

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Zyscovich, LLC
4010 West Boy Scout Blvd Ste 750
Tampa FL 33607

CM: Charles Perry Partners, Inc.
8200 NW 15th Pl
Gainesville, FL 32606

Date of Issuance: 8/20/25

Project or Designated Portion shall include:

Oneco Elementary School - Building 6

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:

8/20/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Building 6 Only

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.

Stratus		8/21/25
ARCHITECTURAL FIRM	BY	DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (90) Ninety days from the above date of Substantial Completion.

Charles Perry Partners, Inc.	Christopher Platis	8/22/25
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 ~~3/10/2025~~ 8/20/25 (date).

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.

Certificate of Completion

Date: 8/5/2025

1. **BUILDING PERMIT NO:** B11022023-6
2. **ADDRESS:** 521422nd St Ct East Bradenton, FL 34203
3. **Owner/Owner Agent:** School District of manatee County

4. **Specific Area of Building for this Certificate:** Building 6

5. **Described portion of the structure that has been inspected for compliance and the use for which the proposed occupancy is classified:** Building 6

6. **Building and Structures in flood hazard areas: Documentation of the as-built lowest floor elevation has been provided and retained in the records of authority having jurisdiction:** n/a

7. **Building Official:** Gregory Yantorno BU1214

8. **Code edition under which permit was issued:** 2020 FBC

9. **Use & Occupancy, in accordance with Chapter 3:** E

10. **Type of Construction, defined in Chapter 6:** IIB

11. **Occupant Load:** 840

12. **If an Automatic Sprinkler System is provided, whether the sprinkler is required:** n/a

13. **Special stipulations & conditions of the permit:** n/a

BY:

Gregory Yantorno
PRINTED NAME

SIGNATURE

AGENDA ITEM NO. 10.25

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Haile Middle School, Classroom Addition and Renovation, Substantial Completion and Certificate of Completion, Buildings 3 & 7 (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman, to execute a Substantial Completion and Certificate of Completion for Haile Middle School, Classroom Addition and Renovation, buildings 3 & 7. Substantial Completion has been established by the project Architect, Building Official, Construction Manager, and Department of Construction Services as of August 5, 2025.

Substantial Completion is defined as the facility that has been sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is substantially complete.

Haile Middle School Classroom Addition and Renovation Summary Sheet is attached for reference.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Haile Middle School, classroom addition and renovation, Substantial Completion and Certificate of Completion, buildings 3 & 7 (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Haile Middle School Classroom Addition and Building Renovation Summary Sheet
HAM Add and Reno Substantial Completion - Bldgs 3 & 7
Haile Middle School Add and Reno - Certificate of Completion - Bldg 3
Haile Middle School Add and Reno - Certificate of Completion - Bldg 7

HAILE MIDDLE SCHOOL CLASSROOM ADDITION AND BUILDING RENOVATION

PROJECT DIRECTOR: Jeff Medwetz

ARCHITECT/ENGINEER:	Long and Associates	Selected through the Request for Qualifications
CONSTRUCTION MANAGER:	Halfacre Construction Company	Selected through the Request for Qualifications
BUILDING OFFICIAL:	Engineering Consulting Services Florida	Currently on the District's Continuing Contract List

PROJECT BUDGET:	$ 45,204,358.00	(06/27/2023) Revised Project Budget
	$ 43,704,357.67	(07/26/2022) Original Project Budget

SUBSTANTIAL COMPLETION:	10/25/2024	Amend 3 GMP 8/8/23
	7/1/2025	Partial Substantial Completion (12/10/24)

HISTORY:

Haile Middle School was originally constructed in 1997. The existing building contains 988 permanent student stations with a capacity of 889. At project completion, permanent student stations will increase to 1208 with a capacity of 1087. The building area includes 150,483 square feet. The anticipated addition will likely be in excess of 11,000 square feet. In past years, numerous maintenance repairs have been completed at the campus. A building envelope study was initiated in 2008 that resulted in repairs and wall replacements due to water damage on campus.

SCOPE:

The scope of work will include but is not limited to, a ten (10) classroom building addition and renovations to the entire campus. Included in this project are roof systems replacement, mechanical systems, and associated piping, plumbing systems, and associated piping, building envelope improvements including window, door and insulation systems, improve campus safety, replace life safety systems including fire alarm, kitchen reconfiguration with partial equipment replacement, site improvements to include canopies, concrete walks and associated drainage.

INCLUDED IN 5-YEAR PLAN:

Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	March 8, 2022	Approved	Selection Process
Agreement:	$ 2,059,250.00	July 26,2022	Approved	Architectural/Engineering Services
TOTAL	$ 2,059,250.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	March 8, 2022	Approved	Selection Process
Agreement:	$ 100,000.00	July 26, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 2,544,089.00	April 25, 2023	Approved	Additional Pre-Construction Services
Amendment 2:	$ 837,538.00	June 27, 2023	Approved	Early Procurement Materials
Amendment 3:	$ 33,299,622.00	August 8, 2023	Approved	Guaranteed Maximum Price
Change Order 1:	$ (3,091,008.70)	January 16, 2024	Approved	Deduct Direct Materials Purchased
Change Order 2:	$ (954,721.96)	January 30, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	$ -	January 30, 2024	Approved	Substantial Completion on January 8, 2024
Change Order 3:	$ (406,603.84)	April 9, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	$ -	December 10, 2024	Approved	Partial Substantial Completion on August 30, 2024
Substantial Completion:	$ -	October 7, 2025	Pending	Substantial Completion on August 5, 2025 - Bldgs 3 & 7
TOTAL	$ 32,328,914.50			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	May 24, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 38,705.00	March 8, 2023	Not Required	Contract #314
TOTAL	$ 38,705.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
TOTAL				

SUBSTANTIAL COMPLETION

Project: Haile MS Classroom Addition & Renovation
Location: 9501 E. SR64E
Manatee, FL 34212

Project Number: 3951575966

Contract Date: 7/27/22

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Long & Associates
4525 S. Manhattan Avenue
Tampa, FL 33611

CM: Halfacre Construction Company
7015 Professional Parkway
Sarasota, FL 34240

Date of Issuance: 8/15/2025

Project or Designated Portion shall include:

Renovation for Buildings 3 & 7

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:

8/5/2025

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

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.

LONG & ASSOCIATES		8/18/25
ARCHITECTURAL FIRM	BY	DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (30) Thirty days from the above date of Substantial Completion.

HALFACRE CONSTRUCTION COMPANY		8/15/25
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 01/08/24 (date).

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.

CERTIFICATE OF COMPLETION

PROJECT NAME: Haile Middle School Addition and Renovation

PROJECT ADDRESS: 9501 E FL-64

Bradenton, FL 34212

Permit Number: MCS 09072023-2 (Building 3)

Date of Issuance: 09/07/2023

Project Description: Interior renovation to mechanical, electrical, plumbing and cosmetic renovations to building 3. No structural work.

Owner: School District of Manatee County

Owner Representative: John R. Williams

Owner Address: 1 Matzke Way, Bradenton, FL 34208

Occupancy Type: Group E

Occupancy Use: Educational

Occupancy Load: 1814

Type of Construction: II-B

Code Edition: 2020 Florida Building Code, Building, 7th Edition

Fire Sprinkler System: NA

ARCHITECT/ENGINEER: **(Firm)** Long & Associates

CONSTRUCTION MANAGER: **(Firm)** Halfacre Construction Co

BUILDING OFFICIAL: **(Firm)** ECS Florida, LLC

Signature: Roger W. Sanders

Building Official Roger W. Sanders, BU 399

Date Signed: 8/13/25

☐ For buildings and structures in flood hazard areas: documentation of the as-built lowest floor elevation has been provided and is retained in the records of the authority having jurisdiction

☒ Special stipulations and conditions of the building permit:

N/A

This Certificate of Completion is issued to the above named owner for the building and premises at the above named location, and certifies that the work has been completed in accordance with the Florida Building Code and applicable ordinances, for the occupancy use listed. Any change of occupancy use will void this certificate.

CERTIFICATE OF COMPLETION

PROJECT NAME: Haile Middle School Addition and Renovation

PROJECT ADDRESS: 9501 E FL-64

Bradenton, FL 34212

Permit Number: MCS 09072023-6 (Building 7)

Date of Issuance: 09/07/2023

Project Description: Interior renovation to electrical and cosmetic renovations to building 7. No structural work.

Owner: School District of Manatee County

Owner Representative: John R. Williams

Owner Address: 1 Matzke Way, Bradenton, FL 34208

Occupancy Type: Group E

Occupancy Use: Educational

Occupancy Load: FBC 1004.1

Type of Construction: II-B

Code Edition: 2020 Florida Building Code, Building, 7th Edition

Fire Sprinkler System: NA

ARCHITECT/ENGINEER: **(Firm)** Long & Associates

CONSTRUCTION MANAGER: **(Firm)** Halfacre Construction Co

BUILDING OFFICIAL: **(Firm)** ECS Florida, LLC

Signature: Roger W. Sanders

Building Official Roger W. Sanders, BU 399

Date Signed: 10/29/2024

☐ For buildings and structures in flood hazard areas: documentation of the as-built lowest floor elevation has been provided and is retained in the records of the authority having jurisdiction

☐ Special stipulations and conditions of the building permit:

N/A

This Certificate of Completion is issued to the above named owner for the building and premises at the above named location, and certifies that the work has been completed in accordance with the Florida Building Code and applicable ordinances, for the occupancy use listed. Any change of occupancy use will void this certificate.

AGENDA ITEM NO. 10.26

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Miller and Lincoln Administrative Office Enhancements, Agreement Between Owner and Tandem Construction, Pre-Construction in the Amount of $4,550.00 (Capital Funds and Grant Funds)

Executive Summary
The purpose of the requested action is to enter into an agreement between owner and Tandem Construction. This Agreement authorizes the pre-construction services required to assist in design, budget, and scheduling with the project team for the construction of the Miller and Lincoln Schools administrative office enhancements.

Miller and Lincoln Administrative Office Enhancements Project summary sheet is attached for reference.
The Construction Manager Agreement is available for review at the Department of Construction Services.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of the Miller and Lincoln Administrative office enhancements, Agreement between owner and Tandem Construction, in the amount of $4550.00 (Capital Funds and Grand Funds).

Financial Impact
The Construction Management fee for pre-construction services is not to exceed $4,550.00 and is included in the total budget requirement of $1,300,000.00. A Guaranteed Maximum Price proposal will be completed after the construction documents are developed. **(Capital Funds and Grant Funds)**

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Miller and Lincoln Lobby Enhancement - Project Summary Sheet

MILLER ELEMENTARY SCHOOL AND LINCOLN MIDDLE SCHOOL - ADMINISTRATIVE OFFICE ENHANCEMENTS

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER:	Sweet Sparkman Architecture & Interiors	Currently on the District's continuing contracts list
CONSTRUCTION MANAGER:	P.J. Hayes, Inc., dba Tandem Construction	Currently on the District's continuing contracts list
BUILDING OFFICIAL:	TBD	Currently on the District's continuing contracts list

PROJECT BUDGET: $ 1,300,000.00 (July 30, 2024) Original Total Project Budget (5 Yr Capital Plan)

$ 342,627.95	**Miller Elementary** - Capital Funds
$ 307,372.05	**Miller Elementary** - Grant Funds
$ 342,627.95	**Lincoln Middle** - CapitalFunds
$ 307,372.05	**Lincoln Middle** - Grant Funds

SUBTANTIAL COMPLETION: TBD @ GMP Pre-Construction Agreement (10/7/2025)

HISTORY: **Jessie P. Miller Elementary School,** established in 1950, has undergone multiple expansions (1952, 1953, 1980, and 1989). A 1972 interlocal agreement governs shared use of the on-site tennis courts with the County and Park Board. **Lincoln Middle School** was largely rebuilt in 2000, preserving two original buildings. In 2003, the Evaluation Center - one of the remaining structures- was renovated and remodeled.

SCOPE: The scope of work includes, but is not limited to, the separation of the visitors from the school staff within a walled lobby area, teller type windows, counter with amplified speakers, new doors with magnetic locks, fire alarm, remote door releases, existing counters to be replaced with four receptionist/secretarial stations, cameras in the lobby at Miller Elementary and Lincoln Middle School.

INCLUDED IN 5 YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	August 27, 2024	Approved	District's Continuing Contracts List
Agreement:	$ 79,220.00	N/A	N/A	Architectural / Engineering Services
TOTAL	$ 79,220.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	August 27, 2024	Approved	District's Continuing Contracts List
Agreement:	$ 4,550.00	October 07,2025	Pending	Pre-Construction
TOTAL	$ 4,550.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	August 27, 2024	Approved	Currently on the District's Continuing Contracts List
Agreement:		N/A	N/A	Plans Review, Permitting and Inspection Services
TOTAL	$ -			

OTHER BOARD WORK

ITEM	$$	Date	Board Action
TOTAL	$ -		

AGENDA ITEM NO. 10.27

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Lake Manatee K-8 Agreement Between Owner and NDC Construction Company, Amendment 3 Guaranteed Maximum Price, in the Amount of $14,510,530.39 for a Total Guaranteed Maximum Price of $123,109,281.00 (Capital Funds)

Executive Summary
The purpose of the requested action is to approve Amendment 3 to the Agreement between Owner and NDC Construction Company, which authorizes the Guaranteed Maximum Price (GMP) increase in the amount of $14,510,530.39. The scope of work will include, but is not limited to, construction of a two-story classroom building addition to the existing campus. This addition will accommodate 304 student stations and add 18 classrooms to Lake Manatee K-8 school.

Lake Manatee K-8 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 Lake Manatee K-8, Agreement between Owner and NDC Construction Company, Amendment 3, Guaranteed Maximum Price, in the amount of $14,510,530.39 for a total guaranteed maximum price of $123,109,281.00 (Capital Funds).

Financial Impact
The amount of Amendment 3 is $14,510,530.39. The Guaranteed Maximum Price, including Amendment 3 is a total project budget of $123,109,281.00 (Capital Funds).

Contact
Submitting Department: Construction Services
Initiated by: Reginald Goff

Attachments:
Lake Manatee K-8 Summary Sheet
Lake Manatee K8 Amendment #3
Amendment #03 K8 Addition Estimate 9-23-25

LAKE MANATEE K-8

PROJECT DIRECTOR: Michelle Begue

ARCHITECT/ENGINEER:	HKS Architects, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	NDC Construction Company	Selected through the Professional Services Selection process
BUILDING OFFICIAL:	Bureau Veritas North America, Inc.	Currently on the District's continuing contracts list.

PROJECT BUDGET:	$	123,109,281.00	(8/26/25) Revised Project Budget - Addition
	$	105,609,281.00	(2/12/2024) Revised Project Budget
	$	96,949,440.00	(7/25/23) Original Project Budget

SUBSTANTIAL COMPLETION:	7/31/2026	Amend 3 GMP (10/07/2025)
	8/31/2025	Amend 2 Final GMP - Phase I (5/14/2024)
	2/27/2026	Amend 2 Final GMP - Phase II (5/14/2024)

HISTORY: A new elementary/middle school is needed to service students in east county, as there is significant growth in the area. This new school will alleviate capacity issues at Gullett Elementary and Mona Jain Middle Schools.

SCOPE: Construct a new K8 school containing 1,692 student stations on a 40 acres site located in East Manatee County. Addition of a two (2) story classroom building consisting of 18 classrooms to accomate an additional 304 additional student stations.

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	May 23, 2023	Approved	Selection Process
Agreement:	$ 4,598,600.00	July 25, 2023	Approved	Architectural/Engineering Services
Amendment 1:	$ 791,280.00	August 26, 2025	Approved	Architectural/Engineering Services - Classroom Addition
TOTAL	**$5,389,880.00**			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	May 23, 2023	Approved	Section Process
Agreement:	$ 288,540.00	July 25, 2023	Approved	Pre-Construction
Amendment 1:	$ 10,705,085.00	March 19, 2024	Approved	Partial Guaranteed Maximum Price
Amendment 2:	$ 84,475,772.68	May 14, 2024	Approved	Final Guaranteed Maximum Price
CO 1:	$ (18,035,489.00)	January 21, 2025	Approved	DMP Materials
Partial Substantial	$0	September 16, 2025	Approved	Partial Substantial Completion - 8/8/2025
Amendment 3:	$14,510,530.39	October 7, 2025	Pending	Guaranteed Maximum Price
TOTAL	**$ 91,944,439.07**			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	January 24, 2023	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 323,500.00	December 12, 2023	Approved	Plans Review, Permitting & Inspection Svcs
Amendment 1:	$ 26,200.00	January 21, 2025	Approved	Amendment to BO Agreement - Fire Plan Review
TOTAL	**$ 349,700.00**			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Easements:	$0	Date		
Owner Services:	$ 60,000.00	April 23, 2024	Approved	Professional Services Agreement
Owner Services:	$ 68,600.00	June 25, 2024	Approved	Mechanical, Electrical and Plumbing Commissioning
Owner Services:	$ 12,500.00	N/A	N/A	Professional Service Agreement - Logo & Brand
Interlocal Agrmts:	$0			
TOTAL	**$ 141,100.00**			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN OWNER & CONSTRUCTION MANAGER

Amendment #: 3 **Amendment Date:** _____

This form is to be used for any revision to the established Agreement Between Owner & Construction Manager.

Project Name: Lake Manatee K-8
Construction Manager: NDC Construction Company
Construction Manager Address: 1001 Third Avenue West, Suite 600
Bradenton, Florida 34205

The work is as follows:_The Scope of work will include, but is not limited to one (1) classroom building addition at Building #2. The southwest side two-story addition will allow for approximately 18 classrooms and associated restrooms.

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: Six (6) Months

Date of Substantial Completion including this amendment: August 2026

Amount of Amendment: $ 14,510,530.39
Previous Amount: $ 77,433,908.68
New Total Amount of GMP: $ 91,944,439.07

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: RONALD ALLEN, CHAIRMAN Name/Title: BRANDO FETZEK, VICE PRESIDENT

As Witnessed:
Salley Lindsey
SALLEY LINDSEY

NDC CONSTRUCTION COMPANY
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

NDC CONSTRUCTION COMPANY

LAKE MANATEE K8 - MANATEE COUNTY, FL

Building #02 Addition Estimate

September 23, 2025

DIV.	ITEM	Qty	Unit	Unit Cost	Budget Amount
DIV 1	***General Conditions***				
	General Conditions (8 Months)	1	LS	1,761,447.00	1,761,447.00
	Permit Fees			By Owner	
	Testing Laboratory Services	1	LS	35,000.00	35,000.00
DIV 2	***Site Work***				
	Earthwork				
	Import Fill	2,444	CY	24.00	58,656.00
	Sanitary Sewer	350	LF	135.00	47,250.00
	Dewatering	350	LF	95.00	33,250.00
	Storm Sewer				
	Roof & Walkway Storm Drainage	620	LF	62.55	38,781.00
	Storm Piping	140	LF	255.00	35,700.00
	New Structure & Ditch Block	1	AL	15,000.00	15,000.00
	Dewatering	140	LF	95.00	13,300.00
	Potable & Fire Services				
	Water Line Tie-In to Site Loop & Mech. Room Entries	1	AL	25,000.00	25,000.00
	Fire Line Tie-In to Site Loop & Mech. Room Entries	1	AL	25,000.00	25,000.00
	Paving, Base & Curb	250	SY	45.00	11,250.00
	Survey	1	AL	20,000.00	20,000.00
	Temporary Access Roads/Grading	1	AL	210,000.00	210,000.00
32 84 00	**Landscaping & Irrigation**				
	Landscape & Irrigation (Repair/Replacement)	1	LS	12,000.00	12,000.00
	Sod				
	Bahia Sod	68,000	SF	0.65	44,200.00
32 31 13	**Fencing**				
	Remove and Reinstall 6' High Galvanized Chain Link	75	LF	105.00	7,875.00
DIV 3	***Concrete***				
03 00 00	**Cast-in-Place Concrete**	32,734	SF	18.45	603,942.30
03 4113	**Precast Structural Concrete (10" HC)**	32,734	SF	16.00	523,744.00
	Korolath Bearing Pads	1	AL	2,000.00	2,000.00
	Weep Holes	1	AL	8,000.00	8,000.00
DIV 4	***Masonry***				
04 22 00	**Concrete Unit Masonry**				
	CMU & Brick Veneer	1	LS	1,301,407.00	1,301,407.00
DIV 5	***Metals***				
	Misc Metals				
	Steel Pan Stairs	1	LS	69,000.00	69,000.00
	Aluminum Guard Rails for Stairs	1	AL	22,500.00	22,500.00
	Aluminum Hand Rails for Stairs	1	AL	22,500.00	22,500.00
	Up and Over for Roof Access	1	LS	12,000.00	12,000.00
	Galvanized Lintels and Angles	1	LS	16,000.00	16,000.00
	Misc Tube Steel	1	LS	5,000.00	5,000.00
	Metal Fabrications				
	Aluminum Portal Frames (Allowance)	1	AL	20,000.00	20,000.00
DIV 6	***Wood, Plastics and Composites***				
06 10 00	Miscellaneous Rough Carpentry	1	AL	7,500.00	7,500.00
06 40 00	Architectural Casework	32,734	SF	9.25	302,789.50
06 61 16	Learning Neighborhood			*Included in Architectural Casework*	
06 61 16	Solid Surface Fabrication (Window Sills, 1.5")			*Included in Architectural Casework*	
DIV 7	***Thermal & Moisture Protection***				
07 00 00	**Roofing & Sheet Metal**				
	Flexible Sheet Roofing 45 Mil Fibertite	16,367	SF	25.00	409,175.00
	Roof Blocking	1	AL	7,500.00	7,500.00
	Thermal and Moisture Protection				
	Fluid Applied Air/Moisture Barrier	32,734	SF	3.66	119,806.44
07 92 00	Joint Sealants	1	AL	15,000.00	15,000.00
07 95 00	Expansion Joint between two Buildings	1	AL	20,000.00	20,000.00
DIV 8	***Doors and Windows***				
08 00 00	**Openings**				
08 11 13	Doors, Frames & Hardware	32,734	SF	7.53	246,487.02
08 41 13	Aluminum Framed Windows & Storefront	32,734	SF	13.50	441,909.00
DIV 9	***Finishes***				
09 21 16	Gypsum Board Assemblies	32,734	SF	14.85	486,099.90
	Flooring				
	Floor & Wall Tile	32,734	SF	8.13	266,127.42
	Sealed Concrete	2,500	SF	3.50	8,750.00
09 51 13	Acoustical Panel Ceilings	32,734	SF	3.65	119,479.10
09 84 13	Acoustical Wall Panels				

NDC CONSTRUCTION COMPANY

LAKE MANATEE K8 - MANATEE COUNTY, FL

Building #02 Addition Estimate

September 23, 2025

DIV.	ITEM	Qty	Unit	Unit Cost	Budget Amount
	Wall Paneling at Neighborhoods (Inpro wall graphics)	2	EA	5,000.00	10,000.00
09 90 00	Painting	32,734	SF	3.35	109,658.90
DIV 10	***Specialties***				
10 10 00	**Visual Display Surfaces**	1	AL	60,000.00	60,000.00
	Marker Boards				
	Tack Boards				
10 12 00	Display Cases (possibly in 2-151 Vestibule)	In Casework			
10 14 00	**Signage**				
	Panel Signage - Room Identification Signs	1	AL	18,000.00	18,000.00
10 26 00	Wall and Door Protection	1	AL	5,000.00	5,000.00
10 28 00	**Toilet and Bath Accessories**	32,734	SF	0.85	27,823.90
10 44 00	Fire Extinguishers, Cabinets and Accessories	1	AL	2,047.00	2,047.00
	Walkway Covers				
10 73 00	Aluminum Walkway Covers (Allowance)	2,100	SF	225.00	472,500.00
10 73 00	Aluminum Walkway Covers for Learning Nest (Allowance)	1,000	SF	135.00	135,000.00
	CIP Foundations for Aluminum Walkway Covers	84	EA	1,350.00	113,400.00
DIV 11	***Equipment***				
11 45 10	Residential Appliances	2	EA	1,500.00	3,000.00
DIV 12	***Furnishings***				
12 24 13	Window Treatments	32,734	SF	0.38	12,438.92
DIV 15	***Mechanical***				
22 05 00	**Plumbing**	32,734	SF	18.00	589,212.00
23 05 00	**HVAC**	32,734	LS	49.50	1,620,333.00
	CW & HWP Tie-In's	1	AL	18,000.00	18,000.00
21 13 13	**Fire Sprinkler System**	32,734	SF	3.90	127,662.60
DIV 16	***Electrical***				
26 05 00	**Electrical & Low Voltage**	32,734	SF	50.71	1,659,941.14
	Site Electrical (Directional Bore MDP to Addition) (2) Sets #600MCM	1	AL	440,534.00	440,534.00
	Subtotal				***12,874,977.14***
	Builders Risk Insurance	0.50%		64,374.89	64,374.89
	SDI	1.45%			154,250.94
	Safety Awards	0.30%			38,624.93
	Information Tech Support	0.50%			64,374.89
	General Liability	1.20%			154,499.73
	Subtotal				***13,351,102.51***
	Fee	5.00%			643,748.86
	Unforseen Conditions	3.00%			386,249.11
	Subtotal				***14,381,100.48***
	Bond	0.9%			129,429.90
				Total	**14,510,530.39**

AGENDA ITEM NO. 10.28

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of the 2025-2026 Florida Safe School Assessment Tool (FSSAT) District Report (No Financial Impact)

Executive Summary
The 2025-2026 District Best Practices Assessment is a standard document that is updated and submitted annually to the Florida Department of Education (DOE). In addition to the changes from last year's report, which was approved by the Board on October 22, 2024, and submitted to the DOE, there are several new recommendations. Once approved, this document will be submitted to the DOE to comply with Florida Statutes.

Also included is the Florida Safe School Assessment Tool (FSSAT) for all schools in the District. The Department of Education mandates that each school in the State perform a yearly security assessment by school officials to identify threats, vulnerabilities, and appropriate safety controls for the schools we supervise. This year's assessment consists of over 400 questions, many of which have paragraphs of dialogue.

The Department of Education also requires each school district to ensure that public safety agencies designated as first responders to a school's campus conduct a tour of campuses once every three years and provide recommendations related to school safety. This year, the team consisted of a principal at each school, Safety and Security, and First Responder teams. The last of the Sixteen Elementary Schools were completed in the summer of 2024. All Secondary schools including K8 Schools were completed in the summer of 2025. Submitted findings were added to each assessment.
This demonstrated the District's commitment to improving our performance concerning best practices in safety and security.

These reports are exempt from public view.

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

Ready To Grow | Goal 6
Maintain our robust security readiness and safety system across the District

Recommendation
The Superintendent recommends approval of the 2025-2026 Florida Safe School Assessment Tool (FSSAT) District Report (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Safety & Security
Initiated By: Paul Damico

AGENDA ITEM NO. 10.29

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of the Memorandum of Understanding Between The Willie Taggart Family Foundation, Inc. and the School Board of Manatee County (No Financial Impact)

Executive Summary
The Willie Taggart Family Foundation, Inc. will provide before-school and/or after-school programs for registered Manatee County school students at Lincoln Memorial Middle School in accordance with the Memorandum of Understanding.
The Taggart Family Foundation, Inc., is a Florida Not for Profit Corporation, governed by the Florida Department of State.

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

Ready For Life | Goal 1
Improve easy access to quality family resources that support student learning

Recommendation
The Superintendent recommends approval of the Memorandum of Understanding between The Willie Taggart Family Foundation, Inc. and the School District of Manatee County (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Administration
Initiated By: Kevin Chapman

Attachments:
2025-2026 Willie Taggart Family Fdnt MOU v.5.0

THE TAGGART FAMILY FOUNDATION, INC.
AND
THE SCHOOL BOARD OF MANATEE COUNTY

SCHOOL SERVICES AGREEMENT
2025-2026

This Agreement is entered the 1st day of August 2025 by and between THE TAGGART FAMILY FOUNDATION, INC., hereinafter referred to as "The Provider," and THE SCHOOL BOARD OF MANATEE COUNTY, hereinafter referred to as "The Board." This agreement will expire at the end of the 2025-2026 school year.

THE TAGGART FAMILY FOUNDATION, INC. and THE SCHOOL BOARD OF MANATEE COUNTY share a collective vision for providing a safe, enriching, and supportive before-school and after-school environment that complements the regular school day. This collaboration will foster open communication and collaboration to ensure the program's success and sustainability.

THE TAGGART FAMILY FOUNDATION, INC. will provide before-school and after-school programs and summer programs for registered Manatee County school students at Lincoln Memorial Middle School.

I. The Provider Agrees:

A. To increase student access to quality after-school programming and provide mentors to work in a before-school, after-school program, and/or summer program for school students attending Lincoln Memorial Middle School.

B. To provide youth-development programs beginning January 1, 2026, and ending on June 30, 2026, to sixth through eighth grade students at the designated middle school.

C. To provide engaging student enrichment activities such as STEM, arts, financial literacy, and sports. To promote family engagement and provide financial literacy through evening educational services such as (GED, ESOL).

D. To provide and maintain all necessary materials for the program.

E. To operate out of school time programs. The specific time of operation shall be determined in collaboration with the district's volunteer coordinator and/or Principal. At a minimum the program will run on regular school attendance days.

F. The Provider will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least two million dollars per occurrence and such insurance will name The Board, their Board Members and School District Employees as an additional insured. The Provider will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from when programming is set to begin.

G. To provide a site coordinator or other qualified individual, such as a teacher, paraprofessional or someone who works at the school as program staff.

H. The Provider and The Board, will enter discussion in 2026-2027 for Phase II, which proposes the launch of before/after care services to all Manatee County students (specifically, elementary school grade level).

I. The Provider and The Board, to the extent permitted by law, to indemnify and save and hold harmless The Provider and The Board, including its employees, agents and representatives, and to accept all liability arising out of or resulting from any accident, illness, sickness and personal injuries including death, occurring to persons on school premises and property damage to school premises and to property of others during the time of rental, including reasonable attorney fees, except when such accident, illness, sickness, damage, personal injury, or death is caused by the negligence or fault of The Provider or The Board, or its agents or employees.

J. The parties acknowledge and agree that the School Board, as political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in Section 768.28 Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

K. The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Section 286.011 Florida Statutes. et. seq. and Section 119.01 Florida Statutes. et. seq. The Provider hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICABILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian
215 Manatee Avenue W. Bradenton,
Florida, 34205
(941) 708-8770
publicrecords@manateeschools.net

L. Confidentiality is pursuant to Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non Discrimination Act of 2008. The School District of Manatee County is under no legal obligation to furnish student records to the Provider. Any records requested by the Provider must be done on an individual basis with proper legal authorization from a legal guardian and/or parent. At no point in time, will the District allow access to their student information system and/or generate reports under the FOCUS system for the Provider.

II. The Board Agrees:

A. To waive the facility usage fees for operation of youth development programs at the designated schools for the times they are in session during the school year and the summer. The Provider will pay any rental fees or dues typically charged by the school district when using school campuses that are not the designated school. The programs will be in operation on student attendance days. Any special events outside of student attendance days must receive prior approval (minimum 7-day) and facility usage fees may be charged.

B. To provide suitable space and secured storage for the programs as designated by the school principal.

C. To provide general maintenance and cleaning of the program space, including refuse removal and ensure compliance with health and safety regulations.

D. To provide internet access for use in supporting programs.

E. To provide a means for emergency communication when the school office is closed.

F. To provide data collection and aggregate analyses for student groups to inform and evaluate what progress is being made by the programs that are supported by the provider. The data is to be collected and analyzed, and then shared with the provider to be used to measure impact and alignment with district goals.

III. Miscellaneous

A. This agreement will remain in effect for the 2025-2026 school year unless terminated by either party by giving written notice to the other party that the agreement will terminate 30 days from receipt of the said notice.

B. This agreement will be governed by the internal 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.

C. 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 School Board does not direct or control how to perform such work or services under this agreement.

D. Both parties agree to collaborate on co-designing measurable student and community outcomes aligned with district priorities, including but not limited to: Improved attendance; Academic growth in STEM and literacy; and Community engagement metrics. The Provider shall also be permitted to coordinate community events, workshops, and services in partnership with the district and community stakeholders to ensure wraparound support for students and families.

E. The Provider and its volunteers are invited and encouraged to participate in all Soar in 4 monthly events, as well as the individual school Soar in 4 events. The Provider is invited to set up a table and provide informational resources to the families and/or educational materials and supplies that align with the topics for each event.

F. The Provider and the District will enter discussion for Phase II, which proposes the construction of a 45,000 sq. ft. community center on the rear property of Lincoln Memorial Middle School (near 2nd St and 14th St). Notwithstanding any other provision contained herein, this Agreement and the obligations of the Provider and the Board under this Agreement are contingent upon the development and execution of a separate lease agreement for the construction of a proposed 45,000 sq. ft. educational family center by October 31, 2025.

IV. Compliance with Jessica Lunsford Act

Vendors, individuals or entities under contract with the School Board of Manatee County who are permitted access on school grounds when students are present must comply with section 1012.465, Florida Statutes and must meet Level 2 screening requirements as described in Section 1012.32 Florida Statutes. If it is found that a person who is employed or under contract does not meet the Level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until the final resolution of any appeal. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must agree to indemnify and hold harmless the School Board for any claims made against the School Board related to the failure to comply with this requirement.

V. Sovereign Immunity

The parties acknowledge and agree that the School Board of Manatee County, Florida, as a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

VI. Student Records

FERPA is a federal law that protects the privacy of student education records, and the PII contained therein, maintained by educational agencies or institutions or by a party acting for the agencies or institutions. The FERPA statute is found at 20 U.S.C. § 1232g and its implementing regulations are set forth at 34 CFR Part 99. FERPA applies to all educational agencies and institutions that receive funds under any program administered by the Secretary of the U.S. Department of Education (Department).

It is expressly understood that the services provided do not fall within any exception to FERPA. The School District of Manatee County will not provide any student school records absent a written authorization for each and every student. The District is under no obligation to provide any specific school data for tests, grades or student growth to The Provider, nor any other outside entity on behalf of The Provider.

VII. Termination

Either party to this agreement may terminate the agreement with 30 days written notice to the other party as listed below

VIII. Entire Agreement

This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. 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. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail. In the event of conflict, the terms of this agreement shall govern.

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TO BOTTOM OF PAGE

THE TAGGART FAMILY FOUNDATION, INC.

_____ _____

Khayla Dorsey Date
Executive Director

SCHOOL BOARD OF MANATEE COUNTY

_____ _____

Lauire Breslin Date
Superintendent

_____ _____

Chad Choate Date
SDMC Board Chair

AGENDA ITEM NO. 10.30

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval for the Manatee High School Chorus and Orchestra Students to Attend and Perform in the Southern Star Music Festival in Atlanta, Georgia on April 22-26, 2026 (School Internal Accounts)

Executive Summary
The Manatee HS Chorus and Orchestra programs have planned a concert tour in Atlanta for approximately 85 students and 15 Chaperones. A highlight of the tour is our students' participation in the Southern Star Music Festival, where they will receive feedback from renowned music experts, helping them grow as musicians.

As part of this enriching experience, students will also attend a performance of Carl Orff's Carmina Burana. Additionally, students will visit the University of Georgia for a music workshop, which includes potential auditions for admission and scholarships, offering a chance for our students to showcase their talents.

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 Manatee High School chorus and orchestra students to attend and perform in the Southern Star Music Festival in Atlanta, Georgia on April 22-26, 2026 (School Internal Accounts).

Financial Impact
There will be no cost to the General Fund. Costs will be covered by school internal funds.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
MHS_FT travel to Atlanta, GA 4.22-26.2026

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: 8/20/25 Field Trip Dates: 4/22/26-4/26/26 School: Manatee HS
Date/Time of Departure from school: 4/22 6 AM
Date/Departure time from field trip location: 4/26 7 AM
Date/Arrival time back at school: 4/26 5 PM
Field Trip Coordinator: Jomisha Eskildsen
Trip Destination – Name: Southern Star Music Festival / Atlanta, GA
Address: Atlanta GA Phone: _____ Website: Southernstarmusic festival com
Brief Description/Educational Purpose of the Trip: 678-325-6080
we will be performing / competing against other musical groups from schools around the US. we will receive feedback on how to get better at our craft. we are also attending the MLK memorial, UGA for a workshop, and the Atlanta Aquarium.

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: Chorus / Orchestra # of Chaperones: 15 # of Students: 85

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 _____
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 _____ Internal Account# 23000
Transportation Cost $18950 Admission Fee $10,075
Other Cost Hotels, Admission to GA Aquarium Cost per student $800
Total Cost of the Trip $68,000

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.

_____ 8/20/25
Signature of Field Trip Coordinator *Date*

_____ 9/8/25
Initial Approval Principal Signature/Date

_____
Signature of Sponsor/Date (Initial Approval of Request)

_____ 8/21/25
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.)

_____ 8/21/25
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)*

William Kelley (Sep 10, 2025 14:41:52 EDT)
_____
Director of Risk Management/Date *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Sep 10, 2025 16:58:56 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. 10.31

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval for the Bayshore High School AVID (Advancement Via Individual Determination) Students to Visit Florida State University, Florida A & M University, Valdosta State University, Albany State University, and Fort Valley State University on February 16-20, 2026 (No Financial Impact)

Executive Summary
Bayshore High School Advancement Via Individual Determination (AVID) students will attend five colleges: Florida State University, Florida A&M University, Valdosta State University, Albany State University, and Fort Valley State University. Visiting colleges introduces the students of the program to colleges and universities that offer a large arena of majors in fields of their interest, all of which offer Florida students in-state tuition rates.

AVID is a college readiness program that is designed to increase school wide learning and performance. The formula is simple - raise expectations of students, and with the AVID support system in place, they will rise to the challenge. AVID is an essential strategy for closing the achievement gap and making the college dream accessible to all students.

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 Bayshore High School AVID (Advancement Via Individual Determination) to visit Florida State University, Florida A & M University, Valdosta State University, Albany State University, and Fort Valley State University on February 16-20, 2026 (No Financial Impact).

Financial Impact
The entire trip is based upon funds available from fundraisers prior to travel and there is no cost to the district.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
BHS AVID Students 2.16-2.20.2026

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: September 4, 2025 Field Trip Date: 2/16/2026 - 2/20/2026 School: Bayshore High School
Date / Time of Departure from school: See attached itinerary
Date / Departure time from field trip location: See attached itinerary
Arrival time back at school: See attached itinerary
Field Trip Coordinator Robert Wilson
Trip Destination – Name: see attached itinerary
Address: _____

Phone: _____ Website: _____
Brief Description/Educational Purpose of the Trip:
college-going group of students (mostly 11th grade) visiting 4-5 colleges that offer a range of majors, student body size, and settings.

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 TripHandbook 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: Bayshore HS AVID # of Students: 30
# of Chaperones: 3

Type of Transportation:
_____ School Bus (bus requisition 20 days prior to trip)
_____ Special Needs Bus Is Required
_____ District Vans/Cars
_____ Walking
If Walking, define route: _____

Are there sidewalks and pedestrian crossings? _____
X Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____ Rental Vehicle
_____ Educational Tour Group Name: _____ Contact Info: _____
_____ Other _____

The following information must be included for non-District transportation providers:
Name of Transportation Provider: All Around Charters
Address of Transportation Provider: 410 East Colonia Lane, Nokomis, FL 34275
Phone # Transportation Provider: 941.448.2521
Year, Type, & Make of Vehicles: _____

Proof of personal automobile liability insurance copy of driver's license and proof of successful completion of defensive driving course through Staff Development must be attached for all drivers.

Funding/Costs Meals - $4200; Subs - $1220
Transportation Cost $9,195
Other Cost_ Hotels = $10,418
Total cost of the trip $31,500

Internal Account# 58030
Admission Fee $6,435
Cost per student $1050

How Trip is Funded:

_____	Discretionary	_____	District
X	Internal Accounts	_____	Other
X	Students Pay		

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Robert W. Wilson III Digitally signed by Robert W. Wilson III Date: 2025.09.04 15:22:03 -04'00' — September 4, 2025

Signature of Field Trip Coordinator — *Date*

9/8/25

Principal Signature/Date

Signature of Sponsor/Date(Initial Approval of Request)

Signature Depart./Team Chair/Date

9/5/25

Signature Activities

Final Principal Signature/Date

Dir.(H.S.)/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 (Required for Type "B" and "C" Field Trips)

William Kelley (Sep 16, 2025 15:49:40 EDT)

Director of Risk Management (Required for Type "B" and "C" Field Trips)

Derek Jensen (Sep 16, 2025 17:04:48 EDT)

Deputy Superintendent of Instructional Services (Required for Type "C" Field Trips)

Superintendent (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, Expires 11/2027
School Management

AGENDA ITEM NO. 13.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Advertising a Notice of Intent to Amend School Board Policies and Setting a Public Hearing at the Board Meeting on December 2, 2025 (General Fund)

Executive Summary
Policies to be updated include the following:

Policy 2421 - Career and Technical Education
Policy 3120 - Employment of Instructional Staff
Policy 5500 - Student Conduct
Policy 5780 - Student/Parent Rights

The purpose of the requested amendment is to update the following School Board policies to conform to current legislation and statutes.

Approving the advertising and setting Public Hearing assures compliance with the provisions of Section 120.54 (3)(a)1, Florida Statutes (2021).

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

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

Recommendation
Approval of advertising a Notice of Intent to Amend School Board Policies and setting a Public Hearing at the Board Meeting on December 2, 2025 (General Fund).

Financial Impact
No financial impact

Contact
Submitting Department: Administration
Initiated By: Kevin Chapman

Attachments:
Policies for October 7

Approval of Advertising a Notice of Intent to Amend School Board Policies and Setting a Public Hearing at the Board Meeting on December 2, 2025

Policy 2421 – Career and Technical Education (Revision)
The revisions to Policy 2421 incorporate revisions to F.S. 1003.492 and F.A.C. Rules 6A-6.0200, 6A-6.0576, and 6A-10.0244.

Policy 3120 – Employment of Instructional Staff (Revision)
SDMC edits to update the non-degreed vocational employment and certification process.

Policy 5500- Student Conduct (Revision)
The revisions to this policy modify the "theft" provisions set forth in the petty acts of misconduct section. The policy now provides that theft of less than $750 (as opposed to $350) is considered a petty act of misconduct, because theft of $750 or more is considered a felony.

Policy 5780 – Student/Parent Rights (Revision)
The revisions to Policy 5780 are based on amendments to F.A.C. Rules 6A-6.053 and 6A-6.0533 related to deficiencies in reading and mathematics.

2421 - CAREER AND TECHNICAL EDUCATION

The School Board recognizes that education is a function of both knowledge and the application of knowledge. Education that ties abstract ideas to practical applications also prepares students to use their minds, as well as preparing them to be citizens, parents, and members of a civilized culture. Career and technical education and academic education are complementary, rather than exclusive.

Career and technical education will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

The Board shall provide career and technical education program offerings that include, but are not limited to:

A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;

B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

C. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;

D. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;

E. accelerated career and technical programs such as vocational dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

Additionally, each high school in the District shall host a career fair during the school year and establish a process to provide students in grades 11 and 12 the opportunity to meet or interview with potential employers during the career fair. The career fair must be held on the campus of the high school, except that a group of high schools in the District or the District and other school districts may hold a joint career fair at an alternative location to satisfy this requirement. A joint career fair must be held at a location within reasonable driving distance for students at all participating schools. The career fair must be held during the school day and may use Florida's online career planning and work-based learning system as part of the career fair activities. Alternatively, the District may consult with local workforce development boards, advisory committees, and business groups to determine free or cost-effective methods to provide other career and industry networking opportunities during the school day for secondary students, and exposure for elementary and secondary students to a representative variety of industries, business, and careers.

Any effort to recruit students to participate in a particular career and technical program shall follow applicable State and Federal laws regarding the provision of information.

The Superintendent shall annually submit a list of the career and technical education courses available in the District to the Board for approval. If required, the course list and any other related information shall thereafter be submitted to the Florida Department of Education (FLDOE) for approval.

Career and technical education program offerings are available to middle and high school students without regard to race (including anti-Semitism), color, national origin, sex (including sexual orientation, transgender 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 which are classes protected by State and/or Federal law. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the ~~Florida Department of Education,~~FLDOE Curriculum Frameworks, and Student Performance Standards. Those documents are kept on file in the Superintendent's office.

Career and Professional Academies; Career-Themed Courses

The District shall offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A "career and professional academy" is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of ~~Economic Opportunity~~Commerce. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the state.

A "career-themed course" is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of ~~Economic Opportunity~~Commerce. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Board expects career and professional academies offered in the District's high schools to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal Vocational Scholars award, and the opportunity to earn postsecondary credit.

The Board further provides the opportunity for middle school students who successfully complete the curriculum of the career and professional academies or a career-themed course to transfer to a high school career and professional academy or a career-themed course currently operating within the District. Students who complete such courses at the middle school level shall have the opportunity to earn an industry certificate, high school credit, and participate in career planning, job shadowing, and business leadership development activities. The District shall inform students and parents during course selection for middle school of the career and professional academy or career-themed courses available within the District.

The Board encourages the Superintendent to forge partnerships with local businesses in the development of career and professional academies. These partnerships will help prepare students for the State's workforce needs, as well as help attract, expand, and retain targeted, high-value industry and jobs in the community.

A Florida Ready to Work Credential and portfolio will be awarded to students upon successful completion of the instruction. Each portfolio must delineate the skills demonstrated by the student as evidenced by the student's preparation for employment. A student shall also be awarded a Florida Ready to Work Credential who successfully passes assessments in Reading for Information, Applied Mathematics, and Locating Information or any other assessments of comparable rigor. Each assessment is scored on a scale of three to seven (7) and a student receives a level of credential based on the score they receive. A bronze-level credential requires a minimum score of three (3) or above on each of the assessments, a silver-level credential requires a minimum score of four (4) or above on each of the assessments, and a gold-level credential requires a minimum score of five (5) or above on each of the assessments.

The District's career and professional academies should increase student academic achievement and graduation rates through integrated academic and career curriculum. Each middle school career exploration program, middle and high school career, and professional academies leading to industry certification, and high school graduation requirements shall be aligned.

Each career and professional academy and career-themed course at the high school level must:

A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize the relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.

B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and

include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships must provide opportunities for:

1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;
2. internships, externships, and on-the-job training;
3. a postsecondary degree, diploma, or certificate;
4. the highest available level of industry certification;
5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.

C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at a minimum, the Florida Gold Seal Vocational Scholars award pursuant to F.S. 1009.536.

D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of ~~Economic Opportunity~~Commerce.

E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.

F. offer applied courses that combine academic content with technical skills.

G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Each career and professional academy at the middle school level must:

A. lead to careers in occupations aligned to the CAPE Industry Certified Funding List approved under rules adopted by the State Board of Education.

B. integrate content from core subject areas.

C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.

D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.

E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.

F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.

G. offer externships.

H. provide personalized student advisement that includes a parent-participation component.

An adult student who is enrolled in an apprenticeship program that is registered with the ~~Department of Education~~FLDOE in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

High School Credit for Career and Technical Student Organization Participation

Students in grades 6 through 12 may earn one (1) high school credit upon providing their school with verifiable documentation showing an accumulation of at least 135 hours of participation in career and technical student organization activities that occur outside of regular class time. The 135 hour threshold may be accumulated over the course of one (1) or more academic years.

A. "Career and technical education program" means a comprehensive program of secondary instruction for which a curriculum framework has been adopted in accordance with F.A.C. 6A-6.0571.

B. "Career and technical student organizations" or "CTSOs" are organizations for students enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program to develop knowledge and skills by participating in activities, events, and competitions.

CTSO experiences and activities may count toward a high school credit if they provide the opportunity for students to apply academic and technical content to career experiences. These activities may include events, projects, competitions, and workshops, including preparation or practice time for such activities, supervised agricultural experiences, or any other activity that meets the definition of work-based learning under F.S. 446.0915, that is related to a CTSO.

To apply for a high school credit, a student, including a transfer student, must provide their College and Career Advisor with the following forms of verifiable documentation of demonstrable CTSO participation no later than April 1, of the year the credit will be awarded:

A. dates/times the student participated in a career or technical student organization activity outside of regular class time;

B. the name of the student organization;

C. time sheets, sign-in sheets, or other time reports;

D. a signed statement from the administrator or supervisor of the student organization verifying that the student has completed the reported number of hours;

E. or other verifiable documentation

Within ~~[]~~ thirty (30) school days ~~[]~~ ~~[END OF OPTION]~~ of receipt of the student's documents related to CTSO participation, the District's College and Career Advisor will review the documentation and notify the student if the student's CTSO participation meets the requirements of F.A.C. 6A-1.09442 and this policy.

CTSO advisors, CTSO teachers, and other relevant District personnel will be provided training on the requirements to award credit for CTSO participation.

Industry Certification in Industry-Certified Career Education Programs

Secondary schools offering career-themed courses and career and professional academies shall enable students in such programs to earn industry certification in an industry that is:

A. within an industry that addresses a critical local or Statewide economic need;

B. linked to an occupation that is included in the workforce system's targeted occupation list; or

C. linked to an occupation that is identified as emerging.

To earn industry certification, the student must demonstrate the required proficiency on an assessment evaluated by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies.

Collection of and Accounting for Expenditure of Block Tuition and Other Fees for Career Centers

The standard tuition of $2.44 per contact hour for residents and nonresidents and the out-of-state fee shall be $7.34 per contact hour. For adult general education programs, block tuition of $45.00 per half year or $30.00 per term shall be assessed.

~~**[NOTE: The Superintendent may recommend and the Board may adopt tuition and/or out-of-state fees that may vary no more than five percent (5%) above or below the tuition of $2.33 per contact hour for residents and non-residents and an out-of-state fee of $6.99 per contact hour.]**~~

All funds received from block tuition shall be used only for adult general education programs.

~~**[NOTE: Insert the procedures established for the collection of and the accounting for the block tuition.]**~~

The determination of resident status for tuition purposes in career centers shall be made in accordance with State law.

Waiver of Tuition and Fees for Certain Individuals

Certain individuals may qualify for a waiver of tuition and/or other fees. The following consist of the Board's tuition and other fee waivers.

A. Tuition shall be waived for undergraduate college credit programs and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Similarly, tuition and fees shall be waived for eligible disabled veterans pursuant to F.S. 1009.21.

B. Out-of-state fees for career centers for the following:

1. Students who are undocumented for Federal immigration purposes and:

   a. attended a secondary school in Florida for three (3) consecutive years immediately before graduating from a high school in Florida;

   b. apply for enrollment in an institution of higher education within twenty-four (24) months after high school graduation; and

   c. submit an official Florida high school transcript as evidence of attendance and graduation.

2. An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled in the career center; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in Florida while enrolled in the career center.

3. A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida. Tuition and fees charged to a student who qualifies for this out-of-state wavier may not exceed tuition and fees charged to a resident student.

C. Transcript fees shall be waived for any individual who is an active duty member or an honorably discharged veteran of the United States Armed Forces. Transcript fees shall also be waived for such individual's spouse and dependents.

D. All registration, tuition, laboratory, and examination fees for a student participating in the Graduation Alternative to Traditional Education (GATE) Program as set forth under F.S. 1004.933. A waiver provided under this subparagraph after a student's first term shall be provided after State aid pursuant to F.S. 1009.895 is applied. Instructional materials assigned for use under the GATE

Program will be made available to GATE Program students free of charge. No criteria to determine a student's eligibility to receive a waiver shall differ from F.S. 1004.933.

The District shall report to the FLDOE all students enrolled in the GATE Program during the fall, spring, or summer terms within thirty (30) days after the end of regular registration. For each eligible student, the District shall report the total reimbursable expenses by category.

Career centers shall report to the State Board of Education the number and value of fee waivers granted annually.

~~**[ ] OPTION (SCHOOL DISTRICT SPECIFIC LANGUAGE TO BE INSERTED HERE IF ADDITIONAL FEE WAIVERS DESIRED - SEE DRAFTING NOTE BELOW)**~~

~~**[DRAFTING NOTE: School districts may waive fees for any fee-nonexempt student. The total value of fee waivers granted by the School District may not exceed the amount established annually in the General Appropriations Act. Any student whose fees are waived in excess of the authorized amount may not be reported for State funding purposes. Any school district that waives fees and requests State funding for a student in violation of the provisions of this paragraph shall be penalized at a rate equal to two (2) times the value of the full-time student enrollment reported. If the Board elects to waive other fees for any fee-nonexempt student, it is recommended that the Board consult with legal counsel prior to doing so.]**~~

Any career center operated by the Board shall, within the nonresident student enrollment systemwide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

~~**[DRAFTING NOTE: Select the options below if the District operates a career center. However, the language included in the first option below is also included in Policy 2271.]**~~

~~**[ ] Career Pathways Agreements Between Career Centers and Florida College System Institutions**~~

Any career center operated by the Board with a service area that overlaps with another career center operated by a Florida college system institution will enter into a career pathways agreement. The career pathways agreement will:

A. outline certificate program completion requirements and any licenses or industry certifications that must be earned before enrolling in an associate degree program;

B. specify that articulated college credit will be awarded in accordance with the agreement upon initial enrollment in the associate degree program;

C. guarantee college credit toward an aligned associate degree program for students who graduate from a career center with a career or technical certificate and meet specified requirements in accordance with the terms of the agreement;

D. specify that regional agreements may not award less credit than the amount guaranteed through existing statewide articulation agreements.

On or before May 1st of each year, the Board will submit its career pathways agreements to FLDOE.

~~**[END OF OPTION]**~~

~~**[ ] Dual Enrollment Agreements Between District Career Centers and District High Schools**~~

Any career center operated by the Board shall enter into a dual enrollment agreement with each high school in any District it serves. The agreement will:

A. identify the courses and programs that are available to students through career dual enrollment and the clock hour credits that students will earn upon completion of each course and program;

B. delineate the high school credit earned for the completion of each career dual enrollment course;

C. identify any college credit articulation agreements associated with each clock hour program;

D. describe how students and parents will be informed of career dual enrollment opportunities and related workforce demand, how students can apply to participate in a career dual enrollment program and register for courses through his/her high school, and the postsecondary career education expectations for participating students;

E. establish any additional eligibility requirements for participation and a process for determining eligibility and monitoring the progress of participating students;

F. delineate costs incurred by each entity and determine how transportation will be provided for students who are unable to provide their own transportation.

On or before August 1st of each year, the Board will submit its agreements to FLDOE.

~~[END OF OPTION]~~

~~[ ]~~ **Statewide Award of Uniform Postsecondary Credit for Specified Training and Experience**

For the benefit of students who received prior training or experience in service to the community, State, or Nation as a law enforcement officer, of through military service, the award for uniform postsecondary credit shall be awarded pursuant to F.A.C. 6A-10.0244.

~~[END OF OPTION]~~

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of ~~Economic Opportunity~~Commerce, shall collaborate with the most appropriate regional business leadership board.

~~[]~~ The Board authorizes the Superintendent to collaborate with one (1) or more neighboring counties in the development of the strategic plan, and, upon approval of the plan, to offer career-themed courses, as defined in F.S. 1003.493(1)(b), or a career and professional academy as a joint venture. ~~[END OF OPTION]~~

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, regional workforce boards, economic development agencies, and State-approved postsecondary institutions.

Maintenance of Records for Workforce Education Programs Funded with State Appropriations

If the District receives State appropriations for workforce education, it will maintain adequate and accurate records including a system to record District workforce education funding and expenditures, to maintain the separation of postsecondary workforce education expenditures and secondary workforce education expenditures. These records will be submitted to the FLDOE in accordance with rules of the State Board of Education.

~~[DRAFTING NOTE: This option should be selected if the District offers a first responder training program at one of its career centers.]~~

~~[]~~ Florida First Responder Scholarship Program

The District offers a Florida First Responder training program that is approved by the Criminal Justice Standards Commission within the Florida Department of Law Enforcement ("Commission"). The program is open to those individuals interested in a career as a ~~[]~~ law enforcement offer, ~~[]~~ emergency medical technician, ~~[]~~ paramedic, ~~[]~~ or firefighter ~~[END OF OPTIONS].~~ Trainees participating in the program may be eligible for a Florida First Responder Scholarship ("FFR Scholarship") if they meet the following requirements:

A. the trainee must enroll at Manatee Technical College ~~[insert name of District's technical center]~~;

B. the trainee must be enrolled in:

1. ~~[]~~ for law enforcement trainees - the District's Commission-approved basic recruit training program for the purposes of meeting the minimum qualifications under F.S. 943.13 for employment or appointment as a law enforcement officer; or,

2. ~~[]~~ for emergency medical technician trainees - the District's medical training program under F.S. 401.2701 that is approved by the Department of Health as equivalent to the most recent Emergency Medical Technician-Basic National Standard Curriculum or the National EMS Education Standards of the United States Department of Transportation, or,

3. ~~[]~~ for paramedics - the District's paramedic training program under F.S. 401.2701 that is approved by the Department of Health as equivalent to the most recent EMT-Paramedic National Standard Curriculum of the National EMS Education Standards of the United States Department of Transportation, or,

4. ~~[]~~ for firefighters - the District's Firefighter Minimum Standards Course training program approved by the Division of State Fire Marshal for the purpose of meeting the minimum qualifications under F.S. 633.408.

C. the trainee must not be:

1. for law enforcement trainees - sponsored by an employing agency under F.S. 943.10(4) to pay the cost of a basic recruit training program; or,

2. for emergency medical technician trainees, paramedic trainees, and firefighter trainees - sponsored by an employer that is already covering the cost of the training program.

The amount of the FFR Scholarship shall be as set forth in F.S. 1009.896.

Trainees selected for an FFR Scholarship will receive the award for the fiscal year (July 1 through June 30).

Program Directors at Manatee Technical College will provide the Financial Aid Coordinator a list of students in eligible programs who are not sponsored. The list of potentially eligible students will be reviewed by the Financial Aid Coordinator for final eligibility determination in accordance with the criteria established in Florida Statute 1009.896 and the FFR Scholarship will be awarded to eligible students on a first-come, first-served basis.

The scholarship amount may cover up to the full cost required to complete the student's training program, minus any state or federal financial aid the student receives.

FFR Scholarship award notices will be provided to selected trainees no later than the first day of class. The award notice will list the fund amounts awarded to the trainee for the term. Trainees not selected for a scholarship may appeal to the Florida Department of Education (FLDOE) pursuant to the provisions of F.A.C. 6A-20.0284.

~~A trainee's award will automatically be renewed for the new fiscal year to cover remaining eligible expenses incurred for the same program in which the trainee was enrolled in the prior fiscal year.~~

~~To apply for an FFR Scholarship, trainees must contact _____ to obtain an FFR Scholarship application form. The FFR Scholarship application period will open on _____. Applications will not be accepted prior to the opening of the application period. Applications must be submitted to _____ via _____ by no later than _____.~~

~~Applications will be reviewed by _____ to determine whether, preliminarily, the applicant meets the eligibility requirements set forth herein. Incomplete applications or applicants who do not meet the eligibility requirements herein will be contacted and afforded an opportunity to resubmit an application if the initial application is received by _____.~~

~~Applications will be prioritized on a first-come, first-served basis based on the date a trainee's application is determined to be complete.~~

~~FFR Scholarship award notices will be provided to selected trainees no later than _____. The award notice will list the fund amounts awarded to the trainee, including the amounts for tuition, fees, and expenses as described in F.S. 1009.896. Trainees not selected for a scholarship may appeal to the Florida Department of Education (FLDOE) pursuant to the provisions of F.A.C. 6A-20.0284.~~

Within thirty (30) days of the end of the regular drop/add period for each term, the District will report to the FLDOE the following information:

A. the social security number and amount awarded to each trainee; and,

B. the social security number of each trainee who is eligible for the scholarship but who was not awarded funds.

The District will remit refunds with accompanying documentation to the FLDOE within thirty (30) days of the drop/add period for trainees who are not enrolled after the drop/add deadline or who no longer meet the eligibility requirements for the FFR Scholarship and by July 15 for all other funds not disbursed within the award period in order that funds be utilized to provide the most scholarship awards.

The District's FFR Scholarship Program will adhere to the duties relating to State financial aid established for postsecondary institutions enumerated in F.S. 1009.46.

~~**[END OF OPTIONAL SECTION]**~~

Armed Services Vocational Aptitude Battery (ASVAB)

The District shall provide opportunities to students in grades 11 and 12 to take the Armed Services Vocational Aptitude Battery (ASVAB) during normal school hours and, if requested by a student, the opportunity to consult with a military recruiter.

~~**[DRAFTING NOTE: This option should be selected if the District offers a GATE program.]**~~

~~**[**~~**] Graduation Alternative to Traditional Education Program ("GATE")**

Consistent with F.A.C. 6A-6.0200, the Board authorizes a GATE program that is designed to provide students with alternative pathways to graduation and postsecondary education, with a focus on career readiness and skills development. The Superintendent shall approve procedures necessary to implement the GATE program consistent with State Board of Education rules.

~~**[END OF OPTIONAL SECTION]**~~

F.S. 445.004

F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1003.01
F.S. 1003.41
F.S. 1003.4156
F.S. 1003.4282
F.S. 1003.491
F.S. 1003.492
F.S. 1003.4935
F.S. 1004.096
F.S. 1004.91
F.S. 1004.92
F.S. 1007.271
F.S. 1009.21
F.S. 1009.22
F.S. 1009.26
F.S. 1009.40
F.S. 1009.536
F.S. 1009.896
F.S. 1011.62
F.S. 1011.80
F.A.C. 6A-1.09442
F.A.C. 6A-6.0200
F.A.C. 6A-6.0576
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F.S. 445.004

F.S. 445.006

F.S. 446 et seq.

F.S. 450.081

F.S. 1000.05

F.S. 1001.42
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F.A.C. 6A-1.09442
F.A.C. 6A-6.0200
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29 U.S.C. 218c

29 U.S.C. 219

Last Modified by Frankie St James on February 4, 2025

3120 - EMPLOYMENT OF INSTRUCTIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with certified and competent personnel.

For purposes of this policy, instructional staff is defined as written in F.S. 1012.01.

The Superintendent shall also conduct employment history checks of all candidates for instructional staff positions. The employment history check shall include, but not be limited to, contacting any previous employer, reviewing each affidavit of separation from previous employers pursuant to FS 1012.31, and screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for educator certification or employment in any position that requires direct contact with students if:

A. they are on the disqualification list maintained by the Florida Department of Education under F to F.S. 1001.10(4)(b);

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(l)(C);

C. they are ineligible based on a security background investigation under F.S.435.04;

Beginning January 1, 2025, or a later date as determined by the Agency for Health Care Administration, the Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a

District school.

D. they would be ineligible for an exemption under F.S. 435.07(4)(c);

E. they have been convicted or found guilty of, have had adjudication withheld for, or have pied guilty or nolo contendere to(l) any criminal act in another state or under federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

The Board shall approve employment, upon recommendation of the Superintendent.

Upon Board approval of employment, each instructional staff member shall execute a written contract as required by State law and Policy 3128 - Contracts: Instructional Personnel.

INSTRUCTIONAL PERSONNEL

Qualifications of instructional personnel shall be as required by law and Florida Administrative Code. To be eligible for appointment in any position in the District, a person must be of good moral character; must have attained the age of eighteen (18) years; and must, when required by law, hold a certificate or license issued under rules of the state Board of Education or the Department of Children and Family Services, except when employed pursuant to F.S. 1012.55 or under the emergency provisions of F.S.
1012.24. Previous residence in this State shall not be required in any school of the state as a prerequisite for any person holding a valid Florida certificate or license to serve in an instructional capacity.

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State- level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information guides, School District preparation resources, and preparation courses offered by State universities and Florida college system institutions.

CERTIFICATION

A. State Certification

For purposes of this policy, "primary instructor" refers to any instructional employee of a Florida public school district who provides direct support in the learning process by planning, delivering, and evaluating instruction, including through virtual or blended environments, for all students during the entire class period.

Teachers who teach in classes for which FEFP funds are earned shall be certified teachers as defined in F.S. 1012.56 and the Florida State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and 6A-1.0502.

B. In-Field

To be considered 'in-field', a primary instructor must meet one of the following

qualifications:

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or

2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503 (2ah).

F.S. 1012.42

C. District Certification

Nondegreed Vocational Certificate: It is the intent of the Board that nondegreed vocational instructional personnel possess the credentials, knowledge, and/or expertise necessary to provide quality education in the School District. The purpose of District certification is to provide evidence of instructional qualifications in order to protect the interest of students, parents, and the public. The requirements for District certification may be found in the Board Nondegreed Vocational
Employment and Certification Procedures.

Non-degreed Vocational Employment and Certification Process:

(1) Basic Qualifications: The district Superintendent or designee shall insure that each candidate for employment in a non-degreed full-time vocational instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file. The candidate must meet the same requirements with age and fingerprinting as the other full-time teachers in addition must meet occupational expertise.

(2) Occupational Expertise: Must hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma, and establishes the minimum competency in the area of assignment based on the following criteria:

A. Occupational expertise shall be established in the area of assignment by one of the plans specified below:

1. Plan One: At least three (3) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment; or
2. Plan Two: A minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment in combination with one of the options listed below:
   a. Thirty-six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-4.003, FAC, in skills or theory courses related to the instructional assignment; or
   b. Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or
   c. A valid certificate, registration, or license which was issued by a recognized state or national credentialing agency in an area specific to the area of assignment. The list of

appropriate credentials and the recognized credentialing agencies which is compiled and published by the Chancellor of Career Technical & Adult Education Office; or

d. A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department which is specific to the area of assignment; or

e. Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests (NOCTI tests) in the area of assignment at an institution which is approved by the State Board for vocational education in the state where the institution is located; or

f. A verification of the candidate's occupational competency shall be conducted. The verification of occupational competency shall be signed off by the District's Director of Human Resources and the Executive Director of Career and Technical Education.

3. Plan Three: A minimum of one (1) year of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment and a bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment.

B. Other requirements shall be:

1. Occupational experience shall be gained as a wage earner after age sixteen (16);
2. The occupational experience shall be verified by former employers; or for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be documented by the Director of Human Resources or his/her designee. The verification shall specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included. A portfolio of work may be appropriate to verify freelance work. The portfolio must include the client's name and contact information along with the number of hours required to complete the assignment.
3. When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license described in subparagraph C(2)A.2.c above.
4. Regency of experience or training shall be required in the occupational field of the teaching assignment as follows:
   a. At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or
   b. At least three (3) semester hours of college credit earned with the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in Rule 6A-4.003, FAC., and shall be completed in skills or theory courses related to the area of assignment, or
   c. Completion of a vocational training program as described in C(2)A.2.b above, or completion of an apprenticeship program as described in C(2)A.2.d above within the five (5) year period immediately preceding the date of application for employment, or
   d. One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.

SDMC Professional District Certificate:

(1). A 5-year Professional District Certificate is required for continued employment beyond the expiration date of the SDMC Temporary District Certificate and shall be issued to non-degreed full-time vocational instructional personnel after the third year of employment in accordance with School Board policy for certificated personnel and when all of the requirements specified below have been met:

A. Three years of successful teaching in the area for which occupational expertise was established; and

B. Completion of the Vocational Certification Program which includes one course in each of the following areas: Teaching Special Needs Students, Teaching Methods, Lesson Planning and Evaluation, Course Construction. A combination of courses from the Florida Association of Career and Technical Education (FACTE), MyPGS (Manatee school district training platform), Florida Diagnostic and Learning Resources System (FDLRS) or equivalent college courses (pre-approved by the Executive Director of Adult, Career and Technical Education or designee) is acceptable. It is the teacher's responsibility to register for the required courses and report completion to the Human Resources Department, Certification Specialist. The teacher must complete all required courses prior to the expiration date on the Temporary District Teaching Certificate.

D. Adjunct Teaching Certificate:

The District may issue an adjunct teaching certificate to an instructional applicant who meets the requirements of s. 1012.56 (2) (a)-(f) and (10) and who has expertise in the subject area to be taught as evidenced by passing a subject area test.

Each adjunct teaching certificate is valid through the term of the annual contact between the educator and the District. An additional annual certification and an additional contract may be awarded by the District at the District's discretion but only if the applicant is rated effective or highly effective during each year of teaching under the adjunct teaching certificate.

The District may issue an adjunct teaching certificate to any applicant who fulfills the requirements of State law and who has subject-area expertise in the subject to be taught. An applicant will be considered to have expertise in the subject matter to be taught if the applicant demonstrates sufficient subset-area mastery through passage of a subject-area test. An adjunct teaching certificate may be for a part-time or full- time teaching position; however, an adjunct teaching certificate issued for a full-time teaching position is valid for no more than five (5) years and is nonrenewable.

The District will post requirements on its website for the issuance of an adjunct teaching certificate, including the subject area test through which an applicant demonstrates subject area mastery, and shall annually report to the FLDOE the number of adjunct teaching certificates issued for part-time and full-time teaching positions pursuant to this provision.

The Board may revoke a District certificate for cause. The application fee for the District Vocational Certificate and the Adjunct Teaching Certificate shall be the same as a State-

issued Educator's Certificate.

CERTIFICATED PERSONNEL

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by the Board and shall file said certificate with the Superintendent.

ALTERNATIVE CERTIFICATION

The alternative certification program is a competency-based program designed to expand the pool of educators to include non-education majors committed to making a positive impact on student achievement. The procedures for this program may be found in the District Alternative Certification Program.

LICENSED PERSONNEL

Speech pathologists, occupational therapists, physical therapists, and audiologists will receive contracts, salary, and benefits. To be eligible for employment, these individuals must hold a license to practice in the State of Florida.

ADDITIONAL REQUIREMENTS FOR CORE AREA TEACHERS

All core area teachers employed by the District shall be certified in field. Core area teachers are defined in State and Federal law to include English, reading or language arts, mathematics, science, foreign languages, civic and government, economics, arts, history, and geography. This also includes Exceptional Student Education teachers who teach core area subjects.

Pursuant to Federal law, the specific requirements to attain in-field certification are established by the Florida Department of Education and are set forth in AP 3120.

The District must have a plan and show annual progress towards meeting these teacher qualification requirements.

Heroes in the Classroom

An honorably discharged or retired military veteran or retired first responder who commits to joining the teaching profession as a full-time classroom teacher is eligible for a one-time sign-on bonus administered by the Department of Education (DOE), subject to legislative appropriation. An eligible veteran or first responder may receive an additional bonus for teaching a course in a high-demand teacher need area, as identified by the DOE. For any such eligible veteran or first responder employed by it, the Board will provide any necessary information requested by the DOE and, in a manner established by the DOE, notify the eligible veteran or first responder that employment may impact their pension from a previous employer.

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Technical Correction 8/5/25

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F.S. 1012.01
F.S. 1012.22
F.S. 1012.24
F.S. 1012.27
F.S. 1012.315
F.S. 1012.32
F.S. 1012.33
F.S. 1012.42
F.S. 1012.55
F.S. 1012.56
F.S. 1012.57
F.S. 1012.575
F.A.C. 6A-1.0502
F.A.C. 6A-1.0503
20 u.s.c. 6301
20 u.s.c. 7801
F.A.C. 6A-4.003

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Principal shall notify all school personnel as to their obligation to report to the Principal those acts and/or crimes which pose a threat to school safety. School personnel must also properly document the disposition of any such incident.

Zero Tolerance Policy

The School Board has zero tolerance for conduct that poses a threat to school safety. Zero tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct. This policy minimizes the victimization of students, staff, and volunteers and requires that necessary steps be taken to protect the victim of any violent act from any further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

Florida law requires that students found to have committed one of the following offenses:

A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or

B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and shall be referred to mental health services identified by the District and to the criminal justice or juvenile justice system.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing and may only be presented to the Board for consideration if the student and/or the student's parent(s) agree in writing to accept the Superintendent's recommendation. The Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for the discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction. The school's threat management team will consult with law enforcement when a student exhibits a pattern of behavior, based on previous acts or the severity of an act that would pose a threat to school safety.

School Environmental Safety Incident Reporting

The following acts are required to be reported to the Department of Education as school environmental safety incidents (SESIR):

A. Alcohol (Level IV): possession, sale, purchase, distribution or use of alcoholic beverages. "Use" means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

B. Aggravated Bbattery (Level I) - A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

C. Arson (Level I) - To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

D. Burglary (Level II) - Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

E. Bullying (Level IV) - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Policy 5517.01, *Bullying and Harassment*. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.

F. Criminal Mischief (Felony Vandalism - $1,000 threshold) - Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti or other acts of vandalism on the property.

G. Disruption on Campus - Major (Level III) - Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, such as, but not limited to, bomb threats, inciting a riot, or initiating a false fire alarm.

H. Drug Sale or Distribution (Level II) - The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.

I. Drug Use or Possession (Level III) - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. "Use" means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

J. Fighting (Level III) - When two (2) or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.

K. Grand Theft ($750 threshold) (Level III) - The unauthorized taking of the property of another person or organization, including motor vehicles, valued at $750 or more, without threat, violence, or bodily harm.

L. Harassment (Level IV) -- as defined in Policy 5517, *Anti-Harassment*.

M. Hazing (Level III) - as defined in Policy 5516, *Student Hazing*.

N. Homicide (Level I) - The unjustified killing of one human being by another.

O. Kidnapping (Level I) - Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

P. Other Major Incidents (Level III) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual.

Q. Robbery (Level II) -- The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

R. Sexual Assault (Level II), Sexual Battery (Rape) (Level I), Sexual Harassment (Level III), and Sexual Offenses (Other) (Level III) -- as defined in Policy 2266, *Nondiscrimination on the Basis of Sex in Educational Programs and Activities*.

S. Simple Battery (Level II) -- An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

T. Threat/Intimidation (Level III) - An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically, or through any other means.

U. Tobacco (Level IV) -- as defined in Policy 5512, *Smoking and Tobacco-Free Environment*.

V. Trespassing (Level III) - To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry, if involves a student currently under suspension or expulsion, an offender who was previously issued an official trespass warning by school officials, or an offender who was arrested for trespass.

W. Weapons Possession (Level II) - as defined in Policy 5772, *Weapons*.

Acts that Pose a Threat to School Safety

Acts that pose a threat to school safety include, but are not limited to,:

A. possession of firearms or other weapons

B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so

C. arson

D. felony assault

E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Petty Acts of Misconduct

Petty acts of misconduct that are not a threat to school safety do not require consultation with law enforcement.

The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

A. disorderly conduct

B. disrupting a school function (Level IV)

C. simple assault or battery

D. verbal abuse or use of profanity

E. cheating

F. theft of less than ~~$300~~ $750, trespassing (incidents without prior official warning, not resulting in arrest, or not involving students under suspension or expulsion), and vandalism of less than $1,000

Assault or Battery on School District Personnel

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate.

Further, upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

Code of Student Conduct

The Code of Student Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07. The Code shall also include the following:

A. criteria for recommending to law enforcement that a student who commits a criminal offense be allowed to participate in a civil citation or similar prearrest diversion program as an alternative to expulsion or arrest;

   All civil citation or similar prearrest diversion programs must comply with F.S. 985.12.

B. criteria for assigning a student who commits a petty act of misconduct to a school-based intervention program. If a student's assignment is based on a noncriminal

offense, the student's participation in a school-based intervention program may not be entered into the Juvenile Justice Information System Prevention Web.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

[NOTE: Select one (1) of the following three (3) options.]

[OPTION #1]

Student conduct shall be governed by the rules and provisions set forth in the Code of Student Conduct which is reviewed and adopted

(x) annually

( ) periodically

( ) whenever revisions are proposed

in accordance with F.S. Chapter 120.

The Code of Student Conduct shall contain provisions for the assignment of violent or disruptive students to an alternative educational program and/or referral of such students to mental health services identified by the District.

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Legal

F.S. 1006.07

F.S. 1006.13

F.S. 1012.584

Last Modified by Frankie St James on October 17, 2024

5780 - STUDENT/PARENT RIGHTS

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well. Federal and State law prohibits the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, they may authorize those school matters previously handled by their parents, but the student also assumes the responsibility for their performance in school, attendance, and compliance with school rules.

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high-quality system of education, one that allows students the opportunity to obtain a high-quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the District can be a guarantor of any individual student's success.

Parental Access at School

Each parent has the right to pick-up, visit, and meet with their student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. **[x]** The Principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. **[END OF OPTION]** The District will abide by enforceable no contact orders which have been provided to the school.

Educational Decisions

Both parents have an equal right to make decisions about the education and welfare of their student unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

Attendance

A. Termination of Enrollment

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the District of its receipt of the student's declaration of intent to terminate school enrollment.

B. Married or Pregnant

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students.

C. Compulsory Attendance

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program. (see also Policy 5112 - *Entrance Requirements*)

D. Absence for Religious Purposes

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays. (see also Policy 5225 - *Absences for Religious Holidays*)

E. Dropout Prevention and Academic Intervention Programs

The parent of a student has the right to receive written notice by certified mail **(x)** or other method agreed to by the parent at least five (5) days before a student is initially enrolled in, or at least five (5) days before a student initially receives services under a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement. Thereafter, the parent must be notified annually. The notification must be in the parent's primary language or other mode of communication commonly used by the parent unless clearly not feasible pursuant to F.A.C. 6A-6.0908.

F. Absence for Treatment of Autism Spectrum Disorder

A parent of a student may request and be granted permission for absence of the student from school for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Health Issues

A. Notice of Health Care Services

At the beginning of the school year, the District will provide notice to parents of all health care services offered at their student's school and of the option to withhold consent to or decline any specific service. Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the District will provide the questionnaire or form to the parent and obtain the permission of the parent.

B. School-Entry Health Examinations

The parent of any student shall be exempt from the requirement of a health examination upon written request stating objections on religious grounds. (see also Policy 5112 - *Entrance Requirements*)

C. Immunizations

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions. (see also Policy 5320 - *Immunizations and Health Examination* and Policy 5112 - *Entrance Requirements*)

D. Biological Experiments

Parents may request that their child be excused from performing surgery or dissection in biological science classes.

E. Reproductive Health and Disease Education

A public school student whose parent makes written request to the school Principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - *Comprehensive Health Education*)

F. Contraceptive Services to Students

Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

G. Career Education Courses Involving Hazardous Substances

High school students must be given plano safety glasses or devices in career education courses involving the use of hazardous substances likely to cause eye injury.

H. Substance Abuse Reports

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

I. Short-Acting Bronchodilator Use

Asthmatic students whose parent and physician provide their approval to the Principal may carry a short-acting bronchodilator and components on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - *Self-Administered Medication and Epinephrine Use*; Policy 5330.04 - *Administration of Short-Acting Bronchodilators and Components by Trained School Personnel*)

J. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with written parental and physician authorization.

The School District shall be indemnified by the parent of a student who is authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this policy.

The District and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. unless the trained school personnel's action is willful and wanton;

2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the School District is not liable; and

3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

(see also Policy 5330.01 - *Self-Administered Medication and Epinephrine Use*)

K. Diabetes Management

The District may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school Principal may carry diabetic supplies and equipment on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule. The written authorization shall

identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student's use of such supplies and equipment pursuant to this policy.

(see also Policy 5330.01 - *Self-Administered Medication and Epinephrine Use*)

L. Use of Prescribed Pancreatic Enzyme Supplements

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school has been provided with written authorization from the student's parent and prescribing practitioner.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under this policy.

(see also Policy 5330.01 - *Self-Administered Medication and Epinephrine Use*)

M. Involuntary Examinations of Students

Before a Principal contacts a law enforcement officer for possible removal of a student from school for involuntary examination, the Principal must verify that the school has used de-escalation strategies and initiated outreach to a mobile response team, unless the Principal reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

The Principal shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. Reasonable attempt to notify means the exercise of reasonable diligence and care by the Principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the Principal must take the following actions:

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact including, but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student;

2. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

The Principal who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.

The Principal may delay the required notification for no more than twenty-four (24) hours after a student is removed if:

1. the Principal deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect (see also Policy 2410 - *School Health Services*); or

2. the Principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

N. Sun-protective Measures in School

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

O. Face Covering and Quarantine Mandates in Response to COVID-19

Neither the Board nor any employee of the Board may:

1. require a student to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose. However, a parent, at the parent's sole discretion, may allow their child to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose;

   This prohibition does not apply to safety equipment required as part of a course of study consistent with occupational or laboratory safety requirements.

2. prohibit a student from attending school or school-sponsored activities, prohibit a student being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

P. Medication to Relieve Headaches

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event/activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

Q. **(x)** Naloxone Use and Supply

Schools shall purchase a supply of the opioid antagonist naloxone from a wholesale distributor as defined in F.S. 499.003 or may enter into an arrangement with a wholesale distributor or manufacturer as defined in F.S. 499.003 for naloxone at fair-market, free, or reduced prices for use in the event that a student or adult has an opioid overdose. The naloxone must be maintained in a secure location on the school's premises.

Discipline

A. Suspension

A student may be suspended only as provided by policy of the District. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail **( )** or other method agreed to by the parent **[END OF OPTION]**. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension.

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

B. Expulsion

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process.

Safety

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

Educational Choice

A. Public School Choices

Parents may seek whatever public school options are applicable and available to students in the School District.

Options also include the public educational choice options of the Hope Scholarship Program (see Policy 2371 - *Hope Scholarships*), the Opportunity Scholarship Program, the McKay Scholarships for Students with Disabilities Program, the Family Empowerment Scholarship Program, and the Florida Tax Credit Scholarship Program. (see also Policy 2370.01 - *Virtual Instruction*, and Policy 5113 - *School Choice Options Provided by ~~the No Child Left Behind Act~~Federal Law*)

B. Private School Choices

Parents may seek private educational choice options under certain programs established under F.S. Chapter 1002.

C. Home Education

The parent may choose to place the student in a home education program, in accordance with State law. (see also Policy 9270 - *Home-Education Programs*)

D. Private Tutoring

The parent of a student may choose to place the student in a private tutoring program in accordance with State law.

E. New Worlds Scholarships

The parent of a student in kindergarten through grade 5 who (1) exhibits a substantial deficiency in early literacy skills based upon the results of the most recent progress monitoring administered pursuant to F.S. 1008.25 (2) has a substantial deficiency in reading ~~deficiency~~ identified under F.S. 1008.25 or scored below a Level 3 on the most recent Statewide, standardized English Language Arts (ELA) assessment, (3) exhibits a substantial deficiency in early mathematics skills based upon the results of the most recent progress monitoring administered pursuant to F.S. 1008.25, or (4) has a substantial deficiency in mathematics or the characteristics of dyscalculia as identified under F.S. 1008.25, or scored below a Level 3 on the most recent Statewide, standardized Mathematics assessment may seek a scholarship in accordance with State law.

The District will notify the parent of each eligible student of the process to request and receive a scholarship, subject to available funds, when providing results from the standardized coordinated screening and progress monitoring pursuant to F.S. 1008.25.

F. Request to Transfer to Different Classroom Teacher

Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred to a different classroom teacher. As part of the request, the parent must state with specificity the grounds supporting the request. Requests must be in writing utilizing Form 5780 F2. A completed, signed Form 5780 F2 must be provided to the Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or his/her designee. Within two (2) weeks of receiving a completed Form 5780 F2, the Principal shall notify the parent in writing as to whether the request is approved or denied. If denied, the Principal or his/her designee shall specify the reasons for the denial.

G. Request to Transfer to In-Field Classroom Teacher

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred. As part of the request, the parent must complete Form 5780 F3. A completed, signed Form 5780 F3 must be provided to the Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. Within two (2) weeks of receiving a completed Form 5780 F3, the Principal shall notify the parent in writing as to whether the request is approved or denied.

If an in-field teacher for the student's course and grade level is employed by the school and the transfer would not violate maximum class size requirements, the request shall be approved. The student shall be transferred no later than two (2) weeks from the date Form 5780 F3 is received.

If denied, the Principal shall specify the reasons for the denial.

ACCEL Options

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole grade promotion, midyear promotion or subject matter acceleration. If the parent selects one of these ACCEL options and the student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

Nondiscrimination

All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), color, ethnicity, national origin, sex (including sexual orientation, transgender 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, which are classes protected by State and/or Federal law (collectively,

protected classes). (see also Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity* and Policy 2260.01 - *Section 504/ADA Prohibition Against Discrimination Based on Disability*)

Exceptional Students

Parents may enroll their eligible child in gifted or special education. (See also Policy 2460 - *Exceptional Student Education*)

A. Notice and Due Process

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see also Policy 2460 - *Exceptional Student Education*)

B. Graduation

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. Certain students with disabilities may be awarded a special diploma upon high school graduation. (see also Policy 2623 - *Student Assessment*)

C. Meetings with District Personnel

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with District personnel.

District personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign-in at the front office of such school as a guest.

Parents, or eligible students, and District personnel shall sign a form at the meeting's conclusion which states whether or not any District personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

Blind Students

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

Limited English Proficient Students

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

Students with ~~Reading~~ Deficiencies in Reading and Mathematics

The parent of any K-3 student who exhibits a substantial deficiency in reading or the characteristics of dyslexia pursuant to F.S. 1008.25, and the parent of any K-4 student who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia pursuant to F.S. 1008.25, shall be immediately notified of the student's deficiency and consulted in the development of a plan, as described in F.S. 1008.25.

~~Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading; shall be consulted in the development of a progress monitoring plan; and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.~~

~~**Students with Substantial Math Deficiencies**~~

~~The parent of any K-4 student who exhibits a substantial deficiency in mathematics will be notified that the child has been identified as having a deficiency, with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in mathematics; a description of current services provided to the child; a description of proposed intensive interventions and supports that will be provided to remediate the identified area of math deficiency; and strategies through a home-based plan the parent can use in helping the child succeed in mathematics, including resources in an electronic format.~~

Pledge of Allegiance

A student will be excused from reciting the Pledge of Allegiance or the Declaration of Independence, upon written request by the student's parent, in accordance with State law. See also Policy 8800, *Religious~~/Patriotic~~ and Other Ceremonies and Observances*.

Student Records

A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of their student who is a minor or a dependent adult pursuant to law, unless the school has received a certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - *Student Records*)

B. A student is not required to provide their social security number as a condition for enrollment or graduation. (see also Policy 8330 *Student Records*)

C. The school will not collect, obtain or retain information on the political affiliation, voting history, religious affiliation or biometric information of a student, parent or siblings.

Student Report Cards

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

Student Progress Reports

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school. (see also Policy 5420 - *Reporting Student Progress*)

Student Accountability and School Improvement Rating Reports

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

High School Athletics

A. Eligibility

A student is eligible in the school in which they first enrolls each school year, the school in which the student makes himself/ herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law.

B. Medical Evaluation

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law.

Extra-Curricular Activities

A. Eligibility

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

B. Home Education Students

Home education students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

C. Charter School Students

Charter school students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies unless such activity is provided by the student's charter school.

D. Florida Virtual School Full-Time Students

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

Instructional Materials

A. Core Courses

Students are entitled to adequate instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

B. Curricular Objectives

The parent of each student has the right to receive effective communication from the school Principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

C. Sale of Instructional Materials

Upon request of the parent of a student, the Principal will sell to the parent any instructional materials used in the school.

D. Dual Enrollment Students

Instructional materials purchased by the District or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

E. Parent Access to Instructional Materials

Parents have the ability to access their child's instructional materials and may object to the use of a specific instructional material or contest the adoption of instructional material (See Policy 2520, *Selection and Adoption of Instructional Materials*).

Juvenile Justice Programs

Students who are in juvenile justice programs have the right to receive educational programs and services, in accordance with State law.

Parental Input and Meetings

A. Meetings with School District Personnel

Parents may be accompanied by another adult of their choice at a meeting with School District personnel.

B. District Educational Facilities Program

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the District's educational facilities work program, in accordance with State law.

C. Parent-Teacher Associations and Organizations

Parents have the right to participate in parent-teacher associations and organizations that are sanctioned by the Board or by the Florida Department of Education.

Transportation

A. Transportation to School

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - *Transportation*)

B. Hazardous Walking Conditions

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

C. Parental Consent

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - ~~*Transporting Students by Private Vehicles*~~*Alternative Transportation Methods*)

Orderly, Disciplined Classrooms

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - *Student Discipline*)

Economic Security Report

Prior to registration, each middle school and high school student or the student's parent will be provided a two (2) page summary of the Department of Economic Opportunity's economic security report of employment and earning outcomes and electronic access to the report.

Safe Schools

Parents of District students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

A. Weapons possession or use when there is intended harm toward another person;

B. Murder, homicide, or manslaughter;

C. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;

D. Natural emergencies, including hurricanes, tornadoes, and severe storms.

E. Exposure as a result of a manmade emergency.

Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9).

Parental Notification of Arrests of Employees

Notwithstanding F.S. 1012.31(3)(a)1 and 1012.796(4), within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that a District employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

F.S. 39.201
F.S. 381.0056
F.S. 394.463
F.S. 1000.05
F.S. 1002.20
F.S. 1002.22
F.S. 1002.385
F.S. 1002.39
F.S. 1002.394
F.S. 1002.395
F.S. 1002.40
F.S. 1002.41
F.S. 1002.411
F.S. 1002.43
F.S. 1003.01(13)
F.S. 1003.02
F.S. 1003.21
F.S. 1003.22
F.S. 1003.3101
F.S. 1003.32

F.S. 1003.42
F.S. 1003.44
F.S. 1003.4505
F.S. 1003.47
F.S. 1003.52
F.S. 1003.53
F.S. 1003.55
F.S. 1003.56
F.S. 1003.57
F.S. 1003.58
F.S. 1006.062(7)
F.S. 1006.07
F.S. 1006.09
F.S. 1006.13
F.S. 1006.15
F.S. 1006.20
F.S. 1006.21
F.S. 1006.22
F.S. 1006.23
F.S. 1006.28
F.S. 1006.40
F.S. 1007.271
F.S. 1008.22
F.S. 1008.25
F.S. 1008.386
F.S. 1012.42
F.S. Chapter 1014
F.A.C. 6A-6.0521
F.A.C. 6A-6.053
F.A.C. 6A-6.0533

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Legal

F.S. 39.201

F.S. 381.0056

F.S. 394.463

F.S. 1000.05

F.S. 1002.20

F.S. 1002.22

F.S. 1002.385

F.S. 1002.39

F.S. 1002.394

F.S. 1002.395

F.S. 1002.40

F.S. 1002.41

F.S. 1002.411

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F.S. 1008.386
F.S. 1012.42
F.S. Chapter 1014
F.A.C. 6A-6.0521
F.A.C. 6A-6.053
F.A.C. 6A-6.0533

Last Modified by Frankie St James on February 4, 2025

AGENDA ITEM NO. 13.2

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of the District's School Internal Accounts Audit Report as of and for the Year Ended June 30, 2025 (No Financial Impact)

Executive Summary
A copy of School Internal Accounts Audit Report has been prepared by the District's External Auditor, Purvis Gray for fiscal year ending June 30, 2025, and is attached for review. This audit is performed in accordance with Chapter 8 – School Internal Funds, Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book).

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

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially responsible

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of the School Internal Accounts Audit Report as of June 30, 2025 (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Business Services
Initiated By: Rachel Sellers, Deputy Superintendent of Business Services

Attachments:
SDMC - School Internal Accounts Audit - Financial Statements - June 30, 2025

DRAFT

2025

School District of Manatee County, Florida
School Internal Accounts

Financial Statements and Independent Auditor's Report

June 30, 2025

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

DRAFT

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
MANATEE COUNTY, FLORIDA

JUNE 30, 2025

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PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

Report on the Audit of the Financial Statements

Opinion
We have audited the accompanying financial statements of the School Internal Accounts Special Revenue Fund (the School Internal Accounts) of the School District of Manatee County, Florida (the District) as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School Internal Accounts of the District's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School Internal Accounts of the District as of June 30, 2025, and the respective changes in financial position thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter
As discussed in Note 1, the financial statements present only the School Internal Accounts and do not purport to, and do not present fairly, the financial position of the District as of June 30, 2025, the changes in its financial position, or where applicable, its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

INDEPENDENT AUDITOR'S REPORT

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about the School Internal Accounts' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School Internal Accounts' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the financial statements, is required by the

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

INDEPENDENT AUDITOR'S REPORT

Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the School Internal Accounts' basic financial statements. The accompanying Combining Schedule of Changes in Fund Balance by School is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining Schedule of Changes in Fund Balance by School is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 20, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School Internal Accounts' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

August 20, 2025
Sarasota, Florida

DRAFT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
BALANCE SHEET
JUNE 30, 2025

ASSETS

Assets		
Cash and Cash Equivalents	$	6,419,980
Accounts Receivable		147,746
Due from School District		3,289
Due from Other Agencies		376
Inventory		219,289
Restricted Investments		190,929
Total Assets	$	6,981,609

LIABILITIES AND FUND BALANCE

Liabilities		
Accounts Payable	$	160,519
Due to School District		19,996
Total Liabilities		180,515
Fund Balances		
Non-Spendable		219,289
Restricted for Student Organizations		6,581,805
Total Fund Balances		6,801,094
Total Liabilities and Fund Balances	$	6,981,609

See accompanying notes.

DRAFT

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2025

Revenues	
Student Organization Activities	$ 10,281,053
Total Revenues	10,281,053
Expenditures	
Student Organization Activities	10,298,368
Total Expenditures	10,298,368
Excess of Revenues Over Expenditures	(17,315)
Net Change in Fund Balance	(17,315)
Fund Balance - Beginning of Year	6,818,409
Fund Balance - End of Year	$ 6,801,094

See accompanying notes.

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SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS

Note 1 - Summary of Significant Accounting Policies

Reporting Entity
The School District of Manatee County, Florida's (the District) School Internal Accounts Special Revenue Fund (the School Internal Accounts) comprises individual accounts of the 52 public schools and centers located within the geographical boundaries of the Manatee County School District (the Schools).

The governing body of the District is the Manatee County District School Board and is composed of five elected members. The appointed Superintendent of the Schools is the executive officer of the District. The District is part of the state of Florida system of public education under the general direction and control of the state Board of Education.

The School Internal Accounts are included as a special revenue fund in the District's annual financial report. The accompanying financial statements present only the School Internal Accounts and are not intended to present the financial position and results of operation of the District in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Measurement Focus and Basis of Accounting
The District accounts for its School Internal Accounts as a special revenue fund. This fund is organized into sub-funds to account for each school in the District. The School Internal Accounts at the individual school level recognize cash receipts and cash disbursements using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are recorded when a liability is incurred.

Cash and Cash Equivalents
Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments classified as cash equivalents include amounts placed with the State Board of Administration in Florida PRIME created by Section 218.405, Florida Statutes, and with the Florida Fixed Income Trust (FL FIT). The District maintains common cash and investment pools for the use of all funds. The Florida PRIME investment pool operates under investment guidelines established by Section 215.47, Florida Statutes. Amounts with Florida PRIME are reported at amortized cost. Amounts in FL FIT are measured at fair value. The FL FIT investments in each of the pools within the Trust are measured and reported at fair value using the guidelines established by U.S. GAAP. The Trust follows Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application for financial reporting purposes*. GASB Statement No. 72 defines fair value, establishes a single framework for measuring fair value, and requires disclosures about fair value measurement. FL FIT does not meet all of the specific criteria outlined in GASB Statement No. 79 paragraph 4; therefore, FL FIT participants should measure their investments in FL FIT pools at fair value as provided in paragraph 11 of GASB Statement No. 31.

Cash deposits are held by banks qualified as public depositories under Florida law. All deposits are insured by federal depository insurance, up to specified limits, and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes; thus, all bank balances of the School Internal Accounts are fully insured or collateralized.

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Investments and Restricted Investments
Investments consist of certificates of deposit with maturities over three months, and equities portfolios held by two schools. Certificates of deposit are reported at amortized cost. Equities portfolios are measured at fair value based on quoted prices. Investments classified as restricted represent the corpus and accumulated gains of donor-restricted contributions. As of June 30, 2025, the School Internal Accounts reported $190,929 in funds held by the District in equities portfolios related to scholarships and endowments, which are reported as restricted investments.

Inventories
Inventories consist of expendable supplies held for consumption in the course of operations. Inventories are stated at cost on the first-in, first-out basis. The costs of inventories are recorded as expenditures when used rather than purchased.

Fund Balance
Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. Fund balances are classified as follows, as applicable:

- **Non-Spendable**: Fund balances are classified as non-spendable when amounts cannot be spent because they are either: (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

- **Restricted**: Fund balances are classified as restricted when there are limitations imposed on their use either through the enabling legislation, constitutional provisions, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

- **Committed:** The committed fund balance classification includes amounts that can be used only for specific purposes determined by a formal action of the District's highest level of decision making authority. The School Board is the highest level of decision-making authority for the District that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation. The District reported no committed fund balances related to School Internal Accounts at June 30, 2025.

- **Assigned:** Amounts in the assigned fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as committed. The School Board has by policy authorized the Superintendent to assign fund balance. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment. The District reported no assigned fund balances related to School Internal Accounts at June 30, 2025.

- **Unassigned:** Fund balances classified as unassigned are the residual spendable amounts not contained in any other of the above classifications. When expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes, it is necessary to report a negative unassigned fund balance. The District reported no unassigned fund balances related to School Internal Accounts at June 30, 2025.

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Note 2 - Investments

As of June 30, 2025, the School Internal Accounts had the following investments and maturities. As described in Note 1, short-term investments with original maturities of three months or less are reported on the balance sheet as cash equivalents:

Short-Term Investments	Weighted Average Maturities	Fair Value
Florida PRIME	47 Days Average	$ 127,887
Florida Fixed Income Trust (FL FIT)	85 Days Average	194,779
Total Short-Term Investments (Cash Equivalents)		$ 322,666

Restricted Investments	Weighted Average Maturities	Fair Value
Equities	N/A	$ 190,929
Total Restricted Investments		$ 190,929

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Section 218.415(17), Florida Statutes, limits investment maturities to provide sufficient liquidity to pay obligations as they become due.

Florida PRIME uses a weighted-average days to maturity (WAM). A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of the portfolio to interest rate changes.

For Florida PRIME, Chapter 218.409(8)(a), Florida Statutes states that "The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the monies in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest monies entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days". As of June 30, 2025, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS

Credit Risk
The District's investment policy authorizes the following investments, which are limited to credit quality ratings from nationally recognized rating agencies, as follows:

- Florida PRIME when rated at least AAAm by Standard & Poor's or the equivalent by another Nationally Recognized Statistical Rating Organization (NRSRO)
- United States Government Securities
- United States Government Agencies
- Federal Instrumentalities (United States Government Sponsored Enterprise)
- Interest-Bearing Time Deposit or Savings Accounts
- Repurchase Agreements
- Commercial Paper of any United States company that is rated, at the time of purchase, Prime 1 by Moody's and A-1 by Standard & Poor's (prime commercial paper)
- Corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long-term debt rating, at the time of purchase, at a minimum single A category by any two NRSROs
- State and/or Local Government Taxable and/or Tax-Exempt Debt, general obligation and/or revenue bonds, rated at the time of purchase, at a minimum single A category by any two NRSROs for long-term debt, or rated at least MIG-1 by Moody's or SP-1 by Standard & Poor's for short-term debt
- Money Market Mutual Funds rated AAAm by Standard & Poor's or the equivalent by another NRSRO
- Short-Term Bonds rated AAf or better by Standard & Poor's or the equivalent by another NRSRO
- Intergovernmental Investment Pools rated AAAm/AAfby Standard & Poor's or the equivalent by another NRSRO

The School Internal Accounts' investment in Florida PRIME was rated AAAm by Standard & Poor's.

The School Internal Accounts' investment in FL FIT was rated AAAf/S1 by Fitch Ratings.

Custodial Credit Risk
Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the District will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Section 218.415(18), Florida Statutes, requires the District to earmark all investments and: (1) if registered with the issuer or its agents, the investment must be immediately placed for safekeeping in a location that protects the governing body's interest in the security; (2) if in book-entry form, the investment must be held for the credit of the governing body by a depository chartered by the federal government, the state, or any other state or territory of the United States which has a branch or principal place of business in this state, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in this state, and must be kept by the depository in an account separate and apart from the assets of the financial institution; or (3) if physically issued to the holder but not registered with the issuer or its agents, must be immediately placed for safekeeping in a secured vault.

The District's investment policy requires all investment securities purchased by the District shall be held by third party custodians and be properly designated as an asset of the District. All investments, except for investments in Florida PRIME and all local government investment pools, will be held in third party custodial accounts in the District's name.

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Concentration of Credit Risk
Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The District's investment policy has established permitted investment sectors which are designed to reduce concentration of credit risk of the District's investment portfolio.

Fair Value Disclosures
The District categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset:

- **Level 1** – Inputs are quoted prices in active markets for identical assets;
- **Level 2** – Inputs are significant other observable inputs; and
- **Level 3** – Inputs are significant unobservable inputs.

Valuations of the School Internal Accounts' investments in equities are measured using Level 1 inputs.

The investment in Florida Prime is valued using amortized cost and is not included in the fair value hierarchy. Investments in FL FIT are measured at fair value based on the fair value of the pools investments. The majority of the pool's investments are measured using Level 2 inputs. However, certain short-term investments of the pool in fixed income securities such as collateralized or insured bank deposits, money market funds, and registered investment companies are valued at amortized cost. All investments in these investment pools may be redeemed without advance notice and there are no limitations as to the frequency of redemptions for any investment pools.

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SUPPLEMENTARY INFORMATION

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SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
COMBINING SCHEDULE OF CHANGES IN FUND BALANCE BY SCHOOL
FOR THE YEAR ENDED JUNE 30, 2025

	Beginning Balance June 30, 2024	Revenues	Expenditures	Ending Balance June 30, 2025
Elementary Schools				
Abel Elementary School	$ 47,022	$ 71,391	$ 72,605	$ 45,808
Anna Maria Elementary School	26,998	23,653	19,946	30,705
Ballard Elementary School	61,902	43,568	48,334	57,136
Bashaw Elementary School	259,347	134,682	124,925	269,104
Bayshore Elementary School	91,098	89,582	100,234	80,446
Blackburn Elementary School	54,801	55,547	58,790	51,558
Braden River Elementary School	73,449	110,363	97,272	86,540
Daughtrey Elementary School	39,608	49,752	50,557	38,803
Freedom Elementary School	53,332	93,701	97,120	49,913
Gullett Elementary School	41,969	194,034	177,955	58,048
Harvey Elementary School	199,626	450,956	441,711	208,871
Kinnan Elementary School	79,259	57,290	57,101	79,448
Manatee Elementary School	34,187	24,919	23,235	35,871
McNeal Elementary School	47,443	81,499	102,846	26,096
Miller Elementary School	95,991	77,881	83,307	90,565
Mills Elementary School	109,366	210,245	206,325	113,286
Moody Elementary School	38,195	49,867	53,433	34,629
Myakka Elementary School	24,024	71,327	62,297	33,054
Oneco Elementary School	47,955	27,510	36,750	38,715
Palma Sola Elementary School	40,046	95,378	61,229	74,195
Palmetto Elementary School	59,683	74,345	49,375	84,653
Prine Elementary School	54,395	58,086	64,787	47,694
Rogers Garden Elementary School	28,439	53,632	44,887	37,184
Samoset Elementary School	43,330	33,171	47,316	29,185
Sea Breeze Elementary School	106,494	82,674	72,153	117,015
Stewart Elementary School	94,287	71,391	72,735	92,943
Tara Elementary School	74,886	91,618	88,016	78,488
Tillman Elementary School	37,172	15,058	13,609	38,621
Williams Elementary School	148,394	262,775	276,457	134,712
Willis Elementary School	88,510	48,774	81,475	55,809
Witt Elementary School	95,905	95,163	91,693	99,375
Total	2,297,113	2,899,832	2,878,475	2,318,470

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SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA
SCHOOL INTERNAL ACCOUNTS
COMBINING SCHEDULE OF CHANGES IN FUND BALANCE BY SCHOOL
FOR THE YEAR ENDED JUNE 30, 2025

	Beginning Balance June 30, 2024	Revenues	Expenditures	Ending Balance June 30, 2025
Middle Schools				
Braden River Middle School	$ 205,935	$ 230,212	$ 279,156	$ 156,991
Buffalo Creek Middle School	127,742	214,791	249,235	93,298
Haile Middle School	122,307	126,991	150,483	98,815
Harllee Middle School	5,403	6,279	5,331	6,351
Johnson K-8 International School	96,134	115,616	109,337	102,413
King Middle School	107,381	165,686	151,592	121,475
Lee Middle School	66,783	140,147	119,072	87,858
Lincoln Memorial Middle School	28,798	42,550	45,941	25,407
Mona Jain Middle School	58,625	160,280	141,321	77,584
Nolan Middle School	149,064	264,643	294,076	119,631
Palm View K-8 School	56,609	98,706	90,054	65,261
Sugg Middle School	70,535	115,921	134,017	52,439
Total	1,095,316	1,681,822	1,769,615	1,007,523
High Schools				
Bayshore High School	226,817	334,139	308,044	252,912
Braden River High School	299,472	715,741	696,335	318,878
Horizons High School	8,457	21,088	17,350	12,195
Lakewood Ranch High School	676,312	1,177,680	1,175,954	678,038
Manatee High School	503,311	895,905	931,186	468,030
Palmetto High School	263,209	723,298	695,808	290,699
Parrish Community High School	462,705	841,741	818,462	485,984
Southeast High School	268,968	366,884	385,589	250,263
Total	2,709,251	5,076,476	5,028,728	2,756,999
Other				
Administrative Services	21,404	5,258	6,669	19,993
Manatee Technical College	695,325	617,665	614,881	698,109
Total	716,729	622,923	621,550	718,102
Grand Total	$ 6,818,409	$ 10,281,053	$ 10,298,368	$ 6,801,094

PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Members of the School Board
School District of Manatee County
Bradenton, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the School Internal Accounts Special Revenue Fund (the School Internal Accounts) of the School District of Manatee County, Florida (the District) as of and for the year ended June 30, 2025, and the related notes to the financial statements, and have issued our report thereon dated August 20, 2025.

Our report on the financial statements includes a paragraph explaining that the financial statements present only the financial statements of the School Internal Accounts and do not include the financial position or the changes in financial position of the District.

Report on Internal Control Over Financial Reporting
In planning and performing our audit of the financial statements, we considered the Internal Accounts' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Internal Accounts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Internal Accounts' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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To the Honorable Members of the School Board
School District of Manatee County
Bradenton, Florida

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Internal Accounts' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Accounts' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

August 20, 2025
Sarasota, Florida

PURVIS GRAY

MANAGEMENT LETTER

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

Report on the Financial Statements
We have audited the financial statements of the School Internal Accounts Special Revenue Fund (the School Internal Accounts) of the School District of Manatee County, Florida (the District) as of and for the year ended June 30, 2025, and have issued our report thereon dated August 20, 2025. Our report on the financial statements included a paragraph explaining that the financial statements present only the School Internal Accounts and do not include the financial position or the changes in financial position of the District.

Auditor's Responsibility
We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.800, *Rules of the Auditor General.*

Other Reporting Requirements
We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, dated August 20, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings
Section 10.804(1)(f)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such recommendations made in the preceding annual financial audit report.

Financial Condition and Management
Section 10.804(1)(f)3., *Rules of the Auditor General,* requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters
Section 10.804(1)(f)4., *Rules of the Auditor General*, requires us to communicate non-compliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

To the Honorable Members of the School Board
School District of Manatee County, Florida
Bradenton, Florida

MANAGEMENT LETTER

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the District School Board of Manatee County members, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

August 20, 2025
Sarasota, Florida

AGENDA ITEM NO. 13.3

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Use of the Duval County Public Schools Contract No. 08-24/DB for Substitute Teaching Employment Services, SDMC 26-0070-TG, Estimated in the Amount of $5,225,000.00 Annually (Multiple Funding Sources) - moved to New Business Non-Consent 10/3/2025

Executive Summary
Currently, the District utilizes over 900 active ESS substitutes to fill teacher and paraprofessional positions when needed. The District previously utilized the Duval County Public Schools contract RFP 01-19/TW for Substitute Teaching Employment Services. This contract has expired and is replaced by the Duval County Public Schools Contract No. 08-24/DB. This agenda item is being brought before the Board for approval of the replacement contract. The existing services will remain in effect with this supplier.

The requested contract is valid through June 30, 2029, with three (s) additional one (1) year renewals through June 30, 2032 as executed by Duval County Public Schools.

Copies of the contract specifications and pricing are on file in the Purchasing Department. Approval of this bid and agenda item does not indicate immediate or complete expenditure of approved funds. Funds will only be expended as budget(s) allow on an as-needed basis throughout the contract period.

Historical Expenditures are as follows:

- 2024-2025 $4,810,359.31
- 2023-2024 $3,965,437.80
- 2022-2023 $3,398,112.50

Rule 6A-1.012(6), Florida Administrative Code, states "In lieu of requesting competitive solicitations from three (3) or more sources, district school boards may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board."

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 use of the Duval County Public Schools contract No. 08-24/DB for substitute teaching employment services, SDMC No. 26-0070-TG, estimated in the amount of $5,225,000.00, annually (Multiple Funding Sources).

Financial Impact
The funding source for this annually estimated expenditure is the General Fund or Grant Fund, based on the Teacher's Fund, and is included in the funds proposed budget for 2025-2026.

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

Attachments:
Substitute Teaching Employment Services

Duval County Public Schools
Purchasing Services
1701 Prudential Drive, Suite 322
Jacksonville, FL 32207

www.duvalschools.org
PH: (904) 858-4848
FAX: (904)858-4868

DUVAL COUNTY
PUBLIC SCHOOLS

June 24, 2024

ESS Southeast, LLC
Attn: Stephen Gritzuk
6820 Southpoint Drive South, Suite 310
Jacksonville, Florida 32216

RE: RFP No. 08-24/DB Substitute Teaching Employment Services

On Tuesday, June 4, 2024, the School Board of Duval County Public Schools approved the contract of **RFP No. 08-24/DB Substitute Teaching Employment Services**. The Board action authorized the contract for the period of July 1, 2024, through June 30, 2029.

In accordance with Section 16 of the RFP, Insurance Requirements, please forward an updated copy of your insurance certificate.

If you have any questions about this award, please contact DeCarla Bates at (904) 858-4848.

We look forward to a successful partnership.

Terrence Wright, Director
DCPS Purchasing Services

cc Master Bid File
DeCarla Bates

AGREEMENT BETWEEN THE SCHOOL BOARD OF DUVAL COUNTY, FLORIDA, AND ESS SOUTHEAST, LLC

This Agreement is made and entered into effective July 1, 2024 (the "Effective Date"), and is by and between The School Board of Duval County, Florida, a body politic and corporate, with an address at 1701 Prudential Drive, Jacksonville, FL 32207 (the "District"), and ESS Southeast, LLC, a Florida corporation, with an address at 6820 Southpoint Drive South, Suite 310, Jacksonville, FL 32216 (the "Contractor"). The District and Contractor may be referred to in this Agreement singularly as a "Party" and collectively as the "Parties".

W I T N E S S E T H:

Whereas, the District issued RFP No. 08-24/DB and all attachments thereto, dated on or about January 25, 2024, entitled "Substitute Teaching Employment Services"; and issued Addendum No. 1 on or about February 14, 2024; copies of which are attached hereto and incorporated herein by this reference as composite Exhibit A (hereinafter referred to collectively as the "RFP"); and

Whereas, after free and open competition, Contractor submitted a proposal in response to the RFP, a copy of which is attached hereto and incorporated herein by this reference as Exhibit B, and was selected as the best responsive and responsible Contractor by the District (the "Proposal"); and

Whereas, the Contractor is interested in and capable of performing the desired substitute teaching employment services (hereafter further defined as the "Services") for the District and the District desires to have the Contractor perform the Services; and

Whereas, the parties have reached an agreement on the Services to be performed and the payment for the same, and therefore wish to set forth this understanding in writing in this Agreement; and

Whereas, the District is authorized to enter into contracts which the District has competitively procured and awarded pursuant to Board Policy 7.70 and State Rule 6A-1.012 (7), F.A.C.

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

ARTICLE I
SCOPE OF SERVICES

1.1 The recitals set forth above are true and correct and are incorporated into this Agreement by this reference.

1.2 The parties agree that the purpose of this Agreement is that the Contractor shall fully and timely provide the District the Services in a manner in accordance with the District's objectives set forth in the RFP and this Agreement. The contract documents consist of this Agreement, the RFP, and the Proposal. In the event of any conflict or ambiguity among these documents, the priority set forth in section 13.7.16 of the RFP shall apply.

ARTICLE II
COMMENCEMENT AND RENEWAL

2.1 See section 2.3 of the RFP with the initial term commencing from July 1, 2024, through June 30, 2029 (subject, however, to the availability of lawfully appropriated funds for each District fiscal year). The Contract may thereafter be renewed for three (3) additional one-year periods, upon the consent and agreement of both parties.

2.2 The Services shall commence according to the schedule set forth in the RFP, unless the District notifies the Contractor otherwise in writing.

ARTICLE III
COMPENSATION

3.1 The total compensation per each contract year is not to exceed Twenty-Three Million and 00/100 Dollars ($23,000,000.00) and the total compensation for the entire initial term commencing on July 1, 2024 and ending on June 30, 2029, is not to exceed the sum of One Hundred Fifteen Million and 00/100 Dollars ($115,000,000.00).

3.2 In no event shall the District be responsible to the Contractor for compensation in excess of the maximum obligated amounts stated in this Agreement except as increased by formal approved and executed supplemental agreement(s).

ARTICLE IV
TERMINATION

4.1 This Agreement may be terminated as set forth in section 11 of the RFP.

ARTICLE V
COMMUNICATIONS; RECORDS; NOTICES

5.1 The Contractor shall provide records and information and fully cooperate (notwithstanding any Contractor claims of trade secrets, proprietary or confidential information) with the District as to all matters pertaining to any and all legal, audit, administration, and compliance requirements relating to the Services and the contract documents.

5.2 The District's and Contractor's addresses for notices are as follows:

If to the District:

School Board of Duval County, Florida
Attn: Superintendent
1701 Prudential Drive
Jacksonville, Florida 32207
Phone: (904) 390-2115

If to the Contractor:

ESS Southeast, LLC
Attn: Steve Gritzuk
6820 Southpoint Drive South, Suite 310
Jacksonville, FL 32216
(843) 810-5728

ARTICLE VII
MISCELLANEOUS

7.1 All of Contractor's exceptions to the RFP set forth in its Proposal, if any, are stricken in their entirety and void except as may be specifically addressed in this Agreement.

7.2 This Agreement may be executed via facsimile and in one or more counterparts, each of which will be deemed an original, but all such facsimiles and counterparts will together constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

ATTEST:

By: _____
Dr. Dana Kriznar, Superintendent
Of Schools and Ex-Officio Secretary to
The Board

THE SCHOOL BOARD OF DUVAL COUNTY, FLORIDA

By: _____
Darryl Willis, Board Chair

Form Approved:

By: _____
Office of General Counsel

Approved by Board on June 4, 2024.

ESS SOUTHEAST, LLC

By: _____

Printed Name: Stephen Gritzuk

Title: COO, ESS

EXHIBIT A
RFP NO. 08-24/DB
ADDENDUM NO. 1

Title

F. CONTRACT WITH ESS SOUTHEAST, LLC FOR SUBSTITUTE TEACHING EMPLOYMENT SERVICES

Recommendation

That the Duval County School Board approve the contract with ESS Southeast, LLC for Substitute Teaching Employment Services for a term of July 1, 2024 through June 30, 2029, subject to annually appropriated funds.

That the Chairman or Vice-Chairman and the Superintendent be authorized to execute the contract upon approval as to form and sufficiency by the Office of General Counsel.

That authority be delegated to the Superintendent, or designee, to renew the contract for subsequent years provided terms and conditions are favorable to the district and subject to availability of funds. There are three (3) potential one-year renewals.

Description

Duval County Public Schools released the Request for Proposal (RFP) for substitute teaching services on January 25, 2024. The district received five proposals that were reviewed and evaluated by an assigned committee. Of the proposals, ESS Southeast, LLC received the highest point total during the committee's evaluation process. Therefore, the substitute teaching contract was offered to ESS Southeast, LLC.

On June 4, 2019, the Duval County School Board approved an initial contract with ESS Southeast, LLC for substitute teaching services. The initial term of the contract was approved from July 1, 2019 through June 30, 2024.

Gap Analysis

Adoption of the contract with ESS Southeast, LLC will enable the district to continue staffing instructional vacancies without a break in service.

Previous Outcomes

Since the 2019-2020 school year, Duval County Public Schools has contracted substitute staffing services with ESS Southeast, LLC. ESS provided substitutes for daily teacher absences, daily paraprofessional absences and vacancies.

Teachers

Contract Year	Total	Filled Positions	Unfilled Positions	Fill Rate
2019-2020	123,703	111,280	12,423	90%
2020-2021	115,065	79,443	35,622	69%
2021-2022	153,830	102,702	51,128	67%
2022-2023	165,761	137,654	28,107	83%
2023-2024	131,002	117,337	13,665	90%

Vacancies

Contract Year	Total	Filled Positions	Unfilled Positions	Fill Rate
2019-2020	32,619	30,991	1,628	95%
2020-2021	27,447	23,900	3,547	87%
2021-2022	61,138	48,697	12,441	80%
2022-2023	73,214	68,669	4,545	94%
2023-2024	47,263	45,754	1,509	97%

Contract Costs

Contract Year	Total Paid
2019-2020	$11,807,763.28
2020-2021	$10,173,955.06
2021-2022	$13,944,390.30
2022-2023	$22,685,430.34
2023-2024(Amount Paid to Date)	$17,810,211.86

Expected Outcomes

ESS Southeast, LLC is expected to continue to provide daily comprehensive substitute staffing services for Duval County Public Schools. The company is expected to fill substitute positions for teachers and paraprofessionals and adhere to all terms of the approved contract, including performance guarantees. The contract cost is expected to stabilize as the 2026 required minimum wage has been met and there is an anticipated reduction in vacancies.

Strategic Plan Goals and Principles

Guiding Principle Assurance I – DCPS will recruit and retain highly effective educators.

Financial Impact

Due to the increase in the number of filled positions and the changes in the law related to the minimum hourly rates, the cost of the contract has increased. However, the cost is expected to stabilize as the 2026 required minimum wage has been met and there is an anticipated reduction in vacancies. The financial impact for the district is estimated to be $23,000,000 per contract year.

Fund	Funded Program	Budget Period	Fund Center	Functional Area	Commitment Item
All Funds	All Funded Programs	DCPS	All Schools	5100, 5200, 5300, 5500, 6400	313 Substitutes

Contact

Victoria Schultz, Assistant Superintendent, Human Resource Services, 904-390-2936
Anita Smith, Director, Employee Support, (904) 390-2082

Attachments

1. Duval FL ESS Southeast LLC - RFP 08-24 - Signed

DUVAL COUNTY
PUBLIC SCHOOLS

ADDENDUM NO. 1

www.duvalschools.org/purchasing

Issue Date: **February 14, 2024** **Phone: 904-858-4859**

Buyer: **DeCarla Bates**

Bid Number: **RFP No. 08-24/DB**

Bid Title: **Substitute Teaching Employment Services**

Opening: **Thursday, February 29, 2024, 2:00 p.m. (EDT).** Bids received prior to this date and time will be opened in the Conference Room and may not be withdrawn for 120 days after opening. All bids received after the specified date and time will be returned unopened.

The addendum shall serve to amend, replace and append information provided to potential respondents in the original RFP package. To assist in the development of their responses, interested firms are encouraged to carefully review the information found in this addendum and on any additional enclosed documents.

Purpose: **1. To answer questions received in accordance with this RFP.**

Questions and Answers

Scoot Education

1. **Question:** If a vendor already has their own ORI for Background checks, do they still need to be done using the Duval County ORI?

   Answer: Yes.

2. **Question:** What scheduling software does the District currently use?

   Answer: The District uses FieldPrint to schedule background screenings.

3. **Question:** At what level will the vendor hold relationships with key contacts? campus-by-campus, network-wide or other?

   Answer: Campus-by-Campus and District-Wide.

4. **Question:** What are historical fill rates (22/23 SY) for each role type?

Answer: Teacher – 83%; Vacancy – 94%; Paraprofessionals – 42%

5. Question: Is it possible for the District to move forward with a vendor prior to board approval in May to start implementation earlier?

Answer: No.

6**. Question:** Will the District proactively and publicly advertise the decision to go with a new vendor, and that all existing Duval County Subs with incumbent vendor need to transfer their employment to continue within the District next school year?

Answer: We will advertise on the district website the name of the district's Sub provider. The vendor is responsible for its recruitment efforts.

7**. Question:** Where does pricing fall when an educator is filling a leave position? For example, not D2D, but not vacancy?

Answer: Pricing will align with the daily rate for an assignment.

8**. Question:** Can we include bespoke pricing for Special Ed. Roles (certified and non-certified)? BII?

Answer: No.

9. **Question:** Can we propose higher pay rates?

Answer: No.

10. **Question:** What percentage of schools were considered "hard to staff" in 22/23 SY?

Answer: For the 22/23 school year, 6.5% of schools were considered hard to staff. However, the schools identified as hard to staff are subject to change based upon district review.

11. **Question:** Will the District be selecting one, or multiple vendors? Is the latter a possibility?

Answer: Only 1 (one) vendor will be selected.

12. **Question:** Is this RFP a mandatory process? Did the current contract max out all extensions? Or did the District have the option to extend current contract and declined?

Answer: The previous RFP allowed three (3), one (1) year extensions. The District elected to use its option to solicit an RFP after the original contract term ended.

13. **Question:** Does the District have a current teacher residency/pathway program?

    Answer: The Florida Department of Education has recently adopted an Apprenticeship Program and Teacher Internship Program.

14. **Question:** Will the District extend the deadline for this RFP?

    Answer: No.

15. **Question:** How many new teachers are onboarded each year within the District?

    Answer: 1,070 teachers for the 2022-2023 school year.

16. **Question:** How many teachers leave the District each year?

    Answer: 961 teachers left in the 2022-2023 school year.

17. **Question:** How many teachers are currently active in the substitute pool?

    Answer: About 2,573

18. **Question:** While Duval County reserves the right to identify which schools and content areas are considered hard-to-staff, as a vendor, we are provided novel feedback. What reporting mechanisms or feedback process can we as a vendor provide to influence that decision making process? Is there a process to dispute this qualification?

    Answer: This is solely a district decision.

Edustaff Questions

19. **Question:** Does the District currently utilize a dispatching software? If so, which software (i.e. Frontline, Red Rover, etc.)?

    Answer: The current vendor utilizes Frontline.

Kelly Education Questions

20. **Question:** Page 6, Section 1.2 the RFP mentions that the District currently utilizes an average of 800 substitutes daily. How is that split between teachers and paraprofessionals?

    Answer: Based on current 2023-2024 school year data, the district has averaged 790 teacher absences and 78 paraprofessional absences.

21. **Question:** Page 6, Section 1.2, in reference to the 800 subs used per day, what is the number of teacher absences requiring a substitute and the actual figure that was filled for the 2022-23 SY?

    Answer: In the 2022-2023 school year, 165,741 absences were reported and 137,620 absences were filled.

22. **Question:** Page 6, Section 1.2, what is the number of paraprofessionals absences requiring a substitute and the actual figure that was filled for the 2022-23 SY?

Answer: 21,208 Paraprofessional absences; 8,871 of the absences were filled.

23. **Question:** Page 6, Section 1.2, of the 800 daily openings how many of those are classified as "hard to fill"?

Answer: Based on the current daily averages, approximately 30.

24. **Question:** Page 6, Section 1.2, how many substitute teacher requests were moved to "no sub needed" status during the 2022-2023 school year?

Answer: DCPS does not have this information. It is not required to be provided to DCPS from the current contractor.

25. **Question:** Page 6, Section 1.2, what is the number of substitute teachers hired to fill full-time positions by DCPS in the 2022-23 SY?

Answer: This data is not available.

26. **Question:** Page 7, Section 2.2, please provide details on the E-Payables Visa credit card fee and the early pay discount. Is participation in the E-Payables Visa credit card required? Are transaction fees for E-Payables still negotiable?

Answer: Participation in the E-Payables credit card is not required. The E-Payables credit card fees are not negotiable. The E-Payables credit card provides the option for vendors to receive payment sooner.

27. **Question:** Page 7, Section A.6, what is the current timekeeping system utilized by the current provider?

Answer: The current vendor utilizes Frontline.

28. **Question:** Page 7, Section A.13, regarding mandatory annual training, can the agency invoice for any mandatory training requested by the school district?

Answer: No.

29. **Question:** Page 8, Section C.10, what was the absentee fill rate for the top 25 hard to staff schools to include "Turn Around" and "ESE Centers" during the 2022-23 SY?

Answer:

ESE

School Type	Fill Rate
Alden Road	94%
Mt Herman	89%
Palm Avenue	81%
GRASP Academy	73%
Oak Hill Academy	70%

ISI

School Type	Fill Rate
George Carver Elementary ISI	93%
Arlington Elementary ISI	92%
Pine Estates Elementary ISI	90%
Gregory Drive Elementary ISI	88%
Andrew Robinson Elementary ISI	88%
Reynolds Lane Elementary ISI	87%
Jacksonville Heights Elementary ISI	87%
Biltmore Elementary ISI	86%
Hyde Park Elementary ISI	86%
Cedar Hills Elementary ISI	86%
Hidden Oaks Elementary ISI	86%
Windy Hill Elementary ISI	86%
Highlands Elementary ISI	85%
Arlington Heights Elementary ISI	85%
Long Branch Elementary ISI	85%
Rufus E. Payne Elementary ISI	85%
North Shore Elementary ISI	85%
Martin Luther King Elementary ISI	83%
Matthew Gilbert Middle School ISI	81%
S.A. Hull Elementary ISI	81%
Pinedale Elementary ISI	80%
Susie Tolbert Elementary ISI	80%
Arlington Middle School ISI	78%
Sallye B. Mathis Elementary ISI	78%
Timucuan Elementary ISI	78%
Northwestern Legends Elementary IS	77%
Highlands Middle School ISI	76%
Ramona Boulevard Elementary ISI	75%
Rutledge H. Pearson Elementary ISI	73%
Ribault Middle School ISI	72%
Annie R. Morgan Elementary ISI	65%

Hard to Staff	School	Fill Rate
	Thomas Jefferson Elementary	89%
	Holiday Hill Elementary	87%
	Louis Sheffield Elementary	85%
	Greenfield Elementary	85%
	Pickett Elementary	83%
	S. P. Livingston Elementary	82%
	Mamie Agnes Jones Elem.	78%
	Henry F. Kite Elementary	77%
	Sadie Tillis Elementary	70%
	Ribault High	93%

30. **Question:** Page 9, Section 3 B, would the District be willing to accept weekly invoicing / thirty-day day payment terms?

    Answer: No.

31. **Question:** Pages 9-10, Section 7 C, would the District be willing to accept contractor's best efforts in fulfilling the fill rate goal without penalties tied to the fill rates?

    Answer: No.

32. **Question:** Pages 9-10, Section 7 C, is the proposed five percent fill rate penalty that is included in the RFP tied to annual spending or some other measure?

    Answer: The percentage was based on other measures determined by the districts.

33. **Question:** Pages 9-10, Section 7 C, how many times, if any, has your current supplier had to pay a fill rate penalty and when?

    Answer: The current RFP does not impose fill rate penalties.

34. **Question:** Page 10, Section 2.4, in addition to a potential ability to increase pricing at renewal for CPI, would the District be willing to consider an increase in pricing for government mandated changes that are imposed on employers(e.g. state unemployment tax)?

    Answer: No.

35. **Question:** Page 15, Section 11.2 and Page 22, Section 13.12.1 and Page 21, Section 13.9 (f), is the District willing to accept contractor's right to terminate if the notice period is based on a mutually agreeable time frame? In addition, in order to provide clarity is the District willing to discuss and mutually agree upon any potential costs incurred as a result of termination of the agreement?

    Answer: The wording is to remain as written in the RFP document.

36. **Question:** Page 21, Sections 13.11, 13.11.3, and 13.11.5, is the District willing to agree to contractor accepting responsibility for our violation of law, negligence, or breach of obligations under a written agreement and have contractor hold the District harmless from any direct damages associated with contractor's failure to be responsible for such obligations?

    Answer: The wording is to remain as written in the RFP document.

37. **Question:** Page 25, Section 2 (a), Contractor is willing to agree to provide additional insured status to the District. Is the District willing to agree that contractor can provide additional insured coverage under contractor's customer blanket endorsement (and not ISO form CG2010)? In addition, is the District willing to add: "The required insurance coverages will be applicable only with respect to matters identified in this agreement as contractor responsibilities".

    Answer: Yes, this will be acceptable.

38. **Question:** Page 26, Section 3 (a) and (b), is the District willing to restrict the applicability of contractor's auto insurance to contractor owned or rented vehicles and / or agree that driving is not a requirement of contractor employees? In addition, is the District willing to agree that contractor can provide evidence of such coverage without the requirement of the District being additional insured?

    Answer: Yes, this will be acceptable.

39. **Question:** Page 27, Section 3 B number 2 and 4, since endorsements and insurance policies contain proprietary information, is the District willing to accept a Certificate of Insurance that summarizes the requested information as proof of evidence of insurance policies and amounts?

    Answer: Yes, this will be acceptable.

40. **Question:** Page 28, Section C 4, since primary / non-contributory status is only available when additional insured status is granted, is the District willing to agree that contractor's Commercial General Liability insurance is the only insurance policy with primary / non-contributory status? What was the annual spending for these services with your current provider in 2023-24?

    Answer: Yes, this will be acceptable.

41. **Question:** Approximately how many teacher / paraprofessional absences positions go unfilled each day?

    Answer: Based on current 2023-2024 data, on average 91 teacher absences and 53 paraprofessional absences have gone unfilled.

42. **Question:** How many teacher vacancies requiring long-term / short-term substitutes exist each day?

    Answer: Based on current 2023-2024 data, on average there are 317 vacancies each day.

43. **Question:** Can the District share the monthly substitute fill rate results for the 2022-23 SY and year-to-year fill rates for the 2023-24 SY year-to-date?

    Answer: Below are the teacher fill rates for the 2022-2023 school year (not including vacancies).

Teacher 22'23 SY (07.01-06.02)

Month	Unfilled	Filled	Total
July	9	136	145
August	1283	8271	9554
September	2866	13067	15933
October	3169	15183	18352
November	2723	13423	16146
December	1647	9619	11266
January	3196	15069	18265
February	3241	14254	17495
March	2540	13629	16169
April	3222	15505	18727
May	4133	18138	22271
June	94	1379	1473

44. **Question:** Can the District provide results for the most recent principal / administrator survey?

Answer: The letter grades received by the current vendor based on the report cards completed by the schools are as follows:

A's – 141
B's – 12
C - 1

45. **Question**: Can DCPS provide the current vendor's annual Partnership Review for current year and last school year (2022-23)?

Answer: The annual "Partnership Review" is not available.

46. **Question:** Can DCPS share the number of active substitute teachers and paraprofessionals currently working on a contract basis?

Answer: To the district's knowledge, the active substitute teachers and paraprofessionals are at-will.

47. **Question**: Are we able to obtain business reviews with your current supplier for the current and last school years?

Answer: This information is not available.

48. **Question:** Can we obtain a complete signed agreement that you have with your current supplier, including any attachments and pricing?

Answer: Please see link:
https://dcps.duvalschools.org/cms/lib/FL01903657/Centricity/Domain/4449/RFP-01-19-TW%20Substitute%20Teaching%20Employment%20complete.pdf

REQUEST FOR PROPOSALS (RFP)

RFP NO. 08-24/DB

Substitute Teaching Employment Services

RFP Release Date:	January 25, 2024
Deadline for Written Questions:	February 8, 2024, 4:00 p.m. (EDT)
Proposals Opened:	February 29, 2024, 2:00 p.m. (EDT)
Committee Evaluation:	March 14, 2024
Presentations:	March 27, 2024 (if deemed necessary)
Board Award:	May 2024

DUVAL COUNTY PUBLIC SCHOOLS
Purchasing Services Department
1701 Prudential Drive
Jacksonville, Florida 32207

ATTACHMENT A

Duval County Public Schools
1701 Prudential Drive
Jacksonville, FL 32207-3235

Purchasing Services
1701 Prudential Drive
Jacksonville, FL 32207-3235

DUVAL COUNTY
PUBLIC SCHOOLS

www.duvalschools.org
PHONE: (904) 390-2000
TDD: (904) 390-2898

PH: (904) 858-4848
FAX: (904 858-4868

Request for Proposals (RFP)
Required Response Form

SUBSTITUTE TEACHING EMPLOYMENT SERVICES
RFP No. 08-24/DB

This response must be submitted to Duval County Public Schools, Purchasing Services, 1701 Prudential Drive, Jacksonville, FL 32207, no later than 2:00 p.m. EDT on February 29, 2024, and plainly marked RFP No. 08-24/DB. Responses are due and will be opened at this time. Responses received after 2:00 p.m. EDT on the date due will not be considered.

Anti-Collusion Statement / Public Domain

I, the undersigned vendor have not divulged, discussed, or compared this proposal with any other vendors and have not colluded with any other vendor in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

Proposal Certification

I hereby certify that I am submitting the following information as my company's response and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete, and unconditional acceptance of the contents of all pages, inclusive of this Request for Proposal, and all appendices/attachments and the contents of any Addendum released hereto.

VENDOR (firm name): _____

STREET ADDRESS: _____

CITY & STATE: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE _____ DATE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

TELEPHONE: _____ FAX: _____ TOLL FREE: _____

INTERNET E-MAIL ADDRESS: _____ INTERNET URL: _____

VENDOR TAXPAYER IDENTIFICATION NUMBER: _____

NOTE: Entries must be completed in ink or typewritten. A signature is required.

ITEMS TO BE RETURNED WITH PROPOSAL:

1. Required Response Form – Attachment A Page 2 of 33 (signature required)
2. Cost of Services – Attachment B
3. Office of Economic Opportunity Proposed Schedule of Participation – Attachment C

Note: In accordance with section 4.3, please submit proposal as follows:

1. One (1) signed original
2. Three (3) USB Flash Drives in .pdf format

Proposals to be delivered to:
1701 Prudential Drive, Suite 322
Jacksonville, Florida 32207

DUVAL COUNTY PUBLIC SCHOOLS

RFP: SUBSTITUTE TEACHING EMPLOYMENT SERVICES

RFP No. 08-24/DB

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1.0 Introduction
2.0 District Objectives/Scope of Services
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23.0 Disclaimer
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ATTACHMENTS:

A. Required Response Form – Page 2 of 33

B. Cost Proposal Form – Attachment B

C. Office of Economic Opportunity Proposed Schedule of Participation – Attachment C

EXHIBITS:

1. Evaluation Worksheet
2. Composite Federal Forms

DUVAL COUNTY PUBLIC SCHOOLS

RFP: SUBSTITUTE TEACHING EMPLOYMENT SERVICES

RFP No. 08-24/DB

1.0 INTRODUCTION:

1.1 **Purpose :**

The purpose and intent of this Request for Proposals ("RFP") is to seek proposals from interested, available, and qualified firms to provide substitute teaching employment services. An agreement will then be entered for the selected firm ("Contractor") to provide the described services for Duval County Public Schools ("DCPS" or the "District").

1.2 **General Information about District Schools:**

The District and its governing board were created pursuant to Section 4, Article IX of the Constitution of the State of Florida. The District is an independent taxing and reporting entity managed, controlled, operated, administered, and supervised by the District's school officials. The Board consists of seven elected officials responsible for the adoption of policies, which govern the operation of the District. The Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of state and federal laws and regulations, State Board of Education Rules, and School Board policies. The Superintendent is also specifically delegated the responsibility of maintaining a uniform system of records and accounts in the District.

The District is coterminous with Duval County, which covers 850 square miles and operates 171 facilities, including administrative areas, elementary schools, middle schools, high schools and specialized schools.

The District serves approximately 128,000 students (the student population changes annually). It is the second largest employer in Jacksonville with approximately 11,800 full time staff (approximately 8,300 teachers) at 99 elementary schools, 3 grades K-6 schools, 2 grades K-8 schools, 24 middle schools, 2 grades 6-12 schools, 19 high schools, 6 exceptional student centers, 1 virtual school, 7 alternative schools, 33 charter schools, and additional administrative facilities.

Charter schools are not a part of this contract.

Duval County Public Schools (DCPS) is seeking a firm to recruit, train and employ substitute teachers for absent teachers and some selected paraprofessionals. DCPS currently utilizes an average of 800 substitutes on a daily basis. Our vision is to outsource these services which shall include recruiting, training, fingerprinting for FDLE / FBI Level 2 security clearance in accordance with Florida Statutes and district policy employment.

The administration of this Contract is a function of the District's Human Resource Services Department. All post-award communications shall be directed to Director, Employee Support. For more information about the District, please visit www.duvalschools.org on the internet.

2.0 DISTRICT OBJECTIVES/SCOPE OF SERVICES:

2.1 **Objective:**

Duval County Public Schools (DCPS) is seeking a firm to recruit, train and employ substitute teachers for absent teachers and some selected paraprofessionals. DCPS currently utilizes an average of 800 substitutes on a daily basis. Our vision is to outsource these services which shall include recruiting,

training, fingerprinting for FDLE/FBI Level 2 security clearance in accordance with Florida Statutes and district policy employment.

2.2 **Scope of Services:**

The selected firm will recruit, train, and fingerprint for FDLE/FBI Level 2 security clearance in accordance with Florida Statutes and district policy, badge applicants; utilize a web-based system for absence entering and tracking electronic submission and approval of substitute time/payroll, electronic invoicing, adhering to an invoice submission schedule and acceptance of district's E-payable program or other invoice discount options; employ reporting capabilities including custom and ad hoc reports and adhere to a Service Level Agreement with regards to fill rates and substitute pay rates.

A. Comprehensive Services

The Selected Business Solution Will Deliver the Following Services:

1. Provider maintains the data of all substitutes.
2. Provider is responsible for fingerprinting its substitutes. Fingerprints must be submitted specifically for Duval County Public Schools and obtained clearance by the district prior to beginning substituting.
3. Provider shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Provider.
4. Provider and district perform a daily transfer of teacher profiles.
5. Provider maintains data analytics of all substitutes' current pay rate. Provider utilizes an automated scheduling system to manage the substitute scheduling for coverage and payroll purposes.
6. Provider will implement an automated timekeeping system in which substitutes enter their time worked.
7. All technology solutions shall be compatible with the DCPS enterprise system, SAP.
8. Provider pays substitutes weekly in accordance to the substitute = pay rate; in addition to conforming to all federal and state requirements for the compensation of employees.
9. Provider generates invoice based on approved time worked by the substitutes. Payment of invoices is linked to the existence of certificate of absences or approved vacancies.
10. Provider is responsible for Worker's Compensation of its employees/reporting to the district as necessary.
11. Provider maintains data of substitutes who have been removed from specific schools and substitutes who have been made ineligible for substituting with DCPS.
12. Provider follows the DCPS process for investigating and managing concerns emerging from allegations of substitute misconduct, performance issues, and incidents in collaboration with the DCPS Office of Professional Standards.
13. DCPS may require that a substitute not be assigned to DCPS as a result of an investigation or performance issue.
14. Provider follows a process to manage and comply with security identification procedure for substitutes arriving to an DCPS campus including their issuance of a clearly visible current (not-expired) badge provided by the substitute provider and the wearing of a crisis alert badge issued by DCPS at the daily worksite and returned after each short-term substitute assignment.
15. Provider is responsible for at least a four-hour training for substitute teachers prior to assignment to include, but is not limited to Core Values, Responsibilities, Working with Others, Guidelines for Implementing Lessons, Classroom Management and Discipline, Exceptional Student Education, Teaching Techniques for Exceptional Students, and

Emergency Protocols, Bombs, Fire, Kidnapping, De-escalation Techniques, etc. Substitutes that will be assigned to long-term, vacant positions will be required to have additional training before being assigned to long-term vacant positions.

16. Provider is responsible for the process to inform substitutes of Exceptional Education /Student Services (EE/SS) training by the District and to coordinate access with District representatives. Exceptional Education / Student Services (EE/SS) training includes, but is not limited to lifting techniques, toileting and diapering, basic sign language for non-verbal students, and professional ethics in the exceptional education classroom.
17. Provider shall maintain a dress code for their employees that complies with professional dress standards for schools.
18. Provider implements, with approval of DCPS, a process to periodically assess DCPS satisfaction with the substitutes, with the Provider, as well as DCPS administrators' satisfaction with the substitute services provided to our district.

B. DCPS Will Follow These Procedures:

1. DCPS follows a reconciliation process to review the invoicing with the provider to ensure payment is appropriate.
2. DCPS has established a method to identify budget allocations of funds for payment of invoices.
3. DCPS teachers input their own absences into the automated scheduling system.
4. School secretaries or designated school employees approve every Monday (via an electronic process) time- worked by substitutes.
5. DCPS follows a process to ensure applicants who have been made ineligible for assignment with the district are not offered employment in a DCPS setting.

C. Selected Provider Will Provide the Following Comparative Reports (non-manipulated):

Annual and Mid-Year reports containing key measures and results such as:

1. Active Substitute Teachers
2. Total Filled Absences/Vacancies
3. Fill Rates%
4. Customized Weekly and Monthly Fill Rate Reports
5. Customized Weekly and Monthly Unfilled Rate Reports
6. Customized Weekly No Sub Needed Reports
7. Customized Year over Year Training and Workshop Analysis for Filled Absences by schools
8. Customized Year over Year Filled and Unfilled Rate by school type
9. Historical Absentee Analysis Year over Year
10. Absentee Rate for Top 25 Hard to Staff Schools to include “Turn-Around”, “ESE Centers”, and “ISI”.
11. Ability to produce customized analysis of absence history based on day of the week by schools or districts
12. Ability to produce customized absence reason data reports and percentages by schools, learning communities, or vacancies upon request
13. Number of Active Substitutes With an Associate Degree or higher
14. Absences filled with a BA/BS Degreed Substitute
15. Number of Substitute Teachers hired full-time to DCPS

16. Incident Reporting Rating
17. Principal / Administrator Survey Results (very satisfied, satisfied, neutral, dissatisfied, very dissatisfied)
18. Substitute Coverage Usage by Schools, Learning Communities, Approved Extended Coverage Requests, Coverage of Vacancies
19. Cost Comparison Analysis Year Over Year

Additionally, the selected firm must produce the following deliverables within the stipulated timeframes:

1. Pool of Substitute Teachers

   A. Minimum Criteria: High school diploma or 60 college credit hours from an accredited college/university recognized by the U.S. Department of Education, preferred
   B. An ability to pass a level II background and fingerprint check
   C. Ongoing through the life of the contract (July 1, 2024, through June 30, 2029)

2. Pool of Substitute Paraprofessionals

   A. Minimum Criteria: High school diploma or 60 college credit hours from an accredited college/university recognized by the U.S. Department of Education, preferred
   B. An ability to pass a level II background and fingerprint check
   C. Ongoing through the life of the contract (July 1, 2024, through June 30, 2029)

3. Invoices

   A. Electronic Invoicing with acceptance of the District's E-payables program and other invoice discount options
   B. Bi-weekly

4. Record of Time Worked

   A. Electronic submission and approval of substitute time/payroll
   B. Weekly

5. Automated Scheduling

   A. Web-based system for automated scheduling and absence reporting which the District shall have unlimited access. Among other things, produce reports of regular teacher absences and substitute coverage.
   B. Ongoing through the life of the contract (July 1, 2024, through June 30, 2029)

6. Partnership Review

   A. Measures and results of fill rates, absences, absence reasons, school analyses, employee position analyses, servicing statistics, etc.
   B. Quarterly
   C. Provide detailed participation recap of community events which support the comprehensive mission of DCPS

7. Substitute Pay Rates

   A. Pricing indebtedness
   B. Ongoing through the life of the contract (July 1, 2024, through June 30, 2029)
   C. Performance guarantee of yearly overall 88% average daily teacher fill rate and yearly overall 70% average daily paraprofessional fill rate with a penalty of 5% annually paid

no later than June 30th of each contract year.

8. Training Rates

A. Four hour training (to be paid by contracted provider)

B. ESE Training - Charged upon first trained para assignment

2.3 **Contract Term:**

The District shall select a Contractor to provide Substitute Teaching Employment Services as herein described for the District commencing from July 1, 2024, through June 30, 2029 (subject, however, to availability of lawfully appropriated funds for each District fiscal year). The Contract may thereafter be renewed for three (3) additional one (1) year periods, upon the consent and agreement of both parties.

2.4 **Escalation Provision:**

At each renewal of the contract, DCPS will consider an increase due to inflation provided the proposed price increase does not exceed the lesser of 3% or the rate of inflation as determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. city average, all items (1982-84=100), published by the U.S. Bureau of Labor Statistics, or any successor or substitute index appropriately adjusted for the prior 12 month period using the first-published CPI for the month immediately preceding the month of the Consumer Price Index (CPI) request. The contractor must request the increase in writing prior to the renewal of the contract.

2.5 **Related Services:**

When DCPS requires related substitute teaching employment services or positions that are not a part of the Scope of Services herein, DCPS may, at its sole discretion, elect to negotiate with the contractor to procure those services from the contractor in accordance with this contract **or** may elect to procure elsewhere. If DCPS elects to procure the service(s) from the contractor, a separate purchase order or contract will be issued.

3.0 EX PARTE COMMUNICATION:

Ex parte communication, whether verbal or written, by any potential Respondent or representative of any potential Respondent to this RFP with District personnel involved with or related to the RFP, other than as designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the Respondents' proposal.

Ex parte communication, whether verbal or written, by any potential Respondent or representative of any potential Respondent to this RFP with Board members is also prohibited and will result in the disqualification of the Respondent.

Notwithstanding the foregoing, communications are permissible by this Section when such communications with a prospective Respondent are necessary for, and solely related to, the ordinary course of business concerning the District's existing contract(s) for the materials or services addressed in this RFP (but in no event shall any existing vendor intending to submit a proposal initiate communications to any member(s) of the School Board of Duval County, Florida; it being understood such communication initiated by a vendor under these circumstances would not be in the ordinary course of business).

4.0 PREPARATION AND SUBMISSION REQUIREMENTS:

4.1 Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole option of the District.

4.2 **All proposals must be received no later than 2:00 p.m. (EDT), on February 29, 2024.** Official time

for the purpose of RFP opening will be calibrated using http://www.timeanddate.com/worldclock/results.html?query=jacksonville. If a proposal is transmitted by US Mail or other delivery medium, the Proposers(s) will be responsible for its timely delivery **to Purchasing Services, 1701 Prudential Drive, Jacksonville FL 32207.** Any proposal received after the stated time and date or at other location will not be considered.

4.3 **One signed original, and three (3) copies on USB Flash Drive. Three (3) USB Flash Drives to be submitted** of the complete proposal must be sealed and clearly labeled **"REQUEST FOR PROPOSAL: Substitute Teaching Employment Services"** on the outside of the package. The legal name, address, Proposers' contact person, and telephone number must also be clearly annotated on the outside of the package.

The manually signed original shall be marked as "ORIGINAL". Once accepted, all original proposals and any copies of proposals become the sole property of the District and may be retained by the District or disposed of in any manner the District deems appropriate.

All proposals must be signed by an officer or employee having authority to legally bind the Proposers(s).

Any corrections of unit prices must be by line-outs of the original prices with correct amounts typed or written in and initialed by the originator. Corrections made using correction fluid (white out) or any other method of correction are **unacceptable**.

NOTE: It is the sole responsibility of each respondent to assure all proposal copies are EXACT duplicates of the original proposal. USB Flash Drives will be utilized by the Evaluation Committee for the purpose of evaluation of proposals.

Any information contained in the original proposal which has not been transferred to the USB Flash Drive or photocopies will NOT be considered. The original document will be used **solely** for official record keeping purposes.

4.4 Potential Proposers shall not contact, by written or verbal communication, any District employee for information regarding this RFP other than as expressly permitted by this RFP.

Additions, deletions or modifications to information contained in the RFP document will be presented to all potential Proposers by means of a written addendum, if necessary.

No verbal or written information which is obtained other than by information in this document or by addendum to this RFP will be binding on the District. Any questions or requests for clarification regarding this RFP shall be submitted to DeCarla Bates, Purchasing Services in writing via e-mail at batesd@duvalschools.org. The deadline for such questions or requests will be 4:00 p.m., EDT on **February 8, 2024**, **unless otherwise extended in writing by the District.** Questions or requests for clarification received after the deadline will NOT be addressed. Note that Proposers are requested to submit questions regarding this RFP for the District's clarification via issued Addenda, instead of Proposer's taking exceptions to any terms or conditions of this RFP within the submitted proposal.

4.5 Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of one hundred twenty (120) days, to provide the District ample time to award the Contract for the services specified in the proposal and this RFP. Concurrent with the delivery of the Proposer's proposal, the Proposer shall also irrevocably deliver a completed and properly signed **Attachment A**. Upon completion of the award process and within three (3) business days of the School Board's completion of the award process at its duly called meeting the required insurance certificate must be delivered. (see Section 16.0 of this RFP).

5.0 FAMILIARITY WITH DISTRICT AND ADDITIONAL INFORMATION:

Proposers should become familiar with any local conditions which may, in any manner, affect the services required. The Proposers(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the Contract. No additional allowance will be made due to lack of knowledge of these conditions.

Submission of a proposal shall constitute acknowledgement by the Proposers that it is familiar with all conditions. The failure to familiarize itself with the sites shall in no way relieve him or her from any obligations with respect to the proposal.

6.0 TIME SCHEDULE:

The DISTRICT will attempt to adhere to the time schedule reported on the cover page (Page 1) of the RFP solicitation document.

Inquiries regarding the status of a proposal must not be made prior to the posting of award recommendation.

The District reserves the right to schedule Mandatory pre-proposal conference(s) as necessary to encourage competition and serve to advance the best interests of the District.

7.0 DISTRICT'S RIGHTS AND RESERVATIONS:

A. The District reserves the right to accept or reject any or all proposals.

B. The District reserves the right to waive any irregularities and technicalities and may at its sole discretion request clarification or other information to evaluate any or all proposals.

C. The District reserves the right, before awarding the Contract, to require Proposers(s) to submit additional evidence of qualifications or any other information the District may deem necessary.

D. The District reserves the right, prior to its Board approval, to cancel the RFP or portions thereof, without liability to any Proposers or the District.

E. The District reserves the right to: (1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District; and (2) the District reserves the right to reject any and/or all items proposed.

F. The District reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the District reserves the right to discontinue negotiations and to negotiate and recommend award to the next highest ranked Proposer or subsequent Proposer(s) until an agreement is reached.

G. The District reserves the right to require presentations/interviews with the highest ranked respondents. If presentations/interviews are deemed necessary, the District will notify the affected respondents by email not later than seven business days prior to their respective scheduled presentation/interview.

8.0 PROPOSAL FORMAT AND EVALUATION CRITERIA:

In order to maintain comparability and enhance the review process, it is required that proposals be organized in the manner specified below. Include all information in your proposal**. Proposers are encouraged to provide tab separations for each item. Proposals received which do not contain ALL items and sub-items listed in this section may be considered non-responsive.**

A. REQUIRED RESPONSE FORM (Attachment A): Submit with all required information completed and all signatures as specified. No points are assigned to this required item.

B. EXPERIENCE AND REFERENCES: (**20 points**) Provide the following general information about your firm:

1. List a minimum of three (3) educational / institutional contracts providing similar services during the past five (5) years. Include names, titles, phone numbers and valid email addresses. Provide a brief outline of each contract with information regarding services performed and any other information deemed relevant.

   List any contracts which have been terminated early or upon renewal within the past five (5) years. Explain the reason for early termination or non-renewal and include contact names, titles, phone numbers and email addresses.

2. Provide a brief description of all lawsuits that are pending and/or filed against the proposer over the last five (5) years and any disciplinary action taken against the proposer.

3. Provide information on any legal or regulatory violations, pending, current or previous investigations by any regulatory agencies the firm has been involved with in the last five (5) years.

C. ORGANIZATION AND KEY PERSONNEL: (**10 points**) Identify the management and office support team that will be responsible for providing the required services. Detailed resumes' are required for the primary account manager and other key personnel who will be assigned to the District account. General information is required for management/administrative personnel at the regional and corporate levels (if applicable). Indicate the specific individual who would serve as the day-to-day contact and be responsible for the operation of the overall program. Provide a staff plan of all personnel responsible for daily management of school level substitute needs Describe any potential conflicts of interest your firm may have in the management of this account.

Provide an organizational chart and a plan for the replacement of management and all supporting staff.

D. FIRM'S CAPABILITIES AND APPROACH TO SERVICES: (**40 points**) Provide a narrative which profiles the background, experience, business philosophy and qualifications of the responding firm. Discuss the approach to be used in providing all of the services as described in Section 2.0. to include:

1. A description of your recruiting and hiring process.
2. A detailed description of your training and support program; provide a menu of related training options; and demonstrate your knowledge, experience and capacity to train users at various levels.
3. Identification and description of your web-based automated scheduling and absence reporting including DCPS access to absence reporting system.
4. A description of your reports and reporting capabilities with DCPS access and availability to view data and produce reports as necessary.
5. Describe your methodology to be used in assessing, procuring and implementing the infrastructure of the requested services, including the time required for each phase of the implementation beginning with the completion of the contract negotiations.

6. The role of your management team in communicating/coordinating effectively with DCPS staff and others involved with this contract including the school level support and collaboration plan.

E. PROGRAM COST: (**30 points**) Complete and submit the Cost Proposal Form (**Attachment B**).

F. OFFICE OF ECONOMIC OPPORTUNITY (OEO) COMPLIANCE STATEMENT (ATTACHMENT C) Submit with all signatures as specified. **This is a required submittal.** No points are assigned to this required item.

Interviews:

Interviews: Only those Proposers selected by the Committee to provide presentations/interviews will be eligible for points in this category, and the points awarded by the Committee will be in addition to points assigned in all other Evaluation Criteria. Once the Committee prepares a subtotal of the scores for the Evaluation Criteria in section 8.0 above, the Committee will determine if presentations/interviews are necessary with the top ranked firms. The Committee will decide, in its sole and absolute discretion, the number of top ranked firms to interview. The Proposers selected for the interviews under this section shall be notified in writing and shall be prepared to make its presentation to the Committee according to the schedule reported on the cover page (Page 1) of the RFP solicitation document.

The Committee will determine a uniform set of parameters and information to be presented by the Proposer's that are selected. The Committee will also determine the number of points to be established for this category.

9.0 PROPOSAL EVALUATION PROCESS:

Proposals are received and publicly opened. Only names of Proposers are read at this time.

An Evaluation Committee will convene, review and evaluate all proposals submitted based on the factors set forth in the RFP. The Proposer's complete response will be reviewed and evaluated by the Evaluation Committee.

The Evaluation Committee reserves the right to interview any or all Proposers and to require a formal presentation with the key people who will administer and be assigned to work on the contract before recommendation of award.

All proposals will be evaluated in accordance with the evaluation criteria specified in this document. Information derived by investigation and overall due diligence of District staff will be considered. Based on the proposals received, the District may elect to proceed based on any of the following options but will not necessarily be limited only to these options: (1) Award to the best initial proposal without any further discussion or negotiation; (2) Negotiate with the highest ranked Proposer; or (3) Allow the top ranked Proposers make oral presentations.

Proposers are advised to provide their respective best offer with the initial proposal because the District reserves the right to award a Contract based on initial proposals without further discussion or negotiation.

The proposal most advantageous to the District in its sole discretion will be selected. The District reserves the right to negotiate revisions to or removal of unacceptable clauses or restrictions incorporated within an otherwise acceptable proposal. In the event that a mutually acceptable contract between the District and the selected Proposers cannot be successfully negotiated and executed, then the District reserves the right to discontinue negotiations with such Proposers and to negotiate and execute a Contract with the next-ranked Proposers. Note section 4.4 above, where Proposers are requested to submit questions during the addendum process instead of taking exceptions within the

proposal to the terms and conditions in this RFP.

The District reserves all rights, in its sole discretion, not to issue an award to any Proposers, to cancel this RFP at any time, to reissue this RFP for any reason, or a combination of any or all of the above. The District will not be liable to any Proposer for any costs incurred in connection with this RFP as a result of any of the above stated actions taken by the District.

A recommendation agenda item will be submitted to the Superintendent of Schools, Duval County, Florida. The Superintendent will then recommend to the School Board the award or rejection of any and/or all proposal(s). The School Board will then award or reject any or all proposal(s).

10.0 REPLACEMENT OF CONTRACTOR STAFF:

Replacement personnel must have, at a minimum, credentials equivalent to the individuals whom they replace. Resumes of replacement management personnel may be required to be submitted to the District for review.

11.0 CANCELLATION OF AWARD/TERMINATION:

11.1 Cause:

In the event the Contractor either willfully or unintentionally violates any of the provisions of the Contract, the Superintendent or designee shall give written notice stating the deficiencies.

The Contractor shall provide to the District its action plan within two (2) business days after the District's notification, and the Contractor shall have ten (10) business days after the District's initial notice to complete the cure set forth in its action plan.

11.2 Convenience:

The District reserves the right to terminate any contract resulting from this RFP, at any time and for any reason, upon giving no less than sixty (60) calendar days prior written notice.

If said Contract should be terminated for convenience as provided herein, the District shall be relieved of all obligations under said Contract. Access to any and all work papers will be provided to the District after the termination of the Contract.

The parties understand and agree that the Contractor shall in no event have the reciprocal right to terminate the Contract; it being understood that the District's payments to the Contractor forms the consideration for the District's termination for convenience not being available to Contractor. In the event of the District's termination of the Contract, the District (in its sole election) may also require the Contractor to provide the transition assistance as set forth in Section 11.6 of this RFP.

11.3 Breach of contract resulting in termination of the Contractor for cause may result in the Contractor being debarred from future solicitations pursuant to School Board Policy 7.70.

11.4 FORCE MAJEURE: Whenever the Contractor's place of business, mode of delivery or source of supply has been disrupted by acts of government, God, civic commotion, or war, it shall be the responsibility of the Contractor to promptly send written notice to the District's Director of Purchasing Services, as to the extent of this disruption and its probable effect upon this Contract. If, in the opinion of the District, the disruption presented is commensurate with the conditions established herein, the District may elect to modify delivery/service timelines, renegotiate the Contract in whole or in part, or cancel all or any portion of the Contract. The Contractor will be given written notification of all decisions made. The decision of the District shall be final, and the District's objective will be a solution that is mutually beneficial.

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

11.6 In order to provide transition assistance to the District in the event that the Contract is terminated or expires, the Contractor agrees that the District may provide written notice to the Contractor retaining the Contractor for a mutually agreed upon period of time (at a minimum of one calendar month, plus five (5) additional calendar months on a month-by-month basis at the District's sole and unilateral election) on the same terms and conditions set forth in the Contract (the "Transition Assistance"). The provisions of this section will not apply if the Contract is terminated by the Contractor based on an uncured event of default by the District.

12.0 DEFAULT:

In the event that the Contractor breaches the Contract, the District reserves the right to seek any and all remedies in law and/or in equity.

13.0 LEGAL REQUIREMENTS:

13.1 It shall be the responsibility of the Contractor to be knowledgeable of and adhere to the requirements of any Federal, State, County and local laws and ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the Contractor shall in no way be a cause for relief from responsibility. Upon award, Contractor shall execute and deliver to the District, concurrent with its signature of the Agreement, the following, all of which shall be incorporated into the Agreement by this reference, and which are attached as composite **Exhibit 2: (a) Federal Regulatory Compliance Statement; (b) Certification Regarding Drug-Free Workplace Requirements; (c) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; and (d) Non-Collusion Affidavit.**

13.2 The District is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant, or Subcontractor. Accordingly, Contractor represents and warrants to the District that Contractor does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Contractor's performance under the Contract on account of a person's actual or perceived identity with regard to race, color, religion, gender or gender identity, age, marital status, disability, sexual orientation, political or religious beliefs, national or ethnic origin, veteran status, any other protected status under applicable law, or any other distinguishing physical or personality characteristics. Contractor further covenants that no otherwise qualified individual shall, solely by reason of his/her actual or perceived identity with regard to race, color, religion, gender or gender identity, age, marital status, disability, sexual orientation, political or religious beliefs, national or ethnic origin, veteran status, any other protected status under applicable law, or any other distinguishing physical or personality characteristics, be denied the benefits of, or be subjected to discrimination, or be denied access and services, under any provision of the Contract.

13.3 Respondents affirm by submitting their proposals that they are equal opportunity and affirmative action employers and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60 and any additions or amendments thereto.

13.4 BACKGROUND SCREENING:

All District and Contractor employees, appointees, or agents who come into contact with students as part of the Agreement must submit a background check, in a manner prescribed by District (including compliance with sections 1012.315, 1012.465, and 1012.467, Florida Statutes). Any non-District personnel associated with the Agreement and who may come into contact with students as part of the Agreement will be screened at Contractor's expense. Contractor shall not permit persons to provide services to student under this Agreement if any such person does not meet the standards under Florida law and the District's hiring standards concerning criminal background employee history checks. Failure to comply with this provision shall be cause for immediate termination of this Agreement.

13.5 JESSICA LUNSFORD ACT:

The Contractor shall comply with and be responsible for all costs associated with the Jessica Lunsford Act, which became effective on September 1, 2005 (if applicable). The Act states that contractual personnel who are permitted access to school grounds when students are present or who have direct contact with students must meet Level 2 requirements as described in Sections 1012.32, 1012.465 and 1012.467 Florida Statutes and any other applicable Section(s).

In 2013, the Florida Legislature amended Section 1012.467 F.S. to create a requirement for a uniform, statewide identification badge to be worn at all times by non-instructional Contractors when on school grounds. The cost of the badge may not exceed ten dollars ($10.00) per badge, per employee. After the implementation of the initial badge, Contractors shall replace the badges concurrently with the re-fingerprinting of employees. The associated cost of the uniform, statewide badge shall be the responsibility of the Contractor. The Contractor shall report any arrest for a disqualifying offense within forty-eight (48) hours of the arrest. Failure of the Contractor / Contractor's employee to report an arrest for any disqualifying offense within 48 hours is a felony of the third degree punishable as provided in Section 775.082 or Section 775.083 F.S.

13.6 Other Legal Requirements. All the personnel assigned by the Contractor and any subcontractor shall be authorized under state and local laws to perform such Services, whether by appropriate license, registration, certification or other authorization.

13.7 Representations and Warranties.

13.7.1 The Contractor warrants that it is a duly formed business entity duly organized and existing in good standing under the laws of the State of its formation and is entitled and shall remain licensed to carry on its business as required for its performance pursuant to the Contract in the State of Florida. The Contractor agrees that it will comply with all rules and regulations of governmental bodies governing its performance under this RFP and the resulting Contract whether or not such specified in the Contract and Exhibits. The Contractor further warrants that the execution and delivery of the Contract and the terms and conditions herein have been duly authorized by proper corporate and/or partnership action (as the case may be).

13.7.2 The Contractor shall comply with all applicable federal, State and local laws, ordinances, rules, and regulations pertaining to the performance of the Services and all matters pertaining to the Contract, as the same exist and as they may be amended from time to time.

13.7.3 Each Party agrees to continue performing its obligations under the Contract while any dispute is being resolved (except to the extent the issue in dispute precludes performance); provided, however, that any dispute over payment shall not be deemed to preclude performance

13.7.4 Each Party agrees that, in its respective dealings with the other Party under or in connection with the Contract, it shall act in good faith.

13.7.5 Publicity. Contractor shall not use the District's name, logo or other likeness in any public event, press release, marketing materials or other public announcement without receiving the District's prior written approval. Contractor shall not host or stage events at District locations without receiving prior approval by the District contract administrator.

13.8 Miscellaneous. The Contract to be awarded pursuant to this RFP shall be further governed by the following:

13.8.1 This RFP and any Contract resulting therefrom shall be interpreted and enforced in accordance with the laws of Florida and it shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors and assigns. Venue for any action arising out of the Contract shall lie exclusively in the jurisdictional courts in and for Duval County, Florida.

13.8.2 The Contract shall not be construed more strongly against any party regardless of who was more responsible for its preparation.

13.8.3 Except for the provisions requiring Contractor to pay the District's reasonable attorneys' fees and costs for any matter arising under Section 13.11 of the RFP (which shall control), in the event of any other conflict arising from the Contract, each party shall pay its own attorneys' fees and costs.

13.8.4 In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Contract shall remain in full force and effect.

13.8.5 Nothing herein shall be deemed that the District alters, limits, waives, or expands the provisions and limitations of section 768.28, Florida Statutes. Except as otherwise provided by Florida Law, neither the execution of the Contract by the District nor any other conduct, action or inaction of any District representative relating to the Contract is a waiver of sovereign immunity by the District.

13.8.6 The Contract may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties.

13.8.7 The Article and Section headings and the table of contents used herein are for reference and convenience only and shall not enter into the interpretation hereof.

13.8.8 The Contractor is, and shall at all times be, an independent contractor under the Contract and not an agent of the District. Nothing in the Contract nor any actions taken by, or arrangements entered into between the Parties in accordance with the provisions of the Contract shall be construed as or deemed to create as to the Parties any partnership or joint venture. Neither Party shall have any authority to bind or commit the other Party contractually or otherwise to any obligations whatsoever to third parties.

13.8.9 The Contract is entered into solely between, and may be enforced only by, the District and the Contractor, and the Contract shall not be deemed to create any rights in third parties, including suppliers and customers of a Party, or employees of either Party, or to create any obligations of a Party to any such third parties.

13.8.10 Except where expressly provided as being in the discretion of a Party, where agreement, approval, acceptance, consent, or similar action by either Party is required under the Contract, such action shall not be unreasonably delayed or withheld. An approval or consent given by a Party under the Contract shall not relieve the other Party from responsibility for complying with the requirements of the Contract, nor shall it be construed as a waiver of any rights under the Contract, except as and to the extent otherwise expressly provided in such approval or consent.

13.8.11 The provisions in this RFP and all contract documents, which by their nature are intended to survive the expiration, cancellation or termination of the Contract, including, by way of example only, the

Indemnification, Insurance, and Confidentiality provisions, shall survive the expiration, cancellation or termination of the Contract.

13.8.12 All media releases, public announcements, and public disclosures by either Party relating to the Contract or the subject matter of the Contract, including promotional or marketing material, shall be coordinated with and approved by the other Party prior to release. Contractor shall not host or stage events at District locations without receiving prior approval by the District contract administrator.

13.8.13 Time shall be of the essence as to all provisions of the Contract. If any date of significance hereunder falls upon a Saturday, Sunday, or legal holiday, such date shall be deemed moved forward to the next day which is not a Saturday, Sunday or legal holiday. Saturdays, Sundays and legal holidays shall not be considered business or working days.

13.8.14 Every notice, approval, consent or other communication authorized or required by the Contract awarded pursuant to this RFP shall not be effective unless same shall be in writing and sent via hand delivery or overnight delivery (with a receipt), directed to the other party at its address provided below, or directed to the Contractor as established promptly after the award of the Contract pursuant to this RFP. Either party may change the address by written notice to the other party from time to time in accordance herewith

If to District:
School Board of Duval County, Florida
1701 Prudential Drive
Jacksonville, Florida 32207
Phone: (904) 390-2400
Attn: Director of Human Resources

With copy to:
Office of General Counsel
1701 Prudential Drive
Jacksonville, FL 32207
Phone: (904) 390-2032

Notwithstanding the foregoing, the parties agree that all communications relating to the day-to-day activities shall be exchanged between the respective representatives of the District and the Contractor. Once so designated, each party's representative shall coordinate communications and processes as needed for the purposes of conducting the services set forth in the Contract, as well as the process for routine or administrative communications. The parties shall also reasonably cooperate as to the development (including content and format) of the invoicing and any reports to be provided by Contractor as part of the services.

13.8.15 Gratuities and Kickbacks. Any employee or any official of the District, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law.

Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee or official of the District, elective or appointive, in his efforts to proposal for, offer for sale, or to seek in the open market to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law.

It is the policy of the District to not accept gifts, gratuities, or favors of any kind or of any value whatsoever from vendors, members of the staff, or families. Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure the Contract, and that it has not paid or agreed to pay any person,

company, corporation, individual or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. Contractor further warrants that it, nor any of its directors, employees, officers or agents, nor any of Contractor's respective subsidiaries or affiliates, has taken, is currently taking or will take any action in furtherance of an offer, payment, promise, gifts or anything else of value, directly or indirectly, to anyone to improperly influence or otherwise secure any improper advantage in procuring business in relation to the Contract. For the breach or violation of these provisions, the District shall have the right to terminate the Contract without liability and/or, at its discretion, to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

13.8.16 In the event of any conflict among the documents, the order of priority of the contract documents shall be as follows:

First, to any executed Contract resulting from the award of this RFP;

Second, Addenda (if any) released for this RFP, with the latest Addendum taking precedence;

Third, the RFP, and Last, the awardee's Proposal.

13.8.17 The District shall issue payment in accordance with Sections 218.70. et sq. Florida Statutes, Local Government Prompt Payment Act, after receipt of an acceptable invoice, inspection and acceptance of goods and/or services provided in accordance with the terms and conditions of the agreement. Any Penalty for delay in payment shall be in accordance with applicable law. No payment shall be made for travel.

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

13.8.18 Pursuant to District Policy, all bidders, proposers, consultants, and contractors are required to disclose the names of any of their officers, directors, agents, or employees who serve as agents or principals for the bidder, proposer or contractor, and who within the last two (2) years, have been or are employees of the District. And all bidders, proposers, consultants, and contractors are required to disclose the name of any District employee who owns, directly or indirectly, any interest in the Contractor's business. Such disclosures will be in accordance with current District policies, but will include, at a minimum, the name of the former District employee, a list of the positions the employee held in the last two (2) years of his or her employment with the District, and the dates the employee held those positions. By its signature of the Agreement, Contractor certifies to the District that there are no names to disclose to the District pursuant to this section.

13.9 Employment Eligibility Pursuant to the provisions of section 448.095, Florida Statutes, the parties agree to the following. For purpose of this section, the term "contract" includes this Agreement and any contract between the Contractor and any of Contractor's Subcontractor(s):

(a) Beginning January 1, 2021, the District, the Contractor, and any of Contractor's Subcontractor(s) shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The District, the Contractor, and any of Contractor's Subcontractor(s) may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

(b) 1. If the Contractor enters into a contract with a Subcontractor, the Subcontractor must provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

2. If the District has a good faith belief that a Subcontractor knowingly violated this subsection, But the contractor otherwise complied with this subsection, then the District shall promptly

notify the Contractor and order the Contractor to immediately terminate the contract with the Subcontractor.

3. A contract terminated under subparagraph 1. Or subparagraph 2. Is not a breach of contract and may not be considered as such?

(c) 1. The District, the Contractor, or any of the Contractor/s Subcontractors who has a good faith belief that a person or entity with which it is contracting has knowingly violated s.448.09 (1), Florida Statues shall terminate the contract with the person or entity.

2. If the District has a good faith belief that a Subcontractor knowingly violated this subsection, But the Contractor otherwise complied with this subsection, the District shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the sub-contractor.

3. A contract terminated under subparagraph 1. Or subparagraph 2. Is not a breach of Contract and may not be considered as such.

(d) The District, Contractor, or any of Contractor's Subcontractor(s) may file an action with a circuit county court to challenge a termination under paragraph (c) no later than 20 calendar days after the date on which the contract was terminated.

(e) If the District terminates the Agreement with Contractor under paragraph (c), the Contractor may not be awarded a public contract for at least 1 year after the date on which the Agreement was terminated.

(f) The Contractor is liable for any additional costs incurred by the District as a result of the termination of a contract.

13.10 In order to provide transition assistance to the District in the event that the Contract is terminated or expires, the Contractor agrees that the District may provide written notice to the Contractor retaining the Contractor for a mutually agreed upon period of time (at a minimum of one calendar month, plus five (5) additional months on a month-by-month basis at the District's sole and unilateral election) on the same terms and conditions set forth in the Contract (the "Transition Assistance"). The provisions of the section will not apply if the Contract is terminated by the Contractor based on an uncured event of default by the District.

13.11 Indemnification / Hold Harmless Agreement:

13.11.1 The Contractor shall, in addition to any other obligation to indemnify the School board of Duval County, Florida, and to the fullest extent permitted by law, protect, defend, indemnify and hold Harmless the liabilities, losses (including economic losses), and costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including to loss of use resulting from, or any other damage or loss arising out of, claimed to have resulted in whole or in part from any actual or alleged act or omission of the Contractor, Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule or regulation by the contractor in the performance of the work, or liens, claims or actions made by the Contractor or any Subcontractor or other party performing the work.

13.11.2 Contractor represents that it has all intellectual property rights necessary to enter into and perform its obligations in the Agreement Contractor will indemnify and hold harmless the District from liability of any nature of kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or unpatented invention, process, article or work manufactured or used in the performance of the Agreement, including its use by the District. If contractor uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties or costs arising from the use of such design, device or materials in any way involved in the work. Contractor shall defend, indemnify and hold the District and its successors and assigns harmless from and against all third-party claims, suits and proceedings and any and all

damages, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) incurred as a result of (1) infringement by Contractor of any third- part patent, copyright or trademark of (ii) misappropriation by Contractor of any third-party trade secret in connection with any of the foregoing.

13.11.3 The indemnification obligations hereunder shall not be limited to any extent on the amount, type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' compensation acts, disability benefits acts, other employee benefit acts or any statutory bar.

13.11.4 Except as may otherwise be expressly set forth herein, each party shall be responsible to pay its own attorney's fees (including paralegal and any other fees) and all costs arising from disputes under the contract.

13.11.5 The Contractor recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant and expressly acknowledges the receipt of TEN DOLLARS ($10.00) payable upon receipt of first invoice and other good and valuable consideration provided by the District in support of this indemnification in accordance with the laws of the State of Florida.

13.11.6 This article will survive the termination of the Contract.

13.12 Additional Legal Requirements

1. Termination. The District reserves the right to terminate the Agreement at any time and for any reason upon giving thirty (30) days' notice to the Contractor. If the Agreement is terminated for convenience as provided herein, the District will be relieved of all obligations under said Agreement and the District will be required to pay that amount of the Agreement actually performed to the date of termination.

2. Subcontractors. If Contractor is permitted to subcontract any of the work set forth in the Agreement, Contractor shall ensure that each Subcontractor complies with all provisions of the Agreement. Contractor will remain liable for the acts and omissions of such Subcontractor(s) and the proper performance and delivery of the products and/or services set forth in the Agreement.

3. Public Records Laws. The Agreement shall be subject to Florida's Public Records Laws, Chapter 119, Florida Statutes. Contractor understands the broad nature of these laws and agrees to comply with Florida's public records laws and laws relating to records retention. In compliance with section 119.0701, Florida Statutes, Contractor agrees to:

   a. Keep and maintain public records required by the District in order to perform the service.

   b. Upon request from the District's custodian of public records, provide the 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 the Chapter 119, Florida Statues 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 the Contractor does not transfer the records to the District.

   d. Upon completion of the Agreement, transfer, at no cost, to the District all public records in possession of Contractor or keep and maintain public records required by the District to perform the service. If Contractor transfers all public records to the District upon completion of the 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 the Agreement, Contractor shall meet all applicable requirements for retaining public records. **All records stored electronically must be provided to the District, upon request of the District's custodian of public records, in a format that is compatible with the information technology systems of the District.**

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS (THE DISTRICT'S CONTRACT ADMINISTRATOR) AT THE ADDRESS AND PHONE NUMBER BELOW.
Anita Henry Smith, e-mail at henrya2@duvalschools.org (904) 390-2400

4. Non-Discrimination. Contractor represents and warrants to the District that Contractor does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Contractor's performance under the Agreement on account of a person's actual or perceived identity with regard to race, color, religion, gender or gender identity/expression, age, marital status, disability, sexual orientation, political or religious beliefs, national or ethnic origin, pregnancy, veteran status, any other protected status under applicable law, or any other distinguishing physical or personality characteristics. Contractor further covenants that no otherwise qualified individual shall, solely by reason of his/her actual or perceived identity with regard to race, color, religion, gender or gender identity/expression, age, marital status, disability, sexual orientation, political or religious beliefs, national or ethnic origin, pregnancy, veteran status, any other protected status under applicable law, or any other distinguishing physical or personality characteristics, be denied the benefits of, or be subjected to discrimination, or be denied access and services, under any provision of the Agreement.

5. Severability. If any clause or provision of the Agreement is illegal, invalid or unenforceable under present or future laws effective during the term hereof, then the remainder of the Agreement shall not be affected thereby; and in lieu of each clause or provision of the Agreement which is illegal, invalid or unenforceable, there shall be added, as part of the Agreement, a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and as may be legal, valid and enforceable.

6. Assignment. Neither the Agreement nor any portion thereof may be assigned by Contractor, in whole or in part, without the prior written consent of the District.

7. Notices; Agency Administrator. Every notice, approval, consent or other communication authorized or required by this Agreement shall not be effective unless same shall be in writing and sent via hand delivery or overnight delivery (with a receipt), directed to the other party at its address provided below or such other address as either party may designate by notice from time to time in accordance herewith:

<u>If to Contractor:</u>
To be set forth in the final awarded contract

<u>If to District:</u>
The School Board of Duval County, Florida
1701 Prudential Drive
Jacksonville, Florida 32207
Phone: (904) 390-2115
Attn: Dr. Dana Kriznar, Superintendent

<u>With copy to:</u>
Office of General Counsel
c/o 1701 Prudential Drive
Room 340
Jacksonville, FL 32207
Phone: (904) 390-2032

Notwithstanding the foregoing, the parties agree that all communications relating to the day-to-day activities shall be exchanged between the respective representatives of the District and the Contractor, which representatives shall be designated by the parties in writing promptly upon commencement of the Services. Once so designated, each party's representative shall coordinate communications and processes as needed for the purposes of conducting the services set forth in the Agreement, as well as the process for routine or administrative communications. The parties shall also reasonably cooperate as to the development (including content and format) of the invoicing and any reports to be provided by Contractor as part of the services. For purposes of the District's representative for the day-to-day activities, the District's Administrator shall be:

Duval County Public Schools
Attn: Anita Henry Smith, Director, Human Resource Services
1701 Prudential Drive
Jacksonville, FL 32207

(904) 390-2400

14.0 FEDERAL AND STATE TAX:

Employment taxes: The Contractor shall comply with all matters relating to the timely payment of all taxes (Federal, State and local) and payroll taxes, unemployment taxes or contributions or other Federal or State employment taxes. The Contractor shall indemnify, defend, and hold District harmless from any liability for any required tax responsibilities.

Tangible taxes: The District is exempt from Federal and State taxes for tangible personal property. The Contractor's doing business with the District shall not exempt Contractor from paying sales tax to its suppliers for materials to fulfill contractual obligations with the District, nor shall Contractor be authorized to use the District's Tax Exemption Number in securing such materials.

15.0 CONFLICT OF INTEREST:

15.1 Pursuant to the District's Policy, all proposers and Contractors are required to disclose the names of any of their officers, directors, agents, or employees who serve as agents or principals for the proposer or contractor in any capacity related to procurement of services under this RFP, and who within the last two (2) years, have been or are employees of the District. And all proposers and contractors are required to disclose the name of any District employee who owns, directly or indirectly, any interest in the Contractor's business. Such disclosures will be in accordance with current District policies, but will include, at a minimum, the name of the former District's employee, a list of the positions the employee held in the last two (2) years of his or her employment with the District, and the dates they held those positions. By its signature of the Agreement, the Contractor shall certify to the District that there are no names to disclose to the District pursuant to this section, unless Contractor provided the names when Contractor Submitted its response to the RFP.

15.2 Non-Collusion Statement / Public Domain

I, the Proposer, attests that I have not divulged, discussed, or compared this proposal with any other Proposers and have not colluded with any other Proposers in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

All information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, Florida Statutes.

16.0 INSURANCE REQUIREMENTS:

A. Without limiting any of the other obligations or liabilities of the vendor/contractor, the vendor/contractor shall, at its sole expense, procure, maintain and keep in force the amounts and types of insurance conforming to the minimum requirements set forth herein. Except as may be otherwise expressly specified in this Exhibit, the insurance shall commence at or prior to the execution of this Agreement by the District and shall be maintained in force throughout the term of this Agreement.

1. **Workers' Compensation/Employers Liability**: The Workers' Compensation and Employers' Liability insurance provided by the vendor/contractor shall conform to the requirements set forth herein.

a. The vendor/contractor insurance, or self-insurance, shall cover the vendor/contractor (and to the extent its Subcontractors and Sub-subcontractors are not otherwise insured, its Subcontractors and Sub-subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance

(NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage shall be included for the Federal Employers' Liability Act and any other applicable federal or state law.

b. The policy must be endorsed to waive, or for self-insurance the Contractor hereby agrees to waive, the insurer's right to subrogate against the District, and its members, officials, officers and employees in the manner which would result from the attachment of the NCCI Waiver of Our Right to Recover from Others Endorsement (Advisory Form WC 00 03 13) with the District, and its members, officials, officers and employees scheduled thereon.

c. Subject to the restrictions of coverage found in the standard Workers' Compensation policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act or any other coverage customarily insured under Part One of the standard Workers' Compensation policy. The minimum amount of coverage for those coverage's customarily insured under Part Two of the standard Workers' Compensation policy (inclusive of any amounts provided by an umbrella or excess policy) shall not be less than:

$1,000,000	Each Accident
$1,000,000	Disease - Each Employee
$1,000,000	Disease - Policy Limit

d. The vendor/contractor may be relived of providing Workers' Compensation coverage provided an exemption form is submitted from the State of Florida Division of Workers Compensation stating the vendor/contractor is exempt from the insurance requirement under F.S. 440.

2. **Commercial General Liability**. The Commercial General Liability insurance provided by the vendor/contractor shall conform to the requirements hereinafter set forth:

a. The vendor/contractor's insurance shall cover those sources of liability which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida by the Insurance Services Office (ISO) without any restrictive endorsements other than those which are required by the State of Florida, or those which, under an ISO filing, must be attached to the policy (i.e., mandatory endorsements) and those described below which would apply to the Services contemplated under this Agreement.

1) The coverage **may not** include restrictive endorsements which exclude coverage for liability arising out of: Sexual molestation, Sexual abuse or Sexual misconduct.
2) The coverage may include restrictive endorsements which exclude coverage for liability arising out of: Mold, fungus, or bacteria Terrorism Silica, asbestos or lead.

b. The minimum limits to be maintained by the vendor/contractor (inclusive of

any amounts provided by an umbrella or excess policy) shall not be less than:

$1,000,000	General Aggregate
$1,000,000	Products/Completed Operations Aggregate
$1,000,000	Personal and Advertising Injury
$1,000,000	Each Occurrence

c. The vendor/contractor shall include the School Board of Duval County, Florida, and its members, officials, officers and employees as "additional insured's" on the Commercial General Liability coverage. The coverage afforded such additional insured's shall be no more restrictive than that which would be afforded by adding the School Board of Duval County, Florida, and its members, officials, officers and employees as additional insured's on the latest edition of the Additional Insured – Owner's, Lessees or Contractors - Scheduled Person or Organization endorsement (ISO Form CG 20 10) filed for use in the State of Florida by the Insurance Services Office.

d. The vendor/contractor shall pay on behalf of the School Board of Duval County, Florida, or its member, official, officer or employee any such deductible or self-insured retention applicable to a claim against the School Board of Duval County, Florida, or its member, official, officer or employee for which the School Board of Duval County, Florida or its member, official, officer or employee is insured as an additional insured.

3. **Business Auto Liability.** The automobile liability insurance provided by the vendor/contractor shall conform to the requirements hereinafter set forth:

a. The vendor/contractor's insurance shall cover the vendor/contractor for those sources of liability which would be covered by Section II of the latest occurrence edition of the standard Business Auto Coverage Form (ISO Form CA 00 01) as filed for use in the State of Florida by ISO without any restrictive endorsements other than those which are required by the State of Florida, or those which, under an ISO filing, must be attached to the policy (i.e., mandatory endorsements). Coverage shall include all owned, non-owned and hired autos used in connection with this Agreement.

b. The School Board of Duval County, Florida, and its members, officials, officers and employees shall be included as "additional insured's" in a manner no more restrictive than that which would be afforded by designating the School Board of Duval County, Florida, and its members, officials, officers and employees as additional insured's on the latest edition of the ISO Designated Insured (ISO Form CA 20 48) endorsement.

c. The minimum limits to be maintained by the vendor/contractor (inclusive of any amounts provided by an umbrella or excess policy) shall not be less than:

$1,000,000 Each Occurrence - Bodily Injury and Property Damage Combined

B. **EVIDENCE OF INSURANCE.** Except as may be otherwise expressly specified in this Exhibit, the insurance shall commence at or prior to the execution of this Agreement by the District and shall be maintained in force throughout the term of this Agreement. The vendor/contractor shall provide evidence of such insurance in the following manner:

1. As evidence of compliance with the required Workers' Compensation and Employer's Liability, Commercial General Liability, Business Auto Liability, and Professional Liability, the vendor/contractor shall furnish the District with a fully completed satisfactory Certificate of Insurance such as a standard ACORD Certificate of Liability Insurance (ACORD Form 25) or other evidence satisfactory to the District, signed by an authorized representative of the insurer(s) providing the coverage. The Certificate of Insurance, or other evidence, shall verify that Workers' Compensation/Employer's Liability contains a waiver of subrogation in favor of the School Board of Duval County, Florida, identify this Agreement, and provide that the underwriter shall endeavor that the District shall be given no less than thirty (30) days' written notice prior to cancellation.

2. As evidence of the required Additional Insured status for the District on the Commercial General Liability insurance, the vendor/contractor shall furnish the District with:

   a. A fully completed satisfactory Certificate of Insurance, and a copy of the actual additional insured endorsement as issued on the policy, signed by an authorized representative of the insurer(s) verifying inclusion of the School Board of Duval County, Florida and its members, officials, officers and employees as Additional Insured's in the Commercial General Liability coverage.

   b. An original copy of the policy (or policies) upon reasonable request by the District.

3. Until such time as the insurance is no longer required to be maintained by the vendor/contractor as set forth in this Agreement, the vendor/contractor shall provide the District with renewal or replacement evidence of the insurance in the manner heretofore described no less than thirty (30) days before the expiration or termination of the insurance for which previous evidence of insurance has been provided.

4. Notwithstanding the prior submission of a Certificate of Insurance, copy of endorsement, or other evidence initially acceptable to the District, if requested by District, the vendor/contractor shall, within thirty (30) days after receipt of a written request from the District, provide the District with a certified copy or certified copies of the policy or policies providing the coverage required by this Section. The vendor/contractor may redact or omit those provisions of the policy or policies which are not relevant to the insurance required under this Agreement.

C. **INSURERS QUALIFICATIONS/REQUIREMENTS:**

1. Insurers providing the insurance required by this Agreement for the vendor/contractor must either be:

   a. Authorized by a subsisting certificate of authority issued by the State of Florida to transact insurance in the State of Florida, or

   b. An eligible surplus lines insurer under Florida Statutes. (Except with respect to coverage for the liability imposed by the Florida Workers' Compensation Act).

2. In addition, each such insurer shall have and maintain throughout the period for which coverage is required, a Best's Rating of "A-" or better and a Financial Size

Category of "VII" or better according to A. M. Best Company.

3. If, during the period when an insurer is providing the insurance required by this Agreement, an insurer shall fail to comply with the foregoing minimum requirements as soon as the vendor/contractor has knowledge of any such failure; the vendor/contractor shall immediately notify the District and immediately replace the insurance provided by the insurer with an insurer meeting these requirements. Until the vendor/contractor has replaced the unacceptable insurer with an insurer acceptable to the District, the vendor/contractor shall be in default of this Agreement.

4. **Primary and Non-Contributory**. The insurance provided by the vendor/contractor pursuant to this Agreement shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by the School Board of Duval County, Florida, and its member, official, officer or employee.

5. **Additional Remedy**. Compliance with the insurance requirements of this Agreement shall not limit the liability of the vendor/contractor or its Subcontractors or Sub-subcontractors, employees or agents to the District or others. Any remedy provided to the School Board of Duval County, Florida, or its members, officials, officers or employees by the insurance shall be in addition to and not in lieu of any other remedy available under this Agreement or otherwise.

D. **District Approval**: Neither approval by the District nor failure to disapprove the insurance furnished by the vendor/contractor shall relieve the vendor/contractor of the vendor/contractor's full responsibility to provide the insurance as required by this agreement.

17.0 PUBLIC RECORDS LAW:

Pursuant to Florida Statutes Chapter 119, responses received as a result of this RFP shall not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all documents or other materials submitted by all Respondents in response to this offering shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes, unless otherwise exempt under Florida law.

It shall be the sole responsibility of the awarded Contractor to comply with all requirements of Chapter 119 regarding public records (whether documents, notes, letters, emails, or other records) received or generated in relationship to the Agreement awarded by the District.

The Agreement shall be subject to Florida's Public Records Laws, Chapter 119, Florida Statutes. Contractor understands the broad nature of these laws and agrees to comply with Florida's public records laws and laws relating to records retention. In compliance with section 119.0701, Florida Statutes, Contractor agrees to:

A. Keep and maintain public records required by the District in order to perform the service.

B. Upon request from the District's custodian of public records, provide the 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 the Chapter 119, Florida Statues 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 the Contractor does not transfer the records to the District.

D. Upon completion of the Agreement, transfer, at no cost, to the District all public records in possession of Contractor or keep and maintain public records required by the District to perform the service. If Contractor transfers all public records to the District upon completion of the

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

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS (THE DISTRICT'S CONTRACT ADMINISTRATOR) AT THE ADDRESS AND PHONE NUMBER TO BE PROVIDED PURSUANT TO SECTION 13.8.14 ABOVE.

To the extent a proposer asserts any portion of its proposal is exempt or confidential from disclosure under Florida's public records, the burden shall be on the proposer to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the District prior to the District's release of such information into the public domain. It is not contemplated that any portion of a Proposal will be exempt or confidential from disclosure pursuant to Chapter 119, Florida Statutes.

18.0 PERMITS AND LICENSES:

The Contractor shall be responsible for obtaining any necessary permits and licenses and shall comply with laws, rules, and regulations whether State or Federal and with all local codes and ordinances without additional cost to the District. Some examples may include –but are not limited to: Florida incorporation requirements; business licensing at the State level as well as the City of Jacksonville (Duval County); EPA hazardous material management certification requirements for facilities; vehicle registration and licensing.

19.0 PUBLIC ENTITY CRIMES:

19.1 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/proposal on a contract to provide any goods or services to a public entity, may not submit a bid/proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/Proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

19.2 The Proposer certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The Contractor will execute and deliver to the District the appropriate federal debarment certification form within three (3) business days of the award of the Contract.

20.0 ASSIGNMENT OF CONTRACT AND/OR PAYMENT:

20.1 The Contract or agreement is personal to the parties herein and may not be assigned, in whole, or by merger or reorganization by the Contractor without prior written consent of the District in its sole discretion which shall not be unreasonably withheld. The Contractor agrees and represents that all of the Services required hereunder shall be performed by the Contractor as identified in the Proposal, or its subsidiaries, affiliates, or designees.

Notwithstanding the above, should the Contractor desire to delete, add, or amend any subcontractors

or engage additional companies as subcontractors then the Contractor shall ensure that each subcontractor complies with all provisions of the agreement, and notwithstanding anything to the contrary, the Contractor shall remain liable for the acts and omission of such subcontractor(s) and the proper performance and delivery of the Services.

20.2 The Contractor herein shall not assign payments under the Contract or agreement without the prior written consent of the District.

21.0 AGREEMENT:

A contract, which shall include the terms and conditions set forth in this RFP, may be released, after award, for any work to be performed as a result of this RFP. This document, the proposal, negotiated terms, agreement if applicable, and any other relevant documents will constitute the complete agreement between the Contractor and the District.

22.0 DISPUTE (SOLICITATION OR AWARD)

A. This section implements section 12.57(3), Florida Statutes and Chapter 28-110, Florida Administrative Code.

a) School District's Notice of Decision or Intended Decision. Pursuant to section 120.57(3), Florida Statutes, the Director of Purchasing shall post notice of a Decision of Intended Decision concerning a solicitation or contract award arising out of the contract solicitation or award process by electronic posting. "Electronic posting" or "electronically post" means noticing of solicitations, agency decisions or intended decisions, or other matters relating to procurement on a centralized Internet website designated for this purpose. This notice shall contain the following statement: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a bond or other security, as may be required by law, within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

b) Notice of Protest. In a contract procurement process, any person who is adversely affected by the agency Decision or Intended Decision and intends to protest the Decision or Intended Decision, shall file a notice of protest in writing with the school district's Agency Clerk (Executive Director, Office of Policy and Compliance) within seventy-two (72) hours after the posting of the notice of Decision or Intended Decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed with the Agency Clerk in writing within seventy-two (72) hours after the posting of the solicitation.

i. A notice of protest should not be filed before the seventy-two (72) hour period begins. The seventy-two (72) hour period begins upon posting of the Decision or Intended Decision.

ii. The notice of protest must be actually received by the Agency Clerk before the seventy-two (72) hour period expires. The seventy-two (72) hour period excludes Saturdays, Sundays, and holidays when the school district's administrative office is closed. The seventy-two (72) hour period is not extended by service of the notice of protest by mail. Failure to timely file a notice of protest shall constitute a waiver of proceedings under this section and section 120.57(3), Florida Statutes.

The notice of protest must be actually received by the Agency Clerk before the seventy-two (72) hour period expires. The seventy-two (72) hour period excludes Saturdays, Sundays, and holidays when the school district's administrative office is closed. The seventy-two (72) hour period is not extended by service of notice of

protest by mail. Failure to timely file a notice of protest shall constitute a waiver of proceedings under this section and section 120.57(3), Florida Statutes.

iii. The notice of protest shall identify the procurement by number and title or any other language that will clearly enable the Agency Clerk to identify it; and it shall state that the person intends to protest the decision.

c) Formal Written Protest. The protester shall file a formal written protest with the Agency Clerk within ten (10) days after the date the notice of protest is filed. Failure to timely file the formal written protest shall constitute a waiver of proceedings under this Policy and section 120.57(3), Florida Statutes. The ten (10) day period for filing the petition is not extended by service of the petition by mail.

i. The formal written protest shall:

A. State with particularity the facts and law upon which the protest is based.

B. Contain all the information specified in Rule 28-106.201(2), Florida Administrative Code and Rule 28-106.301(2), Florida Administrative Code; and

C. Be substantially in the form of a petition set forth in Rule 28-110.004(2), Florida Administrative Code, naming "the School Board of Duval County, Florida" as the Respondent.

ii. Pursuant to Rule 28-110.004(1), Florida Administrative Code, if the formal written protest is filed in proper form within the seventy-two (72) hour period for filing a notice of protest, the formal written protest will also constitute the notice of protest, and all time limits applicable to a notice of protest are waived and the time limits relative to formal written protests shall apply.

iii. Posting the Bond. The party protesting the bid specification or recommended award shall be required to post a bond in a form consistent with Rule 28-110.005(2), Florida Administrative Code and timely submit that bond to the School District Purchasing Department.

iv. Bond: Commodities (Other than Lease of Space) and Contractual Services (Including Professional Services and Insurance). Any person who files and action protesting a Decision or Intended Decision pertaining to a solicitation or contract award shall post with the Director of Purchasing, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida, payable to "The School Board of Duval County, Florida" in an amount equal to one percent (1%) of the School District's estimate of the dollar value of the proposed contract.

A. The School District shall provide the estimated contract amount to the protester with seventy-two (72) hours (excludes Saturdays, Sundays, and holidays when the school district's administrative office is closed) after the filing of notice of protest. The estimated contract amount is not subject to protest under this Policy or section 120.57(3), Florida Statutes. This information may be provided as part of the Decision or Intended Decision documents. In lieu of a bond, the Director of Purchasing may accept a cashier's check, official bank check, or money order in the amount of the bond.

B. The bond shall be conditioned upon the payment of all costs and charges which may be adjudged against the protest in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding.

C. If, after completion of the administrative hearing process and any appellate court proceedings, the School Board prevails, it shall be entitled to recover all costs and charges which are included in the final order or judgement, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the Decision or Intended Decision or contract award, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails,

the protestor may recover from the School Board the costs and charges which are included in the final order or judgment, excluding attorney's fees.

v. Bond: Construction Purchasing. Protesters regarding competitive procurement related to educational facilities shall be required to post a bond in the amount specified in section 255.0516, Florida Statutes, which also governs recovery of fees and costs including attorney's fees. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, protesters shall post a bond in the amount of one percent (1%) of the School District's estimate of the dollar value of the proposed contract or $5,000, whichever is greater.

d) Staying the Procurement Process. Upon timely receipt of the formal written protest, the solicitation or contract award process shall be stopped until the subject of the protest is resolved by final agency action, unless the Director of Purchasing sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

e) Informal Resolution Meeting. The Director of Purchasing shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days (excludes Saturdays, Sundays, and holidays when the school district's administrative office is closed) of receipt of the formal written protest. All affected parties shall be notified of the notice of protest.

f) Hearing. If the protest is not resolved by mutual agreement within seven (7) days (excludes Saturdays, Sundays, and holidays when the school district's administrative office is closed) after receipt of the formal written protest: and

A. If there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to section 120.57(2), Florida Statutes, and applicable Board Policies, and may be conducted before a hearing officer designated by the Superintendent; or

B. If there is a disputed issue of material fact, as determined by the Agency Clerk, in accordance with section 120.569, Florida Statutes, the protest shall be referred within fifteen (15) days after the Agency Clerk receives the Formal Written Protest to the Division of Administrative Hearings for a formal hearing under section 120.57(1), Florida Statutes.

ii. As stated in section 120.57(3)(f), Florida Statutes, the burden of proof shall rest with the party protesting the proposed agency action.

A. In any bid-protest proceeding contesting an intended agency action to reject all bids, proposals, or replies, the standard of review shall be whether the School Board's intended action is illegal, or fraudulent.

In competitive procurement protests other than those contesting an intended agency action to reject all bids, proposals, or replies, the hearing office or administrative law judge will conduct a de novo proceeding to determine whether the School Board's proposed action is contrary to the governing statutes, the School Board's Policies, or the solicitation documents. the standard of proof for such proceedings shall be whether the proposed agency action was clearly erroneous contrary to competition, arbitrary, or capricious.

23.0 DISCLAIMER:

Except as expressly set forth in this RFP, all figures presented herein (i.e. square footage, times, rates, and quantities) are for evaluative purposes only and are not deemed to be a direction to Proposers, nor a representation/warranty by the District.

24.0 OFFICE OF ECONOMIC OPPORTUNITY (OEO) ENCOURAGEMENT:

The District encourages a maximum participation of SBEs and/or M/WBEs in its contract awards, based upon availability. The District ensures that private companies doing business with the District are not discriminated against in the award of contracts for construction projects, procurement of goods and services, and professional services on the basis of race, color, sex or national origin.

The awarded Contractor shall submit to the Office of Economic Opportunity a *Quarterly OEO Utilization Report* stating the quarterly activity with certified SBEs and/or MBEs. The report shall include the name of the company(s), the product(s) or service(s) purchased and the amount. If there is no activity to report for the quarter, the Company shall submit a Good Faith Efforts Statement.

ATTACHMENT B

Cost of Services

Current Substitute Teacher Pay Rate			
Education Level / Setting	**Pay Rate Per Day**	**% Mark-Up**	**Extended Pay Rate**
Less than bachelor's degree (60 college credit hours from an accredited college/university recognized by the U. S. Department of Education, preferred or a valid High School diploma.)	$109.95 ($15.00/hr.)		
Bachelor's Degree or higher	$117.28 ($16.00/hr.)		
***Hard to Staff** (Middle Schools, Alternative Schools, ISI)	$131.94 ($18.00/hr.)		
Vacancy Substitute Teacher Pay Rates			
Education Level / Setting	**Pay Rate Per Hour**	**% Mark-Up**	**Extended Pay Rate**
Less than Bachelor's Degree (60 college credit hours from an accredited college/university recognized by the U.S. Department of Education, preferred or a valid High School diploma.)	$125.00 ($17.05/hr.)		
Bachelor's Degree or higher	$145.00 ($19.78/hr.)		
***Hard to Staff**	$165.00 ($22.51/hr.)		
Paraprofessional Pay Rates			
Education Level / Setting	**Pay Rate Per Hour**	**% Mark-Up**	**Extended Pay Rate**
All Paraprofessionals (BA/BS or Higher, 60 college credit hours from an accredited college/university recognized by the U. S. Department of Education, preferred, or a valid High School diploma).	$105.00 ($15.00/hr.)		
ESE Center Schools	$112.00 ($16.00/hr.)		

Extended Pay Rate is the Pay Rate Per Day times the % Mark Up.

***The district in its sole determination shall identify which schools and content areas, if any, are considered Hard to Staff.**

Please submit a separate, itemized list of any other fees that will be charged during implementation and administration of contract.
Please include the frequency in which these fees will be charged.

OFFICE OF ECONOMIC OPPORTUNITY PROPOSED SCHEDULE OF PARTICIPATION

NOTICE OF NONDISCRIMINATION

The Duval County Public Schools (DCPS) encourages a maximum participation of Small and Minority/Women Business Enterprises in its contract awards, based upon availability. The Board ensures that Duval County Public Schools and private companies doing business with the DCPS do not discriminate in the awarding of DCPS contracts for construction, procurement of goods and services and professional services on the basis of race, color, sex, or national origin.

SMALL BUSINESS ENTERPRISE PROGRAM AND THE MINORITY/WOMEN BUSINESS PROGRAM

It is the policy of the Duval County Public Schools, as defined in subchapter 7.72 of the Duval County School Board policy, to ensure the equitable participation of Small Business Enterprises (SBEs) and Minority/Women Business Enterprises (M/WBEs), in providing services to the Board under this contract.

This contract will be administered under the **ENCOURAGEMENT METHOD**; in this regard, the proposer shall take all necessary and reasonable steps to ensure that certified SBEs and M/WBEs have an equitable opportunity to compete and perform on this contract. Only firms certified by DCPS's Office of Economic Opportunity (OEO) may be counted towards the proposer's goal achievement. For a listing of certified SBEs and M/WBEs, proposers may contact:

- Duval County Public Schools, Office of Economic Opportunity at (904) 858-4860 or visit www.duvalschools.org/oeo

Please be advised that the awarded contractor will be responsible for submitting a quarterly OEO utilization report or a quarterly "Good Faith Efforts" statement to the Office of Economic Opportunity.

I declare that I have read the forgoing conditions and instructions as revealed in the OEO requirements, and will comply herein.

Name of Firm:_____

Signature:_____ Title:_____

Print Name:_____ Date:_____

Program Contact:_____ Phone: _____

E-Mail: _____

Submit this form with your proposal.

EXHIBIT 1
SUBSTITUTE TEACHING EMPLOYMENT SERVICES RFP
MEMBER EVALUATION WORKSHEET

Evaluation Criteria	Reference to Proposal Evaluation Criteria	Comments	Total Points
A. Experiences and References **Provide your assessment of the proposer's response to the following evaluation criterion elements:** • **All criterion elements as described in Section 8.0 B. of the RFP**	**(Total points 20)** **General Guidelines** 20 = Far Exceeds 15 = Exceeds 10 = Meets 5 = Unacceptable 0 = Not Provided		
B. Organization and Key Personnel: **Provide your assessment of the proposer's response to the following evaluation criterion elements:** • **All criterion elements as described in Section 8.0 C. of the RFP**	**(Total points 10)** **General Guidelines** 10 = Far Exceeds 7.5 = Exceeds 5 = Meets 2.5 = Unacceptable 0 = Not Provided		
C. Firms Capabilities and Approach To Services **Provide your assessment of the proposer's response to the following evaluation criterion elements:** • **All criterion elements as described in Section 8.0 D. of the RFP**	**(Total points 40)** **General Guidelines** 40 = Far Exceeds 30 = Exceeds 20 = Meets 10 = Unacceptable 0 = Not Provided		
D. Program Costs **As submitted on Cost of Services – Attachment B**	**(Total points 30)** **General Guidelines** 30 = Far Exceeds 22.5 = Exceeds 15 = Meets 7.5 = Unacceptable 0 = Not Provided		

Committee Member Printed Name and Signature

Date

RESPONDENT

EXHIBIT 2
COMPOSITE FEDERAL FORMS

FEDERAL REGULATORY COMPLIANCE STATEMENT

The purpose of this document is to assure compliance by the Contractor (*defined as any individual or company who agrees to provide materials or services at a specified price*) to those certain clauses, provisions and requirements as described by applicable Federal Regulations, which apply to any resulting agreement between The School Board of Duval County, Florida (the "District") and the Contractor. By signature, the individual executing this statement attests that he/she possesses authority to obligate the contracting firm and agrees to comply with all clauses, provisions and requirements as described below throughout the term of the agreement.

---

1. The Contractor agrees to allow reasonable access by the District, the Federal granting agency, the Comptroller General of the United States or any of their duly authorized representatives to the Contractor's books, documents, papers and records which are directly pertinent to the contract for the purpose of making audit, examination, excerpts and transcriptions.
2. The Contractor agrees to maintain all records related to this agreement for a period of three years after the final payment for the agreement and after all other matters are closed.
3. The Contractor affirms that it is equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60 and any additions or amendments thereto.
4. The Contractor agrees to a provision for non-appropriations, whereby the contract will terminate if sufficient funds are not appropriated in any given fiscal year to allow the District to sustain the cost (if applicable).
5. The Contractor agrees to properly complete and submit to the District a federal debarment certification form for each renewal year of the Contract, if renewals apply.
6. The Contractor agrees to properly complete and submit to the District a non-collusion affidavit
7. The Contractor agrees to properly complete and submit to the District a federal drug free workplace certification form.
8. The Contractor agrees the District may terminate the contract at any time for any reason. If terminated for cause, the Contractor agrees the District may seek remedies for damages, if applicable.
9. The Contractor agrees to comply with all applicable environmental standards, orders or requirements.

Contractor: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

EXHIBIT 2
COMPOSITE FEDERAL FORMS

DRUG FREE WORKPLACE CERTIFICATION

I hereby swear or affirm that this company has established a drug-free workplace program by completing the following requirements:

1) Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Informed employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3) Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction

5) Imposed a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. I understand that false certification of a drug-free workplace is a violation of Florida Statutes 287.087.

_____
Contractor's SIGNATURE/DATE

_____
NAME/TITLE

Name of Company: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145.

1. The Contractor (or subcontractor) certifies to the best of its knowledge and belief that it and its principals:

   A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency from doing business with the Federal Government.

   B. Have not within a three-year period preceding this contract have been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

   C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1.B. above of this certification.

   D. Have not within a three-year period preceding this contract had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the Contractor is unable to certify to any of the statements above in this certification, such Contractor shall attach an explanation to this Certification.

_____
Contractor's SIGNATURE

_____
NAME/TITLE of AUTHORIZED REPRESENTATIVE

Name of Company: _____

EXHIBIT 2
COMPOSITE FEDERAL FORMS

INSTRUCTIONS FOR COMPLETION OF NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded utilizing federal funds.

2. This Non-Collusion Affidavit shall be executed by the member, officer, or employee of the offering firm who makes the final decision on prices and the amount(s) quoted in the proposal.

3. Proposal rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of offers are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit shall examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the respondent with responsibilities for the preparation, approval or submission of the offer.

4. In the case of an offer submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.

5. The term “complementary offer” as used in the Affidavit has the meaning commonly associated with that term in the solicitation process and includes the knowing submission of offers higher than the offer of another firm, an intentionally high or noncompetitive offer, and any other form of an offer submitted for the purpose of giving a false appearance of competition.

6. Failure to file a completed Affidavit in compliance with these instructions will result in disqualification of the offer.

EXHIBIT 2
COMPOSITE FEDERAL FORMS

NON-COLLUSION AFFIDAVIT

State of FLORIDA

County of DUVAL

I state that I am the _____ of _____ , a _____ , and I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s), guarantees and the total financial commitment represented in the firm's offer.

I hereby attest that:

(1) The price(s) and amount(s) in the offer have been arrived at independently and without consultation, communication or agreement with any other contractor, respondent, or potential respondent.

(2) Neither the price(s) nor the amount(s) of the offer, and neither the approximate price(s) nor approximate amount(s) of the offer, have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) _____, its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

_____

_____

_____

I attest that _____, understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Duval County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The School Board of Duval County, Florida, of the true facts relating to submission of offers for this contract.

_____

(Signature) (Date)

AGENDA ITEM NO. 14.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of Travel Expense Associated with the School Board Member Choate and Spray's attendance at the 2025 Designation of Senator Jim Boyd as President of the Senate, located in Tallahassee, Florida, Not to Exceed $1700.00 (General Fund)

Executive Summary
Florida Statute § 1001.39 (2022) requires that when School Board members travel outside of the District and request reimbursement of travel expenses in excess of $500.00, they are required to obtain prior confirmation from the School Board that the travel is for official school board business and that it complies with the rules of the State Board of Education.

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

Ready To Learn | Goal 4
Develop effective professional development and high-quality instructional coaching for teachers to support rigorous literacy instruction across all grades

Recommendation
The Board recommends Approval of Travel Expense Associated with the School Board Member Choate attendance at the 2025 Designation of Senator Jim Boyd as President of the Senate, Not to Exceed $1700.00 (General Fund)

Financial Impact
The financial impact to the District will not exceed $1700.00. The source of funds is the General Fund and is included in the School Board approved budget for 2025-2026.

Contact
Submitting Department: School Board

Attachments:
Travel Expense Worksheet Tallahassee

Travel Expense Worksheet						
Expense	# Attending	# of Nights	Per diem			
Mileage						
628	2	1	0.655	**822.68**		
Hotel/Resort fee						
210.00	1	1		**210.00**		
224.00	1	2		**448.00**		
Registration						
				0.00		
Food						
Breakfast	2	2	11.00	44.00		
Lunch	2	2	11.00	44.00		
Dinner	2	0	19.00	0.00		
				88.00		
Total Expenses Anticipated				**1,568.68**		

AGENDA ITEM NO. 15.1

School Board of Manatee County
October 7, 2025 - Regular Board Meeting

Title
Approval of Proposed Revisions to the New Audit Committee Charter

Executive Summary
The Board has decided that, due to low membership in the Citizens Financial Oversight Committee (CFOC), the CFOC shall be merged into the Audit Committee. Board Member Kennedy has previously brought proposed changes to the Audit Committee Charter to several prior workshops. This final revision serves to merge the Citizens Financial Oversight Committee (CFOC) into the Audit Committee.
Board Attorney Dye will present a draft of the revised Charter for the Board's consideration.

Attachments:

A copy of the Audit Committee Charter (July 22, 2025 version) is attached hereto.

A red-lined draft of the final proposed revisions to the Audit Committee Charter is attached hereto for review.

A clean copy of the proposed revisions to the Audit Committee Charter is attached hereto for review.

Contact
Submitting Department: School Board

Attachments:
Audit Committee Charter - Final Revision 7-22-2025
Redline - Audit Committee Charter 09-12-2025 - v5
Clean - Audit Committee Charter 09-12-2025 v6

AUDIT COMMITTEE CHARTER
School District of Manatee County, Florida
Revised July 22, 2025

MISSION

The mission of the Audit Committee is to assist the Manatee County School Board ("School Board") in providing oversight of the internal and external audit functions (See Sales Surtax for additional mission). The Audit Committee will advise the School Board in the following areas: review the scope and plan of the external and internal audits; recommend the continuation of services of the internal and external auditors ; review corrective action plans and necessary improvements based on audit findings and recommendations received from internal and external auditors ; and assist to maintain open communications between the selected auditors, the School Board and the District's financial management. As part of its mission the Audit Committee may review non confidential reports from cybersecurity and information technology consultants hired by the School District.

The Audit Committee is not charged with any fiscal responsibilities of the School District and the School Board and the Superintendent retains the responsibility for the District's financial condition and for decision-making in all matters of policy and operation. The Audit Committee is not responsible for the outcome of internal and external audits. Additionally, the Audit Committee is not responsible for any consequences associated with fraudulent activities that may be uncovered during internal and external audits or in the course of otherwork completed. The Audit Committee members will not conduct "fieldwork" or other types of auditing, legal or accounting reviews or procedures.

COMPOSITION OF COMMITTEE

The Audit Committee members are volunteers who will be appointed by the School Board. The Audit Committee members must be independent and not employees of the Manatee County School District or employees of the appointed internal and external CPA firms or otherwise have a continuing conflict of interest with the School District. Committee membersmust be residents of Manatee County and be a CPA (active or retired) or had employment experience in school district financial operations. The Committee will consist of three (3) to seven (7) members. The terms of the members will coincide with the School District’s fiscal year ended June 30. All terms will be for three (3) years, and Committee members may be appointed to serve consecutive terms. Should a vacancy occur on the Committee, the School Board may appoint a replacement to fill the vacancy for the remainder of the vacant term. Anyone interested in filling a vacancy will be interviewed by the Chairperson of the Audit Committee and the School Board Liaison to the Audit Committee prior to being presented to the School Board for appointment.

Committee members are subject to the Florida Sunshine Laws, and members will be required to attend an informative training session about the Florida Sunshine Laws within areasonable time after their initial appointment to the Committee. Audit Committee members may be removed from the Audit Committee by the School Board for any of the following reasons: resignation by the

member; lack of attendance (miss 3 consecutive meetings without communication with the Audit Committee Chair); violation of the independence rules,Audit Committee Charter, and/or the Florida Sunshine Laws; or for any reason as determinedby the School Board.

ADMINISTRATIVE

The Audit Committee will meet as the need arises, and will report to the School Board after each meeting. A majority of the Committee membership shall constitute a quorum. All decisions shall be made by a majority of a quorum present at a meeting. The Audit Committee will select the Chair and Vice Chair annually.

The School Board will provide such administrative support as is necessary for the Audit Committee to perform its assigned tasks. Requests for information, outside of regularly scheduled audits, shall be approved by a majority of the Audit Committee. Once approved, the Chair of the Audit Committee shall communicate that request in writing to the Board Staff Internal Auditor (BSIA). The BSIA shall communicate that request to the School Board Liaisonfor approval. Committee members will be assigned a School District email account that mustbe used for all Committee mailings, and may not be used for personal mailings.

The Audit Committee's meeting agendas and minutes of the meetings will be provided to the School District's Agency Clerk for posting on the School District's website. Audit Committee meetings will include time for Public Comment, and the Audit Committee will follow the public comment operating procedures established by the School Board for School Board meetings.

Periodically, the Audit Committee will review the Audit Committee Charter and submit any recommended changes to the School Board for approval.

EXTERNAL AUDIT SERVICES

The Audit Committee will meet with the external auditors after interim fieldwork to discuss risk assessment, audit scope and any known potential reporting problems or issues. After the completion of the audit fieldwork, the Audit Committee will meet with the external auditors to discuss drafts of the audited financial statements, reports on internal control and complianceand management letter comments prior to presentation to the Board and issuance. The Audit Committee will report to the School Board on acceptance of the audit and related reports and review any corrective action plans developed by the District’s staff. The Audit Committee will evaluate the work of the external auditors and make a recommendation to the School Board to continue their services for the remainder of any contract term or to terminate their contract.

The Audit Committee will review and make a recommendation on whether the School Board should approve any proposed non-audit services by the District’s external auditor.

INTERNAL AUDIT SERVICES

The internal audit function may include both in-house internal auditor(s) and a contracted internal audit firm.

The Audit Committee will review the results of internal audit activities, reports and significant recommendations and findings as needed. The Audit Committee will report periodically to the School Board on such matters. The Audit Committee will review the long-range and annual internal audit plans to ensure that high risk areas and key control activities are periodically evaluated and tested. The Audit Committee may also make recommendations to the School Board for internal auditors to perform special studies or investigations based on identified risk assessments and areas needed for improvement.

The Audit Committee will evaluate the work of the internal auditors (in-house internal auditors and contracted internal audit firm) and make a recommendation to the School Board to continue their services for the remainder of any contract term or to terminate their contract.

INFORMATION TECHNOLOGY CYBERSECURITY

The Audit Committee may receive reports from information technology cybersecurity consultants and District staff. These reports will not include specific information that could compromise the security of the physical and/or virtual information technology of the District.

The Audit Committee may make recommendations to the School Board for information technology cybersecurity consultants to perform special studies or investigations based on identified risk assessments and areas needed for improvement.

The Audit Committee will evaluate the work of the information technology cybersecurity consultants and can make a recommendation to the School Board whether to continue their services or to not renew their contract.

MISSION - SALES SURTAX

An additional mission of the Audit Committee is to perform the procedures listed in School Board Resolutions 2016-03 and 2016-10. On November 8, 2016, the voters of Manatee County approved the extension of the existing school one-half cent sales surtax for capital outlay for educational facilities for fifteen additional years, from January 1, 2018, to ending onDecember 31, 2032. The above Resolutions charged the Audit Committee with review of thecollection and proper use of the funds raised through the extension of the sales surtax.

AUDITOR SELECTION COMMITTEE

(1) Overview
The Audit Committee shall have a subcommittee known as the Auditor Selection Committee whose purpose is to comply with the Auditor selection procedures required in Florida Statute 218.391, as same may be amended over time. The School Board may appoint a member of the Citizens Financial Oversite Committee (CFOC) to the Auditor Selection Committee. Only members of the Audit committee, a member from the CFOC appointed by the school Board, and one School Board member may serve on this subcommittee. All members of the Audit Committee may serve on the subcommittee if they desire, but are not required, and the minimum size of the subcommittee shall be no less than two members of the Audit Committee and one member from the School Board. The School Board member shall serve as the chair of the committee. A majority of the committee shall serve as a quorum.
While the primary purpose of the Auditor Selection Committee is to assist the School Board in selecting an auditor to conduct the annual financial audit required in Section 218.39; the committee upon request of the School Board, may also assist in selecting other auditors or auditing services being considered by the School Board.
The subcommittee is subject to all sunshine and public records laws and the public may not be excluded from the committee's proceedings.

(2) The Auditor Selection Committee shall:
(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(f) Perform any other actions as required under Florida law.

CITIZEN FINANCIAL AUDIT COMMITTEE CHARTER
School District of Manatee County, Florida
Revised July 22, 2025

DRAFT Sept 8, 2025

~~MISSION~~ PURPOSE

The purpose ~~mission~~ of the Citizen Financial Audit Committee (CFAC) is to assist the Manatee County School Board ("School Board") in providing oversight of the internal and external audit functions (See Sales Surtax and One-Mill referendum for additional missions). The CFAC ~~Audit Committee~~ will advise the School Board in the following areas: review the scope and plan of the external and internal audits; recommend the continuation of services of the internal and external auditors ; review corrective action plans and necessary improvements based on audit findings and recommendations received from internal and external auditors ; and assist to maintain open communications between the selected auditors, the School Board and the District's administration ~~financial management~~. As part of its mission the CFAC ~~Audit Committee~~ may review non confidential reports from cybersecurity and information technology consultants hired by the School District.

The CFAC ~~Audit Committee~~ is not charged with any fiscal responsibilities of the School District. The ~~and the~~ School Board and the Superintendent retains all ~~the~~ responsibility for the ~~District's~~ financial condition and ~~for~~ decision-making in all matters of policy and operation. The CFAC ~~Audit Committee~~ is not responsible for the outcome of internal and external audits. Additionally, the CFAC ~~Audit Committee~~ is not responsible for any consequences associated with fraudulent activities that may be uncovered during internal and external audits or in the course of otherwork completed. ~~The CFAC Audit Committee members will not conduct "fieldwork" or other types of auditing, legal or accounting reviews or procedures.~~

COMPOSITION OF COMMITTEE

The CFAC ~~Audit Committee~~ members are volunteers who will be appointed by the School Board. The CFAC ~~Audit Committee~~ members must be independent and not employees of the Manatee County School District or employees of the appointed internal and external CPA firms or otherwise have a continuing conflict of interest with the School District. A Committee member shall be deemed independent if the member is compliant with Chapter 112, Park III, Florida Statutes, the Code of Ethics for Public Officers and Employees. ~~A Committee member shall be deemed independent if the member is compliant with Chapter 112, Part III, Florida Statutes, the Code of Ethics for Public Officers and Employees~~ Committee members must be residents of Manatee County. The School Board shall make efforts to appoint ~~and be a~~ CPAs (active, inactive, or retired) or persons with significant ~~had~~ employment experience in school district, governmental and/ or business financial operations. ~~The School Board may appoint a member to the CFAC without CPA or education finance experience with a supermajority vote of the School Board.~~

The Committee will consist of three (3) to seven (9~~7~~) members~~.~~ with the majority being CPAs (active, inactive or retired) or those with significant employment experience in school district, government, and/or business financial operations. In the event of of a tie vote of the CFAC, the school board member liaison shall cast the tiebreaking vote. The terms of the members will coincide with the School District's fiscal year ended June 30. All terms will be for three (3) years, and Committee members may be appointed to serve consecutive terms. Should a vacancy occur on the Committee, the School Board may appoint a replacement to fill the vacancy for the remainder of the vacant term. Anyone interested in filling a vacancy will be interviewed by the Chairperson of the CFAC ~~Audit Committee~~ and the School Board member Liaison to the CFAC ~~Audit Committee~~ prior to being presented to the School Board for appointment.

CFAC ~~Committee~~ members are subject to the Florida Sunshine and Public Records Laws, and members will be required to attend an informative training session about the Florida Sunshine and Public Records Laws within areasonable time after their initial appointment. ~~to the Committee~~. CFAC ~~Audit Committee~~ members may be removed from the ~~Audit Committee~~ by the School Board for any of the following reasons: resignation by the member; lack of attendance (miss 3 consecutive meetings without communication with the CFAC ~~Audit Committee~~ Chair); violation of the independence rules, ~~CFAC~~ ~~Audit Committee~~ Charter, and/or the Florida Sunshine and Public Records Laws; or for any reason as determinedby the School Board.

ADMINISTRATIVE

The CFAC ~~Audit Committee~~ will meet as the need arises, and will report to the School Board after each meeting. A majority of the Committee membership shall constitute a quorum. All decisions shall be made by a majority of a quorum present at a meeting. The CFAC ~~Audit Committee~~ will select the Chair and Vice Chair annually.

The School Board will provide such administrative support as is necessary for the CFAC ~~Audit Committee~~ to perform its assigned tasks. Requests for information, outside of regularly scheduled audits, shall be approved by a majority of the CFAC~~Audit Committee~~. Once approved, the Chair of the CFAC~~Audit Committee~~ shall communicate that request in writing to School Board member liaison to the committee. ~~the Board Staff Internal Auditor (BSIA). The BSIA shall communicate that request to the School Board Liaisonfor approval.~~ CFAC ~~Committee~~ members will be assigned a School District email account that must be used for all Committee communications~~mailings~~, and may not be used for non-committee personal mailings. The CFAC members will not conduct "fieldwork" or other types of auditing, legal or accounting reviews or procedures on their own. Requests for information from the District staff as part of the work by the CFAC should be made by the auditors and not direct from the CFAC members.

With a majority vote of the CFAC, all audit reports by internal and external auditors shall be recommended for approval to the School Board. The School Board shall take action on CFAC recommendations at future regular school board meetings.

The CFAC~~Audit Committee's~~ meeting agendas and minutes of the meetings will be provided to the School Board and the District's Agency Clerk for posting on the School District's website.

CFAC~~Audit Committee~~ meetings will include time for Public Comment, and the CFAC~~Audit Committee~~ will follow the public comment operating procedures established by the School Board for School Board meetings.

Periodically, the CFAC~~Audit Committee~~ may ~~will~~ review its~~the Audit Committee~~ Charter and submit any recommended changes to the School Board for approval.

EXTERNAL AUDIT SERVICES

The CFAC~~Audit Committee~~ will meet with the external auditors after interim fieldwork to discuss risk assessment, audit scope and any known potential reporting problems or issues. After the completion of the audit fieldwork, the CFAC~~Audit Committee~~ will meet with the external auditors to discuss drafts of the audited financial statements, reports on internal control and compliance and management letter comments prior to presentation to the Board and issuance. The CFAC~~Audit Committee~~ will report to the School Board on acceptance of the audit and related reports and review any corrective action plans developed by the District's staff. The CFAC~~Audit Committee~~ will evaluate the work of the external auditors and make a recommendation to the School Board to continue their services for the remainder of any contract term or to terminate their contract.

The CFAC~~Audit Committee~~ will review and make a recommendation on whether the School Board should approve any proposed non-audit services by the District's external auditor.

INTERNAL AUDIT SERVICES

The internal audit function may include both in-house internal auditor(s) and a contracted internal audit firm.

The CFAC~~Audit Committee~~ will review the results of internal audit activities, reports and significant recommendations and findings as needed. The CFAC~~Audit Committee~~ will report periodically to the School Board on such matters. The CFAC~~Audit Committee~~ will review the long-range and annual internal audit plans to ensure that high risk areas and key control activities are periodically evaluated and tested. The CFAC~~Audit Committee~~ may also make recommendations to the School Board for internal auditors to perform special studies or investigations based on identified risk assessments and areas needed for improvement.

The CFAC~~Audit Committee~~ will evaluate the work of the internal auditors (in-house internal auditors and contracted internal audit firm) and make a recommendation to the School Board to continue their services for the remainder of any contract term or to terminate their contract.

INFORMATION TECHNOLOGY CYBERSECURITY

The CFAC~~Audit Committee~~ may receive reports from information technology cybersecurity consultants and District staff. These reports will not include specific information that could compromise the security of the physical and/or virtual information technology of the District.

The CFAC~~Audit Committee~~ may make recommendations to the School Board for information technology cybersecurity consultants to perform special studies or investigations based on identified risk assessments and areas needed for improvement.

The CFAC~~Audit Committee~~ will evaluate the work of the information technology cybersecurity consultants and can make a recommendation to the School Board whether to continue their services or to not renew their contract.

MISSION - SALES SURTAX

An additional mission of the CFAC~~Audit Committee~~ is to perform the procedures listed in School Board Resolutions 2016-03 and 2016-10. On November 8, 2016, the voters of Manatee County approved the extension of the existing school one-half cent sales surtax for capital outlay for educational facilities for fifteen additional years, from January 1, 2018, to ending on December 31, 2032. The above Resolutions charged the CFAC~~Audit Committee~~ with review of the collection and proper use of the funds raised through the extension of the sales surtax.

MISSION – ONE MILL REFERENDUM

An additional mission of the CFAC ~~is~~ as constituted in School Board of Manatee County, Florida, ("School Board") Resolution 2017-11 is to provide oversight to ensure proper fiscal stewardship of operating funds provided by the Special Election approving a millage increase in the school ad valorem tax as provided by Section 1001.73(2) of the Florida Statutes and future extensions of the additional millage.

The CFAC shall issue an annual report no later than ninety (90) days after the School Board certifies it annual financial report to ensure proper fiscal stewardship of the funds generated by the additional ad valorem taxes. Also, the Committee shall identify relevant outcomes and report results to the community. The Committee shall include review use of referendum funds by the public charter schools.

The School Board has pledged that the revenues generated by the additional millage for operational purposes shall be used for: school safety and security; recruiting and retaining teachers and staff; student achievement through more instructional time and supports; early literacy programs; career and technical education; STEM, visual and performing arts, athletics; and to support public charter schools as required by law. The money shall only be used for the purposes listed above."

It is the CFAC's charge to verify, comment, and report compliance with the School Board's pledge of the use of the funds from the Ad Valorem Millage Election. The School Board will provide administrative support and access to information and/or data as is necessary for the CFAC to perform its assigned tasks. Beginning in the 2024/25 fiscal year the School Board shall engage independent auditors to audit the use of the additional millage funds and the audit results shall be provided to the CFAC as part of the Committee's review and oversite of proper use of the millage funds, and the CFAC shall meet and cooperate with said auditors~~.~~

~~to perform the procedures listed in School Board Resolutions 2017-06, 2021-03 And 2024-002. On March 20, 2018 the voters of Manatee County approved an additional one-mill ad valorum tax to benefit school district operational funds. That voter approval was renewed on November 2, 2021 and again on November 5, 2024. The above Resolutions charged an "independent citizen committee" with oversight of the distribution and proper use of voter-approved one mill ad valorem funds.~~ The CFAC shall provide guidance and oversight of the Internal Auditor's production of an annual report to satisfy the legal requirements of the above Resolutions.

AUDITOR SELECTION COMMITTEE

(1) Overview
The CFOC~~Audit Committee~~ shall have a subcommittee known as the Auditor Selection Committee whose purpose is to comply with the Auditor selection procedures required in Florida Statute 218.391, as same may be amended over time. ~~The School Board may appoint a member of the Citizens Financial Oversite Committee (CFOC) to the Auditor Selection Committee.~~ Only members of the CFAC~~Audit committee, a member from the CFOC appointed by the school Board,~~ and one School Board member may serve on this subcommittee. All members of the CFOC~~Audit Committee~~ may serve on the subcommittee if they desire, but are not required, and the minimum size of the subcommittee shall be no less than two members of the CFAC~~Audit Committee~~ and one member from the School Board. The School Board member shall serve as the chair of the committee. A majority of the committee shall serve as a quorum.
While the primary purpose of the Auditor Selection Committee is to assist the School Board in selecting an auditor to conduct the annual financial audit required in Section 218.39; the committee upon request of the School Board, may also assist in selecting other auditors or auditing services being considered by the School Board.
The subcommittee is subject to all sunshine and public records laws and the public may not be excluded from the committee's proceedings.

(2) The Auditor Selection Committee shall:
(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(f) Perform any other actions as required under Florida law.

CITIZEN FINANCIAL AUDIT COMMITTEE CHARTER
School District of Manatee County, Florida
Revised July 22, 2025
DRAFT Sept 8, 2025

PURPOSE

The purpose of the Citizen Financial Audit Committee (CFAC) is to assist the Manatee County School Board ("School Board") in providing oversight of the internal and external audit functions (See Sales Surtax and One-Mill referendum for additional missions). The CFAC will advise the School Board in the following areas: review the scope and plan of the external and internal audits; recommend the continuation of services of the internal and external auditors; review corrective action plans and necessary improvements based on audit findings and recommendations received from internal and external auditors; and assist to maintain open communications between the selected auditors, the School Board and the District's administration. As part of its mission, the CFAC may review non-confidential reports from cybersecurity and information technology consultants hired by the School District.

The CFAC is not charged with any fiscal responsibilities of the School District. The School Board and the Superintendent retain all responsibility for the financial condition and decision-making in all matters of policy and operation. The CFAC is not responsible for the outcome of internal and external audits. Additionally, the CFAC is not responsible for any consequences associated with fraudulent activities that may be uncovered during internal and external audits or in the course of otherwork completed.

COMPOSITION OF COMMITTEE

The CFAC members are volunteers who will be appointed by the School Board. The CFAC members must be independent and not employees of the Manatee County School District or employees of the appointed internal and external CPA firms or otherwise have a continuing conflict of interest with the School District. A Committee member shall be deemed independent if the member is compliant with Chapter 112, Park III, Florida Statutes, the Code of Ethics for Public Officers and Employees. Committee members must be residents of Manatee County. The School Board shall make efforts to appoint CPAs (active, inactive, or retired) or persons with significant employment experience in school district, governmental and/ or business financial operations.

The Committee will consist of three (3) to seven (9) members with the majority being CPAs (active, inactive or retired) or those with significant employment experience in school district, government, and/or business financial operations. In the event of a tie vote of the CFAC, the school board member liaison shall cast the tiebreaking vote. The terms of the members will coincide with the School District’s fiscal year ending June 30. All terms will be for three (3) years, and Committee members may be appointed to serve consecutive terms. Should a vacancy occur on the Committee, the School Board may appoint a replacement to fill the vacancy for the remainder of the vacant term. Anyone interested in filling a vacancy will be interviewed by the Chairperson of the CFAC and the School Board member Liaison to the CFAC before being presented to the School Board for appointment.

CFAC members are subject to the Florida Sunshine and Public Records Laws, and members will be required to attend an informative training session about the Florida Sunshine and Public Records Laws within areasonable time after their initial appointment. CFAC members may be removed from the by the School Board for any of the following reasons: resignation by the member; lack of attendance (miss 3 consecutive meetings without communication with the CFAC Chair); violation of the independence rules, CFAC Charter, and/or the Florida Sunshine and Public Records Laws; or for any reason as determined by the School Board.

ADMINISTRATIVE

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AUDITOR SELECTION COMMITTEE

(1) Overview:

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(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

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(f) Perform any other actions as required under Florida law.

AGENDA ITEM NO. 15.2

School Board of Manatee County
October 7, 2025 - Regular Board Meeting
Action Item

Title
Approval of the 2026 School Board of Manatee County Legislative Priorities

Executive Summary
The School Board of Manatee County has prepared a list of legislative priorities for the 2026 Legislative Session.

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
To approve the list of legislative priorities for the 2026 legislative session.

Financial Impact
No financial impact

Contact
Submitting Department: School Board
Initiated by: Kevin Chapman

Attachments:
SBMC 2026 Legislative Priorities

SCHOOL BOARD

Chad Choate III
Chair

Cindy Spray
Vice Chair

Heather Felton
Charlie Kennedy
Richard Tatem

SUPERINTENDENT

Dr. Laurie Breslin

P.O. Box 9069
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215 Manatee Avenue West
Bradenton, FL 34205
941.708.8770
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SCHOOL DISTRICT OF MANATEE COUNTY

SBMC 2026 Legislative Session Priorities

1. Clarify that a district school board may elect to construct or renovate a new educational facility in compliance with the Florida Building Code, provided that all applicable life-safety and fire codes are met. A district school board electing this option is exempt from the additional requirements contained within the State Requirements for Educational Facilities.

2. Require the Florida Department of Education to include a cost-effectiveness analysis in its recommendations on school modernization and replacement and stipulate that the department must prioritize the most financially prudent outcome for the taxpayer when making a final recommendation on the action to be taken based on a district submitted Castaldi Study.

3. Review and clarify current Sunshine Laws to create basic exceptions for attendance at public events and trainings by two or more School Board Members.

4. Authorize district school boards to develop, finance, and manage workforce housing on its owned or leased property for its employees and other qualifying individuals as provided in the Live Local Act, and stipulate that such educational villages and buildings shall be considered educational facilities for the purpose of design, construction, permitting and inspection.

5. Provide for an annual increase in the Base Student Allocation commensurate with the rate of inflation and cost of living increases (but no less than 5 percent new flexible funding), to ensure school systems can meet the rising costs in every aspect of their business.

6. Fully fund any New Mandates, without transferring money from the Base Student Allocation (BSA) or Discretionary Local Effort (DLE).

2026 Appropriations Requests

1. $750,000 Grant to establish Manatee County's second Soar in 4 Lab which help builds prekindergarten and kindergarten readiness skills through interactive learning spaces. This is the first of its kind in Florida and is a model for early learning across the state.