Agenda
updated 4/2/2026

April 7, 2026
School Board of Manatee County
Regular Board Meeting and Public Hearing - 10:00 AM
Walter Miller School Support Center
Board Room

Times Indicated are Approximate

1. **CALL TO ORDER**
2. **DISTRICT VISION - Felton**
3. **MOMENT OF SILENCE**
4. **VETERAN LED 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 February 24, 2026 School Board Meeting
7. **STUDENT CELEBRATIONS | RECOGNITIONS**
    1. Spirit Week Celebration
    2. Employee Celebration
8. **PUBLIC COMMENT AND RESPONSES (UP TO 60 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. JROTC Programs - updated 4/2/2026

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 at the end of the section.

1. Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact)
2. Approval of the Report of Teachers' Out-of-Field Content, Reading, and ESOL (English for Speakers of Other Languages) (No Financial Impact)
3. Approval of the Bid for Musical Instruments, Sheet Music, Supplies and Repair Services, SDMC No. 26-0104-BS, Estimated in the Amount of $900,000.00 Annually (Multiple Funding Sources)
4. Approval to Apply, Accept and Expend Amendment 1 of the 2025-2026 Unified School Improvement Grant (UniSIG) in the amount of $199,022.01 (Incoming State Grant Funds)
5. Approval to Apply, Accept and Expend Amendment 2 of the 2025-2026 Title I, Part A Grant in the Amount of $598,379.47 (Incoming Federal Grant Funds)
6. Approval to Apply, Accept and Expend Amendment 1 of the Title IV, Part A Student Support and Academic Enrichment Grant in the Amount of $11,765.12 (Incoming Federal Grant Funds)
7. Approval to Apply, Accept, and Expend the Amendment 2 for the Title III, Part A, English Language Acquisition Grant for the 2025-2026 School Year in the Amount of $6,188.28 (Incoming Federal Grant Funds)
8. Approval of the Renewal Agreement Between the School District of Manatee County and Pines of Sarasota Healthcare, LLC d/b/a Pines of Sarasota for Clinical Experience for Manatee Technical College (MTC) Nursing Students for the 2026-2029 School Years (No Financial Impact)
9. Approval to Purchase PeopleSoft Administration and Support Services, SDMC No. 27-0008-KD, Estimated in the Amount of $606,885.60 Annually (Multiple Funding Sources)
10. Approval to Purchase Instructional Materials, Textbooks, Curriculum Software and Associated Professional Learning from Florida School Book Depository, Direct from Publishers and Exempt Vendors, SDMC No. 27-0003-BS, Estimated in the Amount of

$5,003,000.00 (Multiple Funding Sources)

11. Approval of Purchase(s) of Testing Materials, SDMC NO. 27-0004-BS, Estimated in the Amount of $900,000.00 for the 2026-2027 School Year (Multiple Funding Sources)
12. Approval to Purchase Avotek Training Systems, SDMC No. 26-0109-TG, Estimated in the Amount of $145,000.00 (State Appropriation)
13. Approval of Agreement for Sale and Purchase of Property-Earl Ness, et al in the Amount of $60,000.00 (Capital Funds)
14. Approval of Agreement for Sale and Purchase of Property-Mark Ness in the Amount of $60,000.00 (Capital Funds)
15. Approval of Rye Ranch Elementary School - Permanent Non-Exclusive Utility Easement (No Financial Impact)
16. Approval of Veterans Elementary School Amendment 3 - Agreement Between Owner and Skanska USA Building Inc. Amended Completion Dates, Sequency and Planning (No Financial Impact)
17. Approval of Moody Elementary School Renovation, Agreement Between Owner and Williamson Dacar Associates Dba. Williamson Design Associates, in the Amount of $1,997,150 (Capital Funds)
18. Approval of the Tillman Elementary School Campus Renovation - Design Agreement - Between Owner and Long & Associates Architects/Engineers, Inc. in the Amount of $1,860,000 (Capital Funds)
19. Approval of Blackburn Elementary School - Classroom Addition and Renovation - Change Order 4 - Agreement Between Owner and A.D. Morgan, Increase in the Amount of $114,203.17 for a Total Guaranteed Maximum Price (GMP) of $31,539,241.01 (Capital Funds)
20. Approval of Lakewood Ranch High School Water Lines - Amendment 1 - Agreement Between Owner and Ajax Building Company in the Amount of $450,000 (Capital Funds)
21. Approval of Lake Manatee K-8 - Partial Substantial Completion - Building 3 and 4 (No Financial Impact)
22. Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund and Special Revenue-Food Service Fund)
23. Approval to Accept Donation of PSG Lee RP84T Pouch Machine for Manatee Technical College (Incoming Donation)
24. Approval for Four Students to Attend and Compete in the Regeneron International Science and Engineering Fair in Phoenix, Arizona, May 9-15, 2026 (STEM Millage)
25. Approval for Braden River Middle School (BRMS) Students to Travel Out-of-State for the Southeast Middle School Aerial Drone Competition Regional Championship at the University of Alabama-Huntsville, from April 16, 2026, to April 19, 2026 (Multiple Funding Sources)
26. Approval of the Revised Job Description and Position of Executive Director, Curriculum and Professional Learning to Executive Director, Teaching and Learning (No Financial Impact)

11. PUBLIC HEARING

1. Public Hearing for Consideration to Adopt and Amend School Board Policies - updated 4/2/2026

12. NEW BUSINESS (Discussion Items Pulled from Consent)

13. NEW BUSINESS (Non-Consent Items)

1. Approval to Adopt and Amend School Board Policies (General Fund) - updated 4/2/2026
2. Approval of the Budget Amendments for February 2026 (No Financial Impact)

14. NEW BUSINESS (No Superintendent Recommendation)

1. Approval of the Florida School Board Association (FSBA) Annual Membership Dues (General Fund)
2. Annual Discussion and Appointment of Board Member and Alternate to the Florida School Board Association (FSBA) Advocacy Committee (No Financial Impact)
3. Discussion and Appointment of Value Adjustment Board Members (No Financial Impact)
4. Approval of Internal Audit Report - Referendum - Ad Valorem Millage - FY 2025-2026

15. ADDITIONAL PUBLIC COMMENT (IF NECESSARY)

16. INFORMATION ONLY (No Board Action Required)

1. Year-to-Date Financial Statements Through February 28, 2026 (No Financial Impact)
2. Year-to-Date Charter School Financial Statement Summary Through February 28, 2026

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

18. SUPERINTENDENT REMARKS

19. BOARD COMMENTS

20. ADJOURNMENT

AGENDA ITEM NO. 5.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
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 Thursday April 2, 2026, to **add** attachment *JROTC Board Presentation* **to** Report and Presentation item *JROTC Programs.*

Agenda amended Thursday April 2, 2026, to **add** all attachments and **update** the executive summary **of** Public Hearing item *Public Hearing for Consideration to Adopt and Amend School Board Policies*.

Agenda amended Thursday April 2, 2026, to **add** all attachments and **update** the executive summary **of** New Business (Non-Consent) item *Approval to Adopt and Amend School Board Policies (General Fund)*.

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

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

Recommendation
The Superintendent recommends the approval of the agenda amendments.

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

Contact
Submitting Department: School Board

AGENDA ITEM NO. 6.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Minutes of the February 24, 2026 School Board Meeting

Executive Summary
Approval of the Minutes of the February 24, 2026 School Board Meeting

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 February 24, 2026 School Board Meeting

Financial Impact
No Financial Impact.

Contact
Initiating Department: School Board

Attachments:
February 24, 2026 School Board Meeting Minutes

February 24, 2026
School Board Meeting 5:30 PM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

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

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

2) READING OF THE DISTRICT VISION

The District Vision was read by Board Member Choate.

3) INVOCATION

The invocation was provided by Major Tom Richmond, Commanding Officer for the Salvation Army of Manatee County.

4) COLOR GUARD

Color Guard Presentation was provided by Manatee High School Junior Reserve Officer Training Cadets (JROTC). Escorting the JROTC cadets was Lieutenant Colonel (Ret) K. Todd Crawford. Attending cadets were as follows:

Cadet Joslyn Navas
Cadet Citaly Sosa
Cadet David Hernandez
Cadet Davian Randall

5) VETERAN LED PLEDGE OF ALLEGIANCE

5.1 Veteran Led Pledge of Allegiance

Superintendent Breslin introduced U.S. Army Reservist Staff Sergeant Maureen Kauzlarich to lead the Pledge of Allegiance.

6) APPROVAL OF THE AGENDA

6.1 Motion to Approve the Agenda as Amended

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

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

Agenda amended Friday, February 20, 2026, to **add** attachment *Grades 6-12 World Languages Instructional Adoption Recommendations* **to** Reports and Presentation item *World Languages Adoption Committee Process and Recommendations.*

Agenda amended Friday February 20, 2026, to **add** New Business (No Superintendent Recommendation) item *Approval of School Board Member Spray to Travel to Washington, D.C. with the Greater Florida Consortium of School Boards March 16-18, 2026, Not to Exceed $2,300.00 (General Fund).*

6.1a. Board Member Kennedy Made a Motion to Amend the Agenda and Move the Black History Month Proclamation 14.2 to the First Student Celebrations and Recognitions as Item 8.1

RESULT:	**Failed due to Lack of a Second**
MOVER:	Charles Kennedy
SECONDER:	

The motion failed for lack of a second.

Board member Kennedy asked for clarification from the Board Attorney Stephen Dye, who provided information regarding the placement of the Proclamation on the agenda, as it is different than past proclamations. The Board held discussion.

6.1b. Board Member Kennedy Made a Motion to Amend the Agenda and Move the Black History Month Proclamation 14.2 to the Second Student Celebrations and Recognitions as Item 8.2

RESULT:	**Failed due to Lack of a Second**
MOVER:	Charles Kennedy
SECONDER:	

After clarification from the Board Legal counsel, the motion failed for a lack of a second.

The Board returned to the original vote item 6.1.

7) APPROVAL OF THE MINUTES

8) STUDENT CELEBRATIONS / RECOGNITIONS

8.1 Celebration of Rogers Garden-Bullock Elementary School

Ms. Jamie Carson, Director of Communications, introduced the principal of Rogers Garden-Bullock Elementary School, Mr. Michael Escorcia, who presented a video produced by the students of Rogers

Garden-Bullock Elementary School. The following family members of celebrated school namesake were in attendance to speak of their family legacy:

- Patrice Royal
- Keeara Goff
- Kendi Goff
- Andrea Brewer
- Desiree Brewer
- Kenneth Goff
- Kenna Goff
- Gloria Gladne
- Gerald Gladne
- Lynda F. Williams
- Michelle Crocket

8.2 Celebration of Embracing our Differences Students from Gene Witt Elementary School

Ms. Jamie Carson, Director of Communications, introduced art teacher Ms. Roberson-Hoy who provided information regarding the *Embracing our Differences* art exhibit. The following students from Gene Witt Elementary School were in attendance:

- Kimberly Roberson-Hoy- art teacher
- Levi
- Emmison
- Camden
- Hailey
- Manny
- Everett
- Addy
- Christian
- McKaila
- Eliose
- Leighton

9) PUBLIC COMMENT

The following community public comments were made:

- Jason M. Troop
- Ms. Wharton
- Martha Jacobs
- Pat Simmons

10) REPORTS AND PRESENTATIONS

10.1 World Languages Adoption Committee Process and Recommendation

Mr. Derek Jensen, Deputy Superintendent of Instructional Services, and Erin Chapman, Instructional Project Coordinator, provided a presentation regarding the World Languages adoption process and recommendations. Included in the presentation were the following:

Grades 6-12 World Languages Instructional Materials Adoption Recommendations

- Statute and Policy

- Grade 6-12 World Languages Instructional Materials Adoptions
    - Spanish
    - French
- Instructional Materials Adoption Process
    - Spanish I-IV Selection
    - French I-II Selection
- Next Steps
    - 30 Day Objection Period
    - Objection Process (if needed)
    - Place order (as early as April 2026)

Throughout the presentation, the Board asked questions and held discussions.

11) CONSENT ITEMS

11.1 Motion to Approve the Consent Agenda as Amended

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

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

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

3. Approval of the World Languages Adoption Committee Recommendations for the 2026-2027 School Year, Approximately $750,000.00 (Multiple Funding Sources)

4. Approval to Apply, Accept and Expend the Safety and Security of School Buildings Grant in the Amount of $323,683.00 (Incoming State Grant Funds)

5. Approval to Apply, Accept and Expend Amendment 5 of the Stronger Connections Grant in the Amount of $46,571.92 (Incoming Federal Grant Funds)

6. Approval of the Manatee Technical College (MTC) Dual Enrollment Articulation Agreements for the 2026-2027 School Year (No Net Financial Impact)

7. Approval to Renew the Florida Postsecondary Comprehensive Transition Programs (FPCTP) Program, Project Educational Development Geared for Employment (EDGE) for the 2026-2031 School Years (No Financial Impact)

8. Approval of the Amendment to the Rowlett Middle Charter Academy Contract to Reflect High Performing Status, Moving from a Current Term of Five (5) Years to a Term of Fifteen (15) Years to June 30, 2037 (No Financial Impact)

9. Approval of the Revised Purchase of Character Education Program with Game on Nation, SDMC No. 26-0046-BS, Estimated in the amount of $175,000.00 (Multiple Funding Sources)

10. Approval of Authorization to Negotiate Architect and Engineering (AE) Services for Tillman Elementary Campus Wide Renovations (No Financial Impact)

11. Approval of Request to Declare Surplus and Donate District Property (Outgoing Donation)

12. Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund and Special Revenue-Food Service Fund)

12) NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

13) NEW BUSINESS (NON-CONSENT)

13.1 Approval of the Budget Amendments for December 2025 (No Financial Impact)

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

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

13.2 Approval of Advertising a Notice of Intent to Amend School Board Policies and Setting a Public Hearing at the Board Meeting on April 7, 2026 (General Fund)

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

Superintendent Breslin noted that approval of this item will advertise the list of policies that will be workshopped and voted on at the April 7th meeting. After a request by Board Member Choate, the Superintendent stated that Policy 1419.1 regarding Proclamations will be discussed and possibly edited at the workshop but would not be ready for approval at the April 7th meeting.

14) NEW BUSINESS (NO SUPERINTENDENT RECOMENDATION)

14.1 Motion to Approve School Board Member Spray to Travel to Washington, D.C. with the Greater Florida Consortium of School Boards March 16-18, 2026, Not to exceed $2300 (General Fund) – Added after publication

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

14.2 Black History Month Proclamation

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

Board Member Felton provided an overview of her timely request to continue as past practice, the School Board Black History Month Proclamation.

Vice-Chair Tatem stated his preference for an 'American History Month' rather than the currently celebrated 'Black History Month' and provided the following topics in a presentation:

- Proposition: Make February 'American History Month'
- Thesis: "Current and historical black American leaders have urged Americans to not look at each other through a race-based lens"
    - Frederick Douglas, (1818-1895)
    - Booker T. Washington, (1856-1915)
    - Martin Luther King, Jr (1929-1968)
    - Glenn Loury, PhD (1948 -)
    - Carol M. Swain, PhD (1954 -)
    - Morgan Freeman (1937 -)
- Conclusion

After the conclusion, Vice-Chair Tatem made a motion for amendment of the Black History Month Proclamation.

14.2a Motion to Amend the Motion to Not Celebrate Black History Month and to Instead Celebrate American History Month

RESULT:	**Failed due to Lack of a Second**
MOVER:	Richard Tatem
SECONDER:	

The motion failed for lack of a second.

Board Members held continued discussion regarding the Black History Month Proclamation, the timing of the 'American History Month' Proclamation proposition, the need to update Policy 149.1 *Public Expressions of Members and Proclamations*, and the suitability of using a workshop as a time to change wording for a proclamation rather than a meeting.

Board Member Felton noted her displeasure at the motion brought forward by Vice-Chair Tatem, and Board Member Kennedy requested the District follow suit with the standards-based, and national request, to support Black History Month.

Additional information was provided by Board Attorney, Mr. Stephen Dye and Superintendent Breslin.

14.2b Board Member Choate Call to Question

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

Vote returned to the motion on the floor to adopt the proclamation 14.2.

The Black History Month Proclamation was read by Chairman Spray.

15) CONTINUED PUBLIC COMMENT IF NECESSARY

16) INFORMATION ONLY (No Board Action Required)

16.1. Year to Date Financial Statements Through December 31, 2025

16.2. Year to Date Charter School Financial Statement Summary Through December 31, 2025

17) UPDATES

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

- District testing
- Upcoming High School night
- District sports update
- Regional competitions and upcoming events

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

- Recent and upcoming Operations job fairs
- Food and Nutrition Services update
- Transportation and training update
- HR process and Web design update

LEGAL UPDATE
Board Attorney, Mr. Stephen Dye, provided a brief update regarding:

- District personnel and representatives from the Affordable Housing project will be meeting to move forward. The meeting with Mr. Vengroff including a long-term lease agreement discussion that will come back for Board approval

19) SUPERINTENDENT REMARKS
Superintendent Breslin provided the following update to the Board:

- Thanked Board for support from the Consent Agenda
    - World Language Adoption, MTC Items, Safety, Security, and Stronger connections Grant
- Noted recent and upcoming school and district events
- Update regarding the development of the new strategic plan and public events for input
- Manatee Elementary community partnership school ribbon cutting event

20) BOARD COMMENTS
Board Member Choate

- Praised Manatee Elementary Community Partnership celebration

Board Member Kennedy

- Thanked partnerships at Manatee Elementary Community Partnership Program

Board Member Felton

- Expressed appreciation to the internship partnership with USF
- Noted upcoming events including the local Chili Cookoff
- Provided update regarding recent events and travel

Vice-Chair Tatem

- Noted attendance at recent local District sporting events
- Spoke regarding the topic of proclamations

Chair Spray

- Provided comments regarding the proclamations
- Noted HR updates and retirees

- Thanked the public who attended meetings
- Provided 'bravery coins' to Board Members

21) ADJOURNMENT
There being no further business to come before the Board, Chair Spray adjourned the Meeting at 7:48 PM.

_____
Cindy Spray
Chairman

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

AGENDA ITEM NO. 7.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing

Title
Spirit Week Celebration

Executive Summary
Highlighting the School District's Spirit Week campaign.

Contact
Submitting Department: Communications
Initiated by Jamie Carson

AGENDA ITEM NO. 7.2

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing

Title
Employee Celebration

Executive Summary
A special employee recognition by a community partner.

Contact
Submitting Department: Communications
Initiated by Jamie Carson

AGENDA ITEM NO. 9.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing

Title
JROTC Programs - updated 4/2/2026

Executive Summary
Sharon Scarbrough, Executive Director of High Schools will present on JROTC programs for Manatee County.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
JROTC Programs Board Presentation -added after publishing

The Leadership Multiplier

The Impact, Performance, and Future Growth of Manatee County Schools JROTC

Motivating Young People to be Better Citizens



April 7, 2026
School Board Meeting

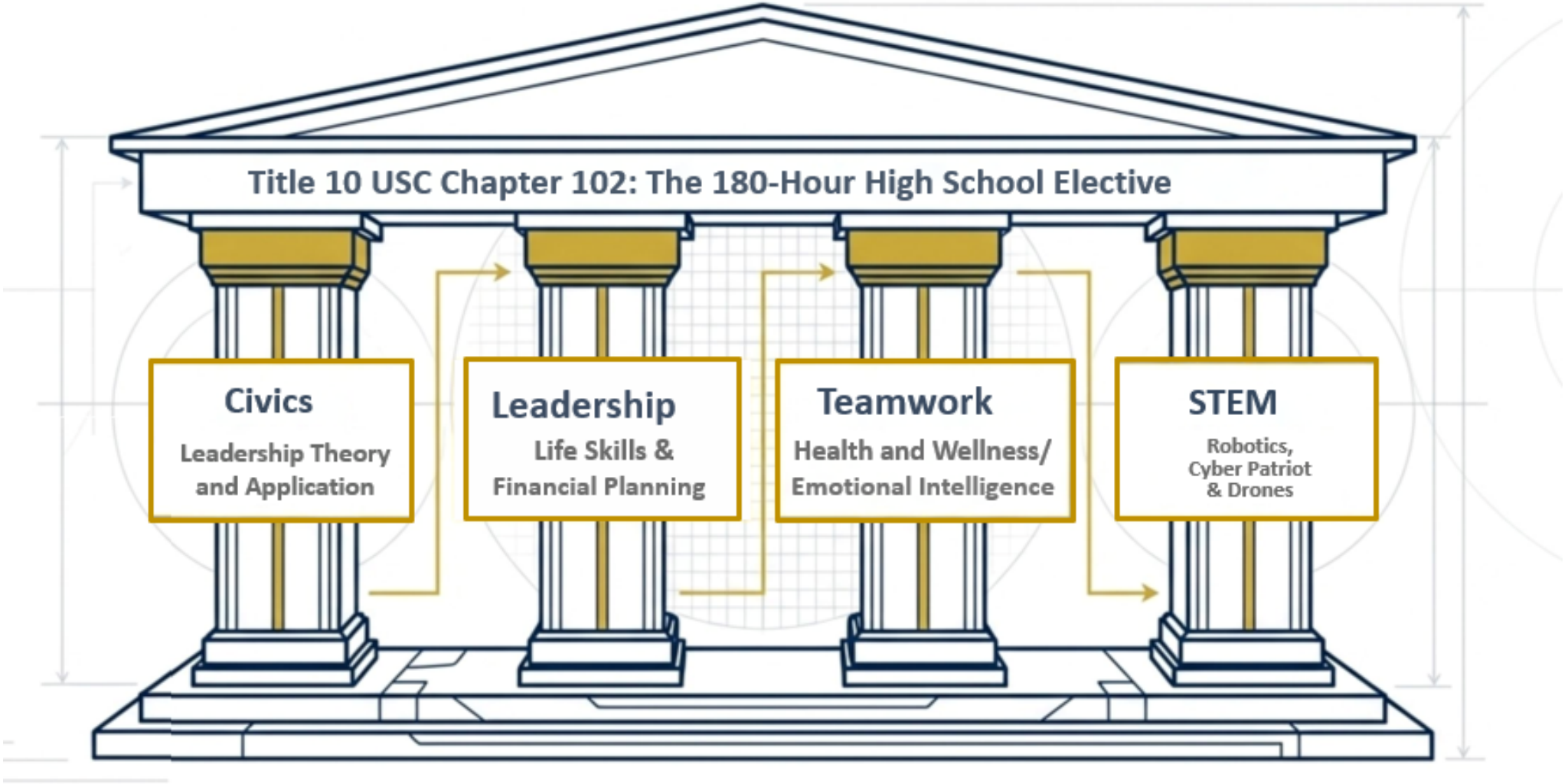
Month of the Military Family



April is Month of the Military Family in Florida! The Month of the Military Family provides communities an opportunity to honor and share gratitude for the service of military children. Florida is committed to being the most military-friendly state in the nation.

This year, we invite you to “Purple Up!” on April 15, 2026, by wearing purple as a visible way to show support and thank military children. Purple was chosen because it is the color that symbolizes all branches of the military. It is a combination of Army green, Coast Guard blue, Air Force blue, Marine Corps red, Space Force blue and Navy blue.

A National Legacy Built on Four Pillars

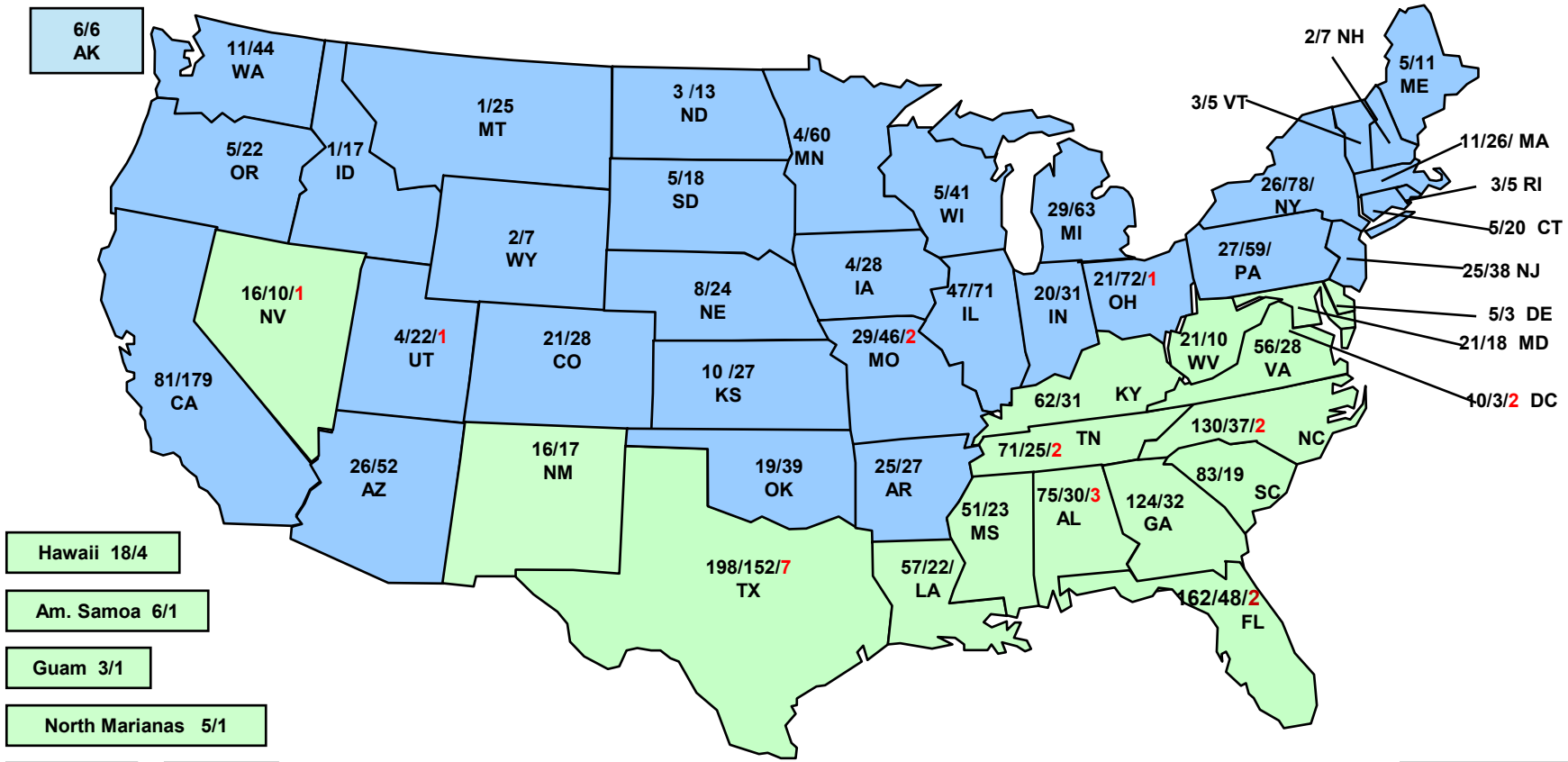


A Snapshot of JROTC Programs Nationwide

276,000 Cadets
Nationwide

1,744 Schools
(Roughly 5% of High Schools)

SDMC Programs
1,416 Cadets
100% of HS



Guided by an Elite, Nationally Certified Instructional Cadre



Military Leadership

Combat Veterans & Former Military Installation Leaders



Federal Certification

DoD Nationally Certified Instructors



Educational Rigor

Former faculty at elite military schools and colleges



Regional Authority

Serving as Regional JROTC Subject Matter Experts across the state

---

The district benefits from 18 highly credentialed professionals (7 Senior Army Instructors; 11 Army Instructors) who hold both federal and state certifications.

National Outperformance

Academic Achievement (GPA)	+11%
Graduation Rates	+9%
Daily Attendance	+3.5%

The curriculum fulfills critical district requirements for HOPE, Physical Education, and Fine Arts while simultaneously driving measurable academic outperformance.

Real-World Skill Development

Robotics



STEM Application

Competing at the National Championship in Dallas, TX.

Cyber Patriot



Cybersecurity

Identifying vulnerabilities in virtual operating systems.

Air Rifle Competitions



Precision & Focus

Marksmanship promoting extreme self-confidence and esprit de corps.

Drill Competitions



Discipline

Competitive program in both regulation and exhibition synchronization.

JCLC



Practical Management

Hands-on leadership setting to practice complex teamwork.

State and National Dominance Runs Through Manatee County

95%

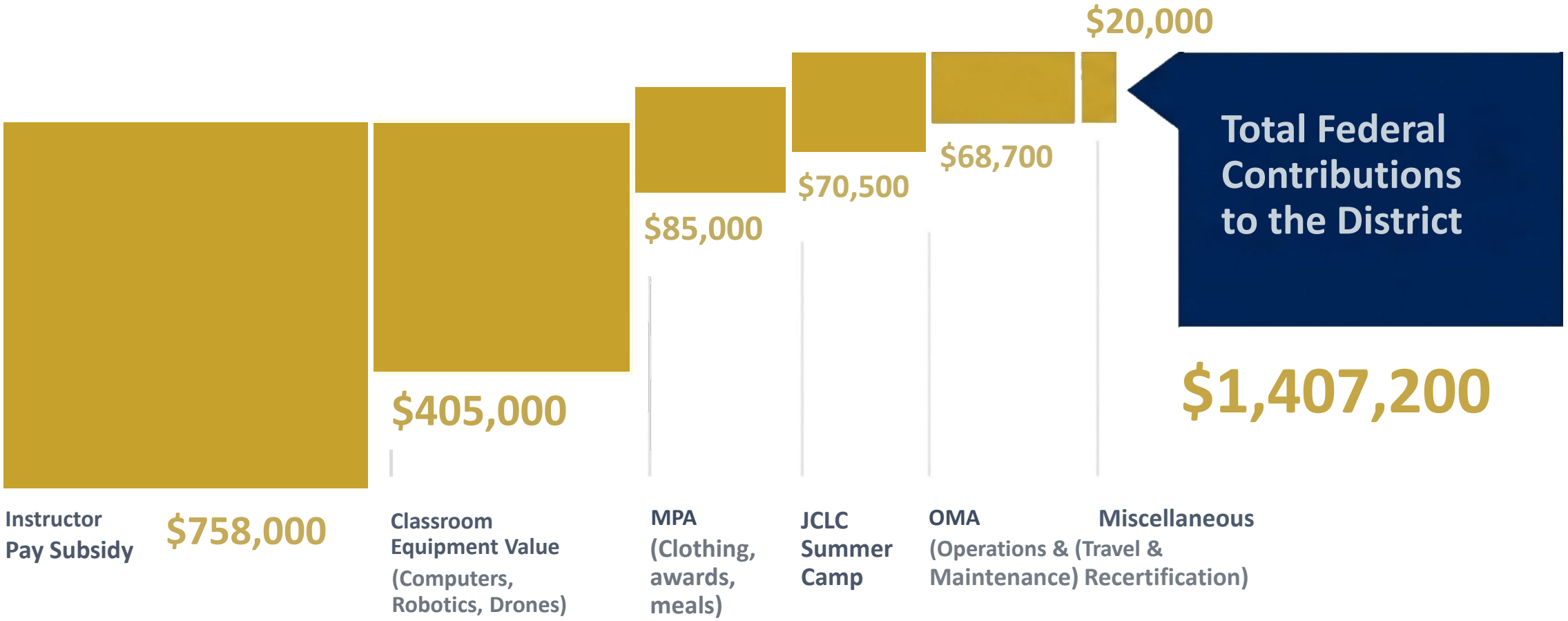
With only 7 schools, 95% of state champions and finalists emerge from Manatee County.

We consistently dominate districts with far more programs: Broward (19), Dade (18), and Lee (15).

Recent Championship Roll

- ✓ Female Raider National Champions (2024)
- ✓ Male/Mixed/Female Raider State Champions (2025)
- ✓ Orienteering State Champions (2025)
- ✓ VEX Robotics National Qualifiers (2023/2025)
- ✓ State Drill Champions (2021/22/23)

Federal Funding Support to SDMC Programs



Expanding Post-Secondary Opportunity and Career Readiness

JROTC Cadet Graduate

Elite Appointments

6 Military Academy Appointments: 4 Naval Academy, 1 US Military Academy, 1 Air Force Academy.

University Scholarships

18 Army ROTC Scholarships (Embry-Riddle, Stetson, USF, UCF, and more); 4 Naval ROTC; 2 Air Force ROTC.

Direct Career Readiness

40 direct enlistments in SY 24-25, entering at higher ranks due to JROTC experience.

Each 4-year ROTC Scholarship to private schools such as Embry-Riddle and Stetson are valued at $200,000 or more!

Providing the Leadership Infrastructure for the Entire Campus

Investing in a JROTC cadet actively elevates the entire school ecosystem.

Leadership
SGA Presidents & VPs,
Junior Advisory Board

Academic Excellence
National Honor Society-55
current JROTC members



Athletics
Varsity Sports Captains in
Swim, Track, Cross Country

Campus Culture
Yearbook Senior Editors,
Homecoming Kings/Queens

Unprecedented Momentum and Localized Community Impact

18,000+

community service hours contributed by Manatee County cadets each year, turning federal curriculum investments directly into localized community action

Record-setting conversions of PCHS and BRHS to fully recognized programs in just one year. Unprecedented speed directly attributed to the School District's exceptional statewide reputation.

Expanding JROTC access ensures more students benefit from a program that builds character, civic responsibility, and life-ready leadership

“Motivating Young People to Become Better Citizens”



















US Army Cadet Command

Leaders for Life



Leadership Excellence

This We'll Defend

The Leadership Multiplier

The Impact, Performance, and Future Growth of Manatee County Schools JROTC

Motivating Young People to be Better Citizens



April 7, 2026
School Board Meeting

AGENDA ITEM NO. 10.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

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

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

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

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

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

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

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

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

Financial Impact
There is no financial impact.

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

Attachments:
Board Material 4.7.26

Hire

Administrative

Type	Name	Department/Location	Position	Effective Date
Hire	Beltran, Nancy	Manatee Technical College	Counselor, Career (Range $46,312 - $90,190)	3-1-2026
Hire	Perren, Alex	Information Technology	Field Technician (Range $41,193 - $80,525)	3-2-2026
Hire	Rodriguez, Luis	Information Technology	Field Technician (Range $41,193 - $80,525)	3-23-2026
Hire	Spivey, Lisa	Johnson K-8 Sch of Int Studies	Nurse, School, RN (Range $41,803 - $81,823)	3-30-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Hire	Alday, Theresa	Prine Elementary School	Tchr Aide, Pre-K Integrated	3-24-2026
Hire	Bond, Tyler	Security	Security Officer	3-23-2026
Hire	Byrd, Robert	Bayshore High School	Tchr Asst, HS, ISS	3-23-2026
Hire	Cabral, Raissa	Moody Elementary School	Tchr Aide, ESE	3-2-2026
Hire	Campos Gonzalez, Maria	Samoset Elementary School	Tchr Aide, ESOL	3-24-2026
Hire	Cowan, Ray	Purchasing	Associate Buyer	3-2-2026
Hire	Denham, James	Buffalo Creek Middle School	Custodian 8 hr	3-16-2026
Hire	DeRouin, Marion	Food & Nutrition Services	Food Service-5 hr, Floater	3-23-2026
Hire	Dicosola, Jennifer	Blackburn Elementary School	Tchr Asst, Student Intern	3-22-2026
Hire	Dionicio De Leon, Dilia	Haile Middle School	Custodian 8 Hr	3-2-2026
Hire	Fasching, Jaimie	Abel Elementary School	Tchr Aide, ESE	3-24-2026
Hire	Johansen, Teresa	Oneco Elementary School	Tchr Aide, ES	3-2-2026
Hire	Johnson, Serenity	Miller Elementary School	Tchr Aide, ESE	3-24-2026
Hire	Krause, Rosa	Gullett Elementary School	Tchr Aide, ESOL (Portuguese)	3-24-2026
Hire	Lopes, Aliyah	Tillman Elementary School	Tchr Aide, ESE	3-2-2026
Hire	Lugo Tecomalman, Mari Cruz	Oneco Elementary School	Tchr Aide, ESOL	3-2-2026
Hire	Macedo, Jennifer	Manatee Elementary School	Tchr Aide, ES	3-24-2026
Hire	McDade, Erin	McNeal Elementary School	Tchr Aide, ESE	3-24-2026
Hire	McFarland, Heather	Jain Middle School	Tchr Aide, ESE, 1:1	3-24-2026
Hire	McNair, Devin	Palm View K-8 School	Custodian 8 Hr	3-16-2026
Hire	Miranda Hernandez, Zenaida Susana	Jain Middle School	Custodian, Lead I	3-15-2026
Hire	Osmanovic, Zineta	McNeal Elementary School	Custodian 8 Hr	3-16-2026
Hire	Pantaleo, Marilyn	Freedom Elementary School	Tchr Aide, ESE	3-24-2026
Hire	Pena Baxcajay, Evelyn	Rogers Garden-Bullock ES	Clerk, Guidance, ES	3-2-2026
Hire	Quercia Roselli, Maria	Food & Nutrition Services	Food Service-5 hr, Floater	3-2-2026
Hire	Romero Ramirez, Laura	Food & Nutrition Services	Food Service-5 hr, Floater	3-23-2026
Hire	Rosado Cabrera, Christina	Food & Nutrition Services	Food Service-5 hr, Floater	3-2-2026
Hire	Salas Galarza, Arelys	Food & Nutrition Services	Food Service-5 hr, Floater	3-23-2026
Hire	Santiago Torres De Rojas, Maria	Harvey K-8 School	Custodian 8 Hr - Harvey NRR	3-2-2026
Hire	Schmidt, Renee	Food & Nutrition Services	Food Service-5 hr, Floater	3-2-2026
Hire	Treadwell, Kabrina	McNeal Elementary School	Tchr Aide, ESE, 1:1	3-24-2026
Hire	Vidales Chica, Hernan	Manatee High School	Custodian 8 Hr	3-18-2026
Hire	Waltz, Christina	Kinnan Elementary School	Tchr Aide, ESE, 1:1	3-24-2026
Hire	Williams, Alexis	Harvey K-8 School	Tchr Aide, ESE, 1:1	3-1-2026
Hire	Zebracki, Cathy	Sea Breeze Elementary School	Tchr Aide, ESE	3-24-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Hire	Cousineau, Suzanne	Harvey K-8 School	Tchr, Third Grade SUNY Albany MA	3-2-2026
Hire	Gantz, David	Blackburn Elementary School	Tchr, Music, ES University of Florida MA	3-23-2026
Hire	Gilchriest, Molly	Palma Sola Elementary School	Tchr, VE/SC Univ of South Florida St Pete BA	3-2-2026
Hire	Jaramillo, Valerie	Rogers Garden-Bullock ES	Fourth Grade Teacher University of Florida BA	3-23-2026
Hire	Mitts, Joseph	Manatee High School	Tchr, Science, HS Florida Gulf Coast University BA	3-23-2026
Hire	Vice, William	Sugg Middle School	Tchr, Social Studies, MS Bethany Lutheran College BA	3-2-2026

Promotion

Administrative

Type	Name	Department/Location	Position	Effective Date
Promotion	Ladino, Jacqueline	From: SDMC School Support Center To: Manatee Technical College Main	From: Accountant To: Coordinator, Accounting MTC	3-1-2026
Promotion	Roberts, Bunni	From: Tara Elementary School To: Professional Support Center	From: Tchr, Pre-K Integrated To: Specialist/Mgr, InstrctnCurric	3-29-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Promotion	Baquedano, Manuel	From: Matzke Support Center To: Matzke Support Center	From: Shipping/Receiving Clerk To: Storekeeper/Warehouseman	3-15-2026

Resignation

Administrative

Type	Name	Department/Location	Position	Effective Date
Resignation	Dougherty, James	Personnel Non-Allocated	Principal, ES	2-27-2026
Resignation	Goffi, Tyler	Purchasing	Director, Purchasing	3-14-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Resignation	Albury, Tatiana	School Bus Transportation	Dispatcher, School Bus Trans	3-21-2026
Resignation	Bianchi, Gina	Food & Nutrition Services	Manager, Cafeteria I	3-24-2026
Resignation	Cook, Daniel	Security	Safety Guardian	5-30-2026
Resignation	Davis, Ryan	Food & Nutrition Services	Worker, Food Service-6 hr	3-10-2026
Resignation	Garcia, Lorena	Manatee Elementary School	Registrar, School I, ES	4-25-2026
Resignation	Harnish, Jena	Freedom Elementary School	Tchr Aide, ESE	2-24-2026
Resignation	Hernandez, Shirley	Palma Sola Elementary School	Tchr Aide, ES	2-11-2026
Resignation	Johnson, Anna	Palmetto High School	Tchr Aide, ESE, 1:1	2-18-2026
Resignation	Kyle, Kimberly	Food & Nutrition Services	Worker, Food Service-5 hr	3-6-2026
Resignation	LaBarge, Kenneth	Security	Safety Guardian	5-30-2026
Resignation	Lawton, Giovanni	Buffalo Creek Middle School	Asst, School Clerical, 10.5 Mo	3-2-2026
Resignation	Lo Cicero, Kristin	Food & Nutrition Services	Worker, Food Service-6 hr	3-14-2026
Resignation	McGovern, Ileana	Johnson K-8 Sch of Int Studies	Tchr Aide, Pre-K	2-28-2026
Resignation	Mckibben, Melissa	Sea Breeze Elementary School	Tchr Aide, ESE	3-14-2026
Resignation	Neuhaus, Bosco	Security	Safety Guardian	4-4-2026
Resignation	Norfleet, Marie	Johnson K-8 Sch of Int Studies	Secretary, Senior School, MS	3-7-2026
Resignation	Savage, Jakki	Harvey K-8 School	Nurse, School, LPN	3-14-2026
Resignation	Schreiner, Michelle	Willis Elementary School	Tchr Aide, ESE, 1:1	5-30-2026
Resignation	Stresing, Amy	Sea Breeze Elementary School	Tchr Aide, ESE	3-4-2026
Resignation	Torres, Jesus	Maintenance & Operations	Operator, Special Equipment	2-25-2026
Resignation	Ugochukwu, Princewill	Maintenance & Operations	Operator, Special Equipment	3-7-2026
Resignation	Wiedeman, Bonnie	Johnson K-8 Sch of Int Studies	Tchr Aide, ESE	3-5-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Resignation	Botros, Carrie	Willis Elementary School	Fourth Grade Teacher	5-30-2026
Resignation	Cacace, Rachel	Jain Middle School	Tchr, Science, MS	5-30-2026
Resignation	Carillo, Mariela	Ballard Elementary School	Third Grade Teacher	2-6-2026
Resignation	Catalina, Gabrielle	Lakewood Ranch High School	Tchr, Science, HS (Biology)	2-28-2026
Resignation	Cerpa, Lucy	Braden River Elementary School	Tchr, Pre-K Handicapped	5-30-2026
Resignation	Chiu, Wen-Chi	Kinnan Elementary School	Tchr, Pre-K Handicapped	3-1-2026
Resignation	Clancey, Alena	Harvey K-8 School	Third Grade Teacher	5-30-2026
Resignation	Cleveland, Kenzie	Freedom Elementary School	Specialist, Student Support	5-30-2026
Resignation	Dobney, Kathryn	Bayshore Elementary School	First Grade Teacher	2-24-2026
Resignation	Eidson, Kaehla	Braden River Elementary School	Kindergarten Teacher	5-30-2026
Resignation	Fraise, Rebecca	Buffalo Creek Middle School	Tchr, Physical Educ, MS	5-30-2026
Resignation	Frech, Aaron	King Middle School	Tchr, Technology	3-21-2026
Resignation	Gibbons, Megan	Williams Elementary School	Fourth Grade Teacher	6-2-2026
Resignation	Grant, Joanna	Harvey K-8 School	Kindergarten Teacher	5-30-2026
Resignation	Hodge, Toni Ann	Willis Elementary School	Fourth Grade Teacher	5-30-2026
Resignation	Hosey, Amber	Harvey K-8 School	Second Grade Teacher	2-10-2026

Resignation	Kilguss, Sarah	Bashaw Elementary School	Third Grade Teacher	5-1-2026
Resignation	Melillo, Amy	Braden River Elementary School	Third Grade Teacher	5-30-2026
Resignation	Neri, Anna	Miller Elementary School	Tchr, STEM	2-4-2026
Resignation	Pella, Lara	Gullett Elementary School	Second Grade Teacher	5-30-2026
Resignation	Perry, Angela	Braden River Middle School	Support Facilitator	7-15-2026
Resignation	Smith, Josie	Willis Elementary School	Kindergarten Teacher	2-1-2026
Resignation	Stiebeling, Megan	Miller Elementary School	First Grade Teacher	2-10-2026
Resignation	Syring, Richard	Buffalo Creek Middle School	Counselor, MS	2-28-2026
Resignation	Tilley, Jessica	Southeast High School	Tchr, Art, HS	5-30-2026
Resignation	Vazquez, Enrique	Palm View K-8 School	Tchr, ESOL Resource	3-5-2026
Resignation	Wilson, Courtney	Mills Elementary School	Second Grade Teacher	3-4-2026
Resignation	Witte, Gina	Moody Elementary School	Fifth Grade Teacher	3-14-2026

Deceased

Administrative

Type	Name	Department/Location	Position	Effective Date
Deceased	Dahlquist, Douglas	Food & Nutrition Services	Supervisor, Purchasing	2-20-2026

Retirement

Administrative

Type	Name	Department/Location	Position	Effective Date
Retirement	Miller, Jean 11.58 Years of Service	Information Technology	Manager, Systems & Programming	5-3-2026
Retirement	Rawls, Sharon 30.26 Years of Service	ESE	Spec, Charter/Contracted/ESE	7-3-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Retirement	Akoghlanian, Kara 6.50 Years of Service	McNeal Elementary School	Tchr Aide, ESE, 1:1	6-1-2026
Retirement	Dreyer, Jocita 21.30 Years of Service	Food & Nutrition Services	Worker, Food Service-6 hr	6-1-2026
Retirement	Holbrook, Sharon 6.80 Years of Service	Sea Breeze Elementary School	Tchr Aide, ESE	8-1-2026
Retirement	Lopez, Linda 15.40 Years of Service	Food & Nutrition Services	Worker, Food Service-6 hr	5-30-2026
Retirement	Schrier, Rebecca 17.52 Years of Service	StudentDemogrphcs/Proj/Assgnmt	Spec, State Reports I	6-3-2026
Retirement	Sharpin, Tami 20.60 Years of Service	Manatee High School	Asst, School Clerical, 10.5 Mo	6-6-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Retirement	Brown, Karen 14 Years of Service	Abel Elementary School	Tchr, Pre-K Integrated	5-30-2026
Retirement	Dechelbor, Shannon 35.40 Years of Service	Stewart Elementary School	Third Grade Teacher	7-1-2026
Retirement	Edwards, Robert 26.20 Years of Service	The Port Academy	Tchr, Dropout Prevention, HS	6-1-2026
Retirement	Finck, Rennie 16 Years of Service	Lakewood Ranch High School	Tchr, Dropout Prevention, HS	5-30-2026
Retirement	Frank, John 17 Years of Service	Braden River High School	Tchr, Technology	6-1-2026
Retirement	Gardner, Kelly 7.50 Years of Service	Lakewood Ranch High School	Tchr, ASD	6-1-2026
Retirement	Hart, Michele 20 Years of Service	Mills Elementary School	Specialist, Student Support	6-1-2026
Retirement	Hill, Brianne 9.60 Years of Service	Palmetto High School	Tchr, Science, HS	6-1-2026
Retirement	Lagasse, Elizabeth 28.90 Years of Service	Bashaw Elementary School	Kindergarten Teacher	5-30-2026
Retirement	Latham, Charlotte 21 Years of Service	Gullett Elementary School	Tchr, STEM	8-1-2026
Retirement	Lopez, Adela 12.60 Years of Service	Palm View K-8 School	Tchr, Reading, MS	5-30-2026
Retirement	Murphy, Bonnie 5.80 Years of Service	Miller Elementary School	Second Grade Teacher	5-30-2026
Retirement	Reiber, Robin 28.70 Years of Service	Manatee High School	Tchr, Mathematics, HS	6-1-2026
Retirement	Roller, Richard 1.82 Years of Service	Lakewood Ranch High School	Tchr, ROTC/Military Train, HS	6-1-2026
Retirement	Vega, Antonio 14 Years of Service	Bayshore High School	Tchr, ROTC/Military Train, HS	6-13-2026

Termination

Educational Support

Type	Name	Department/Location	Position	Effective Date
Termination	Bradshaw, Sheivel	Food & Nutrition Services	Worker, Food Service-5 hr	3-11-2026
Term During Probation	Fernandes, Renee	Prine Elementary School	Tchr Aide, Pre-K Integrated	2-27-2026
Term During Probation	Gallego Madero, Yaneth	Palm View K-8 School	Custodian 8 Hr	2-26-2026
Termination	Gramajo, Julio	School Bus Transportation	Bus Driver	2-28-2026
Termination	Henry, Brett	School Bus Transportation	Bus Driver	3-11-2026
Term During Probation	Montero Doria, Marsolaire	Jain Middle School	Custodian, Lead I	2-21-2026
Term During Probation	Pacheco, Leeann	Food & Nutrition Services	Worker, Food Service-5 hr	3-3-2026
Job Abandonment	Rivera, Zuleyka	Manatee High School	Custodian 8 Hr	2-26-2026
Term During Probation	Santiago Mendez, Shanith	Daughtrey Elementary School	Tchr Aide, ESOL	3-12-2026
Job Abandonment	Valdez, Belen	Food & Nutrition Services	Worker, Food Service-6 hr	3-5-2026
Term During Probation	Van Valen, Richard	Administrative Services	Custodian 8 Hr	3-10-2026
Termination	Vital, Aliane	Miller Elementary School	Custodian 8 Hr	3-11-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Term During Probation	Perez, Alex	Blackburn Elementary School	Tchr, Music, ES	2-28-2026
Term During Probation	Rappo, Michael	Parrish Community High School	Tchr, Social Studies, HS	2-28-2026

Transfer

Educational Support

Type	Name	Department/Location	Position	Effective Date
Transfer	Bachelder, Nicklos	From: Professional Support Center To: Matzke Support Center	From: ElectrncsTech, Instrctnl Media To: Tech, Electronics, Fire Alarm	3-15-2026
Transfer	Barnes, Karen	From: Matzke Support Center To: Braden River High School	From: Bus Aide To: Tchr Asst, HS, ISS	3-1-2026
Transfer	Mangual, Michelle	From: Wakeland Support Center To: Johnson K-8 Sch of Int Studies	From: Food Service-5 hr, Floater To: Worker, Food Service-6 hr	3-22-2026
Transfer	Meiler, Jessica	From: Braden River ES To: Braden River ES	From: Tchr Aide, Pre-K Integrated To: Tchr Asst, Child Dev. Assoc	3-1-2026
Transfer	Osborne, Josie	From: Haile Middle School To: Haile Middle School	From: Asst, School Clerical, 10.5 Mo To: Secretary, Senior School, MS	3-1-2026
Transfer	Rae, Joseph	From: Haile Middle School To: Haile Middle School	From: Secretary, Senior School, MS To: Registrar, School I, MS	3-1-2026

AGENDA ITEM NO. 10.2

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

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

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

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

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

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

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

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

Financial Impact
There is no financial impact.

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

Attachments:
OOF Content 4.7.26
OOF ESOL 4.7.26
OOF Reading 4.7.26

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

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

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

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

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

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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Delgado,Edmundo A.	Manatee Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Deligiannis,Maria Mina	Manatee Elementary School	Tchr, Third Grade	ESOL End. Class 1
Engram,Leah Sharai	Manatee Elementary School	Counselor, ES	ESOL End. Class 1
Engram,Lisa L.	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Fields,Vincent	Manatee Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Franklin,Katrina N.	Manatee Elementary School	Third Grade Teacher	ESOL End. Class 1
Hamilton,Sabrina	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Negroni,Ivette	Manatee Elementary School	Second Grade Teacher	ESOL End. Class 1
Page,Anita E	Manatee Elementary School	Third Grade Teacher	ESOL End. Class 5
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	ESOL End. Class 2
Smith,Carleen M.	Manatee Elementary School	Kindergarten Teacher	ESOL End. Class 1
Thompson,Keisha	Manatee Elementary School	Second Grade Teacher	ESOL End. Class 1
Woughter,Cari	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Aadson,Tatyana B.	Manatee High School	Tchr, World Language, HS	ESOL End. Class 1
Baker,Matthew	Manatee High School	Tchr, Reading, HS	ESOL End. Class 3
Carson,Camrynn	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Casey,Matthew	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Egyed,Peter P.	Manatee High School	Tchr, ASD	ESOL End. Class 2
Fontaine,Francine	Manatee High School	Support Facilitator	ESOL End. Class 1
Mallo,Margaret	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Manion,Kyle	Manatee High School	Tchr, IND/SC	ESOL End. Class 2
Marconi,Kathy Lynn	Manatee High School	Support Facilitator	ESOL End. Class 1
Sowa,Audrey	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 2
Casaclang,Aileen	Miller Elementary School	Tchr, ASD	ESOL End. Class 2
Davis,Parker	Miller Elementary School	Tchr, STEM	ESOL End. Class 1
Marello,Amanda	Miller Elementary School	First Grade Teacher	ESOL End. Class 3
McGee,Pamela	Miller Elementary School	First Grade Teacher	ESOL End. Class 1
Miller,Sarah Jeffcoat	Miller Elementary School	Second Grade Teacher	ESOL End. Class 1
Murphy,Bonnie H	Miller Elementary School	Second Grade Teacher	ESOL End. Class 3
Nueva,Abigail Salazar	Miller Elementary School	Tchr, VE/SC	ESOL End. Class 1
Raber,Jillisa	Miller Elementary School	Third Grade Teacher	ESOL End. Class 2
Stephens,Elizabeth Ann	Miller Elementary School	Fourth Grade Teacher	ESOL End. Class 4
Greene,Kristin Inderwiesen	Myakka Elementary School	Tchr, Music, ES	ESOL End. Class 1
Royston,Emily Elizabeth	Myakka Elementary School	Second Grade Teacher	ESOL End. Class 2
Spencer,Melissa	Myakka Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Sullivan,Alexandra	Myakka Elementary School	Kindergarten Teacher	ESOL End. Class 1
Toso,Claudia Lucia	Myakka Elementary School	Tchr, ESOL Resource	ESOL End. Class 3
Walters,Molli Martin	Myakka Elementary School	Third Grade Teacher	ESOL End. Class 1
Allen,Kayci Ann	Oneco Elementary School	First Grade Teacher	ESOL End. Class 2
Bartens,Jennifer Ann	Oneco Elementary School	Kindergarten Teacher	ESOL End. Class 1
Cunningham,Jolissa	Oneco Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Davis,Aleceya	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1
Dubernas,Melissa Noelle	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1
Fishman,Farrah	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1
Golinar,Krystal Marie	Oneco Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gomez Ojeda,Arelys D.	Oneco Elementary School	Specialist, Student Support	ESOL End. Class 2
Gregory,Pamela Duke	Oneco Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Grobleski,Amy Lee	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1
Johnson,Paige Eldridge	Oneco Elementary School	Tchr, VE/SC	ESOL End. Class 2
Lobozzo,Melissa Westbrook	Oneco Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Lopatinsky,Tiffany Lyn	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1
Martin,Almark Atoney	Oneco Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Mitchell,Raven Aisha	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 2
Moreno-Hernandez,Diana M	Oneco Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Peart,Tracy Ann N	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 1
Satahoo Graham,Aneisha Sherika	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 3
Scipione,Emily Pauline	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 1
Solano,Gabriella Renee	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Steiner,Kati	Oneco Elementary School	Math Coach, ES	ESOL End. Class 1
Wheeler,Lezlie Charlene	Oneco Elementary School	Support Facilitator	ESOL End. Class 1
CARDER,ARIADNE	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1
Castillo,Johana	Rogers Garden-Bullock ES	Kindergarten Teacher	ESOL End. Class 1
Hazon,Zoe	Rogers Garden-Bullock ES	Tchr, IND/SC	ESOL End. Class 1
Mendez,Jessica	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 4
Miranda,Eliette	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1
Petrosino,Morgan N	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1
Reynolds,Sarah L	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1
Soto,Brunilda	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1
Townsend,Emily B.	Rogers Garden-Bullock ES	Tchr, ASD	ESOL End. Class 2
Viverito,Christin	Rogers Garden-Bullock ES	Second Grade Teacher	ESOL End. Class 1
Allen,Sondra Renee	Palm View K-8 School	Kindergarten Teacher	ESOL End. Class 1
Babakarkhil,Sakhi	Palm View K-8 School	Fifth Grade Teacher	ESOL End. Class 2
Bradley,Maleah L	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 4
Busick,Katherine	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 1
Ciasto,Kailah Marie	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 2
Davis,Ieshia Nicole	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 1
Deans,Sara S	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 1
George,Jenna	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 1
Gleason,Katie L	Palm View K-8 School	First Grade Teacher	ESOL End. Class 2
Gleason,Olivia	Palm View K-8 School	Tchr, Dropout Prevention, MS	ESOL End. Class 2
Khader Qasim,Dina	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Munn,Kristen M	Palm View K-8 School	Teacher, Woz Support, ES	ESOL End. Class 1
Severo,Pamela	Palm View K-8 School	Second Grade Teacher	ESOL End. Class 3
Van Horn,Brenda	Palm View K-8 School	Second Grade Teacher	ESOL End. Class 1
Hanna,Lisa Ann	Palma Sola Elementary School	First Grade Teacher	ESOL End. Class 1
Ramsey,Destiny	Palma Sola Elementary School	Kindergarten Teacher	ESOL End. Class 1
Alanis,Arlette	Palmetto Elementary School	Third Grade Teacher	ESOL End. Class 1
Beres,Aubrey	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1
Borcsok Imri,ZsuZsanna	Palmetto Elementary School	Tchr, VE/SC	ESOL End. Class 3
Gardner,Karen Rose	Palmetto Elementary School	Support Facilitator	ESOL End. Class 1
Howard,Kelly	Palmetto Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Ruiperez Sanchez,Maria Teresa	Palmetto Elementary School	Kindergarten Teacher	ESOL End. Class 1
Schaffer,Victoria	Palmetto Elementary School	Third Grade Teacher	ESOL End. Class 2
Tinkham,Kimberley Ann	Palmetto Elementary School	Tchr, ASD	ESOL End. Class 1
Tuchman,Christine A.	Palmetto Elementary School	Kindergarten Teacher	ESOL End. Class 1
Vargas Perez,Alicia	Palmetto Elementary School	Second Grade Teacher	ESOL End. Class 1
Villadangos Perez,Gonzalo	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1
Wade,Victoria	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1
Ansbro,Emily	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 4
Corn,Samantha	Palmetto High School	Tchr, IND/SC	ESOL End. Class 1
Douglas,Kelli D.	Palmetto High School	Tchr, Dropout Prevention, HS	ESOL End. Class 2
List,Jennifer	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1
Rouse,Brandon	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 1
Santiago,Loida	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 2
Simpson,Morgan	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1
Townson,Taylor	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1
Alvarez,Lindsay Ann	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Bennett,Tabitha Paige	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Braendel,Patty Colleen	Prine Elementary School	Tchr, IND/SC	ESOL End. Class 1
Dotti,Sharon Joanne	Prine Elementary School	First Grade Teacher	ESOL End. Class 1
Early,Michelle Sharice	Prine Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Gardner,Crystal Marie	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Geary,Colleen Nelson	Prine Elementary School	Third Grade Teacher	ESOL End. Class 3
Harman,Letitia E	Prine Elementary School	Spec, Media, ES	ESOL End. Class 1
Jordan,Andrea	Prine Elementary School	Kindergarten Teacher	ESOL End. Class 4
Larocca,Sara Anne	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Leftwich,Michael	Prine Elementary School	Tchr, ASD	ESOL End. Class 1
Lyssy,Connie Campbell	Prine Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Middleton,Paige Nicole	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Murphy,Matthew	Prine Elementary School	Specialist, Student Support	ESOL End. Class 1
Peterson,Michael Leon	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Pinckney,Lesley Dione	Prine Elementary School	Kindergarten Teacher	ESOL End. Class 5
Riggins,April L.	Prine Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Rycerz,Cynthia	Prine Elementary School	Tchr, VE/SC	ESOL End. Class 1
Sardi,Nicole	Prine Elementary School	Third Grade Teacher	ESOL End. Class 2
Simpson,Emily Grace	Prine Elementary School	Second Grade Teacher	ESOL End. Class 1
Snodgrass,Cailei Marie	Prine Elementary School	First Grade Teacher	ESOL End. Class 1
Tacuba-Roblero,Esteffani	Prine Elementary School	Tchr, Second Grade	ESOL End. Class 1
Thoresen,Cassandra Marie	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Wagstaff,Michele Lynn	Prine Elementary School	Fourth Grade Teacher	ESOL End. Class 4
Walker,Lindsey	Prine Elementary School	Second Grade Teacher	ESOL End. Class 3
Berumen-Marquez,Blanca Margarita	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 1
Catania,Christopher Stephen	Daughtrey Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Collado,Evelyn	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 4
Cowan,Caroceka Sarica	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 2
Cromartie-Pindell,Doris W	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 4
DeMint,Miles Montgomery Scott	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 1
Hidalgo,Susel	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Houston,Carly	Daughtrey Elementary School	Tchr, VE/SC	ESOL End. Class 1
James,Kaitlyn	Daughtrey Elementary School	Tchr, Art, ES	ESOL End. Class 1
Karlsson,Lisbeth	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Kohn,Allison Jacoba	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Lewis,Leanna May	Daughtrey Elementary School	Tchr, Third Grade	ESOL End. Class 2
Lovin,Tara Williams	Daughtrey Elementary School	Tchr, VE/SC	ESOL End. Class 3
McClintock,Lyndsie	Daughtrey Elementary School	Support Facilitator	ESOL End. Class 1
Miller,Elena Marie	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ravn,Rachelle	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ruiz Harrington,Monica Graciela	Daughtrey Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Selbeck,Sandra Liliana	Daughtrey Elementary School	Tchr, Dual Language, ES	ESOL End. Class 1
Steffy,Patricia Marie	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 1
Thornton,Julie	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1
Tomlin,Nicola Rosalee	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 1
Williams,Hannah L.	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Bailey Odom,Sonia	Samoset Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gonzalez,Yalimary F	Samoset Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Halbman,Michelle Parrott	Samoset Elementary School	First Grade Teacher	ESOL End. Class 1
Keiper,Keala Pamela Ros	Samoset Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 4
Mike,Patricia Rae	Samoset Elementary School	Tchr, VE/SC	ESOL End. Class 1
Ricks,Nina Shantel	Samoset Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Scharlow,Hope Elizabeth	Samoset Elementary School	Kindergarten Teacher	ESOL End. Class 1
Walter,Maddison Claire	Samoset Elementary School	First Grade Teacher	ESOL End. Class 3
Walter,Tess	Samoset Elementary School	Third Grade Teacher	ESOL End. Class 2
Anioce,Swenson	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1
Davis,Michael R	Southeast High School	Tchr, Reading, HS	ESOL End. Class 1
Epstein,Nancy	Southeast High School	Tchr, Social Studies, HS	ESOL End. Class 1
Farrow,Brandon Joshua	Southeast High School	Tchr, IND/SC	ESOL End. Class 1
Gratzer,Hope Elizabeth	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1
Greenwood,Naomi E	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1
Guyre,Brendan C	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 2
Hogue,Kenneth Carrington	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 4
Kearney Jr,Vernon Lenior	Southeast High School	Tchr, EBD/SC	ESOL End. Class 1
Melo Espinosa,Saharai	Southeast High School	Tchr, Reading, HS	ESOL End. Class 1
Alimon,Jezreel Kim	Tillman Elementary School	Tchr, ASD	ESOL End. Class 1
Bagwell,Tiffany	Tillman Elementary School	Fourth Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Baker,Casey M	Tillman Elementary School	Tchr, ASD	ESOL End. Class 1
Collins,Asia Marie	Tillman Elementary School	Second Grade Teacher	ESOL End. Class 2
Collins,Jessica	Tillman Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Eurich Plevin,Elizabeth	Tillman Elementary School	Tchr, Kindergarten	ESOL End. Class 1
Facer,Rebecca	Tillman Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Feliciano,Sarah	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 2
Leupold,Jonathan	Tillman Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Li,BingBing	Tillman Elementary School	Tchr, First Grade	ESOL End. Class 1
McGarry,Hunter	Tillman Elementary School	Support Facilitator	ESOL End. Class 1
McNear,Koral	Tillman Elementary School	Second Grade Teacher	ESOL End. Class 1
Miller,Angela Glenda	Tillman Elementary School	Tchr, VE/SC	ESOL End. Class 1
Murray,Bernatta Dealcia	Tillman Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1
Ruiz,Justin	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 2
Willsen,Eric	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 3
Baranowski,Kimberly	Blackburn Elementary School	Support Facilitator	ESOL End. Class 5
Chanelo Rodriguez,Edith Rocio	Blackburn Elementary School	Kindergarten Teacher	ESOL End. Class 4
Hemingway,Denise	Blackburn Elementary School	Tchr, VE/SC	ESOL End. Class 1
Miller,Joseph Levi	Blackburn Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ngo,Jacqueline L	Blackburn Elementary School	First Grade Teacher	ESOL End. Class 2
Quirino,Amanda	Blackburn Elementary School	Second Grade Teacher	ESOL End. Class 1
Thompson,Kaysee	Blackburn Elementary School	First Grade Teacher	ESOL End. Class 1
Alford-Mears,Shelly-Ann Annakay	Sugg Middle School	Tchr, Reading, MS	ESOL End. Class 4
Arenas,Monique	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Geldmaker,Stephanie	Sugg Middle School	Support Facilitator	ESOL End. Class 1
Malone,Meaghan	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
McElroy,Jeannine	Sugg Middle School	Tchr, Social Studies, MS	ESOL End. Class 1
Nestleroad,Chelsea	Sugg Middle School	Tchr, Resource	ESOL End. Class 1
Pike,Sav L	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Russ,Carrie N.	Sugg Middle School	Tchr, Social Studies, MS	ESOL End. Class 4
Acevedo,Cynthia A	Moody Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Allen,Kasie Anne	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1
Avila,Gabriela De Jesus	Moody Elementary School	Third Grade Teacher	ESOL End. Class 2
Bystricky,Katherine	Moody Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gilsenan,Nicole	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1
Jenkins-Wade,Billie	Moody Elementary School	Second Grade Teacher	ESOL End. Class 1
Kelly-Walford,Carla S	Moody Elementary School	First Grade Teacher	ESOL End. Class 2
Korschun,Martha	Moody Elementary School	Tchr, ASD	ESOL End. Class 1
Roche,Rita L	Moody Elementary School	First Grade Teacher	ESOL End. Class 5
Royer,Madison	Moody Elementary School	Second Grade Teacher	ESOL End. Class 5
Simpson,Nickesha Natalee	Moody Elementary School	Tchr, VE/SC	ESOL End. Class 2
Smith,Gracyn Paige	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1
Smith,Maya E	Moody Elementary School	First Grade Teacher	ESOL End. Class 1
Trautner,Tracy	Moody Elementary School	Kindergarten Teacher	ESOL End. Class 4
dos Santos Garrido Cabral,Rossana	Moody Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Brown,Destiny Adriana Cynthia	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Cunningham,Sherry	King Middle School	Tchr, ESOL Resource	ESOL End. Class 1
Galati,Natasha	King Middle School	Tchr, ASD	ESOL End. Class 1
Highers,Jamie S.	King Middle School	Tchr, Science, MS	ESOL End. Class 2
Perez Valdez,Ruth Alexandra	King Middle School	Tchr, ESOL Resource	ESOL End. Class 1
Shareshian,Michael C	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 3
Cansdale,Emma Mary	Abel Elementary School	Third Grade Teacher	ESOL End. Class 1
Cepeda,Victoria Marie	Abel Elementary School	Third Grade Teacher	ESOL End. Class 1
Forch,Terry Lee	Abel Elementary School	Support Facilitator	ESOL End. Class 1
Gardini,Elizabeth	Abel Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Kent,Noelle V.	Abel Elementary School	Tchr, VE/SC	ESOL End. Class 1
Leiphart,Kayla Elizabeth	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Nehus,Jillian Ann	Abel Elementary School	Tchr, ASD	ESOL End. Class 1
Paris,Maria Jose	Abel Elementary School	First Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Rabie,Lisa Marie	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Simpson,Miquela	Abel Elementary School	Second Grade Teacher	ESOL End. Class 1
Tobias,Kayla	Abel Elementary School	First Grade Teacher	ESOL End. Class 3
Alvarez,Kaitlyn	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Anderson,Micah Sarita	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Castiglioni,Emily	Bashaw Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ciambrone,Lauren	Bashaw Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Clark,David	Bashaw Elementary School	Second Grade Teacher	ESOL End. Class 1
Gonzalez,Ana Maria	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Ketterman,Jared	Bashaw Elementary School	Fourth Grade Teacher	ESOL End. Class 5
Kilguss,Sarah E	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Moroney,Nichole Marie	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
O'Neill,John	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Ramos Chesnik,Claudia Marija	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Ridore-Hall,Sachiya	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Sofos,Melissa Renee	Bashaw Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Woods,Heather	Bashaw Elementary School	First Grade Teacher	ESOL End. Class 1
Yueng-Nieves,Kathryn Paula	Bashaw Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1
Austin,Taylor Nicole	Braden River Elementary School	First Grade Teacher	ESOL End. Class 3
Boardman,Kerri	Braden River Elementary School	Tchr, VE/SC	ESOL End. Class 1
Cormany,Denise	Braden River Elementary School	First Grade Teacher	ESOL End. Class 4
Koch,Whitney Carter	Braden River Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Lehman,Tracie Leigh	Braden River Elementary School	Tchr, STEM	ESOL End. Class 3
Maher,Jennifer	Braden River Elementary School	Kindergarten Teacher	ESOL End. Class 1
Messer,Kathleen	Braden River Elementary School	Second Grade Teacher	ESOL End. Class 4
Pena,Alexandra	Braden River Elementary School	Tchr, ASD	ESOL End. Class 1
Ramirez,Maria Gabriela	Braden River Elementary School	Second Grade Teacher	ESOL End. Class 2
Westberry,Kristah Elizabeth	Braden River Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Anderson,Melanie Maria	Braden River Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Bowers,Ann E.	Braden River Middle School	Tchr, VE	ESOL End. Class 2
Dowling,Jennifer	Braden River Middle School	Tchr, Mathematics, MS	ESOL End. Class 3
Gulsby,Nicole T.	Braden River Middle School	Tchr, Reading, MS	ESOL End. Class 1
Llamas,Jacqueline	Braden River Middle School	Tchr, Social Studies, MS	ESOL End. Class 5
Mynatt,Jessica	Braden River Middle School	Tchr, Science, MS	ESOL End. Class 1
Palmiere,Kelly M.	Braden River Middle School	Tchr, Language Arts, MS	ESOL End. Class 5
Alexander,Stephanie	Sea Breeze Elementary School	Tchr, Pre-K	ESOL End. Class 1
Bailey,Beth	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 1
Bangalisan,Lorilyn D	Sea Breeze Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1
Barber,Coleman	Sea Breeze Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Burkhardt,Peter	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 3
Byers,Tabatha	Sea Breeze Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Dorman,Brianne	Sea Breeze Elementary School	First Grade Teacher	ESOL End. Class 1
Grundy,Molly	Sea Breeze Elementary School	Second Grade Teacher	ESOL End. Class 1
Jones,Brenda Goble	Sea Breeze Elementary School	First Grade Teacher	ESOL End. Class 1
McCarron,Aurora Jean	Sea Breeze Elementary School	Tchr, VE/SC	ESOL End. Class 3
Michael,Jessica	Sea Breeze Elementary School	Fifth Grade Teacher	ESOL End. Class 3
Miller,Alison D	Sea Breeze Elementary School	Tchr, Third Grade	ESOL End. Class 1
Patrick,Kevin	Sea Breeze Elementary School	Tchr, VE/SC	ESOL End. Class 1
Peace,Elizabeth	Sea Breeze Elementary School	Support Facilitator	ESOL End. Class 1
Randle,Rebecca	Sea Breeze Elementary School	Second Grade Teacher	ESOL End. Class 1
Shelton,Brian Keith	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1
Tenchavez,Leah	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1
Toglia,Sabrina	Sea Breeze Elementary School	Third Grade Teacher	ESOL End. Class 1
Walsh,Brennan	Sea Breeze Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Warren,David O'dell	Sea Breeze Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Coleman,Brittney M	Tara Elementary School	Second Grade Teacher	ESOL End. Class 1
Danko,Ashley Anne	Tara Elementary School	Kindergarten Tchr	ESOL End. Class 1
Johannessen,Joscelyn Jenna	Tara Elementary School	Tchr, ASD	ESOL End. Class 1

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

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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Jacox,Megan	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Mahn,Juliana	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 2
O'Donnell,Lori	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Padro,Jaycey	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Raniere,Kristen	Willis Elementary School	Third Grade Teacher	ESOL End. Class 1
Snyder,Stephanie Michelle	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Strutt,Stephanie	Willis Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Bergantim,Kristy Lynne	Williams Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Cooper,Kaylee	Williams Elementary School	Tchr, First Grade	ESOL End. Class 1
Fergusson,Elena	Williams Elementary School	Tchr, VE/SC	ESOL End. Class 1
Gallegos,Tiffany Jade	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Haacke,Karen	Williams Elementary School	First Grade Teacher	ESOL End. Class 1
Hudson,Avery G	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1
Huling,Allyson	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Jackson,Jacqueline S	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Johnson,Hillary	Williams Elementary School	Kindergarten Tchr	ESOL End. Class 1
Kirts,Kristin N	Williams Elementary School	First Grade Teacher	ESOL End. Class 1
Knapp,Rachel L	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Korompilas,Dena Alexandra	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1
Medaglia,Laura J	Williams Elementary School	Tchr, Third Grade	ESOL End. Class 1
Nazarian,Carianne	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Newton,Leah M	Williams Elementary School	Tchr, Kindergarten	ESOL End. Class 1
Rush,Cynthia Lee	Williams Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Tackett,Laura Katherine	Williams Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Thum,Theresa I	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Topping,Emily	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Vaughn,Carla	Williams Elementary School	Tchr, Second Grade	ESOL End. Class 1
Westra,Scott Aaron	Williams Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 1
Beary,Kaylen	Gullett Elementary School	First Grade Teacher	ESOL End. Class 1
Bellew,Vanessa Sue	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 2
Brondyke,Sarah J.	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 3
Byrne,Karin D.	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 1
Cornett,Wendy	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 1
Galletta,Kimberly C.	Gullett Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Pawlik,Lauren Yasia	Gullett Elementary School	Fourth Grade Teacher	ESOL End. Class 3
Riffle,Jennifer Lynn	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 3
Rodriguez,Nicole	Gullett Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Shiffman,Susan	Gullett Elementary School	Second Grade Teacher	ESOL End. Class 1
Thoennissen,Alexandra	Gullett Elementary School	First Grade Teacher	ESOL End. Class 3
VanSkiver,Wendy Jeanne	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 2
Vogdanos,Rebecca	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 1
Alston,Holly I	Buffalo Creek Middle School	Tchr, Mathematics, MS	ESOL End. Class 2
Fertig,Dawn M.	Buffalo Creek Middle School	Tchr, Dropout Prevention, MS	ESOL End. Class 1
Kimbrel,Samuel Andrew	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Luchuk,Mary A	Buffalo Creek Middle School	Tchr, EBD/SC	ESOL End. Class 3
Palero,Blessyl Herrera	Buffalo Creek Middle School	Tchr, Science, MS	ESOL End. Class 1
Ramsaier,Magally	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Zonta,Joshua J	Buffalo Creek Middle School	Tchr, IND/SC	ESOL End. Class 1
Akers,Jennifer Kaye	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 5
Bailey,Michael C.	Parrish Community High School	Tchr, Social Studies, HS	ESOL End. Class 2
Brantley,Katie Leigh	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 3
DePatie,Alison Layne	Parrish Community High School	Tchr, Social Studies, HS	ESOL End. Class 2
Dorman,Emily	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1
Haushalter,Dawn M.	Parrish Community High School	Tchr, ESOL Resource	ESOL End. Class 5
Hebert,Remi	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1
Lashway,Brianna Christine	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 2
Lenard,Rachel	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 2

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Post,Kristy	Parrish Community High School	Tchr, Reading, HS	ESOL End. Class 2
Riley,Terry	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1
Anderson,Briana	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Angelillo,Joy	Jain Middle School	Tchr, IND/SC	ESOL End. Class 1
Boyd,Stephanie	Jain Middle School	Tchr, Social Studies, MS	ESOL End. Class 3
Callihan,Amanda Lynn	Jain Middle School	Counselor, MS	ESOL End. Class 1
Connor,Sally	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
David,Kimberly	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 3
Mainstone,Angela Dawn	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 1
Moore,David Allen	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Owens,Felicia	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Skelton,Jenna	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Trousas,Cassandra	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Baker,Emily	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1
Brown,Alexus	Harvey K-8 School	First Grade Teacher	ESOL End. Class 1
Brumley,Kaela	Harvey K-8 School	Tchr, Fifth Grade	ESOL End. Class 1
Casciotta,Jennifer	Harvey K-8 School	Health Science Teacher	ESOL End. Class 1
Cousineau,Suzanne Marie	Harvey K-8 School	Tchr, Third Grade	ESOL End. Class 1
Darnell,Amanda Nicole	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 1
Driggers,Katherine	Harvey K-8 School	Tchr, VE/SC	ESOL End. Class 1
Gleason,Jennifer	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1
Lear,Shannon Marie	Harvey K-8 School	Tchr, Autism Spectrum Disorder	ESOL End. Class 1
Marciniak,Daniel Lynn	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 1
McLaughlin,William	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 1
Merrill,Kendra	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 3
Molnar,Nicole	Harvey K-8 School	Support Facilitator	ESOL End. Class 3
Nelson,Jacquelyn B	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 1
O'Keefe,Hayley	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Ortega,Tabitha	Harvey K-8 School	First Grade Teacher	ESOL End. Class 4
Palkovich,Emily G	Harvey K-8 School	Fifth Grade Teacher	ESOL End. Class 1
Perry,Jaime	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 2
Pescuma,Tarynn Ashley	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1
Rademacher,Haley Nicole	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 1
Reynolds,Katherine	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Ruch,Jacquelyn Joy	Harvey K-8 School	First Grade Teacher	ESOL End. Class 4
Schultz,Erin	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Troyer,Amanda	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 1
Vranick,Alexa	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Watts,Ali Nicole	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 3
Wilds,Wanda Sue	Harvey K-8 School	Fifth Grade Teacher	ESOL End. Class 1
Fiore,Remington Tate	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 3
Gonzalez,Alexander	Lincoln Memorial Middle School	Tchr, Social Studies, MS	ESOL End. Class 1
Kauzlarich,Maureen	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Simmons,Brittany Nicole	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Alfonso,Raymond Vinarao	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Rainey,Kharma Rae	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Walker,Brandi M.	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Walker,Michael F.	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Burton,Carolyn P.	Hospital-Homebound Instruction	Tchr, Hospital/Homebound	ESOL End. Class 3
Alfonso,Maridel Lonceroz	Sable Acad Behavioral Learning	Elementary Teacher	ESOL End. Class 1
Jackson,Maxine Lee	Sable Acad Behavioral Learning	Tchr, VE	ESOL End. Class 1
Keats,Michelle	Exec Dir, Teaching & Learning	Tchr, Spcl Assgn, Basic Instr	ESOL End. Class 3
Baty,Jennifer W.	ESE	Pathologist, Speech & Language	ESOL End. Class 1

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

AGENDA ITEM NO. 10.3

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Bid for Musical Instruments, Sheet Music, Supplies and Repair Services, SDMC No. 26-0104-BS, Estimated in the Amount of $900,000.00 Annually (Multiple Funding Sources)

Executive Summary
This bid will be used for the purchase of musical instruments, sheet music, supplies and repairs of musical instruments. The schools require new equipment and supplies as well as the repair of musical instruments that are not under warranty. The awarded vendor(s) will provide service and parts to keep our existing musical instruments in good working order to help support our music programs throughout the District.

Approved funds will only be expended on an as needed basis throughout the contract period. The requested contract is for the period of April 8, 2026 through April 7, 2031. This bid is for a period of five (5) years with the option to renew for one (1) additional three-year period through April 7, 2034.

Historical expenditures are as follows:

- YTD 2025 – 2026 $418,279.24 (07-01-2025 – 03-09-2026)
- 2024 - 2025 $855,976.86
- 2023 - 2024 $383,674.93

The bid is recommended for award to the highlighted vendors on the attached tabulation. The attached contract is the standard contract that each awarded vendor will sign. The individual signed contracts are located in the Board office.

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

Ready For Life | Goal 5
Expand visual and performing arts programs across all schools

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
Approval of the bid for musical instruments, sheet music, supplies and repair services, SDMC No. 26-0104-BS, estimated in the amount of $900,000.00 annually (multiple funding sources).

Financial Impact
The funding source for these expenditures are various General Operating Funds, Millage Funds, Special Projects, Federal Projects, and Capital Outlay and is included in the approved budget for 2025 - 2026.

Contact
Submitting Department(s): Purchasing

Initiated By: Tyler Goffi and Rachel Sellers

Attachments:
26-0104 Tabulation

26-0104-BS Music Contract of Award Agreement

NOTICE OF INTENT TO AWARD

BID ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC. No. 26-0104-BS

CONTRACT PERIOD: APRIL 8, 2026 THROUGH APRIL 7, 2031

FOR BOARD APPROVAL ON APRIL 7, 2026

POSTED 3/12/26 @ 3:30 PM

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 1. Percentage Discount Off Instruments	Item 2. Percentage Discount Off Supplies	Item 3. Percentage Discount Off Sheet Music	Item 4. Repairs Woodwind Instruments Per Hour	Item 5. Repair Brass Instruments Per Hour	Item 6. Repair String Instruments Per Hour
Valdosta, GA Florida Document No. Not Required A2D Solutions, LLC (Percussion Repairs)	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Kansas City, MO Florida Document No. Not Required BAC Musical Instruments, LLC	**20% (18)**	No Bid	No Bid	No Bid	No Bid	No Bid
Bradenton, FL Florida Document No. P16000041749 Bertrand Music Florida, Inc.	**10% - 60%**	**10% - 25%**	**5% - 10%**	**$85.00**	**$85.00**	**$85.00**
West Palm Beach, FL Florida Document No. P1200065990 Bobbs Pianos & Organs Inc	**5% - 25% (2)**	**5%**	**5%**	No Bid	No Bid	No Bid
Ft. Myers, FL Florida Document No. P04000172831 Cadence Music Inc.	**35% (19)**	**20%**	**10%**	$30.00	$30.00	$30.00
Fort White, FL Florida Document No. P09000002007 Gainesville Violins, Inc.	**10%**	No Bid	No Bid	No Bid	No Bid	$100.00
Odessa, FL Florida Document No. L15000011692 Head's House of Music	No Bid	No Bid	**10% (3) (4)**	No Bid	No Bid	No Bid
Lakewood Ranch, FL Florida Document No. L18000268373 HWD Instrument Repair	No Bid	**Ferree's Tools, Inc. (6)** **Allied Supply (20)** **0%**	No Bid	**$60.00**	**$60.00**	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 1. Percentage Discount Off Instruments	Item 2. Percentage Discount Off Supplies	Item 3. Percentage Discount Off Sheet Music	Item 4. Repairs Woodwind Instruments Per Hour	Item 5. Repair Brass Instruments Per Hour	Item 6. Repair String Instruments Per Hour
St. Petersburg, FL Florida Document No. G08203900293 J.A.S. Music Co (Michael Sellers)	**40%**	**30%**	**20%**	**$55.00**	**$55.00**	**$55.00**
Exton, PA Florida Document No. F22000003372 J.W. Pepper and Son, Inc	**0% (7)(8)**	**0% (7)(8)**	**0% (7)(8)**	No Bid	No Bid	No Bid
Madison Heights, MI Florida Document No. Not Required Luck's Music Library	No Bid	No Bid	**10% (9)(10)(11)**	No Bid	No Bid	No Bid
Cleveland, OH Florida Document No. Not Required Music is Elementary	**0% - 50%**	**0% - 50%**	**0% - 50%**	No Bid	No Bid	No Bid
West Palm Beach, FL Florida Document No. 533647 Music Man, Inc.	**10% - 60%**	**25%**	No Bid	No Bid	No Bid	No Bid
Coppell, TX Florida Document No. Not Required Romeo Music, LLC	**10%**	**10%**	No Bid	No Bid	No Bid	No Bid
Bradenton, FL Florida Document No. L02000016554 Schultz Services, LLC	No Bid	**MAP (12) (21)**	No Bid	**$65.00**	**$65.00**	**$65.00**

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 1. Percentage Discount Off Instruments	Item 2. Percentage Discount Off Supplies	Item 3. Percentage Discount Off Sheet Music	Item 4. Repairs Woodwind Instruments Per Hour	Item 5. Repair Brass Instruments Per Hour	Item 6. Repair String Instruments Per Hour
Ann Arbor, MI Florida Document No. Not Required Shar Products Company	**15%**	**15%**	**15%**	No Bid	No Bid	No Bid
Fort Wayne, IN Florida Document No. Not Required Sweetwater Sound Holdings, LLC	**10% (22)(23)**	**10%**	**10%**	No Bid	No Bid	No Bid
Aberdeen, SD Florida Document No. Not Required Taylor Music, Inc	**(14)(15)(16)** **0% - 60%**	**(14)(15)(16)** **0% - 60%**	No Bid	No Bid	No Bid	No Bid
Sarasota, FL Florida Document No. L23000455533 Triton Music Services	**20% (2)**	**20% (2)**	**20% (2)**	**$90.00**	**$90.00**	**$90.00**
Tampa, FL Florida Document No. P13000050256 Violin Shop Tampa Inc.	**25%**	**25%**	**10%**	No Bid	No Bid	**$50.00**
Wheaton, MD Florida Document No. Not Required Washington Music Sales Center, Inc.	No Bid	**25% (2)(17)**	No Bid	No Bid	No Bid	No Bid
Coralville, IA Florida Document No. F22000003383 West Music Company, Inc.	**10%**	**7%**	**5%**	No Bid	No Bid	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 7. Repair Percussion Instruments Per Hour	Item 8. Repair Handbells Per Hour	Item 9. Repair Electric Guitars Per Hour	Item 10. Repair Electronic Keyboards Per Hour	Item 11. Repair Pianos Per Hour	Item 12. Piano Tuning Per Hour
A2D Solutions, LLC (Percussion Repairs)	$85.00	No Bid	No Bid	No Bid	No Bid	No Bid
BAC Musical Instruments, LLC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Bertrand Music Florida, Inc.	**$85.00**	**$85.00**	**$85.00**	**$85.00**	**$85.00**	**$85.00**
Bobbs Pianos & Organs Inc	No Bid	No Bid	No Bid	$175.00	$175.00	$175.00
Cadence Music Inc.	$30.00	$30.00	$30.00	$30.00	No Bid	No Bid
Gainesville Violins, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Head's House of Music	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
HWD Instrument Repair	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 7. Repair Percussion Instruments Per Hour	Item 8. Repair Handbells Per Hour	Item 9. Repair Electric Guitars Per Hour	Item 10. Repair Electronic Keyboards Per Hour	Item 11. Repair Pianos Per Hour	Item 12. Piano Tuning Per Hour
J.A.S. Music Co (Michael Sellers)	**$55.00**	**$55.00**	**$55.00**	**$85.00**	No Bid	No Bid
J.W. Pepper and Son, Inc	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Luck's Music Library	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Music is Elementary	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Music Man, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Romeo Music, LLC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Schultz Services	**$65.00**	No Bid	**$65.00**	**$70.00**	**$70.00**	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 7. Repair Percussion Instruments Per Hour	Item 8. Repair Handbells Per Hour	Item 9. Repair Electric Guitars Per Hour	Item 10. Repair Electronic Keyboards Per Hour	Item 11. Repair Pianos Per Hour	Item 12. Piano Tuning Per Hour
Shar Products Company	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Sweetwater Sound Holdings, LLC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Taylor Music, Inc	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Triton Music Services	$90.00	No Bid	No Bid	No Bid	No Bid	No Bid
Violin Shop Tampa Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Washington Music Sales Center, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
West Music Company, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 13. Repair Electrical Instruments Per Hour	Item 14. Additional Repair Services (not listed) Per Hour	Item 15. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 16. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 17. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 18. Manufacture Percentage Discount for Repair Parts Discount or Markup +
A2D Solutions, LLC (Percussion Repairs)	No Bid	No Bid	OEM Parts 0% (1)	No Bid	No Bid	No Bid
BAC Musical Instruments, LLC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Bertrand Music Florida, Inc.	**$85.00**	**$85.00**	**25%**	No Bid	No Bid	No Bid
Bobbs Pianos & Organs Inc	**$175.00**	**$175.00**	**Kawai** **5%**	**Casio** **5%**	**Messingschlager** **5%**	**5%**
Cadence Music Inc.	$30.00	$30.00	All Parts 20%	No Bid	No Bid	No Bid
Gainesville Violins, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Head's House of Music	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
HWD Instrument Repair	No Bid	No Bid	**Ferree's Tools, Inc.** **10% +**	**Allied Supply Corp.** **10% +**	No Bid	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 13. Repair Electrical Instruments Per Hour	Item 14. Additional Repair Services (not listed) Per Hour	Item 15. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 16. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 17. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 18. Manufacture Percentage Discount for Repair Parts Discount or Markup +
J.A.S. Music Co (Michael Sellers)	No Bid	**$55.00**	No Bid	No Bid	No Bid	No Bid
J.W. Pepper and Son, Inc	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Luck's Music Library	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Music is Elementary	No Bid	No Bid	**ORFF Replacement Parts 0% - 50%**	No Bid	No Bid	No Bid
Music Man, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Romeo Music, LLC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Schultz Services	**$70.00**	**$70.00 (13)**	**MAP (12)**	No Bid	No Bid	No Bid

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

BIDDERS	Item 13. Repair Electrical Instruments Per Hour	Item 14. Additional Repair Services (not listed) Per Hour	Item 15. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 16. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 17. Manufacture Percentage Discount for Repair Parts Discount or Markup +	Item 18. Manufacture Percentage Discount for Repair Parts Discount or Markup +
Shar Products Company	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Sweetwater Sound Holdings, LLC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Taylor Music, Inc	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Triton Music Services	No Bid	No Bid	**Howard Core Co. 20% +**	**D'Addario 20% +**	**International Violin Co. 20% +**	No Bid
Violin Shop Tampa Inc.	No Bid	No Bid	**All Manufacturers 25%**	No Bid	No Bid	No Bid
Washington Music Sales Center, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
West Music Company, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, (as altered by section 110.123(3)(d)(4)), OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

TABULATION OF BIDS ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

Bids Due: March 3, 2026 3:00 p.m.,

NOTES:

(1) All OEM Major Percussion Instrument Manufactures
(2) 3% Credit card fee to be added to pcard transactions
(3) Quantity Discount on 10 copies or more per title
(4) Discount Exceptions - Imports or Self-Published Titles
(5) Free Shipping on Allied Supply and $50 minimum order.
(6) Ferree's Tools $10.00 S & H
(7) Orders $25,000+ will receive a 2% discount
Orders $50,000+ will receive a 3% discount
Orders $100,000+ will receive a 5% discount
(8) Large/oversized items will be charged extra freight by the manufacturer for direct delivery.
(9) Shipping charges are weight based
(10) All items sold are non-returnable
(11) $10.00 minimum order amount, $50.00 minimum to received discount.
(12) MAP - Minimum Advertised Price
(13) Sound Systems
(14) Discounts 1-60% available, email or call for quote
(15) Free shipping on orders over $99.000. Free shipping Excludes cases and furniture
(16) Pcard accepted for orders up $2500.00. Orders over $2500.00 require a purchase order.
(17) Minimum Order Amount $75.00
(18) Deeper discounts on volume/quantity
(19) Discounts may vary, please request quote. Instrument discounts are likely to be greater that 35% listed. These are general discount amounts.
(20) Allied Supply - Minimum Order Amount $50.00. Free shipping
(21) Minimum Order Amount $10.00
(22) 10% discount applies to all woodwind & brass instruments. Some percussion instruments may only qualify for a 5% discount.
(23) 4% Credit card fee to be added to pcard transactions
(24) Wenger brand items, Gameplan materials, band and orchestra instruments, concert and marching percussion instruments and equipment, items sold as used or demo and items purchased at conferences or workshops are excluded from the percentage discounts.
(25) Items with oversize shipping rates are excluded from the free shipping. Oversize shipping rates can be found with the items at www.westmusic.com

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, (as altered by section 110.123(3)(d)(4)), OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

PURCHASING DEPARTMENT
215 Manatee Avenue West
Bradenton, Florida 34205
Direct Line (941) 708-8770 FAX Line (941) 708-8485

CONTRACT OF AWARD AGREEMENT
MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES,
SDMC No. 26-0104-BS

THIS AGREEMENT is entered into by and between The School Board of Manatee County, Florida, hereinafter "District" and Multiple Approved Vendors (Contractor).

1. **THE WORK**

1.1 Contractor shall perform and render all services as prescribed and required by the Instructions to Proposers, Proposal Form, General Conditions, Specials Conditions, Scope of Work, Specifications, and all other documents forming a part of the Proposal package and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein for:

BID ON MUSICAL INSTRUMENTS, SHEET MUSIC, SUPPLIES AND REPAIR SERVICES, SDMC No. 26-0104-BS

2. **TERM AND RENEWAL**

2.1 **Term:** The term of this Agreement shall be from **April 8, 2026 through April 7, 2031**. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in Contractor being barred from doing business with the District, in accordance with District policies and procedures. Multi-year contracts will automatically renew for one (1) year periods during the initial contract period above, unless the District notifies Contractor of intent to rebid or negotiate new terms ninety (90) days prior to the contract anniversary date. This Agreement shall not expire until all work under Purchase Orders issued is completed, accepted and paid for by the District. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the Agreement.

2.2 **Renewal:** Upon agreement of the parties, this Agreement may be renewed for an additional one (1) three (3) year period. Renewal must be in writing and is subject to the same terms and conditions set forth in the Agreement and any amendments.

3. **EXHIBITS INCORPORATED INTO THE AGREEMENT**: The following exhibits are attached, incorporated, and made a part of this Agreement:

3.1 Exhibit A, Solicitation
3.2 Exhibit B, Bid Tabulation
3.3 Exhibit C, Contractor Information Form (required if Contractor will be doing work at any District Site)
3.4 Exhibit D, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
3.5 Exhibit E, Contractor Affidavit Regarding the Use of Coercion for Labor and Services

4. **TERMS SUPPLEMENTAL TO THE AUTHORIZED SOLICITATION**

4.1 **COMPLIANCE WITH JESSICA LUNSFORD ACT:** Contractor and their subcontractors shall comply with the Jessica Lunsford Act (JLA). Contractor/subcontractor shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Contractor, Contractor's personnel and subcontractors who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. That Contractor hereby indemnifies and holds harmless the District for any claims made against the District related to the

failure of Contractor or Contractor's personnel or subcontractors to comply with any of the laws referenced in this paragraph or related to Contractor's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

For information on JLA, requirements visit http://www.manateeschools.net/jessicalunsford. The Contractor information sheet, Exhibit C, must be completed and returned with the signed contract where the contractor is performing services on any District property.

4.2 **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.

4.3 **THIRD PARTY BENEFICIARIES:** The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by either party to be sued by third parties in any matter arising out of this Agreement.

4.4 **GOVERNING LAW:** This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. Venue for resolution of all disputes, whether by mediation, arbitration, or litigation shall lie in Manatee County, Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the state courts of the Twelfth Judicial Circuit of Manatee County, Florida. The parties forever waive the right to trial by jury for all litigation between the parties arising out of or related to this Agreement. The parties agree to have any such dispute settled by a judge alone, without a jury.

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

4.6 **INVOICE REQUIREMENTS**: The invoice shall contain the following basic information: the awarded Contractor's name and address, invoice number, date of invoice, description of the service performed, the contract number, purchase order number, and any discounts. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify the services, portion of services, and expenses for which compensation is sought.

4.7 **PAYMENT:** The District complies with the Local Government Prompt Payment Act (sections 218.70-218.80, Florida Statutes). Unless otherwise required by the Local Government Prompt Payment Act, invoice payment is Net 45 days from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All references to currency, monetary values, and dollars set forth herein shall mean United States dollars and all payments hereunder shall be made in United States dollars.

4.8 **INDEMNIFICATION**: Contractor shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Contractor, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. To the extent permitted by law, each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statutes.

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

4.10 **CONTACT WITH STUDENTS:** Unless otherwise specified, Contractor will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement to have direct or indirect contact with students while performing pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and the issuance of a trespass notice from District. Contractor shall be responsible for insuring compliance by all employees, independent contractors, subcontractors, or other persons involved in any manner with work pursuant to this Agreement.

4.11 **STANDARDS OF CONDUCT:** Contractor will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in District policies, will apply to Contractor's employees and employees of Contractor's subcontractors.

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

4.13 **WAIVER:** The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

4.14 **FORCE MAJEURE:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications, or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. If the Force Majeure persists more than 90 days, any party may elect to terminate this Agreement upon written notice per paragraph 4.16, Termination for Convenience.

4.15 **TERMINATION FOR CAUSE:** Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Contractor in conjunction with this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statues.

4.16 **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated by the District or Contractor for any lawful reason or for no reason by giving the other party no less than 30 days written notice of intent to terminate. Contractor shall be entitled to payment and profit for work completed to the time of termination only together with any costs reasonably incurred by Contractor that are directly attributable to the termination, but Contractor shall not be entitled to any other or further recovery against District, including anticipated fees, profit on work not required to be performed, or attorneys' or legal fees and costs.

4.17 **COMPLIANCE WITH THE PUBLIC RECORDS ACT:** By entering into this Agreement, Contractor acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Contractor is performing services on behalf of District, Contractor shall:

a. Keep and maintain public records required by District to perform pursuant to the Agreement.
b. Upon request from District's custodian of public records (identified below), provide District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Contractor does not transfer the records to District.
d. Upon completion of this Agreement, transfer, at no cost, to District all public records in possession of Contractor or keep and maintain public records required by District to perform the service. If Contractor transfers all public records to District upon completion of this Agreement,

Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to District, upon request from District's custodian of public records, in a format that is compatible with the information technology systems of District.

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

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

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

4.20 **SAFETY STANDARDS:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.

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

4.22 **INSURANCE:** The Contractor shall furnish the School District of Manatee County with proof of:

(1) Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
(2) Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence.
(3) a. Automobile Liability Insurance in an amount equal to or greater than $1,000,000.00 per person.
b. Automobile Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage or $1,000,000.00 combined single limit.
(4) Contractual Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence. Policy must include endorsement for indemnification in the event third

party damages are sought against the School District.

(5) Completed Operations Endorsement equal to or greater than $1,000,000.00 per occurrence.

(6) Independent Contractors Endorsement in an amount equal to or greater than $1,000,000.00 per occurrence.

Certificate(s) of Insurance listing The School District of Manatee County, Florida, as an additional insured must be received by District's Risk Manager within 10 days after the Effective Date of this Agreement. Any policy shall include substantially the following provision: The School District of Manatee County, Florida, shall be furnished written notice 30 days in advance of the effective date of any reduction in or cancellation of this policy." Contractor shall immediately notify District upon lapse in coverages required by this Agreement or cancellation of any of the insurance policies. Contractor shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverages required herein without the express written permission of the District's Risk Manager. District shall be under no obligation to pay Contractor for any services provided or for any costs associated with this Agreement for any period of time concurrent with any lapse in coverage.

4.23 **ENTIRE AGREEMENT:** This Agreement and its Exhibits, if any, constitute the final and entire agreement between the parties with respect to the subject matter contained herein and are intended to be an integration of all prior negotiations and understandings. The Agreement and its Exhibits supersede all prior agreements, negotiations, understandings, and representations, whether written or oral. Consultant and District shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument.

4.24 **AMENDMENTS:** This Agreement may not be amended, canceled, changed, discharged, modified, rescinded, supplemented, or terminated other than as expressly provided herein, except by any instrument in writing executed by all parties hereto.

4.25 **BINDING EFFECT:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and permitted assigns.

4.26 **AUTHORITY TO EXECUTE:** The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of the Contractor and to bind the Contractor to each and every condition and covenant of the Agreement.

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

4.28 **LEGAL FEES AND COSTS:** Each party shall be solely responsible for paying its attorneys' fees and costs and paralegals' fees and costs in any dispute, litigation, trial, appeal, bankruptcy proceedings, post-judgment proceeding, dispute resolution proceeding, settlement negotiation or pre-litigation negotiation, or otherwise arising under this Agreement.

4.29 **TIME OF THE ESSENCE:** Time is of the essence with regard to all dates and times set forth in this Agreement. Any reference herein to time periods of 7 days or less shall, in the computation thereof, exclude Saturdays, Sundays, and legal holidays under the laws of the State of Florida or the United States of America. Any time period provided for herein which shall end on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America, shall extend to 5 P.M. of the next day that is not a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America. All references herein to times of day shall mean Eastern Standard Time or Eastern Daylight Time, whichever is in effect in Manatee County, Florida, at the relevant time. The term "day" as used herein shall in all cases mean a consecutive 24-hour day running from midnight to midnight (also known as a calendar day).

4.30 **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):** By entering into a contract with the School District of Manatee County (a public employer in Florida) to provide goods or services in exchange for salary, wages or other renumeration, this section applies to verify employment eligibility. Therefore, pursuant to Section 448.095, Florida Statutes and beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility, located at https://e-verify.uscis.gov/emp. The Parties may not enter into a contract unless each party registers with and uses the federal E-Verify system.

The Contractor verifies its compliance with the E-Verify System by listing its E-Verify System Number; or by signature and submission of this contract, asserts it does not employ 25 or more employees, and it is not an unauthorized alien, as defined by this statute.

The Contractor will require all Subcontractors who work on this contract to use the E-Verify System for any subcontracted employees hired during this contract. The Contractor will verify Subcontractor's compliance with an affidavit stating whether the Subcontractor uses the E-Verify System as evidenced by Subcontractor's E-Verify System Number or that the Subcontractor is not an unauthorized alien and does not employ, contract with or subcontract with unauthorized aliens defined by this statute. The Contractor will maintain and provide the Subcontractor's affidavits to the School District on request during this contract.

Termination: With good faith belief that the Contractor knowingly violated this section, the School District will terminate the contract. Further, with good faith believe that the Subcontractor knowingly violated this section, the School District will promptly notify the Contractor and the Contractor will immediately terminate the Contractor's contract with the Subcontractor. A contract terminated for noncompliance with E-Verify is not a breach of contract and may not be considered as such.

To the extent required by applicable law, the Contractor is liable for any additional costs incurred by the School District resulting from a failure to comply with E-Verify. Additional costs may include but are not limited to higher costs for the same services and rebidding costs (if necessary). Likewise, the Contractor will be barred from any other contracts with The District for at least one year after the date the contract was terminated.
CONTRACTOR E-VERIFY NUMBER: _____

4.31 **Certification Regarding Scrutinized Activities:** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on,

submitting a proposal for, or entering into or renewing a contract for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Entering into this Agreement constitutes certification by Contractor that it is not listed on any of the following: (a) the Scrutinized Companies that Boycott Israel List, (b) Scrutinized Companies with Activities in Sudan List, or (c) the Scrutinized Companies with Activities in Iran Terrorism Sectors List. Contractor further certifies that it is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor acknowledges that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorney's fees, and/or costs. Contractor further understands that this Agreement with District for goods or services of any amount may be terminated at District's option if Contractor (a) is found to have submitted a false certification, (b) has been placed on the Scrutinized Companies with Activities in Sudan List, (c) has been engaged in business operations in Cuba or Syria, (d) has been placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran, (e) has been placed on the Scrutinized Companies that Boycott Israel List, or (f) is engaged in a boycott of Israel.

4.32 **ACCESS TO AND RETENTION OF DOCUMENTATION:** The District, the United States Department of Education, the Comptroller General of the United States, the Florida Department of Education or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to work and services to be performed under this agreement for the purpose of audit, examination, excerpting and transcribing. The parties will retain all such required records, and records required under any state or federal rules, regulations or laws respecting audit, for a period of five District fiscal years after completion or termination of this Agreement.

4.33 **CHILD NEGLECT:** The Contractor and its agents and employees shall be subject to the requirements of §39.201, Florida Statutes, that requires the duty to report all actual or suspected cases of child abuse, abandonment or neglect to the statewide toll-free telephone number of the central abuse hotline.

4.34 **NOTICE; ELECTRONIC COMMUNICATIONS:** Any and all notices, approvals, claims, consents, demands, requests, or other communications between the parties (Notices) shall be in writing. All Notices pertaining to breach or termination or to designate a different recipient or address for notice shall be given by hand-delivery in person or sent by certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to Contractor:	
If mailed to District:	The School District of Manatee County, Attn: Purchasing Department, PO Box 9069, Bradenton, FL 34206
If hand-delivered to District:	The School District of Manatee County, Attn: Purchasing Department, 215 Manatee Ave. West, Bradenton, FL 34205

All other Notices shall be hand delivered, sent by certified or registered mail, return receipt requested, sent by facsimile, or sent by electronic mail or other electronic means and addressed to the respective representatives at the addresses they respectively designate. All Notices shall be deemed effective and received upon actual receipt by the party to which such notice is given if hand delivered, sent by facsimile, electronic mail or other electronic means or 5 days after mailing, whichever occurs first.

4.35 **FEDERAL GRANTS TERMS AND CONDITIONS**: When Federal funds are expended by the District, Contractor shall comply with all applicable provisions of Appendix II Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards contained in Exhibit D and as may be amended from time to time.

4.36 **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended by District for any contract resulting from this procurement process, the Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.334. The Contractor further certifies that Contractor will retain all records as required by 2 CFR §200.334 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

4.37 **OTHER PROVISIONS:**

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

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

REPRESENTATIVES: The individuals listed below shall serve as each party's respective representative and are hereby authorized by the respective party to administer this Agreement on behalf of the respective party.	
CONTRACTOR/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE
THE SCHOOL DISTRICT OF MANATEE COUNTY	215 MANATEE AVE. WEST, BRADENTON, FL 34205 ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

Contractor	Date	Deputy Superintendent (up to $49.999.99)	Date
School Principal	Date	Superintendent (no greater than $99,999.99)	Date
General Counsel Approved as to Form and Legal Content	Date	Board Chair (over $100.000.00)	Date

EXHIBIT A

EXHIBIT B

EXHIBIT C

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: _____

TELEPHONE NUMBER:_____

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE

COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: https://www.manateeschools.net/ Page/6689

Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time

Contractor/Contractor Disqualifiable Offenses:

- Any offense listed in s. 943.0435

JLA BADGING IS REQUIRED TO COME ON SCHOOL CAMPUS. FAILURE TO PRESENT THE PROPER BADGE AT THE TIME OF SERVICE WILL RESULT IN DENIAL OF SERVICE

EXHIBIT D

Appendix II to Part 200, Title 2 (up to date as of 9/21/2023)

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

This content is from the eCFR and is authoritative but unofficial.

Title 2 —Grants and Agreements

Subtitle A —Office of Management and Budget Guidance for Grants and Agreements
Chapter II —Office of Management and Budget Guidance
Part 200 —Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Source: 85 FR 49543, Aug. 13, 2020, unless otherwise noted.
Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.
Authority: 31 U.S.C. 503
Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.
Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non- Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

B. All contracts in excess of $10,000 must address termination for cause and for convenience by the non- Federal entity including the manner by which it will be effected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under

40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

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

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. 200.323 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain.

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115–232, section 889 for additional information.

(d) See also § 200.471.

L. 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

M. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of ''federally assisted construction contract'' in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, ''Equal Employment Opportunity'' (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, ''Amending Executive Order 11246 Relating to Equal Employment Opportunity,'' and implementing regulations at 41 CFR part 60, ''Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.''200.322 Domestic preferences for procurements.

EXHIBIT E

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: _____

Address: _____

Phone Number: _____

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Email Address: _____

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. 10.4

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Apply, Accept and Expend Amendment 1 of the 2025-2026 Unified School Improvement Grant (UniSIG) in the amount of $199,022.01 (Incoming State Grant Funds)

Executive Summary
The School District of Manatee County (SDMC) received funding on November 4, 2025 in the amount of $1,072,750.00. The SDMC respectfully requests approval for Amendment 1 to the Unified School Improvement Grant (UniSIG). Adjustments are made to following school/district sites: Samoset Elementary, Horizons Academy and the Federal Programs and Grants Department. Note that each item included in this amendment is allowable, reasonable, and necessary for increased academic growth and achievement.

The Unified School Improvement Grant (UniSIG) is utilized to serve students attending Title I schools identified for targeted or comprehensive support and improvement by FLDOE and the Bureau of School Improvement (BSI).

This grant is pending School 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 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 Superintendent recommends the approval to apply, accept and expend Amendment 1 of the 2025-2026 Unified School Improvement Grant (UniSIG) in the amount of $199,022.01 (Incoming State Grant Funds).

Financial Impact
There is not cost to the General Fund.

Contact
Submitting Department: Federal Programs and Grants
Initiated by: Latrina Singleton

Attachments:
2025-2026 UniSIG Amendment 1

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	School District of Manatee County	Date Received
B) Program Name: Unified School Improvement Grant (UniSIG), 2025-26 **TAPS Number:** 26A002		**Project Number (DOE Assigned)** 410-2266D-6C001

C) Amendment Type	**D) Amendment Request Contact Information**	
☐ Program ☒ Budget **Amendment Number:** _____1_____	Contact Name: Latrina Singleton, Director, Federal Programs and Grants	Telephone Numbers: 941-751-6550 Ext 43347
	Mailing Address: 215 Manatee Avenue West, Bradenton, FL 34205-8840	E-mail Addresses: Singleton21@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.

Laurie Breslin (Mar 13, 2026 07:05:59 EDT)	Superintendent	03/13/2026
Signature of Agency Head	Title	Date

F) Narrative

The School District of Manatee County respectfully requests an amendment, Amendment 1, to the Unified School Improvement Grant (UniSIG). The adjustments are made to following school/district sites: Samoset Elementary, Horizons Academy and the Federal Programs and Grants Department. Note that each item included in this amendment is allowable, reasonable, and necessary for increased academic growth and achievement.

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.

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) School District Manatee County
District/Agency Name

B) 410-2266D-6C001 26A002
Project Number/TAPS Number

C) 1
Amendment Number

D) Total Project Amount Currently Approved

$ 1,072,750.00

E) Total Project Amount resulting from this Budget Amendment

$ 1,072,750.00

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5100	120	**Basic (FEFP K-12) Classroom Teacher**- Non Contracted Hourly Tutoring- Summer Tutoring. 6 hr/day for the month of June (16 days) Approx $40/ hourly rate. Samoset ES	0.19	$ 11,000.00	
5100	210	**Basic (FEFP K-12) Retirement** Samoset ES		$ 1,543.30	
5100	220	**Basic (FEFP K-12) FICA** Samoset ES		$ 841.50	
5100	240	**Basic (FEFP K-12) Workers' Comp** Samoset ES		$ 110.00	
5100	369	**Basic (FEFP K-12) Technology-Related Rentals** for site license for the V tech headsets _ Samoset ES		$ 1,500.00	
5100	649	**Basic (FEFP K-12) Technology-Related Noncapitalized Fixtures and Equipment** for V tech headsets Samoset ES		$ 38,500.00	
6300	120	**Instruction and Curriculum Development Services-Classroom Teacher** NCH Regular Pay- Samoset ES	0.76		$ 46,368.44
6300	130	**Instruction and Curriculum Development Services: Other Certified Personnel** NCH Regular Pay to include the School Counselor Samoset ES	0.02	$ 2,500.00	
6300	210	**Instruction and Curriculum Development Services-Retirement** Samoset ES			$ 6,154.74
6300	220	**Instruction and Curriculum Development Services FICA** Samoset ES			$ 3,355.94
6300	240	**Instruction and Curriculum Development Services Workers' Comp** Samoset ES			$ 438.68
6400	310	**Instructional Staff Training Services Professional & Tech Svcs -**Contracts Samoset ES			$ 37,694.80
6400	590	**Instructional Staff Training Services: Other Materials & Supplies:** Training Supplies- Professional Development books- Time to Teach books, Principal Kafele books Samoset ES		$ 16,849.10	
6400	730	**Instructional Staff Training Services: Dues and Fees** Samoset ES		$ 23,200.00	
7200	790	**General Administration (Superintendents Office) Miscellaneous** Indirect Cost 5.57% Samoset ES			**$ 2,031.30**
5100	130	**Basic (FEFP K-12) Other Certified Personnel** - Horizons			$ 54,590.00
5100	120	**Basic (FEFP K-12) Classroom Teacher** Correcting object code for SSS. Horizons		$ 54,590.00	
7500	160	**Fiscal Services Other Support Personnel** Regular Pay District Admin			$ 34,624.77

7500	210	**Fiscal Services Retirement** District Admin			$ 4,857.85
7500	220	**Fiscal Services FICA** District Admin			$ 2,648.79
7500	231	**Fiscal Services Health and Hospitalizatio**n District Admin			$ 5,830.81
7500	232	**Fiscal Services Life Insuranc**e District Admin			$ 79.64
7500	240	**Fiscal Services Worker's Comp** District Admin			$ 346.25
6400	590	**Instructional Staff Training Services**: **Other Materials & Supplies**: Training Supplies- Professional Development books District Admin		$ 48,388.11	
			Total	**$ 199,022.01**	**$ 199,022.01**

DOE 151
Revised July 2022

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

AGENDA ITEM NO. 10.5

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Apply, Accept and Expend Amendment 2 of the 2025-2026 Title I, Part A Grant in the Amount of $598,379.47 (Incoming Federal Grant Funds)

Executive Summary
The Title I, Part A Grant is an annual federal entitlement grant that focuses on high academic achievement, improving teaching and learning, and increasing parent and community involvement for students in high-poverty schools. The School District of Manatee County (SDMC) is requesting Amendment 2 to the Title I, Part A Grant. SDMC received an increase in Title I, Part A funds from the allocation adjustment of $115,907.00 and an additional $482,472.47 in roll-forward funds. The amendment activities are in the scope of already approved activities and include adjustments for the required set-asides, salary and benefit corrections, summer programs, school-level activities, and professional learning for instructional staff. The updated PSES/NPSES for the K Code Amendment and additional allocation to private schools is also included for review. The final 2025-2026 Title I, Part A allocation is $11,600,619.00 plus a total of $1,845,941.14 in roll-forward funds.

This grant amendment is pending School 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 To Learn | Goal 1
Refine the elementary instructional model to strengthen the focus on foundational literacy skills in meeting each student's needs

Ready To Learn | Goal 4
Develop effective professional development and high-quality instructional coaching for teachers to support rigorous literacy instruction across all grades

Ready To Learn | Goal 5
Continue to partner with community-based agencies to ensure expanded Pre-K learning opportunities and alignments

Ready For Life | Goal 8
Expand acceleration opportunities for all middle and high school students

Recommendation
The Superintendent recommends the approval to apply, accept and expend Amendment 2 of the 2025-2026 Title I, Part A Grant in the amount of $598,379.47 (Incoming Federal Grant Funds).

Financial Impact
There is no cost to the General Fund.

Contact
Submitting Department: Federal Programs and Grants
Initiated by: Latrina Singleton

Attachments:

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	School District of Manatee County PO Box 9069 Bradenton, FL 34206	Date Received
B) Program Name: _____TIPA I, Part A_____ **TAPS Number: _26A001_____**		**Project Number (DOE Assigned)** **410-2126B-6CB01**

C) Amendment Type	**D) Amendment Request Contact Information**	
☒ Program ☒ Budget **Amendment Number:** ___2___	Contact Name: Latrina Singleton	Telephone Numbers: **941-751-6550 x43347**
	Mailing Address: **2501 63rd Ave. E. Bradenton, FL 34203**	E-mail Addresses: Singleton2L@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.

Signature of Agency Head	Title	Date
Laurie Breslin (Mar 11, 2026 09:20:20 EDT)	___Superintendent_____	03/11/2026

F) Narrative

The School District of Manatee County is requesting Amendment 2 to adjust the budget amounts for the activities identified. The activities are approved within the current grant and amounts for the activities were adjusted to meet the current needs of the Title I schools, staff, and students. The new lines are aligned with activities already approved in the initial grant application but have been added to additional Areas of Focus.

Adjustments were made to salaries and benefits in various Areas of Focus. Increases align with the updated SDMC salary scale and benefit elections. Decreases reflect positions vacated or unfilled. Any remaining funds from these positions were repurposed into previously approved grant activities. Funding increases focused on supporting students and teachers through facilitated collaborative planning, Title I enrichment and remediation programs to assist with preparing students for the transition into the next grade level, and for activities identified through budget reviews and updated needs assessments.

Amendment 2 allocates the additional funding from the adjusted allocation in the amount of $115,907. The additional allocation includes the required set-aside amounts for equitable services, administrative costs, PFE, the LEA 1% set-aside, PreK set-aside, and funding for a portion of a Graduation Enhancement Technician salary with benefits.

Amendment 2 also includes the remaining roll forward amount of $482,472.47 which includes the Indirect Costs, summer school teacher and paraprofessional pay, and the additional private schools roll forward amount.

Descriptions and explanations for the decrease or increase of each line are reflected on the Excel Amendment spreadsheet. Please refer to this document for more details.

Amendment 2 also contains the updated PSES/NPSES for the K Code Amendment. The PSES/NPSES also reflects the updated equitable services amounts for private schools.

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.

Current Year District Allocation	School-Level Roll-Forward Funds	Total Allocation (auto-calc.)	Public School Proportional Percentage (auto-calc.)
$11,600,619.00	$0.00	$11,600,619.00	95.19%
Number of Public CLIF	**Number of Private CLIF (auto-pop.)**	**Total CLIF (auto-calc.)**	**Non-Public School Proportional Percentage (auto-calc.)**
12321	623	12944	4.81%
Current Year Public School-Level Allocation	**$6,406,225.00**	**Current Year Non-Public Allocation (auto-calc.)**	**$558,342.52**
Public School-Level Roll-Forward	**$0.00**	**Non-Public Roll-Forward**	**$ 190,884.24**
Total Public School-Level Funds (auto-calc.)	**$6,406,225.00**	**Total Non-Public Funds (auto-calc.)**	**$ 749,226.76**

Public School Eligibility Survery (PSES)

MANATEE | Poverty Averz | 58.18% | **School Year: 2025-2026**

LEA-Wide Ranking
Survey Data Source: Survey 3 Preliminary Data as of 2/14/2025
Option 2 - Direct Certification Data Only (No Multiplier) The 1.6 multiplier is NOT applie
Allocation Process: The School District of Manatee County will serve schools with a CLIF percentage over 75% (75.01% or higher).

NOTE: K Code Amendment reflected on this amended version of the PSES/NPSES. Manatee Charter's K Code status has been updated based on Survey 2 data from the 12/14/25 report (see red text).

School Information		Poverty Data						Rank and Serve Information			
School Name	Grade Comb.	Reported 2025-2026 Percent of Children from Low-Income Families	2025-2026 Number of Children Attending Public Schools	2025-2026 Number of Children from Low-Income Families	2025-2026 Percent of Children from Low-Income Families	FRPL or DC	1.6 Multiplier Applied: Yes or No	Selection Code	2025-2026 Per-Pupil Allocation (PPA)	2025-2026 Total School Allocation (TSA)	Skipped School Allocations
EASTER SEALS	PREK-12	100.00%	2	2	100.00%	DC	No	E	$600.00		$ 1,200.00
SABLE	PREK-8	94.44%	18	17	94.44%	DC	No	E	$600.00		$ 10,200.00
MANATEE ELEMENTARY SCHOOL	PREK-5	94.12%	425	400	94.12%	DC	No	A	$600.00	$ 240,000.00	
JUST FOR GIRLS ELEMENTARY SCHOOL	K-5	92.50%	40	37	92.50%	DC	No	E	$575.00		$ 21,275.00
HORIZONS ACADEMY	PREK-12	91.00%	200	182	91.00%	DC	No	A	$575.00	$ 104,650.00	
SAMOSET ELEMENTARY SCHOOL	PREK-5	90.32%	527	476	90.32%	DC	No	A	$575.00	$ 273,700.00	
BLACKBURN ELEMENTARY SCHOOL	PREK-5	88.81%	411	365	88.81%	DC	No	A	$575.00	$ 209,875.00	
PALMETTO ELEMENTARY SCHOOL	PREK-5	88.51%	470	416	88.51%	DC	No	A	$575.00	$ 239,200.00	
LINCOLN MEMORIAL MIDDLE SCHOOL	6-8	88.42%	449	397	88.42%	DC	No	A	$575.00	$ 228,275.00	
JUST FOR GIRLS MIDDLE SCHOOL	6-8	88.24%	34	30	88.24%	DC	No	E	$575.00		$ 17,250.00
G D ROGERS GARDEN- BULLOCK ELEMENTARY	PREK-5	87.79%	475	417	87.79%	DC	No	A	$575.00	$ 239,775.00	
BALLARD ELEMENTARY SCHOOL	PREK-5	87.50%	384	336	87.50%	DC	No	A	$575.00	$ 193,200.00	
ROBERT H. PRINE ELEM. SCHOOL	PREK-5	87.45%	685	599	87.45%	DC	No	A	$575.00	$ 344,425.00	
OASIS MIDDLE SCHOOL	6-8	87.23%	47	41	87.23%	DC	No	A	$575.00	$ 23,575.00	
BLANCHE H. DAUGHTREY ELEMENTARY	PREK-5	86.97%	714	621	86.97%	DC	No	A	$575.00	$ 357,075.00	
TEAM SUCCESS A SCHOOL OF EXCELLENCE	K-12	86.86%	1347	1170	86.86%	DC	No	A	$575.00	$ 672,750.00	
VISIBLE MEN ACADEMY	K-5	86.00%	50	43	86.00%	DC	No	A	$575.00	$ 24,725.00	
H. S. MOODY ELEMENTARY SCHOOL	PREK-5	84.68%	607	514	84.68%	DC	No	A	$550.00	$ 282,700.00	
AMIKIDS MANATEE	6-12	83.72%	43	36	83.72%	DC	No	E	$550.00		$ 19,800.00
MANATEE SCHL OF ARTS/SCIENCES	K-5	83.19%	113	94	83.19%	DC	No	A	$550.00	$ 51,700.00	
ONECO ELEMENTARY SCHOOL	PREK-5	83.18%	553	460	83.18%	DC	No	A	$550.00	$ 253,000.00	
PALM VIEW K-8 SCHOOL	PREK-8	82.65%	588	486	82.65%	DC	No	A	$550.00	$ 267,300.00	
ELECTA LEE MAGNET MIDDLE	6-8	82.23%	692	569	82.23%	DC	No	A	$550.00	$ 312,950.00	
JAMES TILLMAN ELEMENTARY MAGNET SCHOOL	PREK-5	82.02%	595	488	82.02%	DC	No	A	$550.00	$ 268,400.00	
W. D. SUGG MIDDLE SCHOOL	6-8	81.82%	979	801	81.82%	DC	No	A	$550.00	$ 440,550.00	
ACCESS TO EDUCATION	3-12	80.77%	26	21	80.77%	DC	No	E	$400.00		$ 8,400.00
BAYSHORE ELEMENTARY SCHOOL	PREK-5	80.03%	656	525	80.03%	DC	No	A	$400.00	$ 210,000.00	
FLORINE J ABEL ELEMENTARY SCHOOL	PREK-5	79.60%	446	355	79.60%	DC	No	A	$400.00	$ 142,000.00	
SOUTHEAST HIGH SCHOOL	9-12	79.34%	1186	941	79.34%	DC	No	A	$400.00	$ 376,400.00	
SEA BREEZE ELEMENTARY SCHOOL	PREK-5	77.75%	454	353	77.75%	DC	No	A	$400.00	$ 141,200.00	
WILLIAM H. BASHAW ELEMENTARY	PREK-5	76.98%	682	525	76.98%	DC	No	A	$400.00	$ 210,000.00	
BAYSHORE HIGH SCHOOL	9-12	75.91%	984	747	75.91%	DC	No	A	$400.00	$ 298,800.00	
MANATEE VIRTUAL INSTRUCTION PROGRAM	K-12	74.68%	79	59	74.68%	FRPL	No	I	$ -	$ -	
MARJORIE G. KINNAN ELEMENTARY SCHOOL	PREK-5	73.96%	457	338	73.96%	FRPL	No	I	$ -	$ -	
JESSIE P. MILLER ELEM. SCHOOL	PREK-5	68.95%	525	362	68.95%	FRPL	No	I	$ -	$ -	
MANATEE CHARTER SCHOOL	K-8	67.63%	655	443	67.63%	DC	No	I			
LOUISE R JOHNSON K-8 INTERNATIONAL STUDIES	K-8	67.20%	805	541	67.20%	FRPL	No	I	$ -	$ -	
MYAKKA CITY ELEMENTARY SCHOOL	PREK-5	66.89%	299	200	66.89%	FRPL	No	I	$ -	$ -	
PACE CENTER FOR GIRLS	6-12	65.85%	41	27	65.85%	FRPL	No	I	$ -	$ -	
MARTHA B. KING MIDDLE SCHOOL	6-8	64.00%	875	560	64.00%	FRPL	No	I	$ -	$ -	
BRADENTON BAY HIGH SCHOOL	7-12	60.95%	105	64	60.95%	FRPL	No	I	$ -	$ -	
MANATEE HIGH SCHOOL	9-12	60.94%	1398	852	60.94%	FRPL	No	I	$ -	$ -	
PALMETTO HIGH SCHOOL	9-12	58.49%	1614	944	58.49%	FRPL	No	I	$ -	$ -	
PALMA SOLA ELEMENTARY SCHOOL	PREK-5	56.72%	372	211	56.72%	FRPL	No	J	$ -	$ -	
MANATEE SCHOOL FOR THE ARTS	6-12	54.76%	1775	972	54.76%	DC	No	J	$ -	$ -	
IMAGINE CHARTER AT LAKEWOOD RANCH	PREK-8	54.63%	410	224	54.63%	FRPL	No	J	$ -	$ -	
BRADEN RIVER MIDDLE SCHOOL	6-8	53.23%	806	429	53.23%	FRPL	No	J	$ -	$ -	
IMAGINE CHARTER SCHOOL AT NORTH MANATEE	PREK-8	50.06%	823	412	50.06%	FRPL	No	J	$ -	$ -	
TARA ELEMENTARY SCHOOL	PREK-5	48.34%	513	248	48.34%	FRPL	No	J	$ -	$ -	
BRADEN RIVER HIGH SCHOOL	9-12	46.62%	1244	580	46.62%	FRPL	No	J	$ -	$ -	
STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL	6-12	46.39%	416	193	46.39%	FRPL	No	J	$ -	$ -	
VIRGIL MILLS ELEMENTARY SCHOOL	PREK-5	42.72%	831	355	42.72%	FRPL	No	J	$ -	$ -	
BUFFALO CREEK MIDDLE SCHOOL	6-8	41.98%	1179	495	41.98%	FRPL	No	J	$ -	$ -	
CARLOS E. HAILE MIDDLE SCHOOL	6-8	40.56%	715	290	40.56%	FRPL	No	J	$ -	$ -	
BRADEN RIVER ELEMENTARY SCHOOL	PREK-5	39.55%	493	195	39.55%	FRPL	No	J	$ -	$ -	
FREEDOM ELEMENTARY SCHOOL	PREK-5	39.22%	714	280	39.22%	FRPL	No	J	$ -	$ -	
WILLIAM MONROE ROWLETT ACADEMY ARTS/COMMUNIC	K-5	38.34%	918	352	38.34%	FRPL	No	J	$ -	$ -	
ROWLETT MIDDLE ACADEMY	6-8	38.29%	700	268	38.29%	FRPL	No	J	$ -	$ -	
MANATEE VIRTUAL SCHOOL (VIRTUAL FRANCHISE)	1-12	36.11%	36	13	36.11%	FRPL	No	J	$ -	$ -	
PARRISH COMMUNITY HIGH SCHOOL	9-12	33.93%	1683	571	33.93%	FRPL	No	J	$ -	$ -	
BARBARA A HARVEY ELEMENTARY SCHOOL	K-5	33.73%	1331	449	33.73%	FRPL	No	J	$ -	$ -	
PALMETTO CHARTER SCHOOL	K-8	33.62%	458	154	33.62%	FRPL	No	J	$ -	$ -	
ANNIE LUCY WILLIAMS ELEMENTARY SCHOOL	PREK-5	32.90%	915	301	32.90%	FRPL	No	J	$ -	$ -	
IDA M. STEWART ELEMENTARY SCHL	PREK-5	32.47%	348	113	32.47%	FRPL	No	J	$ -	$ -	
ANNA MARIA ELEMENTARY SCHOOL	K-5	31.71%	164	52	31.71%	FRPL	No	J	$ -	$ -	
HOLA! ELEMENTARY @ MSA	PREK-5	31.14%	456	142	31.14%	DC	No	J	$ -	$ -	
DR MONA JAIN MIDDLE SCHOOL	6-8	29.51%	969	286	29.51%	FRPL	No	J	$ -	$ -	
R. DAN NOLAN MIDDLE SCHOOL	6-8	26.34%	786	207	26.34%	FRPL	No	J	$ -	$ -	
GENE WITT ELEMENTARY SCHOOL	PREK-5	25.65%	694	178	25.65%	FRPL	No	J	$ -	$ -	
LAKEWOOD RANCH HIGH SCHOOL	PREK, 9-12	23.35%	1786	417	23.35%	FRPL	No	J	$ -	$ -	
JUVENILE DETENTION CENTER	2-12	21.15%	52	11	21.15%	FRPL	No	J	$ -	$ -	
GILBERT W MCNEAL ELEM SCHOOL	PREK-5	20.28%	636	129	20.28%	FRPL	No	J	$ -	$ -	
B.D. GUILLETT ELEMENTARY SCHOOL	PREK-5	19.41%	1293	251	19.41%	FRPL	No	J	$ -	$ -	
ROBERT WILLIS ELEMENTARY SCHOOL	PREK-5	19.34%	755	146	19.34%	FRPL	No	J	$ -	$ -	
PARRISH CHARTER ACADEMY	K-8	17.77%	878	156	17.77%	FRPL	No	J	$ -	$ -	
LAKEWOOD RANCH PREPARATORY ACADEMY	K-12	16.39%	1269	208	16.39%	FRPL	No	J	$ -	$ -	
PALMSHORES BEHAVIOR HEALTH CENTER	2-12	8.64%	81	7	8.64%	FRPL	No	J	$ -	$ -	
HOSPITAL HOMEBOUND INSTRUCTION	K-12	0.00%	1	0	0.00%	FRPL	No	J	$ -	$ -	
THE PORT ACADEMY	9-12	0.00%	10	0	0.00%	FRPL	No	J	$ -	$ -	
SELBY PRESCHOOL	PREK	0.00%	2	0	0.00%	FRPL	No	L	$ -	$ -	
District Totals		47	48,247	26,149	58.18%					$ 6,406,225.00	

SELECTION CODE JUSTIFICATION

Enter the school name, school number, selection code and selection code justification for all schools receiving selection codes of E, F, H, K, or L (see PSES Guide for additional information):

School Number	School Name	Selection Code	Selection Code Justification
2003	EASTER SEALS	E	Skipped School; The school meets comparability requirements; they are receiving supplemental state/local funds used in TI-like programs; the supplemental state/local funds meet or exceed the amount that would be received under TIPA: $1200
2083	SABLE	E	Skipped School; The school meets comparability requirements; they are receiving supplemental state/local funds used in TI-like programs; the supplemental state/local funds meet or exceed the amount that would be received under TIPA: $10,200
2019	JUST FOR GIRLS ELEMENTARY SCHOOL	E	Skipped School; The school meets comparability requirements; they are receiving supplemental state/local funds used in TI-like programs; the supplemental state/local funds meet or exceed the amount that would be received under TIPA: $21,275
2007	JUST FOR GIRLS MIDDLE SCHOOL	E	Skipped School; The school meets comparability requirements; they are receiving supplemental state/local funds used in TI-like programs; the supplemental state/local funds meet or exceed the amount that would be received under TIPA: $17,250
2081	AMIKIDS MANATEE	E	Skipped School; The school meets comparability requirements; they are receiving supplemental state/local funds used in TI-like programs; the supplemental state/local funds meet or exceed the amount that would be received under TIPA: $19,800
2011	ACCESS TO EDUCATION	E	Skipped School; The school meets comparability requirements; they are receiving supplemental state/local funds used in TI-like programs; the supplemental state/local funds meet or exceed the amount that would be received under TIPA: $8,400
2086	SELBY PRESCHOOL	L	Not part of the K-12 Education System- Pre K
~~2121~~	~~MANATEE CHARTER~~	~~K~~	~~Potential discrepancy in data due to new construction in area and population changes. Need to see the Survey 3 data to determine more accurate student membership.~~ K Code projections were updated with the Survey 2 Data as of 12/1422025. The percentage is 67.63%, which is under the threshold for Manatee County based on the 2025-26 methodology (Code I).

Non-Public School Eligibility Survey (NPSES)

MANATEE

Please describe the data collection method (see NPSES Guide for more detail):

The SDMC uses proportionality. The LEA applies the low-income percentage of each participating Public School Attendance Area (PSAA) to the number of private school children who reside in the PSAA.

Some or All Schools Are Pooling

Please specify which groups of schools are pooling funds together or clarify if all schools are pooling together:

All Schools are pooling to reallocate based on need. Schools in Rows 16-24 are pooling the roll forward funds.

Interdistrict agreement summary, if applicable (see the NPSES Guide for more detail):

If school is outside the LEA and serving eligible students residing in the PSAA, describe the situation here. Add "(Outside District)" after the name of the school in Column C to demarcate these situations in the student counts. Use this box to also describe situations in which students from other districts are attending private schools within the LEA , but do not include these situations in the student counts.

Students residing in Manatee County Title I Public School Attendance Zones are accounted for on the chart below. The neighboring districts have an Inter-District Agreement to serve outside county students attending private schools without the exchange of funds. This agreement is revisited each year to adjust as agreed upon by all parties. The Inter-District Agreements will be on file with each LEA.

Amounts Auto-Populated from the Proportion of Funds Tab

Below are the amounts of funds auto-populated (auto-pop.) from the Proportion of Funds worksheet. The cells will either turn red if total dollars allocated to non-public schools are over-allocated ***or*** remain green if funds allocated to non-public schools are equal to or less than the total funds available. The total funds available includes administrative costs and parent and family engagement (PFE) reservations for non-public schools. **See the instructions on the Proportion of Funds Summary worksheet and PSES guide for more detail.**

Current Year Non-Public Allocation (auto-pop.)	$ 558,342.52	Non-Public Roll-Forward (auto-pop.)	$190,884.24	Total Non-Public Funds (auto-pop.)	$749,226.76

Calculations from Amounts Entered on this Worksheet

Below are the amounts of non-public children from low-income families (CLIF) and the total dollars allocated to schools. These numbers reflect the sums of columns F and J, respectively. The Total Non-Public CLIF is used on the Proportion of Funds Summary to calculate the equitable proportion of funds. Because the equitable proportion of funds for the current year must be reserved first before any other reservation or allocation to public schools, it is imperative that the data entered here is as accurate as possible. See the instructions on the Proportion of Funds Summary worksheet and PSES guide for more detail.

Total Non-Public Children from Low-Income Families (CLIF) Residing in PSAA: *(Auto-Calculated from Column F)*	623	Total Dollars Allocated: *(Auto-Calculated from Column J)*	$558,342.52

Non-Public School Number (4-digit)	Non-Public School Name *If school is outside the LEA and serving eligible students residing in the PSAA, ensure the situation is described in Row 10. Add "(Outside District)" after the name of the school to demarcate these situations.*	Select data method from drop down box used to determine eligible non-public schools	Date Certain (MM/DD/YYYY)	Number of Non-Public CLIF Residing in PSAA	PPA Non-Public School Service	Allocation Dollars Generated (auto-calc.)	Roll-Forward Allocation	Total Dollars Allocated (Pooling)	Check box if this school is NOT pooling
4423	Ave Maria Preparatory	Proportionality	2/14/2025	21	$ 798.54	$16,769.24		$24,835.14	☐
4596	Better Learning Center	Proportionality	2/14/2025	15	$ 798.54	$11,978.03		$27,420.26	☐
3659	CES Academy	Proportionality	2/14/2025	58	$ 798.54	$46,315.05		$55,008.07	☐
732	Community Christian School	Proportionality	2/14/2025	163	$ 798.54	$130,161.25		$132,399.05	☐
2637	Esther Schools	Proportionality	2/14/2025	3	$ 798.54	$2,395.61		$6,710.69	☐
7378	Next Generation	Proportionality	2/14/2025	27	$ 798.54	$21,560.45		$36,445.49	☐
1007	St. Joseph	Proportionality	2/14/2025	163	$ 798.54	$130,161.25		$125,279.10	☐
4167	Sunshine Christian Academy	Proportionality	2/14/2025	72	$ 798.54	$57,494.53		$50,992.67	☐
1422	West Coast Christian Academy	Proportionality	2/14/2025	31	$ 798.54	$24,754.59	190884.24	$43,406.63	☐
4749	Agape Christian School of Sarasota- Outside Distr	Proportionality	2/3/2025	6	$ 798.54	$4,791.21		$0.00	☐
5903	Easter Seals- Outside District	Proportionality	2/3/2025	25	$ 798.54	$19,963.38		$0.00	☐
5780	Foundation Christian Montessori Academy- Outsid	Proportionality	2/3/2025	5	$ 798.54	$3,992.68		$0.00	☐
1166	Hershorin Schiff Day School- Outside District	Proportionality	2/3/2025	3	$ 798.54	$2,395.61		$0.00	☐
929	Incarnation Catholic School- Outside District	Proportionality	2/3/2025	4	$ 798.54	$3,194.14		$0.00	☐
9464	Nur Academy- Outside District	Proportionality	2/3/2025	10	$ 798.54	$7,985.35		$0.00	☐
1716	Sea of Strengths Academy- Outside District	Proportionality	2/3/2025	2	$ 798.54	$1,597.07		$0.00	☐
3472	St. Mary Academy- Outside District	Proportionality	2/3/2025	1	$ 798.54	$798.54		$0.00	☐
9591	Trinity Dreamers and Visionaries- Outside District	Proportionality	2/3/2025	1	$ 798.54	$798.54		$0.00	☐
804	Grace Lutheran- Outside District	Extrapolation (using a survey)	2/27/2025	2	$ 798.54	$1,597.07		$0.00	☐
1397	Holy Family Catholic School- Outside District	Extrapolation (using a survey)	2/27/2025	2	$ 798.54	$1,597.07		$0.00	☐
3106	Our Savior Lutheran- Outside District	Extrapolation (using a survey)	2/27/2025	2	$ 798.54	$1,597.07		$0.00	☐
2426	Sacred Heart Catholic School- Outside District	Extrapolation (using a survey)	2/27/2025	1	$ 798.54	$798.54		$0.00	☐
4170	Southside Christian Academy- Outside District	Extrapolation (using a survey)	2/27/2025	3	$ 798.54	$2,395.61		$0.00	☐
1430	St. John Vianney- Outside District	Extrapolation (using a survey)	2/27/2025	2	$ 798.54	$1,597.07		$0.00	☐
1798	St. Paul Catholic School- Outside District	Extrapolation (using a survey)	2/27/2025	1	$ 798.54	$798.54		$0.00	☐
						$0.00			☐
	Administrative Costs- Indirect Cost					$0.00		$25,323.93	☐
	Administrative Costs- additional					$0.00		$30,521.48	☐
						$0.00			☐
						$0.00			☐
						$0.00	

Function

Manatee	410-2126C-6CB01	26A001
Name of LEA	Project Number	TAPS Number

Original Application

Requested Allocation Amount	$11,484,712.00
Estimated Roll Forward	$1,363,468.67
Total Funds Requested (sum of allocation and estimated roll)	**$12,848,180.67**

Function	Object	Area of Focus	Activity Number	Activity Description	(If applicable)	Amount	Service Levels School/LEA
5100	120	AOF 1	1	Basic (FEFP K-12)-Classroom Teacher	14	$ 770,162.93	School
5100	150	AOF 1	2	Basic (FEFP K-12)-Paraprofessional	19	$ 452,254.84	School
5100	150	AOF 1	2	Basic (FEFP K-12)-Paraprofessional	7	$ 192,620.56	School
5100	210	AOF 1	1,2	Basic (FEFP K-12)-Retirement		$ 198,529.97	School
5100	220	AOF 1	1,2	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 108,250.52	School
5100	230	AOF 1	1,2	Basic (FEFP K-12)-Group Insurance		$ 339,609.27	School
5100	230	AOF 1	1,2	Basic (FEFP K-12)-Group Insurance		$ 3,254.65	School
5100	240	AOF 1	1,2	Basic (FEFP K-12)-Workers' Compensation		$ 14,150.45	School
5100	120	AOF 1	3	Basic (FEFP K-12)-Classroom Teacher	1.9	$ 105,360.00	School
5100	130	AOF 1	3	Basic (FEFP K-12)-Other Certified	0.1	$ 6,200.00	School
5100	150	AOF 1	3	Basic (FEFP K-12)-Paraprofessional	0.38	$ 9,150.00	School
5100	210	AOF 1	3	Basic (FEFP K-12)-Retirement		$ 16,935.66	School
5100	220	AOF 1	3	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 9,234.32	School
5100	240	AOF 1	3	Basic (FEFP K-12)-Workers' Compensation		$ 1,207.10	School
5100	310	AOF 1	4	Basic (FEFP K-12)-Professional and Technical Services		$ 1,000.00	School
5100	330	AOF 1	5	Basic (FEFP K-12)-Travel		$ 30,865.00	School
5100	369	AOF 1	6	Basic (FEFP K-12)-Technology-Related Rentals		$ 15,950.00	School
5100	390	AOF 1	7	Basic (FEFP K-12)-Other Purchased Services		$ 153,673.47	School
5100	394	AOF 1	8	Basic (FEFP K-12)-Distributions to Charter Schools (Non-FEFP)	6	$ 446,047.66	School
5100	510	AOF 1	9	Basic (FEFP K-12)-Supplies		$ 176,335.60	School
5100	519	AOF 1	10	Basic (FEFP K-12)-Technology Related Supplies		$ 11,891.12	School
5100	530	AOF 1	11	Basic (FEFP K-12)-Periodicals		$ 2,650.00	School
5100	590	AOF 1	12	Basic (FEFP K-12)-Other Materials and Supplies		$ 34,943.78	School
5100	610	AOF 1	13	Basic (FEFP K-12)-Library Books		$ 1,000.00	School
5100	622	AOF 1	14	Basic (FEFP K-12)-Noncapitalized AV Materials		$ 1,500.00	School
5100	640	AOF 1	15	Basic (FEFP K-12)-Furniture, Fixtures, and Equipment		$ 1,800.00	School
6120	130	AOF 1	16	Guidance Services-Other Certified	2	$ 136,747.95	School
6120	210	AOF 1	16	Guidance Services-Retirement		$ 19,185.75	School
6120	220	AOF 1	16	Guidance Services-Federal Insurance Contributions Act (FICA)		$ 10,461.22	School
6120	230	AOF 1	16	Guidance Services-Group Insurance		$ 32,819.52	School
6120	230	AOF 1	16	Guidance Services-Group Insurance		$ 314.53	School
6120	240	AOF 1	16	Guidance Services-Workers' Compensation		$ 1,367.49	School
6120	130	AOF 1	17	Guidance Services-Other Certified	0.08	$ 5,000.00	School
6120	210	AOF 1	17	Guidance Services-Retirement		$ 701.50	School
6120	220	AOF 1	17	Guidance Services-Federal Insurance Contributions Act (FICA)		$ 382.50	School
6120	240	AOF 1	17	Guidance Services-Workers' Compensation		$ 50.00	School
6150	160	AOF 1	18	Parental Involvement-Other Support Personnel	2	$ 57,488.02	School
6150	210	AOF 1	18	Parental Involvement-Retirement		$ 8,065.58	School
6150	220	AOF 1	18	Parental Involvement-Federal Insurance Contributions Act (FICA)		$ 4,397.84	School
6150	230	AOF 1	18	Parental Involvement-Group Insurance		$ 13,797.14	School
6150	230	AOF 1	18	Parental Involvement-Group Insurance		$ 132.24	School
6150	240	AOF 1	18	Parental Involvement-Workers' Compensation		$ 574.90	School
6150	120	AOF 1	19	Parental Involvement-Classroom Teacher	0.65	$ 37,020.00	School
6150	130	AOF 1	19	Parental Involvement-Other Certified	0.02	$ 1,280.00	School
6150	150	AOF 1	19	Parental Involvement-Paraprofessional	0.23	$ 5,575.00	School
6150	160	AOF 1	19	Parental Involvement-Other Support Personnel	0.01	$ 320.00	School
6150	160	AOF 1	19	Parental Involvement-Other Support Personnel	0.03	$ 750.00	School
6150	210	AOF 1	19	Parental Involvement-Retirement		$ 6,305.84	School
6150	220	AOF 1	19	Parental Involvement-Federal Insurance Contributions Act (FICA)		$ 3,438.31	School
6150	240	AOF 1	19	Parental Involvement-Workers' Compensation		$ 449.45	School
6150	369	AOF 1	20	Parental Involvement-Technology-Related Rentals		$ 299.00	School
6150	370	AOF 1	21	Parental Involvement-Communications		$ 200.00	School
6150	390	AOF 1	22	Parental Involvement-Other Purchased Services		$ 1,500.00	School
6150	390	AOF 1	22	Parental Involvement-Other Purchased Services		$ 13,173.62	School
6150	394	AOF 1	8	Parental Involvement-Distributions to Charter Schools (Non-FEFP)	1.75	$ 66,046.00	School
6150	510	AOF 1	23	Parental Involvement-Supplies		$ 12,578.89	School
6300	120	AOF 1	24	Instruction and Curriculum Development Services-Classroom Teacher	11.9	$ 672,160.00	School
6300	130	AOF 1	24	Instruction and Curriculum Development Services-Other Certified	0.54	$ 32,440.00	School
6300	150	AOF 1	24	Instruction and Curriculum Development Services-Paraprofessional	0.27	$ 6,375.00	School
6300	210	AOF 1	24	Instruction and Curriculum Development Services-Retirement		$ 99,749.86	School
6300	220	AOF 1	24	Instruction and Curriculum Development Services-Federal Insurance Con		$ 54,389.60	School
6300	240	AOF 1	24	Instruction and Curriculum Development Services-Workers' Compensatio		$ 7,109.75	School

Title I, Part A Project Amendment # 1

Total Project Amount Currently Approved: $12,848,180.67

For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for					Total Project Amount resulting from this Budget Amendment: $12,848,180.67			
Function	Object	Area of Focus	Activity Number	Service Levels School/LEA	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
					Classroom Teacher- Resource	1.8	$ (62,018.44)	$ 708,144.49
					Paraprofessional- Teacher Aide	1.2	$ (29,881.15)	$ 422,373.69
					Paraprofessional- Teacher Assistant	2.4	$ (67,325.78)	$ 125,294.78
					Retirement for Activities 1, 2		$ (22,339.32)	$ 176,190.65
					FICA for Activities 1, 2		$ (12,180.73)	$ 96,069.79
					Health for Activities 1, 2		$ (36,701.64)	$ 302,907.63
					Life for Activities 1, 2		$ (366.22)	$ 2,888.43
					Workers' Comp for Activities 1, 2		$ (1,592.27)	$ 12,558.18
					Classroom Teacher- Non-Contracted Hourly, teachers paid hourly rate to	0.6	$ 32,655.33	$ 138,015.33
					Other Certified Personnel- Non-Contracted Hourly, other certified	0.05	$ (3,000.00)	$ 3,200.00
								$ 9,150.00
					Retirement for Activity 3		$ 4,160.64	$ 21,096.30
					FICA for Activity 3		$ 2,268.64	$ 11,502.96
					Workers' Comp for Activity 3		$ 296.55	$ 1,503.65
					Professional and Tech Services for in-house Field Trips supporting the Core Curriculum		$ 2,500.00	$ 3,500.00
					Reducing field trip travel/entry fees due to in-house or free opportunities		$ (2,380.00)	$ 28,485.00
					Tech-related rentals to supplement instruction and provide additional practice on strandard and career/STEM development		$ 5,412.00	$ 21,362.00
					Other Purchased Services to increase printing for supplemental instrucitonal support, remediation, practice, and enrichment to meet		$ 14,344.97	$ 168,018.44
					Charter amended to move unfilled p	1	$ (15,841.41)	$ 430,206.25
					Supplies for classroom materials and supplemental consumable		$ 14,009.45	$ 190,345.05
					Tech-related supplies for addiitional headphones, mice, keyboards,		$ 5,200.00	$ 17,091.12
					Periodicals purchased and these		$ (484.37)	$ 2,165.63
					Other Materials and Supplies for purchase materials to support instruction (teacher's manuals, program classroom kits like Ufli,		$ (1,755.39)	$ 33,188.39
								$ 1,000.00
								$ 1,500.00
					FFE-649 tech-related to purchase Pocket Talks to allow for basic communication with students and their families and for Hover Cams		$ 5,353.03	$ 7,153.03
					Salaries increased for School/Guidance Counselors due to raises (FTE does not change, but projected salary to calculate FTE did		$ 1,708.49	$ 138,456.44
					Retirement- Benefit increases due		$ 239.70	$ 19,425.45
					FICA		$ 130.70	$ 10,591.92
					Health		$ 410.09	$ 33,229.61
					Life		$ 3.93	$ 318.46
					Workers' Comp		$ 17.08	$ 1,384.57
								$ 5,000.00
								$ 701.50
								$ 382.50
								$ 50.00
					Other Support Personnel- Home School Liaison salary increase due to raises; no change in FTE		$ 1,038.37	$ 58,526.39
					Retirement- Benefit increases due		$ 145.69	$ 8,211.27
					FICA		$ 79.44	$ 4,477.28
					Health		$ 3,249.21	$ 17,046.35
					Life		$ 2.39	$ 134.63
					Workers' Comp		$ 10.38	$ 585.28
					Classroom Teacher- Non-Contracted Hourly to pay teachers to plan/attend/support Parent and	0.07	$ (3,856.31)	$ 33,163.69
								$ 1,280.00
					Paraprofessional- Non-Contracted	0.1	$ 2,000.00	$ 7,575.00
								$ 320.00
								$ 750.00
					Retirement - Benefit adjustment for		$ (260.44)	$ 6,045.40
					FICA		$ (141.47)	$ 3,296.84
					Workers' Comp		$ (18.56)	$ 430.89
								$ 299.00
								$ 200.00
								$ 1,500.00
					Other Purchased Services- to print		$ 3,951.38	$ 17,125.00
								$ 66,046.00
					Supplies- to support Parent and		$ 2,500.00	$ 15,078.89
					Classroom Teacher- Non-Contracted Hourly, teachers paid hourly rate to	1.13	$ 62,312.80	$ 734,472.80
					Other Certified Personnel- Non-Contracted Hourly, teachers paid hourly rate to participate in	0.12	$ 7,140.80	$ 39,580.80
								$ 6,375.00
					Retirement		$ 9,744.34	$ 109,494.20
					FICA		$ 5,313.20	$ 59,702.80
					Workers' Comp		$ 694.52	$ 7,804.27

Title I, Part A Project Amendment # 2

Total Project Amount Currently Approved: $12,848,180.67

For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not					Total Project Amount resulting from this Budget Amendment: $13,446,560.14			
Function	Object	Area of Focus	Activity Number	Service Levels School/LEA	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
					Classroom Teacher- unfilled positions and salary corrections	-0.4	$ (21,183.74)	$ 686,960.75
					Paraprofessionals- salary adjustments for teacher aides	-0.2	$ (5,361.59)	$ 417,012.10
					Paraprofessionals- salary adjustments for teacher assistants	-0.4	$ (11,471.04)	$ 113,823.74
					Retirement adjustments for the teacher/paraprofessionals		$ (5,324.95)	$ 170,865.70
					FICA adjustments for the teacher/paraprofessionals		$ (2,908.28)	$ 93,161.51
					Health adjustments for the teacher/paraprofessionals		$ (34,300.21)	$ 268,607.42
					Life adjustments for the teacher/paraprofessionals		$ (87.44)	$ 2,800.99
					WC adjustments for the teacher/paraprofessionals		$ (380.16)	$ 12,178.02
					Hourly rate of pay (NCH) for teachers to provide instruction to students outside of the school day/year.	0.2	$ 10,899.27	$ 148,914.60
					Hourly rate of pay (NCH) for other certified personnel to provide instruction to students outside of the school day/year.	0.16	$ 9,722.84	$ 12,922.84
					Hourly rate of pay (NCH) for paraprofessionals to support instruction to students outside of the school day/year.	0.2	$ 4,500.00	$ 13,650.00
					Retirement benefits for the NCH		$ 3,578.56	$ 24,674.86
					FICA for the NCH		$ 1,921.84	$ 13,424.80
					Worker's Comp for the NCH		$ 251.22	$ 1,754.87
					Professional and Technical Services for a speaker to work with students and help them goal set and prepare for career and college readiness. The contract will be within the FDOE recommendations ($3000/day)		$ 3,000.00	$ 6,500.00
					In and out of county field trips to provide students with outside of the classroom experiences that they cannot get through typical instruction (includes entry fees for multiple schools to locations approved in the original application).		$ 18,770.00	$ 47,255.00
					Tech-related rentals for supplemental instruciton and additional student practice were purchased at a lower rate, no longer needed, or were provided through other funding.		$ (5,627.00)	$ 15,735.00
					Printing- additional printing funds needed to support instruction, small groups, and supplemental programs outside of the school day (tutoring/summer programs).		$ 1,477.68	$ 169,496.12
								$ 430,206.25
					Supplies for TI schools to support instruction, small groups, and extended day/year		$ 40,503.68	$ 230,848.73
					Technology-Related Supplies reduced (actual expense less than estimated)		$ (307.06)	$ 16,784.06
								$ 2,165.63
					Other Materials and Supplies to support instruction in classrooms, including remediation and enrichment for afterschool and summer programs.		$ 4,423.98	$ 37,612.37
								$ 1,000.00
					Noncapitalized AV Materials no longer needed		$ (1,500.00)	$ -
					Tech-Related FF&E noncapilalized- VR Headsets, elmos/document cameras, to enhance learning and increase engagement.		$ 33,002.65	$ 40,155.68
					Guidance Services- Other Certified Personnel for Guidance Counselor salaries and benefits adjusted for corrections and personnel elections.	0.02	$ (1,117.44)	$ 137,339.00
					Retirement for Guidance Counselors		$ (156.78)	$ 19,268.67
					FICA for Guidance Counselors		$ (85.48)	$ 10,506.44
					Group Insurance- Health for Guidance Counselors		$ (14,500.00)	$ 18,729.61
					Group Insurance- Life for Guidance Counselors		$ (2.57)	$ 315.89
					WC for Guidance Counselors		$ (11.17)	$ 1,373.40
								$ 5,000.00
								$ 701.50
								$ 382.50
								$ 50.00
					Other Support Personnel- Home School Liaisons salaries and benefits adjusted for raises and personnel elections.	0.01	$ 288.69	$ 58,815.08
					Retirement		$ 40.50	$ 8,251.77
					FICA		$ 21.52	$ 4,498.80
					Group Insurance- Health		$ (770.18)	$ 16,276.17
					Group Insurance- Life		$ 0.66	$ 135.29
					WC		$ 2.89	$ 588.17
					Classroom Teacher supplemental hourly pay rate (NCH) for parent engagement events reduced based on school needs.	0.07	$ (4,200.00)	$ 28,963.69
								$ 1,280.00
								$ 7,575.00
								$ 320.00
								$ 750.00
					Retirement		$ (589.26)	$ 5,456.14
					FICA		$ (321.30)	$ 2,975.54
					WC		$ (42.00)	$ 388.89
								$ 299.00
								$ 200.00
								$ 1,500.00
								$ 17,125.00
								$ 66,046.00
					Supplies (additional PFE) reduced based on school needs.		$ (400.00)	$ 14,678.89
					Supplemental hourly rate of pay (NCH) for facilitated collaborative curriculum planning- Teachers	0.28	$ 15,941.92	$ 750,414.72
					Supplemental hourly rate of pay (NCH) for facilitated collaborative curriculum planning- Other Certified Personnel	0.22	$ 13,190.74	$ 52,771.54
					Supplemental hourly rate of pay (NCH) for facilitated collaborative curriculum planning- Paraprofessionals	0.002	$ 39.48	$ 6,414.48
					Retirement		$ 4,579.70	$ 114,073.90
					FICA		$ 2,029.89	$ 61,732.69
					WC		$ 291.84	$ 8,096.11

Original Application																														
Requested Allocation Amount						$11,484,712.00			Title I, Part A Project Amendment #						1					Title I, Part A Project Amendment #						2			
Estimated Roll Forward						$1,363,468.67			Total Project Amount Currently Approved:						$12,848,180.67					Total Project Amount Currently Approved:						$12,848,180.67		
Total Funds Requested (sum of allocation and estimated roll)						$12,848,180.67			For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for					Total Project Amount resulting from this Budget Amendment:	$12,848,180.67				For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not					Total Project Amount resulting from this Budget Amendment:	$13,446,560.14		
Function	Object	Area of Focus	ivity Num	Activity Description	(If applica	Amount	Service Levels School/LEA	Functi on	Object	Area of Focus	Actiti vity Num ber	e Levels School /LEA	Budget Narrative	FTE (If Applicab le)	Amount Increased / Decrease	Amended Line Total	Function	Object	Area of Focus	Actitivi ty Numbe r	Service Levels School/LE A	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
6400	130	AOF 1	25	Instructional Staff Training Services-Other Certified	3	$ 158,818.79	School						Other Certified- Coaching salary increases due to raises; does not		$ 11,031.76	$ 169,850.55						Other Certified Personnel- Instructional Coach salaries and benefits adjusted for raises and personnel elections.	0.004	$ 260.23	$ 170,110.78
6400	130	AOF 1	25	Instructional Staff Training Services-Other Certified	3	$ 189,866.08	School						Other Certified- Coaching salary		$ 1,500.00	$ 191,366.08									$ 191,366.08
6400	210	AOF 1	25	Instructional Staff Training Services-Retirement		$ 48,920.52	School						Retirement- Coaches		$ 1,758.20	$ 50,678.72						Retirement		$ 42.49	$ 50,721.21
6400	220	AOF 1	25	Instructional Staff Training Services-Federal Insurance Contributions Act (		$ 26,674.43	School						FICA- Coaches		$ 958.68	$ 27,633.11						FICA		$ 19.91	$ 27,653.02
6400	230	AOF 1	25	Instructional Staff Training Services-Group Insurance		$ 83,684.39	School						Health- Coaches		$ 3,007.63	$ 86,692.02						Group Insurance- Health		$ (36,298.37)	$ 50,393.65
6400	230	AOF 1	25	Instructional Staff Training Services-Group Insurance		$ 802.00	School						Life- Coaches		$ 28.82	$ 830.82						Group Insurance- Life		$ 0.61	$ 831.43
6400	240	AOF 1	25	Instructional Staff Training Services-Workers' Compensation		$ 3,486.87	School						Workers' Comp- Coaches		$ 125.32	$ 3,612.19						WC		$ 2.60	$ 3,614.79
6400	130	AOF 1	26	Instructional Staff Training Services-Other Certified	0.01	$ 800.00	School									$ 800.00						Supplemental hourly rate of pay (NCH) for professional learning- Trainer/Coach rate adjustment based on school needs.	0.008	$ (455.00)	$ 345.00
6400	120	AOF 1	27	Instructional Staff Training Services-Classroom Teacher	0.19	$ 10,640.00	School						Classroom Teacher- $20/hr. rate for training (district training rate) for	0.08	$ 4,452.38	$ 15,092.38						Supplemental hourly rate of pay (NCH) for professional learning- Attendee rate adjustment based on school needs.	0.03	$ (1,900.00)	$ 13,192.38
6400	210	AOF 1	26	Instructional Staff Training Services-Retirement		$ 112.24	School						Retirement- Teacher Training Rate		$ 624.66	$ 736.90						Retirement		$ (63.84)	$ 673.06
6400	220	AOF 1	26	Instructional Staff Training Services-Federal Insurance Contributions Act (		$ 61.20	School						FICA- Teacher Training Rate		$ 340.61	$ 401.81						FICA		$ (34.81)	$ 367.00
6400	240	AOF 1	26	Instructional Staff Training Services-Workers' Compensation		$ 8.00	School						Workers' Comp- Teacher Training		$ 44.52	$ 52.52						WC		$ (4.55)	$ 47.97
6400	210	AOF 1	27	Instructional Staff Training Services-Retirement		$ 1,492.80	School									$ 1,492.80						Retirement		$ (266.57)	$ 1,226.23
6400	220	AOF 1	27	Instructional Staff Training Services-Federal Insurance Contributions Act (		$ 813.96	School									$ 813.96						FICA		$ (145.35)	$ 668.61
6400	240	AOF 1	27	Instructional Staff Training Services-Workers' Compensation		$ 106.40	School									$ 106.40						WC		$ (19.00)	$ 87.40
6400	310	AOF 1	28	Instructional Staff Training Services-Professional and Technical Services		$ 17,913.84	School						Professional and Technical Services- Subs to cover teachers for professional learning/data chats during the school day		$ (62.54)	$ 17,851.30						Professional and Technical Services for subsitute teachers to cover instructional staff for PL during the work day was reduced based on school needs.		$ (2,683.05)	$ 15,168.25
6400	310	AOF 1	28	Instructional Staff Training Services-Professional and Technical Services		$ 24,000.00	School									$ 24,000.00						Professional and Technical Services for contracted vendors to provide PL was reduced based on school needs.		$ (6,000.00)	$ 18,000.00
6400	330	AOF 1	29	Instructional Staff Training Services-Travel		$ 64,426.60	School						Travel- Out-of County for AVID, Innovative Schools, ASCD, E2, or other instructional/student engagement-based conferences in		$ 18,499.76	$ 82,926.36						Out of County Travel to attend spring and summer PL conferences for instructional staff at Title I Schools, including ECTAC E2, Avid, Model Schools, Innovative Schools, and ASCD		$ 69,686.49	$ 152,612.85
6400	330	AOF 1	29	Instructional Staff Training Services-Travel		$ 6,380.00	School						Travel- Out-of-State removed and		$ (6,380.00)	$ -									$ -
6400	390	AOF 1	30	Instructional Staff Training Services-Other Purchased Services		$ 1,000.00	School									$ 1,000.00						Other Purchased Services- Printing for PL reduced based on school needs.		$ (700.00)	$ 300.00
6400	394	AOF 1	8	Instructional Staff Training Services-Distributions to Charter Schools (Nor	3	$ 260,656.34	School						Increase coaches' salaries due to		$ 15,841.41	$ 276,497.75									$ 276,497.75
6400	510	AOF 1	31	Instructional Staff Training Services-Supplies		$ 10,701.05	School						Supplies for instructional staff professional learning; includes		$ 3,115.04	$ 13,816.09						Supplies for PL including books for Title I school staff book studies and professional reference.		$ 2,100.00	$ 15,916.09
6400	590	AOF 1	32	Instructional Staff Training Services-Other Materials and Supplies		$ 400.00	School						Other Materials and Supplies for		$ 6,000.00	$ 6,400.00									$ 6,400.00
6400	730	AOF 1	33	Instructional Staff Training Services-Dues and Fees		$ 12,300.00	School						Dues and Fees- on-line workshops/trainings removed, as		$ (7,100.00)	$ 5,200.00						Dues and Fees for professional learning workshop fees reduced because estimated funds were more than actual expense.		$ (165.53)	$ 5,034.47
6500	160	AOF 1	34	Instructional-Related Technology-Other Support Personnel	0.08	$ 2,000.00	School									$ 2,000.00									$ 2,000.00
6500	210	AOF 1	34	Instructional-Related Technology-Retirement		$ 280.60	School									$ 280.60									$ 280.60
6500	220	AOF 1	34	Instructional-Related Technology-Federal Insurance Contributions Act (FIC		$ 153.00	School									$ 153.00									$ 153.00
6500	240	AOF 1	34	Instructional-Related Technology-Workers' Compensation		$ 20.00	School									$ 20.00									$ 20.00
7800	360	AOF 1	35	Student Transportation Services-Rentals		$ 33,500.00	School						Rentals- Charter Buses to transport students for educaitonally-related field trips		$ 5,568.00	$ 39,068.00						Student Transportation for charter bus rentals to field trips that are outside of the county.		$ 4,492.00	$ 43,560.00
7800	790	AOF 1	36	Student Transportation Services-Miscellaneous		$ 17,291.60	School						Transportation- District Buses for educationally-related Field Trips		$ 2,000.00	$ 19,291.60						Student Transportation for District bus services for field trips.		$ 1,390.00	$ 20,681.60
5100	120	RF: AOF 1	37	Basic (FEFP K-12)-Classroom Teacher	0.09	$ 5,000.00	LEA									$ 5,000.00						Fund supplemental hourly pay rate (Non-Contracted Hourly-NCH) for teachers and paraprofessionals to work extended day/year remediation and enrchment programs (summer school).Additional Roll Forward.	5.55	$ 314,661.05	$ 319,661.05
5100	150	RF: AOF 1	37	Basic (FEFP K-12)-Paraprofessional	0.13	$ 3,151.29	LEA									$ 3,151.29						Fund supplemental hourly pay rate (Non-Contracted Hourly-NCH) for teachers and paraprofessionals to work extended day/year remediation and enrchment programs (summer school).	2.31	$ 55,500.00	$ 58,651.29
5100	210	RF: AOF 1	37	Basic (FEFP K-12)-Retirement		$ 1,143.63	LEA									$ 1,143.63						Retirement for NCH		$ 51,933.59	$ 53,077.22
5100	220	RF: AOF 1	37	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 623.57	LEA									$ 623.57						FICA for NCH		$ 28,317.31	$ 28,940.88
5100	240	RF: AOF 1	37	Basic (FEFP K-12)-Workers' Compensation		$ 81.51	LEA									$ 81.51						WC for NCH		$ 3,701.61	$ 3,783.12
5100	510	RF: AOF 1	38	Basic (FEFP K-12)-Supplies		$ 200,000.00	LEA									$ 200,000.00									$ 200,000.00
5100	590	RF: AOF 1	39	Basic (FEFP K-12)-Other Materials and Supplies		$ 100,000.00	LEA									$ 100,000.00									$ 100,000.00
5100	610	RF: AOF 1	40	Basic (FEFP K-12)-Library Books		$ 20,000.00	LEA									$ 20,000.00									$ 20,000.00
6300	110	RF: AOF 1	41	Instruction and Curriculum Development Services-Administrator	3	$ 207,841.64	LEA									$ 207,841.64						Administors- School Coordinator positions unfilled; salaries repurposed to other support personnel (see new line)	-1.5	$ (102,584.40)	$ 105,257.24
6300	210	RF: AOF 1	41	Instruction and Curriculum Development Services-Retirement		$ 29,160.18	LEA									$ 29,160.18						Retirement		$ (14,340.25)	$ 14,819.93
6300	220	RF: AOF 1	41	Instruction and Curriculum Development Services-Federal Insurance Con		$ 15,899.89	LEA									$ 15,899.89						FICA		$ (7,847.71)	$ 8,052.18
6300	230	RF: AOF 1	41	Instruction and Curriculum Development Services-Group Insurance		$ 49,881.99	LEA									$ 49,881.99						Group Insurance- Health		$ (24,620.26)	$ 25,261.73
6300	230	RF: AOF 1	41	Instruction and Curriculum Development Services-Group Insurance		$ 478.04	LEA									$ 478.04						Group Insurance- Life		$ (235.94)	$ 242.10
6300	240	RF: AOF 1	41	Instruction and Curriculum Development Services-Workers' Compensatio		$ 2,078.41	LEA									$ 2,078.41						WC		$ (1,025.84)	$ 1,052.57
6300	120	RF: AOF 1	42	Instruction and Curriculum Development Services-Classroom Teacher	0.29	$ 16,302.58	LEA									$ 16,302.58									$ 16,302.58
6300	210	RF: AOF 1	42	Instruction and Curriculum Development Services-Retirement		$ 2,287.25	LEA									$ 2,287.25									$ 2,287.25
6300	220	RF: AOF 1	42	Instruction and Curriculum Development Services-Federal Insurance Con		$ 1,247.15	LEA									$ 1,247.15									$ 1,247.15
6300	240	RF: AOF 1	42	Instruction and Curriculum Development Services-Workers' Compensatio		$ 163.03	LEA									$ 163.03									$ 163.03
7800	790	RF: AOF 1	43	Student Transportation Services-Miscellaneous		$ 10,000.00	LEA						Student Transportation Services-		$ 50,000.00	$ 60,000.00									$ 60,000.00
6150	370	AOF 2	1	Parental Involvement-Communications		$ 2,750.00	School						Postage- Quotes were finalized and		$ (581.69)	$ 2,168.31									$ 2,168.31
6150	390	AOF 2	2	Parental Involvement-Other Purchased Services		$ 31,091.53	School						from an outside vendor, typically for agendas; the remaining funds		$ (3,891.20)	$ 27,200.33						Other Purchased Services- Printing for agendas complete, remaining funds repurposed within set-aside.		$ (628.50)	$ 26,571.83
6150	390	AOF 2	2	Parental Involvement-Other Purchased Services		$ 10,290.00	School									$ 10,290.00						Other Purchased Services- Printing for PFE nights; remaining funds repurposed within set-aside.		$ (240.00)	$ 10,050.00
6150	394	AOF 2	3	Parental Involvement-Distributions to Charter Schools (Non-FEFP)		$ 12,000.00	School									$ 12,000.00									$ 12,000.00
6150	510	AOF 2	4	Parental Involvement-Supplies		$ 48,868.47	School						Supplies- to support Parent and Family Engagement events and activities		$ 4,472.89	$ 53,341.36						Supplies for parent family engagement events at Title I schools. Includes light refreshments over a meal time.		$ 868.50	$ 54,209.86
6150	130	AOF 2	5	Parental Involvement-Other Certified	1	$ 76,404.37	LEA									$ 76,404.37									$ 76,404.37
6150	210	AOF 2	5	Parental Involvement-Retirement		$ 10,719.53	LEA									$ 10,719.53									$ 10,719.53
6150	220	AOF 2	5	Parental Involvement-Federal Insurance Contributions Act (FICA)		$ 5,844.93	LEA									$ 5,844.93									$ 5,844.93
6150	230	AOF 2	5	Parental Involvement-Group Insurance		$ 18,337.05	LEA									$ 18,337.05									$ 18,337.05
6150	230	AOF 2	5	Parental Involvement-Group Insurance		$ 175.73	LEA									$ 175.73									$ 175.73
6150	240	AOF 2	5	Parental Involvement-Workers' Compensation		$ 764.05	LEA									$ 764.05									$ 764.05
6150	369	AOF 2	6	Parental Involvement-Technology-Related Rentals		$ 2,192.63	LEA									$ 2,192.63									$ 2,192.63
6150	390	AOF 2	7	Parental Involvement-Other Purchased Services		$ 2,000.00	LEA									$ 2,000.00									$ 2,000.00
6150	510	AOF 2	8	Parental Involvement-Supplies		$ 2,728.31	LEA									$ 2,728.31						Supplies- consumable resources (educational material, books, pamphlets) for TI schools to promote more effective family engagement. (Increase from additional allocation.)		$ 2,318.14	$ 5,046.45
5100	120	AOF 3	1	Basic (FEFP K-12)-Classroom Teacher	0.28	$ 16,302.58	LEA						Hourly Rate to pay teachers to tutor unhoused students outside of	0.18	$ (9,781.55)	$ 6,521.03						Supplemental hourly pay rate (NCH) for tutors at shelters were no longer needed.	-0.2	$ (6,521.03)	$ -
5100	210	AOF 3	1	Basic (FEFP K-12)-Retirement		$ 2,287.25	LEA						Retirement		$ (1,372.35)	$ 914.90						Retirement for NCH		$ (914.90)	$ -
5100	220	AOF 3	1	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 1,247.15	LEA						FICA		$ (748.29)	$ 498.86						FICA for NCH		$ (498.86)	$ -
5100	240	AOF 3	1	Basic (FEFP K-12)-Workers' Compensation		$ 163.02	LEA						Workers' Comp		$ (97.81)	$ 65.21						WC for NCH		$ (65.21)	$ -

Original Application																														
Requested Allocation Amount					$11,484,712.00																									
Estimated Roll Forward					$1,363,468.67																									
Total Funds Requested (sum of allocation and estimated roll)					$12,848,180.67																									
Title I, Part A Project Amendment #											1																			
Total Project Amount Currently Approved:											$12,848,180.67																			
For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for											Total Project Amount resulting from this Budget Amendment:																			
											$12,848,180.67																			
Function	Object	Area of Focus	Activity Number	Activity Description	(If applicable)	Amount	Service Levels School/LEA	Function	Object	Area of Focus	Activity Number	Service Levels School/LEA	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total	Function	Object	Area of Focus	Activity Number	Service Levels School/LEA	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
6150	160	AOF 3	2	Parental Involvement-Other Support Personnel	1	$ 51,500.00	LEA									$ 51,500.00						Other Support Personnel- Graduation Enhancement Technician position was filled late; remaining salary repurposed.	-0.42	$ (22,942.00)	$ 28,558.00
6150	210	AOF 3	2	Parental Involvement-Retirement		$ 7,225.45	LEA									$ 7,225.45						Retirement		$ (3,218.76)	$ 4,006.69
6150	220	AOF 3	2	Parental Involvement-Federal Insurance Contributions Act (FICA)		$ 3,939.75	LEA									$ 3,939.75						FICA		$ (1,755.06)	$ 2,184.69
6150	230	AOF 3	2	Parental Involvement-Group Insurance		$ 12,360.00	LEA									$ 12,360.00						Group Insurance- Health		$ (5,506.08)	$ 6,853.92
6150	230	AOF 3	2	Parental Involvement-Group Insurance		$ 118.45	LEA									$ 118.45						Group Insurance- Life		$ (52.77)	$ 65.68
6150	240	AOF 3	2	Parental Involvement-Workers' Compensation		$ 515.00	LEA									$ 515.00						WC		$ (229.42)	$ 285.58
6300	130	AOF 3	3	Instruction and Curriculum Development Services-Other Certified	1	$ 50,454.55	LEA									$ 50,454.55						Other Certified Personnel- Increased salary and benefit amounts for the Career and College Advisor (CCA) position.		$ 2,709.86	$ 53,164.41
6300	210	AOF 3	3	Instruction and Curriculum Development Services-Retirement		$ 7,078.77	LEA									$ 7,078.77						Retirement		$ 662.79	$ 7,741.56
6300	220	AOF 3	3	Instruction and Curriculum Development Services-Federal Insurance Con		$ 3,859.77	LEA									$ 3,859.77						FICA		$ 207.31	$ 4,067.08
6300	230	AOF 3	3	Instruction and Curriculum Development Services-Group Insurance		$ 12,109.09	LEA									$ 12,109.09						Group Insurance- Health		$ 4,000.00	$ 16,109.09
6300	230	AOF 3	3	Instruction and Curriculum Development Services-Group Insurance		$ 116.05	LEA									$ 116.05						Group Insurance- Life		$ 6.77	$ 122.82
6300	240	AOF 3	3	Instruction and Curriculum Development Services-Workers' Compensatio		$ 504.55	LEA									$ 504.55						WC		$ 27.09	$ 531.64
6300	330	AOF 3	4	Instruction and Curriculum Development Services-Travel		$ 1,500.00	LEA									$ 1,500.00									$ 1,500.00
7800	160	AOF 3	5	Student Transportation Services-Other Support Personnel	0.34	$ 8,151.29	LEA									$ 8,151.29						Transportation Services- Other Support Personnel, decrease in need for supplemental hourly pay rate (NCH) for bus operators to transport unhoused students.	-0.13	$ (3,151.29)	$ 5,000.00
7800	210	AOF 3	5	Student Transportation Services-Retirement		$ 1,143.63	LEA									$ 1,143.63						Retirement for NCH		$ (442.13)	$ 701.50
7800	220	AOF 3	5	Student Transportation Services-Federal Insurance Contributions Act (FICA		$ 623.57	LEA									$ 623.57						FICA for NCH		$ (241.07)	$ 382.50
7800	240	AOF 3	5	Student Transportation Services-Workers' Compensation		$ 81.51	LEA									$ 81.51						WC for NCH		$ (31.51)	$ 50.00
7800	360	AOF 3	6	Student Transportation Services-Rentals		$ 10,000.00	LEA									$ 10,000.00						Transportation Services- Reduced and repurposed; other methods of transportation were made available, which reduced the need.		$ (10,000.00)	$ -
5100	369	AOF 4	1	Basic (FEFP K-12)-Technology-Related Rentals		$ 5,000.00	LEA									$ 5,000.00									$ 5,000.00
5500	120	AOF 5	1	Prekindergarten-Classroom Teacher	13.1	$ 716,643.33	LEA									$ 716,643.33						PreK Classroom teacher salary and benefit adjustments due to raises and benefit elections. Additional Allocation.		$ 28,665.73	$ 745,309.06
5500	150	AOF 5	1	Prekindergarten-Paraprofessional	13.1	$ 307,931.72	LEA									$ 307,931.72						PreK Paraprofessional salary and benefit adjustments due to raises and benefit elections. Additional Allocation.		$ 12,317.27	$ 320,248.99
5500	210	AOF 5	1	Prekindergarten-Retirement		$ 143,747.88	LEA									$ 143,747.88						Retirement		$ 5,749.91	$ 149,497.79
5500	220	AOF 5	1	Prekindergarten-Federal Insurance Contributions Act (FICA)		$ 78,379.99	LEA									$ 78,379.99						FICA		$ 3,135.20	$ 81,515.19
5500	230	AOF 5	1	Prekindergarten-Group Insurance		$ 245,898.01	LEA									$ 245,898.01						Group Insurance- Health		$ 9,835.92	$ 255,733.93
5500	230	AOF 5	1	Prekindergarten-Group Insurance		$ 2,356.52	LEA									$ 2,356.52						Group Insurance- Life		$ 94.26	$ 2,450.78
5500	240	AOF 5	1	Prekindergarten-Workers' Compensation		$ 10,245.75	LEA									$ 10,245.75						WC		$ 409.83	$ 10,655.58
5500	510	AOF 5	2	Prekindergarten-Supplies		$ 25,017.25	LEA						Supplies- reducing to provide		$ (19,489.61)	$ 5,527.64									$ 5,527.64
6300	110	AOF 5	3	Instruction and Curriculum Development Services-Administrator	0.8	$ 106,326.49	LEA									$ 106,326.49						PreK Administrator (Early Learning Director) salary and benefit adjustments due to raises and benefit elections. Additional Allocation.		$ 1,673.00	$ 107,999.49
6300	210	AOF 5	3	Instruction and Curriculum Development Services-Retirement		$ 38,277.54	LEA									$ 38,277.54						Retirement		$ 602.28	$ 38,879.82
6300	220	AOF 5	3	Instruction and Curriculum Development Services-Federal Insurance Con		$ 8,133.98	LEA									$ 8,133.98						FICA		$ 127.98	$ 8,261.96
6300	230	AOF 5	3	Instruction and Curriculum Development Services-Group Insurance		$ 25,518.36	LEA									$ 25,518.36						Group Insurance- Health		$ 401.52	$ 25,919.88
6300	230	AOF 5	3	Instruction and Curriculum Development Services-Group Insurance		$ 244.55	LEA									$ 244.55						Group Insurance- Life		$ 3.85	$ 248.40
6300	240	AOF 5	3	Instruction and Curriculum Development Services-Workers' Compensatio		$ 1,063.25	LEA									$ 1,063.25						WC		$ 16.73	$ 1,079.98
6300	120	AOF 5	4	Instruction and Curriculum Development Services-Classroom Teacher	0.2	$ 9,506.33	LEA						[illegible] contracted hourly rate of pay to teachers for facilitated collaborative planning using the curriculum, standards, and data to improve engagement, instruction,		$ 15,886.54	$ 25,392.87							PreK Classroom Teachers supplemental hourly rate of pay (NCH) for teachers to reivew data, curriculum plan to enhance instruction/assessement, and create/write curriculum. Additional Allocation.	0.15	$ 8,670.37	$ 34,063.24
6300	210	AOF 5	4	Instruction and Curriculum Development Services-Retirement		$ 1,333.74	LEA						Retirement		$ 2,228.88	$ 3,562.62						Retirement for NCH		$ 1,216.45	$ 4,779.07
6300	220	AOF 5	4	Instruction and Curriculum Development Services-Federal Insurance Con		$ 727.23	LEA						FICA		$ 1,215.32	$ 1,942.55						FICA for NCH		$ 663.28	$ 2,605.83
6300	240	AOF 5	4	Instruction and Curriculum Development Services-Workers' Compensatio		$ 95.07	LEA						Workers' Comp		$ 158.87	$ 253.94						WC for NCH		$ 86.71	$ 340.65
6300	130	AOF 5	5	Instruction and Curriculum Development Services-Other Certified	2	$ 172,903.62	LEA									$ 172,903.62									$ 172,903.62
6300	210	AOF 5	5	Instruction and Curriculum Development Services-Retirement		$ 24,258.38	LEA									$ 24,258.38									$ 24,258.38
6300	220	AOF 5	5	Instruction and Curriculum Development Services-Federal Insurance Con		$ 13,227.13	LEA									$ 13,227.13									$ 13,227.13
6300	230	AOF 5	5	Instruction and Curriculum Development Services-Group Insurance		$ 39,960.87	LEA									$ 39,960.87									$ 39,960.87
6300	230	AOF 5	5	Instruction and Curriculum Development Services-Group Insurance		$ 382.96	LEA									$ 382.96									$ 382.96
6300	240	AOF 5	5	Instruction and Curriculum Development Services-Workers' Compensatio		$ 1,729.03	LEA									$ 1,729.03									$ 1,729.03
5500	369	RF: AOF 5	6	Prekindergarten-Technology-Related Rentals		$ 3,600.00	LEA									$ 3,600.00									$ 3,600.00
5500	640	RF: AOF 5	7	Prekindergarten-Furniture, Fixtures, and Equipment		$ 27,000.00	LEA									$ 27,000.00									$ 27,000.00
5500	730	RF: AOF 5	8	Prekindergarten-Dues and Fees		$ 10,000.00	LEA						Dues and Fees to pay PreK		$ (10,000.00)	$ -									$ -
6400	310	RF: AOF 5	9	Instructional Staff Training Services-Professional and Technical Services		$ 6,000.00	LEA									$ 6,000.00									$ 6,000.00
6400	310	RF: AOF 5	9	Instructional Staff Training Services-Professional and Technical Services		$ 3,000.00	LEA									$ 3,000.00									$ 3,000.00
5100	110	AOF 6	1	Basic (FEFP K-12)-Classroom Teacher	3.5	$ 199,115.00	[redacted]									$ 199,115.00									$ 199,115.00
5100	220	AOF 6	1	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 2,986.73										$ 2,986.73									$ 2,986.73
5100	240	AOF 6	1	Basic (FEFP K-12)-Workers' Compensation		$ 2,986.73										$ 2,986.73									$ 2,986.73
5100	310	AOF 6	2	Basic (FEFP K-12)-Professional and Technical Services		$ 65,870.00										$ 65,870.00									$ 65,870.00
5100	369	AOF 6	3	Basic (FEFP K-12)-Technology-Related Rentals		$ 11,400.00										$ 11,400.00									$ 11,400.00
5100	510	AOF 6	4	Basic (FEFP K-12)-Supplies		$ 95,307.29										$ 95,307.29									$ 95,307.29
5100	590	AOF 6	5	Basic (FEFP K-12)-Other Materials and Supplies		$ 28,918.49										$ 28,918.49									$ 28,918.49
5100	642	AOF 6	6	Basic (FEFP K-12)-Noncapitalized Furniture, Fixtures, and Equipment		$ 8,000.00										$ 8,000.00									$ 8,000.00
5100	644	AOF 6	7	Basic (FEFP K-12)-Noncapitalized Computer Hardware		$ 4,500.00										$ 4,500.00									$ 4,500.00
6120	310	AOF 6	8	Guidance Services-Professional and Technical Services		$ 45,650.00										$ 45,650.00									$ 45,650.00
6150	510	PFE:AOF 6	9	Parental Involvement-Supplies		$ 5,527.64										$ 5,527.64									$ 5,527.64
6300	160	AOF 6	10	Instruction and Curriculum Development Services-Other Support Person	0.3	$ 13,657.80										$ 13,657.80									$ 13,657.80
6300	210	AOF 6	10	Instruction and Curriculum Development Services-Retirement		$ 1,916.19										$ 1,916.19									$ 1,916.19
6300	220	AOF 6	10	Instruction and Curriculum Development Services-Federal Insurance Con		$ 1,044.82										$ 1,044.82									$ 1,044.82
6300	230	AOF 6	10	Instruction and Curriculum Development Services-Group Insurance		$ 3,277.87										$ 3,277.87									$ 3,277.87
6300	230	AOF 6	10	Instruction and Curriculum Development Services-Group Insurance		$ 31.41										$ 31.41									$ 31.41
6300	240	AOF 6	10	Instruction and Curriculum Development Services-Workers' Compensatio		$ 136.58										$ 136.58									$ 136.58
6400	120	AOF 6	11	Instructional Staff Training Services-Classroom Teacher	0.06	$ 3,520.00										$ 3,520.00									$ 3,520.00
6400	220	AOF 6	11	Instructional Staff Training Services-Federal Insurance Contributions Act (		$ 52.80										$ 52.80									$ 52.80
6400	240	AOF 6	11	Instructional Staff Training Services-Workers' Compensation		$ 52.80										$ 52.80									$ 52.80
6400	310	AOF 6	12	Instructional Staff Training Services-Professional and Technical Services		$ 10,000.00										$ 10,000.00									$ 10,000.00
6400	510	AOF 6	13	Instructional Staff Training Services-Supplies		$ 3,100.00										$ 3,100.00									$ 3,100.00
6400	730	AOF 6	14	Instructional Staff Training Services-Dues and Fees		$ 10,500.00										$ 10,500.00									$ 10,500.00
7200	790	AOF 6	15	General Administration (Superintendent's Office)-Miscellaneous		$ 25,016.49										$ 25,016.49						Indirect Cost for the additional allocation (adjustment increase)		$ 307.44	$ 25,323.93
5100	120	RF: AOF 6	16	Basic (FEFP K-12)-Classroom Teacher	0.04	$ 2,100.00										$ 2,100.00									$ 2,100.00
5100	220	RF: AOF 6	16	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 31.50										$ 31.50									$ 31.50
5100	240	RF: AOF 6	16	Basic (FEFP K-12)-Workers' Compensation		$ 31.50										$ 31.50									$ 31.50
5100	120	RF: AOF 6	17	Basic (FEFP K-12)-Classroom Teacher	0.04	$ 5,000.00										$ 5,000.00									$ 5,000.00
5100	210	RF: AOF 6	17	Basic (FEFP K-12)-Retirement		$ 701.50										$ 701.50									$ 701.50
5100	220	RF: AOF 6	17	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 382.50										$ 382.50									$ 382.50
5100	240	RF: AOF 6	17	Basic (FEFP K-12)-Workers' Compensation		$ 50.00										$ 50.00									$ 50.00

Original Application																														
Requested Allocation Amount					$11,484,712.00		Title I, Part A Project Amendment #						1			Title I, Part A Project Amendment #						2							
Estimated Roll Forward					$1,363,468.67		Total Project Amount Currently Approved:						$12,848,180.67			Total Project Amount Currently Approved:						$12,848,180.67							
Total Funds Requested (sum of allocation and estimated roll)					$12,848,180.67		For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for					Total Project Amount resulting from this Budget Amendment:	$12,848,180.67			For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not					Total Project Amount resulting from this Budget Amendment:	$13,446,560.14						
Function	Object	Area of Focus	ivity Num	Activity Description	(If applica	Amount	Service Levels School/LEA	Functi on	Object	Area of Focus	Actiti vity Num ber	e Levels School /LEA	Budget Narrative	FTE (If Applicab le)	Amount Increased / Decrease	Amended Line Total	Function	Object	Area of Focus	Actitiv ty Numbe r	Service Levels School/LE A	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total					
5100	510	RF: AOF 6	18	Basic (FEFP K-12)-Supplies		$ 23,637.74										$ 23,637.74						Supplies for eligible private schools to support remediation during tutoring and for extended day/year services, including summer programs (classroom/office supplies, flash cards, STEM materials for experiments, workbooks for additional practice, books for students to take home for summer reading assignment)-Additional RF Private Schools		$ 43,809.33	$ 67,447.07					
5100	369	RF: AOF 6	19	Basic (FEFP K-12)-Technology-Related Rentals		$ 6,000.00										$ 6,000.00									$ 6,000.00					
5100	310	RF: AOF 6	20	Basic (FEFP K-12)-Professional and Technical Services		$ 20,000.00										$ 20,000.00									$ 20,000.00					
6120	310	RF: AOF 6	21	Guidance Services-Professional and Technical Services		$ 20,000.00										$ 20,000.00									$ 20,000.00					
6300	130	RF: AOF 6	22	Instruction and Curriculum Development Services-Other Certified	0.6	$ 40,925.81										$ 40,925.81									$ 40,925.81					
6300	210	RF: AOF 6	22	Instruction and Curriculum Development Services-Retirement		$ 5,741.89										$ 5,741.89									$ 5,741.89					
6300	220	RF: AOF 6	22	Instruction and Curriculum Development Services-Federal Insurance Con		$ 3,130.82										$ 3,130.82									$ 3,130.82					
6300	230	RF: AOF 6	22	Instruction and Curriculum Development Services-Group Insurance		$ 9,822.20										$ 9,822.20									$ 9,822.20					
6300	230	RF: AOF 6	22	Instruction and Curriculum Development Services-Group Insurance		$ 94.13										$ 94.13									$ 94.13					
6300	240	RF: AOF 6	22	Instruction and Curriculum Development Services-Workers' Compensatio		$ 409.26										$ 409.26									$ 409.26					
7200	790	RF: AOF 6	23	General Administration (Superintendent's Office)-Miscellaneous		$ 6,575.88										$ 6,575.88						Indirect Cost for additional rollforward equitable services for private schools		$ 2,440.18	$ 9,016.06					
6300	330	AOF 6	24	Instruction and Curriculum Development Services-Travel		$ 10,195.23										$ 10,195.23						Travel for Private School support staff to attend conferences that provide technical assistance for equitable services (ECTAC, ESEA, FASFEPA, and local travel to private schools. Admin percentage from Additional Allocation.		$ 250.43	$ 10,445.66					
6150	130	AOF 7	1	Parental Involvement-Other Certified	1	$ 72,100.00	LEA									$ 72,100.00						Other Certified Personnel- Foster Care Program Specialist position was filled late; remaining salary repurposed.	-0.7	$ (42,100.00)	$ 30,000.00					
6150	210	AOF 7	1	Parental Involvement-Retirement		$ 10,115.63	LEA									$ 10,115.63						Retirement		$ (4,209.00)	$ 5,906.63					
6150	220	AOF 7	1	Parental Involvement-Federal Insurance Contributions Act (FICA)		$ 5,515.65	LEA									$ 5,515.65						FICA		$ (2,295.00)	$ 3,220.65					
6150	230	AOF 7	1	Parental Involvement-Group Insurance		$ 17,304.00	LEA									$ 17,304.00						Group Insurance- Health		$ (13,450.00)	$ 3,854.00					
6150	230	AOF 7	1	Parental Involvement-Group Insurance		$ 165.83	LEA									$ 165.83						Group Insurance- Life		$ (69.00)	$ 96.83					
6150	240	AOF 7	1	Parental Involvement-Workers' Compensation		$ 721.00	LEA									$ 721.00						WC		$ (300.00)	$ 421.00					
7800	160	AOF 7	2	Student Transportation Services-Other Support Personnel		$ 4,075.64	LEA									$ 4,075.64						Transportation Services- Other Support Personnel for supplemental hourly pay rate (NCH) for bus operators to transport students, including summer programs.	2.12	$ 50,882.78	$ 54,958.42					
7800	210	AOF 7	2	Student Transportation Services-Retirement		$ 571.81	LEA									$ 571.81						Retirement for NCH		$ 7,138.85	$ 7,710.66					
7800	220	AOF 7	2	Student Transportation Services-Federal Insurance Contributions Act (FICA		$ 311.79	LEA									$ 311.79						FICA for NCH		$ 3,892.53	$ 4,204.32					
7800	240	AOF 7	2	Student Transportation Services-Workers' Compensation		$ 40.76	LEA									$ 40.76						WC for NCH		$ 508.84	$ 549.60					
7800	360	AOF 7	3	Student Transportation Services-Rentals		$ 5,000.00	LEA									$ 5,000.00									$ 5,000.00					
6300	160	AOF 8	1	Instruction and Curriculum Development Services-Other Support Personn	12.5	$ 679,222.17	School						Other Support Personnel-Graduation Enhancement Technicians (GETs) salary adjustment due to raises; FTE does		$ 7,680.46	$ 686,902.63						Other Support Personnel- Graduation Enhancement Technicians salary and benefits adjustments from unfilled positions.	-1	$ (51,512.93)	$ 635,389.70					
6300	210	AOF 8	1	Instruction and Curriculum Development Services-Retirement		$ 102,640.23	School						Retirement- GETs		$ 2,240.33	$ 104,880.56						Retirement		$ (7,227.28)	$ 97,653.28					
6300	220	AOF 8	1	Instruction and Curriculum Development Services-Federal Insurance Con		$ 51,960.55	School						FICA- GETs		$ 587.56	$ 52,548.11						FICA		$ (3,940.73)	$ 48,607.38					
6300	230	AOF 8	1	Instruction and Curriculum Development Services-Group Insurance		$ 163,013.36	School						GETs- Health		$ 1,843.31	$ 164,856.67						Group Insurance- Health		$ (31,848.25)	$ 133,008.42					
6300	230	AOF 8	1	Instruction and Curriculum Development Services-Group Insurance		$ 1,562.28	School						GETs- Life		$ 17.66	$ 1,579.94						Group Insurance- Life		$ (118.48)	$ 1,461.46					
6300	240	AOF 8	1	Instruction and Curriculum Development Services-Workers' Compensatio		$ 6,792.30	School						GETs- WC		$ 76.81	$ 6,869.11						WC		$ (515.14)	$ 6,353.97					
6300	330	AOF 8	2	Instruction and Curriculum Development Services-Travel		$ 6,500.00	School						Travel- Local Travel for GETs		$ (550.00)	$ 5,950.00						Local Travel for GETS reduced with positions.		$ (500.00)	$ 5,450.00					
5100	510	AOF 8	3	Basic (FEFP K-12)-Supplies		$ 108,177.31	LEA						Supplies- supplemental		$ 363,444.02	$ 471,621.33						Supplies- reduced to provide the transportation for summer programs at Title I		$ (122,680.00)	$ 348,941.33					
5100	590	AOF 8	4	Basic (FEFP K-12)-Other Materials and Supplies		$ 80,000.00	LEA						Other Materials and Supplies-		$ 100,000.00	$ 180,000.00									$ 180,000.00					
6300	130	AOF 8	5	Instruction and Curriculum Development Services-Other Certified	3	$ 216,904.86	LEA						Position no longer required TIPA	3	$ (216,904.86)	$ -									$ -					
6300	210	AOF 8	5	Instruction and Curriculum Development Services-Retirement		$ 30,431.75	LEA						Retirement		$ (30,431.75)	$ -									$ -					
6300	220	AOF 8	5	Instruction and Curriculum Development Services-Federal Insurance Con		$ 16,593.22	LEA						FICA		$ (16,593.22)	$ -									$ -					
6300	230	AOF 8	5	Instruction and Curriculum Development Services-Group Insurance		$ 36,526.79	LEA						Health		$ (36,526.79)	$ -									$ -					
6300	230	AOF 8	5	Instruction and Curriculum Development Services-Group Insurance		$ 498.89	LEA						Life		$ (498.89)	$ -									$ -					
6300	240	AOF 8	5	Instruction and Curriculum Development Services-Workers' Compensatio		$ 2,169.05	LEA						Workers' Comp		$ (2,169.05)	$ -									$ -					
6300	160	AOF 8	6	Instruction and Curriculum Development Services-Other Support Personn	1.5	$ 90,074.84	LEA						funding-position and benefits move back to support student transitions to the next grade	1	$ (50,478.84)	$ 39,596.00						Other Support Personnel- Graduation Enhancement Technician (see initial description for AoF 8, Activity 6); adjustment to FTE (adding back 0.3 FTE)-Additional Allocation	0.3	$ 13,600.00	$ 53,196.00					
6300	210	AOF 8	6	Instruction and Curriculum Development Services-Retirement		$ 14,960.29	LEA						Retirement		$ (7,041.09)	$ 7,919.20						Retirement		$ 510.00	$ 8,429.20					
6300	220	AOF 8	6	Instruction and Curriculum Development Services-Federal Insurance Con		$ 6,890.72	LEA						FICA		$ (3,861.63)	$ 3,029.09						FICA		$ 832.32	$ 3,861.41					
6300	230	AOF 8	6	Instruction and Curriculum Development Services-Group Insurance		$ 21,617.96	LEA						Health		$ (12,144.92)	$ 9,473.04						Group Insurance- Health		$ 6,500.00	$ 15,973.04					
6300	230	AOF 8	6	Instruction and Curriculum Development Services-Group Insurance		$ 207.17	LEA						Life		$ (116.10)	$ 91.07						Group Insurance- Life		$ 39.10	$ 130.17					
6300	240	AOF 8	6	Instruction and Curriculum Development Services-Workers' Compensatio		$ 900.75	LEA						Workers' Comp		$ (504.79)	$ 395.96						WC		$ 108.80	$ 504.76					
6300	160	AOF 8	7	Instruction and Curriculum Development Services-Other Support Personn	1.05	$ 61,661.60	LEA						Position no longer required TIPA	1.05	$ (61,661.60)	$ -									$ -					
6300	210	AOF 8	7	Instruction and Curriculum Development Services-Retirement		$ 8,651.12	LEA						Retirement		$ (8,651.12)	$ -									$ -					
6300	220	AOF 8	7	Instruction and Curriculum Development Services-Federal Insurance Con		$ 4,717.11	LEA						FICA		$ (4,717.11)	$ -									$ -					
6300	230	AOF 8	7	Instruction and Curriculum Development Services-Group Insurance		$ 10,383.81	LEA						Health		$ (10,383.81)	$ -									$ -					
6300	230	AOF 8	7	Instruction and Curriculum Development Services-Group Insurance		$ 141.82	LEA						Life		$ (141.82)	$ -									$ -					
6300	240	AOF 8	7	Instruction and Curriculum Development Services-Workers' Compensatio		$ 616.63	LEA						Workers' Comp		$ (616.63)	$ -									$ -					
7800	160	AOF 8	8	Student Transportation Services-Other Support Personnel	1.3	$ 32,605.15	LEA									$ 32,605.15						Transportation Services to pay supplemental hourly rate of pay (NCH) for summer school transportation at Title I schools	4.17	$ 100,000.00	$ 132,605.15					
7800	210	AOF 8	8	Student Transportation Services-Retirement		$ 4,574.50	LEA									$ 4,574.50						Retirement for NCH		$ 14,030.00	$ 18,604.50					
7800	220	AOF 8	8	Student Transportation Services-Federal Insurance Contributions Act (FICA		$ 2,494.29	LEA									$ 2,494.29						FICA for NCH		$ 7,650.00	$ 10,144.29					
7800	240	AOF 8	8	Student Transportation Services-Workers' Compensation		$ 326.06	LEA									$ 326.06						WC for NCH		$ 1,000.00	$ 1,326.06					
5100	510	AOF 9	1	Basic (FEFP K-12)-Supplies		$ 5,619.28										$ 5,619.28									$ 5,619.28					
6300	130	AOF 9	2	Instruction and Curriculum Development Services-Other Certified	1	$ 74,468.69							Other Certified Personnel- person	0.9	$ (68,438.70)	$ 6,029.99									$ 6,029.99					
6300	210	AOF 9	2	Instruction and Curriculum Development Services-Retirement		$ 10,447.96							Retirement		$ (9,601.95)	$ 846.01									$ 846.01					
6300	220	AOF 9	2	Instruction and Curriculum Development Services-Federal Insurance Con		$ 5,696.85							FICA		$ (5,235.56)	$ 461.29									$ 461.29					
6300	230	AOF 9	2	Instruction and Curriculum Development Services-Group Insurance		$ 12,540.53							Health		$ (12,540.53)	$ -									$ -					
6300	230	AOF 9	2	Instruction and Curriculum Development Services-Group Insurance		$ 171.28							Life		$ (157.41)	$ 13.87									$ 13.87					
6300	240	AOF 9	2	Instruction and Curriculum Development Services-Workers' Compensatio		$ 744.69							Workers' Comp		$ (684.39)	$ 60.30									$ 60.30					
6400	510	AOF 9	3	Instructional Staff Training Services-Supplies		$ 5,157.84							Supplies- purchase books and other supplies (paper, notebooks, chart paper, post-its, folders, markers,		$ 16,658.54	$ 21,816.38						Supplies to fund PL books that align with CORE instruction, student engagement (Kagan), and other instructional best practices. Additional Allocation- 1% LEA.		$ 1,159.00	$ 22,975.38					
6300	110	AOF 10	1	Instruction and Curriculum Development Services-Administrator	0.8	$ 103,970.67										$ 103,970.67									$ 103,970.67					
6300	110	AOF 10	2	Instruction and Curriculum Development Services-Administrator	1	$ 108,647.49										$ 108,647.49									$ 108,647.49					
6300	110	AOF 10	3	Instruction and Curriculum Development Services-Administrator	0.5	$ 32,303.89										$ 32,303.89									$ 32,303.89					
6300	210	AOF 10	1,2,3	Instruction and Curriculum Development Services-Retirement		$ 57,204.92										$ 57,204.92									$ 57,204.92					
6300	220	AOF 10	1,2,3	Instruction and Curriculum Development Services-Federal Insurance Con		$ 18,736.54										$ 18,736.54									$ 18,736.54					
6300	230	AOF 10	1,2,3	Instruction and Curriculum Development Services-Group Insurance		$ 58,781.29										$ 58,781.29									$ 58,781.29					
6300	230	AOF 10	1,2,3	Instruction and Curriculum Development Services-Group Insurance		$ 563.32										$ 563.32									$ 563.32					
6300	240	AOF 10	1,2,3	Instruction and Curriculum Development Services-Workers' Compensatio		$ 2,449.22										$ 2,449.22									$ 2,449.22					
6300	130	AOF 10	4	Instruction and Curriculum Development Services-Other Certified	0.4	$ 27,283.88										$ 27,283.88									$ 27,283.88					
6300	210	AOF 10	4	Instruction and Curriculum Development Services-Retirement		$ 3,827.93										$ 3,827.93									$ 3,827.93					
6300	220	AOF 10	4	Instruction and Curriculum Development Services-Federal Insurance Con		$ 2,087.22										$ 2,087.22									$ 2,087.22					
6300	230	AOF 10	4	Instruction and Curriculum Development Services-Group Insurance		$ 6,548.13										$ 6,548.13									$ 6,548.13					
6300	230	AOF 10	4	Instruction and Curriculum Development Services-Group Insurance		$ 62.75										$ 62.75									$ 62.75					
6300	240	AOF 10	4	Instruction and Curriculum Development Services-Workers' Compensatio		$ 272.83										$ 272.83									$ 272.83					
6300	330	AOF 10	5	Instruction and Curriculum Development Services-Travel		$ 20,000.00										$ 20,000.00									$ 20,000.00					

Original Application																														
Requested Allocation Amount						$11,484,712.00			Title I, Part A Project Amendment #						1						Title I, Part A Project Amendment #						2		
Estimated Roll Forward						$1,363,468.67			Total Project Amount Currently Approved:						$12,848,180.67						Total Project Amount Currently Approved:						$12,848,180.67		
Total Funds Requested (sum of allocation and estimated roll)						$12,848,180.67			For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for					Total Project Amount resulting from this Budget Amendment:	$12,848,180.67					For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not					Total Project Amount resulting from this Budget Amendment:	$13,446,560.14		
Function	Object	Area of Focus	ivity Num	Activity Description	(If applicat	Amount	Service Levels School/LEA	Functi on	Object	Area of Focus	Actiti vity Num ber	e Levels School /LEA	Budget Narrative	FTE (If Applicab le)	Amount Increased / Decrease	Amended Line Total	Function	Object	Area of Focus	Actitiv ty Numbe r	Service Levels School/LE A	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total					
6300	330	AOF 10	5	Instruction and Curriculum Development Services-Travel		$ 20,000.00										$ 20,000.00									$ 20,000.00					
6300	369	AOF 10	6	Instruction and Curriculum Development Services-Technology-Related Re		$ 25,000.00							Tech-related Rental- original grant items purchased and additional funds are being added for partial invoice for Lexia English (TIPA 11%;		$ 10,040.00	$ 35,040.00						Technology-Related Rentals- iReady Toolbox was not able to be purchased in time; funds repurposed to ELLevation and Dues and Fees.		$ (10,000.00)	$ 25,040.00					
6300	390	AOF 10	7	Instruction and Curriculum Development Services-Other Purchased Serv		$ 9,000.00										$ 9,000.00						Reduce printing- need is not as anticipated; funds will support the Kagan training dues and fees		$ (5,000.00)	$ 4,000.00					
6300	510	AOF 10	8	Instruction and Curriculum Development Services-Supplies		$ 45,898.02							Supplies- reduced to cover tech-		$ (9,900.75)	$ 35,997.27									$ 35,997.27					
6300	519	AOF 10	9	Instruction and Curriculum Development Services-Technology Related Su		$ 4,837.34										$ 4,837.34									$ 4,837.34					
6300	730	AOF 10	10	Instruction and Curriculum Development Services-Dues and Fees		$ 25,000.00										$ 25,000.00						Workshop registration fees for online workshops/PL/curriculum strategies training, including Kagan (all eligible TI schools will send 3-4 teachers to attend) and online workshops for new teacher development. $7810.12 is		$ 22,810.12	$ 47,810.12					
7200	790	AOF 10	11	General Administration (Superintendent's Office)-Miscellaneous		$ 575,995.76							Miscellaneous- Indirect Cost rate		$ (139.25)	$ 575,856.51						Indirect Cost for the Additional allocation (adjustment)		$ 3,780.58	$ 579,637.09					
6300	130	RF: AOF 10	12	Instruction and Curriculum Development Services-Other Certified	1	$ 77,863.88							Other Certified Personnel- person	1	$ (71,206.71)	$ 6,657.17									$ 6,657.17					
6300	210	RF: AOF 10	12	Instruction and Curriculum Development Services-Retirement		$ 10,924.30							Retirement		$ (9,990.30)	$ 934.00									$ 934.00					
6300	220	RF: AOF 10	12	Instruction and Curriculum Development Services-Federal Insurance Con		$ 5,956.59							FICA		$ (5,447.31)	$ 509.28									$ 509.28					
6300	230	RF: AOF 10	12	Instruction and Curriculum Development Services-Group Insurance		$ 18,687.33							Health		$ (17,089.61)	$ 1,597.72									$ 1,597.72					
6300	230	RF: AOF 10	12	Instruction and Curriculum Development Services-Group Insurance		$ 179.09							Life		$ (163.78)	$ 15.31									$ 15.31					
6300	240	RF: AOF 10	12	Instruction and Curriculum Development Services-Workers' Compensatio		$ 778.64							Workers' Comp		$ (712.07)	$ 66.57									$ 66.57					
6300	160	RF: AOF 10	13	Instruction and Curriculum Development Services-Other Support Persons	3.7	$ 173,709.62							We have posted, but have not filled the Jr. Acct. position. We may move			$ 173,709.62						Other Support Personnel- Budget Analyst approved in grant is under the incorrect object code; correction in new line below.	-1	$ (52,180.00)	$ 121,529.62					
6300	210	RF: AOF 10	13	Instruction and Curriculum Development Services-Retirement		$ 24,371.46										$ 24,371.46									$ 24,371.46					
6300	220	RF: AOF 10	13	Instruction and Curriculum Development Services-Federal Insurance Con		$ 13,288.79										$ 13,288.79									$ 13,288.79					
6300	230	RF: AOF 10	13	Instruction and Curriculum Development Services-Group Insurance		$ 41,690.31										$ 41,690.31									$ 41,690.31					
6300	230	RF: AOF 10	13	Instruction and Curriculum Development Services-Group Insurance		$ 399.53										$ 399.53									$ 399.53					
6300	240	RF: AOF 10	13	Instruction and Curriculum Development Services-Workers' Compensatio		$ 1,737.10										$ 1,737.10									$ 1,737.10					
6300	369	RF: AOF 10	14	Instruction and Curriculum Development Services-Technology-Related Re		$ 20,000.00							Technology-Related Rentals for		$ 42,440.00	$ 62,440.00									$ 62,440.00					
6300	390	RF: AOF 10	15	Instruction and Curriculum Development Services-Other Purchased Serv		$ 1,000.00										$ 1,000.00									$ 1,000.00					
6400	120	RF: AOF 10	16	Instructional Staff Training Services-Classroom Teacher	0.09	$ 5,000.00										$ 5,000.00									$ 5,000.00					
6400	130	RF: AOF 10	16	Instructional Staff Training Services-Other Certified	0.13	$ 3,151.29										$ 3,151.29									$ 3,151.29					
6400	210	RF: AOF 10	16	Instructional Staff Training Services-Retirement		$ 1,143.63										$ 1,143.63									$ 1,143.63					
6400	220	RF: AOF 10	16	Instructional Staff Training Services-Federal Insurance Contributions Act		$ 623.57										$ 623.57									$ 623.57					
6400	240	RF: AOF 10	16	Instructional Staff Training Services-Workers' Compensation		$ 81.51										$ 81.51									$ 81.51					
6400	310	RF: AOF 10	17	Instructional Staff Training Services-Professional and Technical Services		$ 9,000.00										$ 9,000.00									$ 9,000.00					
6400	330	RF: AOF 10	18	Instructional Staff Training Services-Travel		$ 16,009.94										$ 16,009.94									$ 16,009.94					
6400	510	RF: AOF 10	19	Instructional Staff Training Services-Supplies		$ 16,469.83							Supplies- purchase books and other		$ 12,169.78	$ 28,639.61						Supplies - Purchase books for professional learning		$ 3,858.08	$ 32,497.69					
7200	790	RF: AOF 10	20	General Administration (Superintendent's Office)-Miscellaneous		$ 61,827.37										$ 61,827.37						Miscellaneous- Indirect Cost from Additional Roll Forward		$ 23,015.64	$ 84,843.01					
									New Line Items Added through Amendment Request												New Line Items Added through Amendment Request								
								5100	510	AOF 3	7	LEA	Supplies- supplies to purchase kits for qualifying unhoused students (hygiene and school/course supplies)		$ 5,000.00	$ 5,000.00									$ 5,000.00					
								5100	730	AOF 3	8	LEA	Dues and Fees- to support with		$ 5,000.00	$ 5,000.00									$ 5,000.00					
								6400	330	AOF 3	9	LEA	Travel- Out of State travel for the		$ 2,000.00	$ 2,000.00									$ 2,000.00					
								6300	120	RF: AOF 5	10	LEA	Classroom Teachers- Non-	0.15	$ 8,151.29	$ 8,151.29									$ 8,151.29					
								6300	210	RF: AOF 5	10	LEA	Retirement		$ 1,143.63	$ 1,143.63									$ 1,143.63					
								6300	220	RF: AOF 5	10	LEA	FICA		$ 623.57	$ 623.57									$ 623.57					
								6300	240	RF: AOF 5	10	LEA	Workers' Comp		$ 81.51	$ 81.51									$ 81.51					
								6300	160	AOF 9	4	LEA	Other support personnel- Non-	1.2	$ 65,210.30	$ 65,210.30									$ 65,210.30					
								6300	210	AOF 9	4	LEA	Retirement		$ 9,149.01	$ 9,149.01									$ 9,149.01					
								6300	220	AOF 9	4	LEA	FICA		$ 4,988.59	$ 4,988.59									$ 4,988.59					
								6300	240	AOF 9	4	LEA	Workers' Comp		$ 652.10	$ 652.10									$ 652.10					
																$ -	5100	642	AOF 1	44	School	Furniture, Fixtures, and Equipment- Non-Cap for rolling white boards, easels, display boards, and tack strips to enhance instruction and display student work.		$ 8,572.65	$ 8,572.65					
																$ -	6300	130	RF: AOF 1	45	LEA	Other Certified Personnel- Specialists to support teachers and students (within the federal index subgroups) with developmentally appropriate grade level insruction with a focus on literacy and building background. (25%)	1.2	$ 72,639.08	$ 72,639.08					
																$ -	6300	210	RF: AOF 1	45	LEA	Retirement for Specialists		$ 10,191.26	$ 10,191.26					
																$ -	6300	220	RF: AOF 1	45	LEA	FICA for Specialists		$ 5,556.89	$ 5,556.89					
																$ -	6300	230	RF: AOF 1	45	LEA	Group Insurance- Health for Specialists		$ 5,859.00	$ 5,859.00					
																$ -	6300	230	RF: AOF 1	45	LEA	Group Insurance- Life for Specialists		$ 167.07	$ 167.07					
																$ -	6300	240	RF: AOF 1	45	LEA	WC for Specialists		$ 726.39	$ 726.39					
																$ -	6120	130	RF: AOF 1	46	LEA	Fund supplemental hourly pay rate (Non-Contracted Hourly-NCH) for high school counselor to work extended day/year remediation and enrchment programs (summer school).	0.04	$ 2,587.50	$ 2,587.50					
																$ -	6120	210	RF: AOF 1	46	LEA	Retirement for NCH		$ 363.03	$ 363.03					
																$ -	6120	220	RF: AOF 1	46	LEA	FICA for NCH		$ 197.94	$ 197.94					
																$ -	6120	240	RF: AOF 1	46	LEA	WC for NCH		$ 25.88	$ 25.88					
																$ -	6300	160	RF: AOF 1	47	LEA	Fund supplemental hourly pay rate (Non-Contracted Hourly-NCH) for Graduation Enhancement Technicians (GETS) to work extended day/year remediation and enrchment programs (summer school).	0.08	$ 4,219.12	$ 4,219.12					
																$ -	6300	210	RF: AOF 1	47	LEA	Retirement for NCH		$ 591.96	$ 591.96					
																$ -	6300	220	RF: AOF 1	47	LEA	FICA for NCH		$ 322.76	$ 322.76					
																$ -	6300	240	RF: AOF 1	47	LEA	WC for NCH		$ 42.20	$ 42.20					
																$ -	5100	330	RF: AOF 1	48	LEA	Travel for student entry to outside of the classroom learning experiences for TIPA summer programs.		$ 2,400.00	$ 2,400.00					
																$ -	6300	730	AOF 3	7	LEA	Dues and Fees for instructional staff from all K-12 Title I schools to attend a local Kagan workshop. Our largest unhoused population is in our Title I schools and teachers need strategies to engage learners, especially the unhoused students who are experiencing a high absentee rate. Increased engagement should increase achievement and decrease absenteeism.		$ 47,956.27	$ 47,956.27					
																$ -	5100	519	AOF 6	25	School	Supplies: Tech-related to purchase covers and headphones for the iPads/laptops already purchased to protect the devices and allow for more accessability for use (Additional Allocation)		$ 5,020.78	$ 5,020.78					
																$ -	6300	110	RF: AOF 10	21	LEA	Administration- Budget Analyst- moved from 6300 160 to 100 object code as a	1	$ 52,180.00	$ 52,180.00					
																$ -									$ -					
																$ -									$ -					
																$ -									$ -					

New Line Items Added through Amendment Request

| Original Application | | |

AGENDA ITEM NO. 10.6

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Apply, Accept and Expend Amendment 1 of the Title IV, Part A Student Support and Academic Enrichment Grant in the Amount of $11,765.12 (Incoming Federal Grant Funds)

Executive Summary
The School District of Manatee County (SDMC) initially received funding in the amount of $881,049.00 on August 29, 2025. The SDMC respectfully requests approval of Amendment 1 to the Title IV, Part A Grant. The district received an allocation adjustment of $11,765.12. The total funds available are $892,814.12. This amendment includes a reduction to designated salary lines and corresponding benefits, increases to charter and private school allocations for rentals and supplies, and the addition of new line items: Professional & Technical Services. Includes contracted Behavior Specialists (BCBA) and Behavior Technicians (RBT), and Non-Contracted Hourly (NCH) for Mentor Training. These adjustments are intended to align the budget with current program needs and ensure the effective implementation of Title IV, Part A Grant initiatives.

This grant is pending School 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

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

Recommendation
The Superintendent recommends approval to apply, accept and expend Amendment 1 of the Title IV, Part A Student Support and Academic Enrichment Grant in the amount of $11,765.12 (Incoming Federal Grant Funds).

Financial Impact
There is no cost to the General Fund.

Contact
Submitting Department: Federal Programs and Grants
Initiated by: Latrina Singleton

Attachments:
2025-2026 Title IV, Part A Grant, Amendment 1

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	School District of Manatee County	Date Received
B) Program Name: Title IV- Student Support & Academic Enrichment **TAPS Number:** 26A120		**Project Number (DOE Assigned)**

C) Amendment Type	**D) Amendment Request Contact Information**	
☐ Program ☒ Budget **Amendment Number:** ____1_____	Contact Name: Latrina Singleton, Director, Federal Programs and Grants	Telephone Numbers: 941-751-6550 Ext 43347
	Mailing Address: 215 Manatee Avenue West, Bradenton, FL 34205-8840	E-mail Addresses: Singleton21@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.

Laurie Breslin (Mar 9, 2026 17:04:19 EDT)
Signature of Agency Head

Superintendent
Title

03/09/2026
Date

F) Narrative

The School District of Manatee County respectfully requests approval of Amendment 1 to the Title IV, Part A grant. The district received an allocation adjustment of $11,765.12. The total funds available are $892,814.12. This amendment includes a reduction to designated salary lines and corresponding benefits, increases to charter and private school allocations for rentals and supplies, and the addition of new line items: Professional & Technical Services. Includes contracted Behavior Specialists (BCBA) and Behavior Technicians(RBT) and NCH for Mentor Training. These adjustments are intended to align the budget with current program needs and ensure the effective implementation of Title IV, Part A initiatives.

Title IV, Part A Summary Budget
DOE 101

Manatee	26A120
Name of LEA	Project Number / TAPS Number
Requested Allocation Amount	**$881,049.00**
Estimated Roll Forward	
Total Funds Requested (sum of allocation and estimated roll)	**$881,049.00**

Title IV, Part A Project Amendment # **1**

Total Project Amount Currently Approved: $881,049.00

For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not complete this section.

Total Project Amount resulting from this Budget Amendment: $892,814.12

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Service Level LEA/Private	Function	Object	Area of Focus	Actitivity Number	Service Levels LEA/Private	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
6300	130	AOF 1	1	Instruction and Curriculum Development Services-Other Certified	0.5	$36,093.26	LEA									$ 36,093.26
6300	210	AOF 1	1	Instruction and Curriculum Development Services-Retirement		$5,063.88	LEA									$ 5,063.88
6300	220	AOF 1	1	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)		$2,761.13	LEA									$ 2,761.13
6300	230	AOF 1	1	Instruction and Curriculum Development Services-Group Insurance		$6,078.10	LEA									$ 6,078.10
6300	230	AOF 1	1	Instruction and Curriculum Development Services-Group Insurance		$83.01	LEA									$ 83.01
6300	240	AOF 1	1	Instruction and Curriculum Development Services-Workers' Compensation		$360.93	LEA									$ 360.93
6150	160	AOF 1	2	Parental Involvement-Other Support Personnel	1	$44,325.41	LEA						Reduce GET Salary		$ (26,283.65)	$ 18,041.76
6150	210	AOF 1	2	Parental Involvement-Retirement		$6,218.86	LEA						Reduce Retirement		$ (3,687.60)	$ 2,531.26
6150	220	AOF 1	2	Parental Involvement-Federal Insurance Contributions Act (FICA)		$3,390.89	LEA						Reduce FICA		$ (2,010.70)	$ 1,380.19
6150	230	AOF 1	2	Parental Involvement-Group Insurance		$7,464.40	LEA						Reduce Group Insurance- Health		$ (2,412.71)	$ 5,051.69
6150	230	AOF 1	2	Parental Involvement-Group Insurance		$101.95	LEA						Reduce Group Insurance- Life		$ (60.45)	$ 41.50
6150	240	AOF 1	2	Parental Involvement-Workers' Compensation		$443.25	LEA						Reduce Worker's Compensation		$ (262.83)	$ 180.42
6150	510	AOF 1	2	Parental Involvement-Supplies		$100.00	LEA									$ 100.00
6150	390	AOF 1	2	Parental Involvement-Other Purchased Services		$100.00	LEA									$ 100.00
6150	330	AOF 1	2	Parental Involvement-Travel		$1,000.00	LEA									$ 1,000.00
5100	120	AOF 1	3	Basic (FEFP K-12)-Classroom Teacher		$15,487.45	LEA						Reduce Classroom Teacher		$ (13,487.45)	$ 2,000.00
5100	210	AOF 1	3	Basic (FEFP K-12)-Retirement		$2,172.89	LEA						Reduce Retirement		$ (1,892.29)	$ 280.60
5100	220	AOF 1	3	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$1,184.79	LEA						Reduce FICA		$ (1,031.79)	$ 153.00
5100	240	AOF 1	3	Basic (FEFP K-12)-Workers' Compensation		$154.87	LEA						Reduce Workers' Comprehension		$ (134.87)	$ 20.00
7800	790	AOF 1	3	Student Transportation Services-Miscellaneous		$11,590.22	LEA						Reduce Transportation		$ (9,590.22)	$ 2,000.00
6150	160	AOF 1	4	Parental Involvement-Other Support Personnel	2	$88,650.82	LEA						Reduce GET Salary		$ (52,567.30)	$ 36,083.52
6150	210	AOF 1	4	Parental Involvement-Retirement		$12,437.71	LEA						ReduceRetirement		$ (7,375.19)	$ 5,062.52
6150	220	AOF 1	4	Parental Involvement-Federal Insurance Contributions Act (FICA)		$6,781.79	LEA						Reduce FICA		$ (4,021.40)	$ 2,760.39
6150	230	AOF 1	4	Parental Involvement-Group Insurance		$14,928.80	LEA						Reduce Group Health Insurance		$ (4,825.41)	$ 10,103.39
6150	230	AOF 1	4	Parental Involvement-Group Insurance		$203.90	LEA						Reduce Group Life Insurance		$ (120.91)	$ 82.99
6150	240	AOF 1	4	Parental Involvement-Workers' Compensation		$886.51	LEA						Reduce Worker's Comp		$ (525.67)	$ 360.84
5100	390	AOF 1	5	Basic (FEFP K-12)-Other Purchased Services	394 Charter Distributions	$104,486.29	LEA						Increase line for funding for North River Charter Academy		$ 2,344.83	$ 106,831.12
6400	390	AOF 1	5	Instructional Staff Training Services-Other Purchased Services	394 Charter Distributions	$14,584.51	LEA									$ 14,584.51
5100	330	AOF 1	6	Basic (FEFP K-12)-Travel		$8,518.61	Private						Increase line for CES		$ 28.57	$ 8,547.18
5100	369	AOF 1	6	Basic (FEFP K-12)-Technology-Related Rentals		$631.94	Private						Increase Line- Risen Savor		$ 21.75	$ 653.69
5100	510	AOF 1	6	Basic (FEFP K-12)-Supplies		$5,117.53	Private						Increase Line- CES (3.60), CCS (218.60), St. Joseph (135.60)		$ 357.80	$ 5,475.33
7800	110	AOF 2	1	Student Transportation Services-Administrator	1	$55,542.75	LEA									$ 55,542.75
7800	210	AOF 2	1	Student Transportation Services-Retirement		$7,792.65	LEA									$ 7,792.65
7800	220	AOF 2	1	Student Transportation Services-Federal Insurance Contributions Act (FICA)		$4,249.02	LEA									$ 4,249.02
7800	230	AOF 2	1	Student Transportation Services-Group Insurance		$9,353.40	LEA									$ 9,353.40
7800	230	AOF 2	1	Student Transportation Services-Group Insurance		$127.75	LEA									$ 127.75
7800	240	AOF 2	1	Student Transportation Services-Workers' Compensation		$555.43	LEA									$ 555.43
6400	120	AOF 2	2	Instructional Staff Training Services-Classroom Teacher		$92,472.00	LEA						Classroom Teacher- Increase line correcting function code to 6400		$ 1,892.00	$ 94,364.00
6400	220	AOF 2	2	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$7,074.28	LEA						Classroom Teacher- Increase FICA		$ 144.74	$ 7,219.02
6150	160	AOF 2	3	Parental Involvement-Other Support Personnel	1	$50,916.84	LEA						Reduce GET Salary		$ (30,192.72)	$ 20,724.12
6150	210	AOF 2	3	Parental Involvement-Retirement		$7,143.63	LEA						Reduce Retirement		$ (4,236.04)	$ 2,907.59
6150	220	AOF 2	3	Parental Involvement-Federal Insurance Contributions Act (FICA)		$3,895.14	LEA						Reduce FICA		$ (2,309.74)	$ 1,585.40
6150	230	AOF 2	3	Parental Involvement-Group Insurance		$8,574.40	LEA						Reduce Health Insurance		$ (2,771.65)	$ 5,802.75
6150	230	AOF 2	3	Parental Involvement-Group Insurance		$117.11	LEA						Reduce Life Insurance		$ (69.40)	$ 47.71
6150	240	AOF 2	3	Parental Involvement-Workers' Compensation		$509.17	LEA						Reduce Worker's Compensation		$ (301.93)	$ 207.24
6130	150	AOF 2	3	Health Services-Paraprofessional	1	$22,717.45	LEA									$ 22,717.45
6130	210	AOF 2	3	Health Services-Retirement		$3,187.26	LEA									$ 3,187.26
6130	220	AOF 2	3	Health Services-Federal Insurance Contributions Act (FICA)		$1,737.88	LEA									$ 1,737.88
6130	230	AOF 2	3	Health Services-Group Insurance		$3,825.62	LEA									$ 3,825.62
6130	230	AOF 2	3	Health Services-Group Insurance		$52.25	LEA									$ 52.25
6130	240	AOF 2	3	Health Services-Workers' Compensation		$227.17	LEA									$ 227.17
6150	390	AOF 2	3	Parental Involvement-Other Purchased Services		$752.58	LEA									$ 752.58
6150	330	AOF 2	3	Parental Involvement-Travel		$600.00	LEA									$ 600.00
6150	510	AOF 2	3	Parental Involvement-Supplies		$500.00	LEA									$ 500.00
6130	390	AOF 2	3	Health Services-Other Purchased Services		$752.58	LEA									$ 752.58
6130	510	AOF 2	3	Health Services-Supplies		$500.00	LEA									$ 500.00
6150	160	AOF 2	4	Parental Involvement-Other Support Personnel	0.5	$22,136.00	LEA									$ 22,136.00
6150	210	AOF 2	4	Parental Involvement-Retirement		$3,105.68	LEA									$ 3,105.68
6150	220	AOF 2	4	Parental Involvement-Federal Insurance Contributions Act (FICA)		$1,693.40	LEA									$ 1,693.40
6150	230	AOF 2	4	Parental Involvement-Group Insurance		$3,727.70	LEA									$ 3,727.70
6150	230	AOF 2	4	Parental Involvement-Group Insurance		$50.91	LEA									$ 50.91
6150	240	AOF 2	4	Parental Involvement-Workers' Compensation		$221.36	LEA									$ 221.36
6140	390	AOF 2	5	Psychological Services-Other Purchased Services	394 Charter Distributions	$37,212.50	LEA						Increase line by $5.44 to reflect appropriate amount allocated to each school		$ 5.44	$ 37,217.94
6110	390	AOF 2	5	Attendance and Social Work-Other Purchased Services	394 Charter Distributions	$13,686.49	LEA									$ 13,686.49
5100	150	AOF 2	6	Basic (FEFP K-12)-Paraprofessional	1	$31,807.71										$ 31,807.71
5100	210	AOF 2	6	Basic (FEFP K-12)-Retirement		$4,462.62										$ 4,462.62
5100	220	AOF 2	6	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$2,433.29										$ 2,433.29
5100	230	AOF 2	6	Basic (FEFP K-12)-Group Insurance		$5,356.42										$ 5,356.42
5100	230	AOF 2	6	Basic (FEFP K-12)-Group Insurance		$73.16										$ 73.16
5100	240	AOF 2	6	Basic (FEFP K-12)-Workers' Compensation		$318.08										$ 318.08

6400	330	AOF 3	1	Instructional Staff Training Services-Travel		$6,500.00	LEA									$	6,500.00
6300	110	AOF 4	1	Instruction and Curriculum Development Services-Administrator	0.11	$12,306.55										$	12,306.55
6300	210	AOF 4	1	Instruction and Curriculum Development Services-Retirement		$1,726.61										$	1,726.61
6300	220	AOF 4	1	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)		$941.45										$	941.45
6300	230	AOF 4	1	Instruction and Curriculum Development Services-Group Insurance		$2,072.42										$	2,072.42
6300	230	AOF 4	1	Instruction and Curriculum Development Services-Group Insurance		$28.31										$	28.31
6300	240	AOF 4	1	Instruction and Curriculum Development Services-Workers' Compensation		$123.07										$	123.07
7200	790	AOF 4	2	General Administration (Superintendent's Office)-Miscellaneous		$46,485.21									Decrease indirect cost		$ (7,406.46)	$	39,078.75
															New Line Items Added through Amendment Request				
								5200	310	1	7	LEA	Professional & Technical Services. Includes contracted Behavior Specialists (BCBA) and Behavior Technicians(RBT) to support students with and without disabilities demonstrating significant behavioral/mental health difficulties. Behavior Tech 45.00 and hour, and BCBA 96.00 dollars and hour. 4BT and 1 BCBA included.		$ 152,141.92	$	152,141.92
								6400	120	1	8	LEA	NCH for Mentor Teachers - Mentor teachers will receive professional learning/ development from PL specialists to support their mentor teacher roles in their respective schools		$ 26,415.44	$	26,415.44
								6400	210	1	8	LEA	Retirement		$ 3,706.08	$	3,706.08
								6400	220	1	8	LEA	FICA		$ 2,020.78	$	2,020.78
								6400	240	1	8	LEA	Worker's Compensation		$ 264.15	$	264.15
																$	-
																$	-
																$	-

AOF 7		
AOF 8		

AGENDA ITEM NO. 10.7

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Apply, Accept, and Expend the Amendment 2 for the Title III, Part A, English Language Acquisition Grant for the 2025-2026 School Year in the Amount of $6,188.28 (Incoming Federal Grant Funds)

Executive Summary
The School District of Manatee County is requesting Amendment 2 to Title III, Part A, English Language Acquisition Grant. The amendment activities were approved within the original grant application, and amounts for the activities are being adjusted to meet the current needs of schools and students. This amendment also includes an increase in the original allocation of $6,188.28, bringing the total allocation for the 2025-2026 school year to $1,040,642.28. Amendment 2 does not change the scope of the originally approved Title III, Part A, English Language Acquisition Grant.

This grant is pending School 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 To Learn | Goal 4
Develop effective professional development and high-quality instructional coaching for teachers to support rigorous literacy instruction across all grades

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

Recommendation
The Superintendent recommends approval to apply, accept, and expend the budget amendment 2 for the Title III, Part A, English Language Acquisition Grant for the 2025-2026 school year in the amount of $6,188.28 (Incoming Federal Grant Funds).

Financial Impact
There is no cost to the General Fund.

Contact
Submitting Department: Federal Programs and Grants.
Initiated by: Debra Estes.

Attachments:
ESOL Title III Amendment 2

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	**School District of Manatee County**	Date Received 03/11/2026
B) Program Name: Title III-English Language Acquisition **TAPS Number:** 26A014		**Project Number (DOE Assigned)** 410-1026C-6C001

C) Amendment Type	D) Amendment Request Contact Information	
☐ Program ☒ Budget **Amendment Number:** 2	Contact Name: **Debra Estes**	Telephone Numbers: **941/751-6550 ext. 43277**
	Mailing Address: **215 Manatee Ave W.** **Bradenton, FL 34205**	E-mail Addresses: **estesd@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.

Laurie Breslin (Mar 11, 2026 09:17:15 EDT)	Superintendent	Mar 11, 2026
Signature of Agency Head	Title	Date

F) Narrative

Budget Amendment 2 maintains the scope of the activities approved in the original grant by the Florida Department of Education on 09/17/2025. The budget items have been updated to adjust for the following:

1) An increase in the original allocation of $6,188.28 making the total Title III funds available for the 2025-2026 school year $1,040,642.28.
2) Additional funds to cover the costs of SIOP (Sheltered Instructional Observation Protocol) Capacity Builder training for ESOL teachers, district personnel, and administrators. This summer training is focused on making content comprehensible for English Learners and will build capacity for teacher leaders.
3) An increase in supplies to buy materials for summer training for ESOL teachers.
4) Salaries updated due to personnel changes, increases in pay due to raises, and a change in cost of benefits.

Title III, Part A Summary Budget

DOE 101

Manatee	410-1026C-6C001	26A014
Name of LEA	Project Number	TAPS Number
Requested Allocation Amount		**$1,034,454.00**
Estimated Roll Forward		
Total Funds Requested (sum of allocation and estimated roll)		**$1,034,454.00**

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Service Level LEA/Private
6300	130	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Other Certified	3.5 (4 @75% and 1 @50%)	$ 253,626.94	LEA
6300	210	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Retirement		$ 35,583.85	LEA
6300	231	AOF 1	1,2,3,4,5		Health Insurance	$ 42,710.78	LEA
6300	232	AOF 1	1,2,3,4,5		Life Insurance	$ 583.34	LEA
6300	240	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Workers' Compensation		$ 2,536.27	LEA
6300	220	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)		$ 19,402.45	LEA
5100	130	AOF 1	1,2,3,4,5	Basic (FEFP K-12)-Other Certified	1	$ 50,879.95	LEA
5100	210	AOF 1	1,2,3,4,5	Basic (FEFP K-12)-Retirement		$ 7,138.46	LEA
5100	220	AOF 1	1,2,3,4,5	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 3,892.32	LEA
5100	231	AOF 1	1,2,3,4,5		Health Insurance	$ 8,568.18	LEA
5100	232	AOF 1	1,2,3,4,5		Life Insurance	$ 117.02	LEA
5100	240	AOF 1	1,2,3,4,5	Basic (FEFP K-12)-Workers' Compensation		$ 508.80	LEA
6300	369	AOF 1	3,4	Instruction and Curriculum Development Services-Technology-Related Rentals		$ 85,000.00	LEA
5100	510	AOF 1	1,2,3,4,5	Basic (FEFP K-12)-Supplies		$ 29,828.02	LEA
5100	610	AOF 1	1,2,3,4,5	Basic (FEFP K-12)-Library Books		$ 30,000.00	LEA
5100	519	AOF 1	3,4	Basic (FEFP K-12)-Technology Related Supplies		$ 25,805.60	LEA
6300	510	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Supplies		$ 7,000.00	LEA
6300	390	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Other Purchased Services	Printing for Specialists	$ 6,000.00	LEA
6300	330	AOF 1	1,2,3,4,5	Instruction and Curriculum Development Services-Travel	Local Mileage	$ 12,000.00	LEA
7800	790	AOF 1	1,2,3,4,5	Student Transportation Services-Miscellaneous		$ 20,000.00	LEA
6300	369	AOF 1	6	Instruction and Curriculum Development Services-Technology-Related Rentals		$ 4,280.13	Private
5100	510	AOF 1	7	Basic (FEFP K-12)-Supplies		$ 8,810.85	Private
6300	120	AOF 1	8	Instruction and Curriculum Development Services-Classroom Teacher		$ 15,000.00	LEA
6300	210	AOF 1	8	Instruction and Curriculum Development Services-Retirement		$ 2,104.50	LEA
6300	220	AOF 1	8	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)		$ 1,147.50	LEA
6300	240	AOF 1	8	Instruction and Curriculum Development Services-Workers' Compensation		$ 150.00	LEA
5100	130	AOF 1	2	Basic (FEFP K-12)-Other Certified	NCH for summer programs	$ 50,000.00	LEA
5100	210	AOF 1	2	Basic (FEFP K-12)-Retirement		$ 7,015.00	LEA
5100	220	AOF 1	2	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 3,825.00	LEA
5100	240	AOF 1	2	Basic (FEFP K-12)-Workers' Compensation		$ 500.00	LEA
6400	310	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Professional and Technical Services	Subs for teachers	$ 14,000.00	LEA
6400	730	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Dues and Fees		$ 5,000.00	LEA
6400	330	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Travel	Travel (conferences)	$ 20,000.00	LEA
6400	510	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Supplies		$ 25,000.00	LEA
6400	310	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Professional and Technical Services		$ 42,275.00	LEA
6400	120	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Classroom Teacher	NCH for training $20/hr	$ 40,000.00	LEA
6400	210	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Retirement		$ 5,612.00	LEA
6400	220	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 3,060.00	LEA
6400	240	AOF 2	1,2,3,4,5	Instructional Staff Training Services-Workers' Compensation		$ 400.00	LEA
6300	160	AOF 3	1,2,3,4,5,6	Instruction and Curriculum Development Services-Other Support Personnel	1	$ 51,167.10	LEA
6300	210	AOF 3	1,2,3,4,5,6	Instruction and Curriculum Development Services-Retirement		$ 7,178.74	LEA
6300	220	AOF 3	1,2,3,4,5,6	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)	FICA	$ 3,914.28	LEA
6300	231	AOF 3	1,2,3,4,5,6		Health Insurance	$ 8,616.54	LEA
6300	232	AOF 3	1,2,3,4,5,6		Life Insurance	$ 117.68	LEA
6300	240	AOF 3	1,2,3,4,5,6	Instruction and Curriculum Development Services-Workers' Compensation		$ 511.67	LEA
6150	370	AOF 3	2,3,5	Parental Involvement-Communications	Postage	$ 500.00	LEA
7500	160	AOF 4	1	Fiscal Services-Other Support Personnel	0.23	$ 14,375.55	
7500	210	AOF 4	1	Fiscal Services-Retirement		$ 2,016.89	
7500	220	AOF 4	1	Fiscal Services-Federal Insurance Contributions Act (FICA)		$ 1,099.73	
7500	231	AOF 4	1		Health Insurance	$ 2,420.84	
7500	232	AOF 4	1		Life	$ 33.06	
7500	240	AOF 4	1	Fiscal Services-Workers' Compensation		$ 143.76	
7200	790	AOF 4	2	General Administration (Superintendent's Office)-Miscellaneous	Indirect Cost	$ 52,996.20	

New Line Items Added through Amendment Request

Title III, Part A Project Amendment # 1

Total Project Amount Currently Approved: $1,034,454.00

For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not complete this section.

Total Project Amount resulting from this Budget Amendment: $1,034,454.00

Function	Object	Area of Focus	Actitivity Number	Service Levels LEA/Private	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
								$ 253,626.94
								$ 35,583.85
								$ 42,710.78
								$ 583.34
								$ 2,536.27
								$ 19,402.45
								$ 50,879.95
								$ 7,138.46
								$ 3,892.32
								$ 8,568.18
								$ 117.02
								$ 508.80
					Technology Related rentals (purchase of additional student licenses).		$ 42,938.00	$ 127,938.00
								$ 29,828.02
								$ 30,000.00
								$ 25,805.60
								$ 7,000.00
								$ 6,000.00
								$ 12,000.00
								$ 20,000.00
								$ 4,280.13
								$ 8,810.85
								$ 15,000.00
								$ 2,104.50
								$ 1,147.50
								$ 150.00
					Decrease in this line		$ (35,000.00)	$ 15,000.00
					Decrease in this line		$ (4,910.50)	$ 2,104.50
					Decrease in this line		$ (2,677.50)	$ 1,147.50
					Decrease in this line		$ (350.00)	$ 150.00
								$ 14,000.00
								$ 5,000.00
								$ 20,000.00
								$ 25,000.00
								$ 42,275.00
								$ 40,000.00
								$ 5,612.00
								$ 3,060.00
								$ 400.00
								$ 51,167.10
								$ 7,178.74
								$ 3,914.28
								$ 8,616.54
								$ 117.68
								$ 511.67
								$ 500.00
								$ 14,375.55
								$ 2,016.89
								$ 1,099.73
								$ 2,420.84
								$ 33.06
								$ 143.76
								$ 52,996.20

New Line Items Added through Amendment Request

								$ -
								$ -
								$ -

Title III, Part A Project Amendment #	1								Title III, Part A Project Amendment #	2							
Total Project Amount Currently Approved:	$1,034,454.00								Total Project Amount Currently Approved:	$1,034,454.00							
For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not complete this section.					Total Project Amount resulting from this Budget Amendment:		$1,034,454.00		For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not complete this section.					Total Project Amount resulting from this Budget Amendment:		$1,040,642.28	
Function	Object	Area of Focus	Actitivity Number	Service Levels LEA/Private	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total	Function	Object	Area of Focus	Actitivity Number	Service Levels LEA/Private	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
								$ 253,626.94						Decrease in line due to change in personnel	0.5	$ (50,000.00)	$ 203,626.94
								$ 35,583.85						Decrease in retirement		$ (7,015.00)	$ 28,568.85
								$ 42,710.78						Decrease in Health Insurance (Object 231)		$ (8,420.00)	$ 34,290.78
								$ 583.34						Decrease in Life Insurance (Object 232)		$ (115.00)	$ 468.34
								$ 2,536.27						Decrease in Worker's Comp		$ (500.00)	$ 2,036.27
								$ 19,402.45						Decrease in FICA		$ (3,825.00)	$ 15,577.45
								$ 50,879.95						Increase in line due to personnel raises and increased benefits		$ 2,575.05	$ 53,455.00
								$ 7,138.46						Increase in retirement		$ 361.28	$ 7,499.74
								$ 3,892.32						Increase in FICA		$ 196.99	$ 4,089.31
								$ 8,568.18						Increase in Health Insurance (Object 231)		$ 4,200.00	$ 12,768.18
								$ 117.02						Increase in Life Insurance (Object 232)		$ 5.92	$ 122.94
								$ 508.80						Increase in Worker's Compensation		$ 25.76	$ 534.56
					Technology Related rentals (purchase of additional student licenses).		$ 42,938.00	$ 127,938.00									$ 127,938.00
								$ 29,828.02									$ 29,828.02
								$ 30,000.00									$ 30,000.00
								$ 25,805.60									$ 25,805.60
								$ 7,000.00									$ 7,000.00
								$ 6,000.00									$ 6,000.00
								$ 12,000.00									$ 12,000.00
								$ 20,000.00						Decrease in this line-transportation will be split between T3 and T1, Part A		$ (18,000.00)	$ 2,000.00
								$ 4,280.13									$ 4,280.13
								$ 8,810.85									$ 8,810.85
								$ 15,000.00						Increase in this line to pay teachers to create exemplar lessons for ELLs		$ 15,000.00	$ 30,000.00
								$ 2,104.50						increase in retirement		$ 2,104.50	$ 4,209.00
								$ 1,147.50						Increase in FICA		$ 1,147.50	$ 2,295.00
								$ 150.00						Increase in Worker's Compensation		$ 150.00	$ 300.00
					Decrease in this line		$ (35,000.00)	$ 15,000.00									$ 15,000.00
					Decrease in this line		$ (4,910.50)	$ 2,104.50									$ 2,104.50
					Decrease in this line		$ (2,677.50)	$ 1,147.50									$ 1,147.50
					Decrease in this line		$ (350.00)	$ 150.00									$ 150.00
								$ 14,000.00									$ 14,000.00
								$ 5,000.00									$ 5,000.00
								$ 20,000.00						Additional funds to pay for teachers and staff to attend PD conferences		$ 10,000.00	$ 30,000.00
								$ 25,000.00						Additional funds to pay for materials for professional learning		$ 30,334.78	$ 55,334.78
								$ 42,275.00						Increase in funds to provide SIOP Capacity Builder for staff in order to increase student achievement of ELLs		$ 35,000.00	$ 77,275.00
								$ 40,000.00									$ 40,000.00
								$ 5,612.00									$ 5,612.00
								$ 3,060.00									$ 3,060.00
								$ 400.00									$ 400.00
								$ 51,167.10									$ 51,167.10
								$ 7,178.74									$ 7,178.74
								$ 3,914.28									$ 3,914.28
								$ 8,616.54									$ 8,616.54
								$ 117.68									$ 117.68
								$ 511.67									$ 511.67
								$ 500.00									$ 500.00
								$ 14,375.55					[redacted]	Decrease in line due to change in personnel		$ (5,013.27)	$ 9,362.28
								$ 2,016.89					[redacted]	Decrease in retirement		$ (703.36)	$ 1,313.53
								$ 1,099.73					[redacted]	Decrease in FICA		$ (383.52)	$ 716.21
								$ 2,420.84					[redacted]	Decrease in Health Insurance (Object 231)		$ (1,203.19)	$ 1,217.65
								$ 33.06					[redacted]	Decrease in Life Insurance (Object 232)		$ (11.53)	$ 21.53
								$ 143.76					[redacted]	Decrease in Worker's Comp		$ (50.13)	$ 93.63
								$ 52,996.20						Increase in Indirect Costs due to increase in allocation		$ 326.50	$ 53,322.70
New Line Items Added through Amendment Request									New Line Items Added through Amendment Request								
								$ -									$ -
								$ -									$ -
								$ -									$ -

State Board of Education

Ryan Petty, *Chair*
MaryLynn Magar, *Vice Chair*
Members
Grazie P. Christie
Layla Collins
Daniel P. Foganholi, Sr.
Erika Fritz-Ochs
Luis Fuste

Anastasios Kamoutsas
Commissioner of Education

MEMORANDUM

TO: Catherine Miley
Manatee County School District

FROM: Matt Kirkland

DATE: January 23, 2026

SUBJECT: **Title III, Part A, English Language Acquisition Fiscal Year 2024 Roll Forward**

FOR YOUR INFORMATION, below are the 2025 roll forward and 2026 project funds for Title III, Part A.

2023-24 Roll Forward	194,095.16		
2024-25 Total Funds Available		1,153,883.76	
2024-25 Expenditures (DOE399)		-1,153,883.76	
Estimated Roll Forward		0.00	
2024-25 Approved Roll Forward****		**0.00**	
2025-26 Preliminary Allocation			1,034,454.00
Allocation Adjustment			6,188.28
Total Funds Available for 2024-26			**1,040,642.28**
Current Year Project 2025-26: 410-1026C-6C001			

If the total Fiscal Year 2026 funds available (above) are equal to or less than the project amount in the 2026 project award notification, then by receipt of this letter the authority to encumber and/or expend up to the total Fiscal Year 2026 funds available is now effective. (The project amount cannot exceed the total Fiscal Year 2026 funds available.)

If the total Fiscal Year 2026 funds available are greater than the project amount in the 2026 project award notification and you wish to utilize those additional funds, a budget amendment must be requested to increase the project to the total Fiscal Year 2026 funds available. Budget amendments are requested using form DOE-150. The amount of the total Fiscal Year 2026 funds available that exceeds the project amount in the 2026 project award notification may not be encumbered or expended prior to the approval of a budget amendment and receipt of a revised 2026 project award notification.

****FY2024-25 projects were extended to June 30, 2026. This extension covers the Tydings carry-over period that is normally accounted for, with the Approved Roll Forward amount in this memo. The FY2024-25 Approved Roll Forward amount is reflected as zero in the 2025-26 project as any balance must be spent in the FY2024-25 project.

If there are any questions regarding this roll forward, please contact Dwayne.Gordon1@fldoe.org.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

AGENDA ITEM NO. 10.8

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Renewal Agreement Between the School District of Manatee County and Pines of Sarasota Healthcare, LLC d/b/a Pines of Sarasota for Clinical Experience for Manatee Technical College (MTC) Nursing Students for the 2026-2029 School Years (No Financial Impact)

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

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

A copy of the agreement is attached for review.

Clinical Providers for Nursing: Pines of Sarasota Healthcare, LLC d/b/a Pines of Sarasota - Michael Ward - President and CEO

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

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

Recommendation
The Superintendent recommends approval of the renewal agreement between the School District of Manatee County and Pines of Sarasota Healthcare, LLC d/b/a Pines of Sarasota for clinical experience for Manatee Technical College (MTC) Nursing students for the 2026-2029 school years (No Financial Impact).

Financial Impact
There is no financial impact.

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

Attachments:
Clinical Experience Agreement with Pines of Sarasota Healthcare, LLC, Board Date 04.07.2026

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with Pines of Sarasota Healthcare, LLC d/b/a Pines of Sarasota

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and Pines of Sarasota HealthCare, LLC d/b/a Pines of Sarasota, a Florida Limited Liability Company, (Affiliate).

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

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

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

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

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

applicable laws and regulations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. **MISCELLANEOUS PROVISIONS:**

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

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

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

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

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

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

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

employment and agrees to be liable for any damages resulting from said negligence. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

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

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

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

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

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

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

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

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

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

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

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

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

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

iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Affiliate does not transfer the records to District.

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

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

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

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

other ordinances in the performance of this Agreement.

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

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

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

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

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

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

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

IN WITNESS WHEREOF, Pines of Sarasota HealthCare, LLC d/b/a Pines of Sarasota and The School District of Manatee County, Florida have duly executed this Agreement.

THE SCHOOL DISTRICT OF MANATEE COUNTY

Date_____

By: _____

Superintendent, School District of Manatee County

Date_____

By: _____

Chair, School Board of Manatee County

Date_____

By: _____

General Counsel

Date 3/9/26

By: _____

(Affiliate Authorized Signature)

Title: President and CEO

EXHIBIT A

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

Student Exposure to Bloodborne Pathogens

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

School District of Manatee County

P.O. Box 9069
Bradenton, Florida 34206-9069

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

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

Notification Letter for Adult Health Occupation Student

Date: _____

Instructor: _____ Class: _____

Dear Student:

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

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

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

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

Please call your instructor if you have any questions.

_____
Signature

_____
Health Care Facility

TO BE COMPLETED BY THE ADULT HEALTH OCCUPATION STUDENT

I, _____, acknowledge receipt of this letter.

_____ _____
Adult Health Occupation Student's Signature Date Signed

Rev. 11/20/25

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: Pines of Sarasota Healthcare, LLC dba Pines of Sarasota

Address: 1501 N. Orange Ave.

Phone Number: 941-365-0250

Authorized Representative's Name: Michael Ward

Authorized Representative's Title: President and CEO

Email Address: cchristobrown@pinesofsarasota.org

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School 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): 04/11/2025

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: Ashley Cote	
Purmort and Martin Insurance Agency LLC 2301 Ringling Boulevard Sarasota FL 34237	PHONE (A/C, No, Ext): (941) 366-7070	FAX (A/C, No): (941) 953-4901
	E-MAIL ADDRESS: ashley@purmort.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Pines of Sarasota Holding Corp. 1501 N. Orange Ave. Sarasota FL 34236	INSURER A : National Fire & Marine Ins Co	
	INSURER B : Arch Specialtiy Ins Co	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 25-26 Liabilty **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 [X] CLAIMS-MADE [ ] OCCUR [X] 25,000 Deductible [ ] GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			NSC101383	03/14/2025	03/14/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Each Claim Limit	$ $ $ 5,000 $ $ 3,000,000 $ $ 1,000,000
	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 ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (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	 $ $ $
B	Commercial Cyber and Privacy Liability			C-4LRT-109179-CYBER-2025	03/14/2025	03/14/2026	Cyber Liability Media Liability Cyber Crime	$1,000,000 Included $250,000

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

Pines of Sarasota Healthcare, LLC dba Pines of Sarasota

CERTIFICATE HOLDER

For Informational Purposes Only

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Larry B. Bowman

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Additional Named Insureds

Other Named Insureds	
1100 Central Avenue Corporation	C Corporation, Additional Named Insured
Pines Home Health Services Inc	C Corporation, Additional Named Insured
Pines of Sarasota Healthcare LLC	Limited Liability Company, Additional Named Insured
Pines of Sarasota Inc.	C Corporation, Additional Named Insured

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ADDITIONAL COVERAGES

Ref #	Description	Coverage Code	Form No.	Edition Date
	Legal/Media Expense			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
50,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Employee Benefits-Each Aggregate			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
3,000,000			1,000		

Ref #	Description	Coverage Code	Form No.	Edition Date
	Damage to Rented Premises			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
100,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Disinfection Expenses			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
50,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Evacuation Expense Aggregate			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
50,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Evacuation Expense Each			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
50,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Resident Property Loss - Each			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
5,000			500		

Ref #	Description	Coverage Code	Form No.	Edition Date
	Products Completed Operations			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Included					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Aggregate for All Claims and Medical Expenses			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
3,000,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	Employee Benefits-Each Claim			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
1,000,000	3,000,000		1,000		

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

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Detail by Entity Name

Florida Limited Liability Company
PINES OF SARASOTA HEALTHCARE, LLC

Filing Information

Document Number	L15000170761
FEI/EIN Number	47-5272934
Date Filed	10/07/2015
State	FL
Status	ACTIVE
Last Event	LC AMENDED AND RESTATED ARTICLES
Event Date Filed	08/16/2016
Event Effective Date	NONE

Principal Address

1501 N. ORANGE AVE
SARASOTA, FL 34236

Mailing Address

1501 N. ORANGE AVE
SARASOTA, FL 34236

Registered Agent Name & Address

WARD, MICHAEL
1501 N. ORANGE AVE
SARASOTA, FL 34236

Name Changed: 01/12/2021

Address Changed: 01/12/2021

Authorized Person(s) Detail

Name & Address

Title Authorized Member

PINES OF SARASOTA MANAGEMENT CORPORATION
1501 N. ORANGE AVE
SARASOTA, FL 34236

Title CEO, President

Ward, Michael
1501 N. ORANGE AVE
SARASOTA, FL 34236

Annual Reports

Report Year	Filed Date
2023	03/16/2023
2024	03/15/2024
2025	03/27/2025

Document Images

03/27/2025 -- ANNUAL REPORT	View image in PDF format
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01/18/2018 -- ANNUAL REPORT	View image in PDF format
01/26/2017 -- ANNUAL REPORT	View image in PDF format
08/16/2016 -- LC Amended and Restated Art	View image in PDF format
08/16/2016 -- LC Amended and Restated Art	View image in PDF format
04/21/2016 -- ANNUAL REPORT	View image in PDF format
10/08/2015 -- 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

PINES OF SARASOTA

Filing Information

Registration Number	G15000113253
Status	ACTIVE
Filed Date	11/06/2015
Expiration Date	12/31/2030
Current Owners	1
County	SARASOTA
Total Pages	3
Events Filed	2
FEI/EIN Number	47-5272934

Mailing Address

1501 N. ORANGE AVE.
SARASOTA, FL 34236

Owner Information

PINES OF SARASOTA HEALTHCARE, LLC
1501 N. ORANGE AVE.
SARASOTA, FL 34236
FEI/EIN Number: 47-5272934
Document Number: L15000170761

Document Images

11/06/2015 -- Fictitious Name Filing — View image in PDF format

10/01/2025 -- Fictitious Name Renewal Filing — View image in PDF format

10/22/2020 -- Fictitious Name Renewal Filing — View image in PDF format

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Fictitious Name Search

Submit

AGENDA ITEM NO. 10.9

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase PeopleSoft Administration and Support Services, SDMC No. 27-0008-KD, Estimated in the Amount of $606,885.60 Annually (Multiple Funding Sources)

Executive Summary
Metaformers, Inc. will supply both functional and technical resources for the District's Enterprise Resource Planning (ERP) system, PeopleSoft to resolve issues, modify configurations as required, and suggest new features or functionalities for possible implementation. Managed services will also include database maintenance and operating system administration, as well as upgrades using PUM applications and PeopleTools. These services will be available in both production and non-production environments.

The Metaformers team is committed to collaborative issue resolution with each ticket, working closely with our District's team for effective information sharing and knowledge development. Metaformers is committed to providing details of troubleshooting, testing, and resolutions within tickets. The Information Technology Department will also be provided with Business Process Maps (BPMs). Metaformers will share best practice standard operating practices (SOPs) with the District to create an open environment for knowledge sharing. Production systems are solely owned and updated by the District. The Metaformers team believes in client ownership of the ERP applications.

The anticipated cost for the initial term of the contract is $606,885.60 for the period of April 7, 2026 through June 30, 2027. This includes the initial discovery phase (one-time activity) cost of $39,633.60 This includes support for FSCM, HCM, and Campus Solutions.

Annual renewals are available through June 30, 2030.

The supplier is Metaformers, Inc., Reston, VA, Florida Document No. F18000002020.

Historical Expenditures (previous service and maintenance provider) are as follows:
YTD 2025-2026 (July 1, 2025 through March 30, 2026) $683,226.64 Note: Contracted amount through June 30, 2026 is $1,024,840.00.
2024-2025 $1,024,839.96
2023-2024 $947,216.04

Copies of the contract specifications and pricing are on file in the Purchasing Department.

Approval of this proposal 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.

Florida Administrative Code 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 district school board." The foregoing rule contains a scrivener's error as the relevant statute defining "information technology" is Section 282.0041, Florida Statutes.

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 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 PeopleSoft administration and support services, SDMC No. 27-0008-KD, estimated in the amount of $606,885.60 annually (Capital Funds).

Financial Impact
The funding source for this annually estimated expenditure is Capital and is included in the proposed budget for 2026-2027. The initial discovery phase (one-time activity) is $39,633.60 (General Fund) and is included in the approved budget for 2025-2026.

Contact
Submitting Departments: Information Technology and Purchasing
Initiated By: Scott Hansen

Attachments:
270008 Metaformers Contract for Services and Proposal

SCHOOL BOARD OF MANATEE COUNTY, FLORIDA
AGREEMENT FOR CONTRACTUAL SERVICES

FUNDING SOURCE Budgeted, Federal, Grant, Internal	NAME OF SCHOOL/DEPT.	DISTRICT REPRESENTATIVE
District	Information Technology	27-0008-KD

Less than $24,999.99	$25,000.00-$49,999.99	$50,000.00-$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 7 day of April , 2026 , (Agreement Date) by and between The School Board of Manatee County, Florida, a political subdivision of the State of Florida, (Board) and Metaformers, 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: Metaformers, Inc.		
Representative: Andrew Beck	Position: Vice President of Global Operations	
Address: 12030 Sunrise Valley Drive, Suite 150		
City: Reston	State: VA	Zip: 20191
Phone: 703-288-4620	Email: Andrew.Beck@metaformers.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}
Enterprise Resource Planning (ERP) Support Services in accordance with the attached Metaformers Proposal and Appendix A - Statement of Work. Contract may be renewed annually through 06.30.2030. Renewals shall be in writing.

And shall be performed at the following location(s):
Remote and on District site(s), as needed.

Date(s) of Service(s): 04.07.2026 to 06.30.2027 with one year renewal options through 06.30.2030

Time(s)/Duration: am/pm to am/pm

LIMIT OF COMPENSATION:

The District has authorized an amount not to exceed the rates listed in Appendix A - Statement of Work, 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 the attached Metaformers Proposal and Appendix A - Statement of Work
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 90 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 Metaformers, Inc. 12030 Sunrise Valley Drive, Suite 150 Reston VA 20191
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: _____

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: Metaformers, Inc.

TELEPHONE NUMBER: 703-288-4620

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: https://www.manateeschools.net/

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Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time

Contractor/Contractor Disqualifiable Offenses:

- Any offense listed in s. 943.0435.

JLA BADGING IS REQUIRED TO COME ON SCHOOL CAMPUS. FAILURE TO PRESENT THE PROPER BADGE AT THE TIME OF SERVICE WILL RESULT IN DENIAL OF SERVICE

EXHIBIT 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: Metaformers, Inc.

Address: _____

Phone Number: 703-288-4620

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Email Address: Andrew.Beck@metaformers.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.

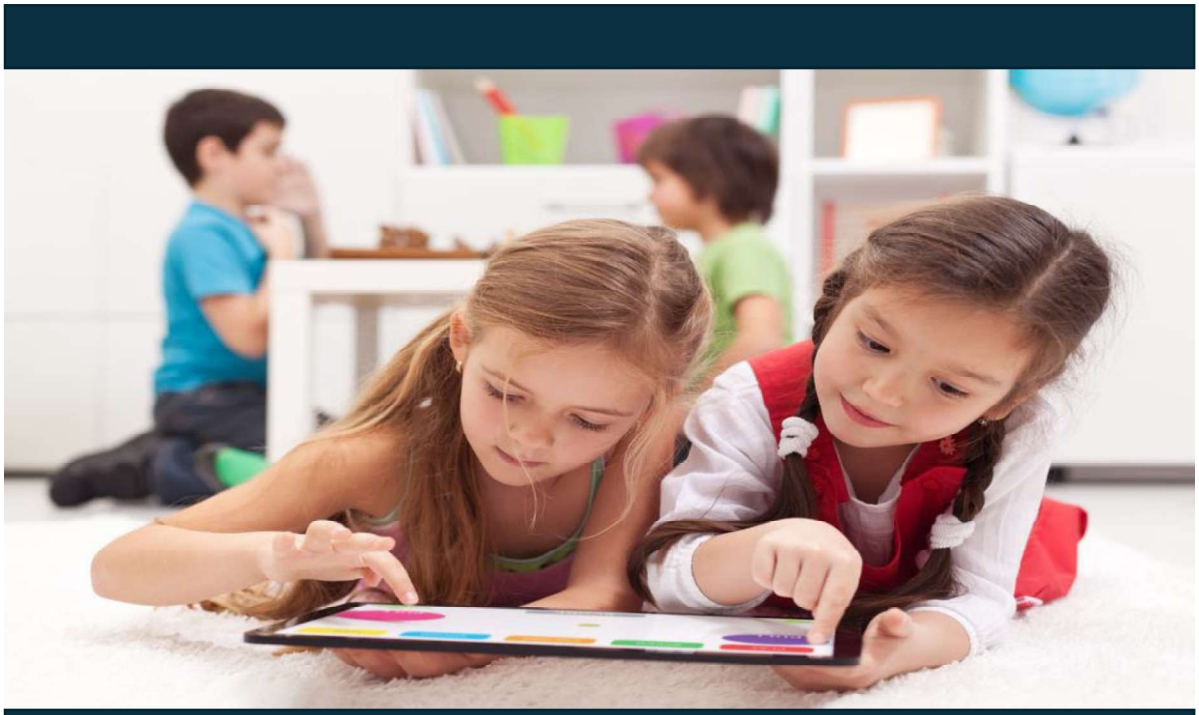
Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

_____

Signature of Authorized Representative Date

Metaformers proposal to:

School District of Manatee County



Prepared by:
Andrew Beck
Vice President of Global Operations
Andrew.Beck@metaformers.com | 703.801.8936

Metaformers, Inc
12030 Sunrise Valley Drive, Suite 150
Reston, VA 22101
www.metaformers.com | 703.288.4620

Metaformers Proposal Policy

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29th March, 2026

Scott Hansen
Chief Technology Officer
School District of Manatee County

Dear Mr. Hansen

Re: Meta proposal to the School District of Manatee County

We are pleased to present the following proposal to the school district of Manatee County for ERP support services.

> Our experience with Meta has exceeded our expectations. The depth of functional experience and extensive project management talent have us heading down the right path. We are excited about this relationship and plan on using it to ensure we are maximizing our Oracle investment.
>
> BRET NABER
> CHIEF INFORMATION OFFICER
> CITY OF GREELEY, COLORADO

Meta is committed to supporting the technology goals of the organization by providing a modern, supported, ERP solution, built on the PeopleSoft foundation adopted by the district:

#1: Maintain a technology refresh plan that provides equitable, sustainable, and relevant technology resources to all students and staff.
#2: Implement and sustain a modernized communication system infrastructure for all schools.
#3: Deliver powerful business intelligence dashboards for rapid and secure student data reporting.
#4: Improve the productivity of all staff by providing cost efficient and innovative technology solutions.
#5: Provide a safe, secure, consistent, and seamless connectivity experience to all users supporting the educational goals of all schools.

To support these goals, we have provided insight into an exceptional support model for the district, including the Meta Center of excellence to support the application and business processes and Meta Managed services to support the infrastructure, environments and components of the PeopleSoft solution.

Meta is committing our Executive Vice President of Solutions, Sheryl Pearson, as the Executive Sponsor responsible for the success of our partnership. As the head of the consulting team, Sheryl brings over 30 years of ERP experience, the majority of which has been dedicated to PeopleSoft and most recently SaaS solutions. She is a resident of Manatee County in Florida.

Please do not hesitate to contact with me with any questions,

Yours sincerely

Andrew Beck
Vice President of Global Operations

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Introduction

Meta recognizes the following primary concerns for the district:

1. Maintain PeopleSoft environments and Share Best Practice SOPs.
   The Meta Managed Service team will maintain the School District's PeopleSoft environments and keep them up to date in accordance with a sustainment plan agreed with the organization. It is critical to maintain software to be compliant with support requirements and to patch any security vulnerabilities identified by Oracle and related 3rd parties, as well as taking advantage of new features and functionality made available. Our team works collaboratively with clients, and our intention is to always share best practice standard operating practices (SOPs) with the District to create an open environment for knowledge sharing.

2. Lack of access to PeopleSoft solution for Business Analyst team.
   The Meta team believes in client ownership of their ERP applications and recommends that the PRODUCTION systems are solely owned and updated by the client. We will work closely with your security team to establish protocols, accounts, and access, for all district and Meta team members that is appropriate to support those goals. It is also important for the Meta team to knowledge share with the District's team in relation to troubleshooting and best practices, including the adoption of new functionality.

3. Need for a path to SaaS.
   Software as a Service (SaaS) solutions offer organizations significant value in business process optimization and support operations. We recognize the district's desire to create a SaaS roadmap, which we are proposing is developed in coordination with a Best Value Assessment (BVA) from Oracle, Corp.

Additional optional services are detailed in Section 2.

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Section 1.0 – PeopleSoft support services

1.1 Initial Discovery Phase

An initial discovery phase of 6 weeks is recommended to:

1. Review existing tickets outstanding.
2. Review change requests.
3. Review existing environment setup and operations.
4. Run compare reports to establish customizations.
5. Setup access for Meta team members.
6. Establish communication channels.

During the initial discovery phase, we would expect the Center of Excellence and Managed Services teams to engage with the Business Analysts and SME's and provide service desk support from day one.

This is a one-time activity and is estimated to require a total of 240 hours at a cost of $39,633.60

Meta provides 2 teams to support our client needs and they are delineated as follows:

> Metaformers has differentiated itself through its understanding of Oracle delivered best practices for Public Sector and through their ability to maximize ROI from the Oracle solution.
>
> RAMA DHUWARAHA
> CHIEF INFORMATION OFFICER
> LEXINGTON-FAYETTE URBAN COUNTY GOV.

Meta Center of Excellence
Functional and Technical PeopleSoft resources that can troubleshoot, update configuration in the application, develop bolt-ons/customizations, and evaluate new features and functionality and their possible adoption by a client.

Meta Managed Services
This team manages the environment the PeopleSoft application resides in, including database administration, operating system administration, and middleware administration. The team is also responsible for upgrades through PUM application, including selective adoption, and PeopleTools.

The services within this proposal are provided to support both PRODUCTION and non-production PeopleSoft environments of the District.

1.2 The Meta Center of Excellence

Our Center of Excellence offers clients access to functional and technical PeopleSoft resource to support the operation and enhancement of your applications.

Our solutions team members average over 10 years of PeopleSoft experience, with many of the senior team members averaging over 20 years of experience, including time working for PeopleSoft/Oracle.

> As a member of the CMHA-CEI Executive Steering Committee and a sponsor of our project I cannot think of any other vendor I would want to partner with. The Metaformers team is a dynamic group of diverse individuals that are talented, creative, collaborative and very inclusive of all.
>
> SHARON BLIZZARD
> CHIEF HUMAN RESOURCES OFFICER
> COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, INGHAM COUNTIES

We work closely with clients to establish governance, protocols, and mechanisms for engaging with our clients to offer an exceptional level of service. Our average center of excellence client has been working with Meta for over 10 years. Our proposed service levels are shown in the Service Desk section of this document. These are negotiable for each client, with the proposal being an average baseline to discuss with the district. Our clients work with Meta in a partnership, with organization team members taking ownership of as much as they want to. We can augment the District's team at a scalable level to fit the organization's needs – even if those change during the engagement period.

We have proposed 150 hours a month of functional/developer support for the district, which we believe to be sufficient to provide the service levels proposed, based on our experiences with clients of similar size and complexity. This amount would be on an annual commitment basis of 1,800 hrs. We would revisit this estimate after each quarter during the first year of operations to ensure that it is meeting the individual needs of the school district. The cost of this component of the service is $297,252 per annum. Our team also offers the flexibility to provide additional services, if needed, on an hourly basis. Appendix A shows a sample contract for perusal by the district.

1.3 Meta Managed Services

Our managed services team is committed to maintaining a vendor supported solution for the District's end users. From evaluation and recommendation for build through to tuning the applications and applying updates, they are capable of full operational support for your environment at application, operating system, middleware and hardware levels.

We recognize that the District has implemented its own hardware refresh recently, and our team is fully capable of supporting an on-premises environment.

We have proposed 150 hours a month of managed services support for the District, which we believe to be sufficient to provide the service levels proposed, based on our experiences with clients of

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similar size and complexity. This amount would be on an annual commitment basis of 1,800 hrs. We would revisit this estimate after each quarter during the first year of operations to ensure that it is meeting the individual needs of the school district. The cost of the proposed services is $270,000 per annum. This estimate would include refreshes, PUM applications, PeopleTools upgrades, tuning, and operational troubleshooting for the organization.

During the discovery phase, Meta expects to work with the District's infrastructure team to establish requirements for an environment refresh schedule. The Managed Services team will then collaborate with the District's infrastructure team to develop scheduled automated refresh scripts to support the required schedule. It is anticipated that there will be up to daily (Monday-Friday) refreshes of a support/reporting environment from PRODUCTION. During discovery we will establish outage and refresh times for the non-production environment to ensure continuity to the organization's required availability of these environments. Meta will share all scripts with the District so they may also support any ad-hoc refresh requirements.

Our team also offers the flexibility to provide additional services, if needed, on an hourly basis.

1.4 The Meta Service Desk

Meta provides a service desk to support the organization's Business Analyst Group as a tier 2 support and for the PeopleSoft applications infrastructure. The following tables detail the SLA proposed severity levels and expected response times.

1.4.1 Service Desk Severity Levels

Severity 1 (Critical)	Severity 2 (High)	Severity 3 (Medium)	Severity 4 (Low)
Business Continuity			
The failure creates an operationally critical issue to the organization for which a workaround is not available. (e.g. Payroll processing)	The failure creates a significant issue to the organization; however, core operations are able to continue through a workaround or a business continuity process.	The failure creates an issue that invokes a workaround or an acceptable delay to operations.	The failure creates an issue is considered aesthetic in nature or has a minor impact on the ability of the organization to complete operations.
Escalation			
If not resolved within 1 business day escalation as a reported Severity-1 incident	If not resolved within five business days a follow-up response is required and the incident is reported as a long-running Severity-2 incident.	If not resolved in 30 days a follow-up response is required and the incident is reported as a long-running Severity-3 incident.	Not Applicable

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Severity 1 (Critical)	Severity 2 (High)	Severity 3 (Medium)	Severity 4 (Low)
Communication			
Updates to requester every four business hours during outage with final notification sent when service restored	Updates to requester upon initiating work and once each five business days while work is ongoing with final notification sent when ticket can be closed	Updates to requester upon initiating work and every ten business days while work is ongoing with final notification sent when ticket can be closed	Final notification sent when ticket can be closed

1.4.2 Service Desk Response Times

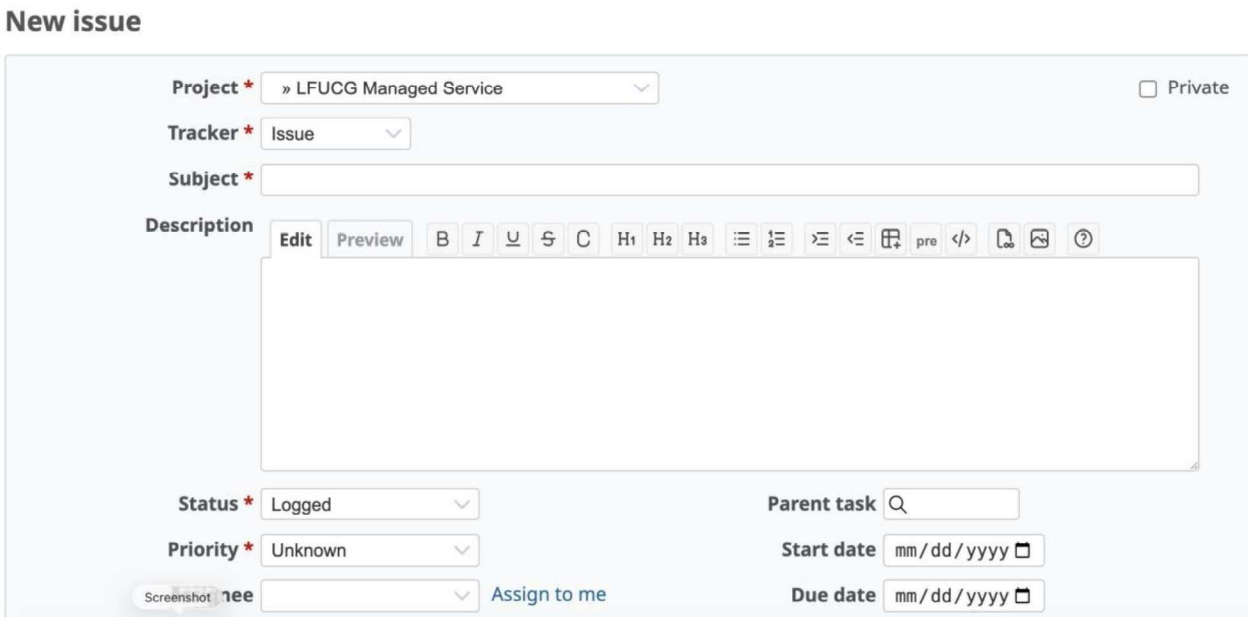
Priority	Description	Response time – Business Hours	Work schedule and Status Communication
Production			
Critical	System unavailable or payroll process impacted	1 hr	10 hrs/day X Monday - Friday except Holidays.
High	Service Impacted or degraded but with no workaround available	8 hrs	10 hrs/day X Monday - Friday except Holidays.
Medium	Service Impacted or degraded but with workaround available	24 hrs	10 hrs/day X Monday - Friday except Holidays.
Low	Informational OR Enhancement OR Cosmetic	40 hrs	8 hrs/day X Monday - Friday except Holidays.
Non-Production			
High	Service Impacted or degraded but with no workaround available	16 hrs	10 hrs/day X Monday - Friday except Holidays.
Medium	Service Impacted or degraded but with workaround available	32 hrs	10 hrs/day X Monday - Friday except Holidays.
Low	Informational OR Enhancement OR Cosmetic	48 hrs	8 hrs/day X Monday - Friday except Holidays.

The District can utilize the help desk application provided by Metaformers to log tickets, issues, enhancement requests. Monthly maintenance tickets will be logged by Meta for customer tracking.

1.5 MetaTrack

Meta provides clients with a ticket management system called MetaTrack. The system supports workflow notifications of updates and is used to track status and actions against work in progress. Closed tickets are available for review as needed. The Meta team is committed to collaborative issue resolution with each ticket, working closely with the District's team for effective information sharing and knowledge development.

Once a ticket is logged the CoE/MS leads will assign the ticket to an appropriate individual. That person or persons will triage the issue with the author, seeing any additional information required to begin the process of developing a resolution. Upon initial resolution identification, the District's team will be asked to test a solution, or validate an action requested (such as a refresh). Upon successful testing updates will be provided to apply to the PRODUCTION environment by the District's personnel.



MetaTrack uses the following fields that are configured to client requirements:

- Project - the District may have multiple projects it wishes to track, and these can be defined within the system.
- Trackers - these define the fields used in a ticket. Typical trackers include: Issue, Test, Enhancement, Environment Support and General Support. These are configurable to client requirements.
- Status - shows where the ticket is in the lifecycle.
- Priority - These are important to track service level expectations.

Each ticket also has:

- Option to add files for reference/troubleshooting.
- Watchers - these are individuals that would be notified of updates to the tickets.

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As the relationship evolves with the District, MetaTrack becomes a true knowledge base for both the organization and the Meta team. From ticket one we strive to provide details of troubleshooting, testing, and resolutions within tickets, as needed, giving visibility of the actions undertaken during the lifecycle of the ticket to those involved, through workflow notifications, and to anyone searching for issues with the same key words. Tickets remain searchable, even when closed, so recurring issue trends become easier to spot. This knowledge library will be leveraged by our CoE and is available to District team members at any time. Another output of MetaTrack may be revised Business Processes Maps (BPMs) for the organization. Although these can be stored in MetaTrack, we recommend storing them on the District's intranet solution. Access to those BPM's will be required for Meta CoE team members.

Each month Meta will provide a status report of activities in the prior month.

Section 2.0 – Optional services

The following hourly rates would apply for any hours above the service levels proposed through June 30th, 2027:

Managed Services:	$150.00 per hour
Center of Excellence:	$165.14 per hour

All rates provided in this proposal are for remote work. Onsite work would require expenses in line with the District's expense policy.

The following rates apply to option years:

Option Year 1 July 1st, 2027, to June 30th, 2028

Managed Services:	$150.00 per hour
Center of Excellence:	$165.14 per hour

Option Year 2 July 1st, 2028, to June 30th, 2029

Managed Services:	$156.00 per hour
Center of Excellence:	$171.70 per hour

Option Year 3 July 1st, 2029, to June 30th, 2030

Managed Services:	$162.20 per hour
Center of Excellence:	$178.60 per hour

Call out[1] services are available outside of normal business hours of 8am to 6pm ET, Monday to Friday. Each call out will be charged a minimum of 3 hours to be deducted from the hours balance of the District. Call outs will only be activated for Critical Production issues.

A change order and new purchase order, issued by the District, would be required for any services above the agreed upon annual levels of the contract. Once the contract limit has been reached, service will be suspended until both the change order and purchase order are received by Meta.

[1] Call outs are defined as engagement of Meta's service out of business hours

Appendix A – Statement of Work

THIS DOCUMENT IS A **GENERAL SERVICES AGREEMENT** AND **STATEMENT OF WORK** ("SOW" OR "AGREEMENT") REFERENCING _____(Contract) BY AND BETWEEN METAFORMERS, INC. ("METAFORMERS"), AND THE SCHOOL DISTRICT OF MANATEE COUNTY ("CLIENT"). THIS STATEMENT OF WORK IS DATED AS OF 04/07/2026 THE FOLLOWING TERMS AND CONDITIONS SHALL GOVERN WHENEVER METAFORMERS FURNISHES ASSISTANCE TO CLIENT.

1. Purpose of Managed Services

Metaformers will provide CLIENT with Managed Services to Manage PeopleSoft environments per section 4 for CLIENT

2. Approach

Metaformers will provide infrastructure and technical expertise to support PeopleSoft Financials, HCM and Campus Solutions environments for CLIENT.

3. Schedule/Term

Start Date: 04/07/26
End Date: 06/30/27

Additional Option Years for Managed Services are offered to CLIENT at then current market rates, which will be provided to CLIENT within 6 months of option year start.

4. Deliverable Specifications

4.1 In-Scope

All services defined in this SOW apply only to the environments and systems listed. METAFORMERS will address alterations to the scope of this SOW through the Change Management Process defined herein.

METAFORMERS will provide the services included within section 4 Deliverable Specifications as part of the Core Services. Core Services provided are considered billable services in accordance with section 5 Compensation.

Core Services include:

- System Monitoring, problem resolution, and patch application to include Database, Operating System, Middleware and PeopleSoft Application
- Underlying infrastructure security updates supporting PeopleSoft
- Service Ticket Management
- Service Desk Operation during core business hours
- Application of PUMs
- PeopleTools upgrades

Other services that are in-scope, including event-related services and services requested by the CLIENT are as shown below and as more fully described throughout section 4 deliverable specifications:

- Assistance with Disaster Recovery Execution.

- PeopleSoft Development Services.
- Application Performance Tuning.
- Creation of additional environments / PeopleSoft databases.
- Restore/Refresh of databases.
- Knowledge Transfer and automated process development with CLIENT resources

Other Services will be requested by the CLIENT CTO or Designee, through logging a MetaTrack request for service. Designee's will be assigned by the CLIENT CTO, or as delegated, in writing to the Metaformers Account Manager, or as delegated.

4.2 Documentation Services

METAFORMERS will sustain the ongoing managed services defined herein. METAFORMERS will maintain documentation of the processes that will govern the services throughout the life of the engagement.

The deliverables created that will be maintained include:

Governance Plan: Documentation of the processes that will govern the provision of services for the engagement, such as management of assigned work, METAFORMERS services team procedures, escalation procedures, performance monitoring and reporting, request for services or reporting incidents, service level status, and other governance aspects.

Customer Environment Details: Documentation of the environments within scope, such as operating and development environments, operational and procedural standards, libraries, naming conventions, and release procedures.

Service Desk Process: A systematic process and tool for receiving, distributing, tracking, reporting, and closing problem and service requests.

4.3 Delivery Management Services

Throughout the term of the engagement, METAFORMERS will report progress and delivery of all services defined herein. METAFORMERS Account Manager will be the primary liaison with CLIENT for all engagement communications, issue resolution, escalation, risk mitigation, resource management, metrics management, and service change management. Delivery management will be governed by the services and metrics defined herein and the Governance Plan established.

4.4 Support and Maintenance Services

METAFORMERS will support and maintain the PeopleSoft applications as defined in this SOW. Support and Maintenance is comprised of the following services.

Service Desk

METAFORMERS will provide Service Desk support for the applications within scope, which is defined as:

- Installation of a systematic process for service requests and reporting incidents or problems.
- Documentation of escalation procedures for both functional and hierarchal response, describing procedures and contact information for each level of escalation.
- Resolution of application inquiries, answer questions, research problems per request by CLIENT. It is expected that CLIENT will maintain responsibility for first line support.
- Response to requests for training, user demonstration, and application information.

Service desk severity levels

Severity 1 (Critical)	Severity 2 (High)	Severity 3 (Medium)	Severity 4 (Low)
Business Continuity			
The failure creates an operationally critical issue to the organization for which a workaround is not available. (e.g. Payroll processing)	The failure creates a significant issue to the organization; however, core operations are able to continue through a workaround or a business continuity process.	The failure creates an issue that invokes a workaround or an acceptable delay to operations.	The failure creates an issue is considered aesthetic in nature or has a minor impact on the ability of the organization to complete operations.
Escalation			
If not resolved within 1 business day escalation to Oracle as a Severity-1 incident	If not resolved within 5 business days a follow-up response is required and the incident is reported as a long-running Severity-2 incident.	If not resolved in 30 days a follow-up response is required and the incident is reported as a long-running Severity-3 incident.	Not Applicable
Communication			
Updates to requester every four business hours during outage with final notification sent when service restored	Updates to requester upon initiating work and once each five business days while work is ongoing with final notification sent when ticket can be closed	Updates to requester upon initiating work and every ten business days while work is ongoing with final notification sent when ticket can be closed	Final notification sent when ticket can be closed

Service desk response[2] times

[2] A Response is defined as a communication engagement by METAFORMERS to CLIENT. This may include: Telephone calls, text messages, email exchanges, or Service Desk case updates.

Priority	Description	Response time (Business Hours)	Core Support schedule
Production			
Critical[3]	System unavailable or payroll process impacted.	1 hr	10 hrs/day X Monday - Friday except Holidays. 0800hrs-1800hrs ET
High	Service Impacted or degraded but with no workaround available	8 hrs	10 hrs/day X Monday - Friday except Holidays. 0800hrs-1800hrs ET
Medium	Service Impacted or degraded but with workaround available	24 hrs	10 hrs/day X Monday - Friday except Holidays. 0800hrs-1800hrs ET
Low	Informational OR Enhancement OR Cosmetic	40 hrs	10 hrs/day X Monday - Friday except Holidays. 0800hrs-1800hrs ET
Non-Production			
High	Service Impacted or degraded but with no workaround available	16 hrs	8 hrs/day X Monday - Friday except Holidays. 0900hrs-1700hrs ET
Medium	Service Impacted or degraded but with workaround available	32 hrs	8 hrs/day X Monday - Friday except Holidays. 0900hrs-1700hrs ET
Low	Informational OR Enhancement OR Cosmetic	48 hrs	8 hrs/day X Monday - Friday except Holidays. 0900hrs-1700hrs ET

Production Support

METAFORMERS will provide Production support, which is defined as:

- Assist in the identification of production system faults.
- Restoration of an outage of the application in response to an incident or problem.
- Change, release and control of PUM, patches, fixes, tools upgrades, regulatory & compliance updates, and approved changes. PUM updates are expected to be completed approximately every 6 months according to a schedule defined with the client.
- Assist in resolution of system performance, management, and database optimization.

Maintenance and Development Support

METAFORMERS will provide maintenance and development support, which is defined as:

- Backlog management, and corrective, adaptive or perfective maintenance
- Data management activities in support of development testing

[3] For critical issues Manatee will log and ticket and call Meta Service Desk

- Migration of application releases into production environments
- Estimation of projects pertainingto in-scope environments
- Support for analysis, design, customizations, reports and integrations
- Maintenance and optimization of search capabilities within PeopleSoft
- Knowledge transfer material development and delivery
- Testing support for extensions and customizations

Process Support
METAFORMERS will support the District's business owners and subject matter experts for the following specified processes/activities:

Fiscal Year End / Rollover (incl Budget)	Audit Reporting
Staff Surveys per DOE	Campus FL State Reporting
Benefits Open Enrollment	Campus Financial Aid Rollover
Salary Retro-Pay, Schedules and Raises	Campus Enrollments
Annual Year End (W2, 1099, ACA, I9)	Campus eTranscripts
Tax Updates	Campus IPED
Reappointments and Contract Rollovers	

The running of the processes, the accuracy of the results of any process, and the delivery of the information will be the responsibility of the District. METAFORMERS will provide development and design support as needed.

Executive Support
The Metaformers Executive Sponsor will participate in governance meetings to support the prioritization and optimization of resource allocations to support CLIENT strategic initiatives.

Administration
METAFORMERS will provide a monthly status report of activities undertaken in the prior month.

4.5 Out-Of-Scope
Work not specifically listed as In-Scope or not included in this SOW is considered Out-of-Scope. METAFORMERS will address alterations to the scope of this SOW through the Service Change Management Process defined herein.

4.6 Acceptance Management
Completed deliverables and services will be communicated by METAFORMERS in the Monthly Status Meetings. If CLIENT determines that a deliverable or service is incomplete or otherwise unacceptable, CLIENT will document all deficiencies and communicate them to METAFORMERS within five (5) business days of the Status Meeting.

METAFORMERS will address the deficiencies to CLIENT's reasonable satisfaction or mutually agree with CLIENT to alternative actions.

Acceptance by CLIENT of the deliverable or service is the responsibility of the below approver. CLIENT may designate alternate approvers.

PRIMARY	**ALTERNATE**
Role: CTO	Role: CTO Designee

4.7 Service Schedules

The schedule for the services to be provided within scope of this SOW.

4.8 Service Change Management (SOW Changes)

The following service change management process will be used to manage material alterations to the baseline scope, schedule, and cost of the services or changes to any other aspect of the engagement. METAFORMERS will not perform out of scope work or services without an approved Service Change Request.

Change Request Process

- A Notification of intended changes will be communicated in writing via a email from the CTO to the Metaformers Account Manager with details of the change. The change will be scoped for impact by the Metaformers Account Manager and presented to the Executive Steering Committee for approval
- Where approved by the Executive Steering Committee an updated Statement of work will be prepared for signature by CLIENT and Metaformers. If not approved, the Change Request will be recorded in MetaTrack.
- METAFORMERS shall coordinate any changes in hardware, network, software, configuration, or services with CLIENT. CLIENT may defer the change based on impact to business operations.
- METAFORMERS and CLIENT shall work in good faith to resolve disputes regarding the 'in scope' or 'out of scope' classification of work.

Change Request Approvals

The following persons are responsible for obtaining signature approval of change requests for the project:

CLIENT Role: CTO

METAFORMERS Role: Executive Sponsor

5. Compensation

Client will be billed on a Monthly basis with Net 30 terms.

METAFORMERS has relied on the accuracy and completeness of the information, existing processes, and system tools provided by CLIENT to price the scope of this work. Incomplete, inaccurate or erroneous information may cause a change in contract price and/or schedule. If it is necessary to alter this SOW, METAFORMERS will inform CLIENT via the Change Management process defined herein. CLIENT will reimburse METAFORMERS for any reasonable travel and project-related expenses incurred by METAFORMERS pursuant to this Agreement. METAFORMERS will submit any such expenses to CLIENT in writing for approval and bill CLIENT in accordance with the expense reimbursement set forth by the CLIENT.

5.1 Pricing Details

All authorized work performed under this SOW is billable. Invoicing will be per the terms of the SOW. Monthly fees will be invoiced in arrears, at the end of each month. The monthly recurring fee for any partial month service will be prorated for the number of days of service. This agreement is based on a 12-month recurring service period. Any unused hours within the 12-month period will be forfeited. If the cumulative overage at any time exceeds 100 hours, Metaformers reserves the right to invoice the overage, which can be offset at the end of the year by remaining hours.

Description	Monthly Hours	Annual Costs
Monthly Managed Service Monthly Base Services Fee for Core Services Demand for additional hours, above and beyond the 1800 per annum scheduled hours, will be billable as additional service fees.	150 hours per month	$270,000
Center of Excellence Fees Functional and technical application and business process support. 1800 hrs per annum	150 hours per month	$297,252

6. Client Obligations and Assumptions

6.1 Technical Environment

The technical environment that METAFORMERS will depend on to perform the work described in this SOW includes PeopleSoft and 3rd party applications for PRODUCTION and NON-PRODUCTION environments including: Web Servers, Application Servers, Database Servers, and DR.

CLIENT is responsible for all software and database licenses.

6.2 Delays and Extensions

METAFORMERS has a limited ability to mitigate the impact of delays caused by CLIENT or by events outside of METAFORMERS reasonable control. METAFORMERS rates, prices, and schedules do not include a contingency for the cost and schedule impacts of such delays.

METAFORMERS will notify CLIENT upon discovery of any delay caused by CLIENT or caused by events outside of a party's reasonable control. METAFORMERS will work with CLIENT to mitigate the cost and schedule impacts. METAFORMERS will submit a service change request for required cost and schedule adjustments. METAFORMERS reserves the right to submit a further service change request to address the cumulative impacts of subsequent delays.

Metaformers performance will depend on close cooperation and collaboration with CLIENT. To provide quality services and deliverables, Metaformers's proposal and pricing is based on its understanding that CLIENT will throughout the Term of the contract (a) make promptly available to Metaformers professional, management executives and staff CLIENT knowledgeable about the project and SOW for the purpose of answering Metaformers' questions; (b) cooperate fully with Metaformers by providing it in a timely manner with applicable information and resources; (c) designate a person to act as CLIENT's representative with respect to the contract with complete authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to the contract; (d) promptly (within 2 days at the most) respond to Metaformers' request for approval of, or comments on, Metaformers' work product; (e) promptly (within 2 days at the most) respond to Metaformers' request for direction how to proceed with Metaformers' performance under the contract.

CLIENT also acknowledges that Metaformers' performance may depend on the cooperation and performance of CLIENT's third party supply and services. A delay in cooperation and/or performance by a CLIENT third party supply and services provider may cause a delay in Metaformers' performance under the Agreement. Unless a delay in cooperation and/or performance by a CLIENT third party supply and services provider was directly caused by Metafomers, CLIENT agrees that Metafomers will not deemed in violation or breach of this Agreement from a delay or delays caused by a CLIENT third party supply and services provider.

6.3 Client Roles and Responsibilities

If, during the execution of this engagement, roles and responsibilities defined herein cannot be fulfilled by CLIENT, METAFORMERS will negotiate budget, schedule, or scope changes to address the deficiency.

Role	Role Description
CTO	○ Acts as a single point of contact for CLIENT for this Managed Services engagement ○ Coordinates and directs day-to-day activities for CLIENT team members supporting this Managed Services engagement ○ Evaluates METAFORMERS Deliverables
Business Analyst team	○ Provides functional support for the application users ○ Provides functional configuration management of the application ○ Provides analysis and issue resolution for system issues ○ Develops reports, resolves defects, retrofits customizations ○ Provides testing, including the development of test scripts, to support updates, PUMs, or other events that require a business process test of the application.

Role	Role Description
	○ Maintains application security. ○ Provides subject matter expertise and support for interfaces with vendors, including any testing or retrofits that may be required.
Executive Steering Committee	○ Approves all business-related decisions ○ Cooperatively manages the CLIENT - METAFORMERS relationship regarding hosting and managed services ○ Is the first point of escalation for the CLIENT stakeholders on any matter of concern regarding the delivery of the services
Subject Matter Experts (SME)	○ As needed to provide complete and accurate current-state architectural information. Identified SMEs will be responsible for assisting METAFORMERS with access to resources, responding to METAFORMERS questions (either one-on-one or in facilitated sessions)
Policies	○ CLIENT will provide METAFORMERS with a copy of any of its policies, standards and regulations to be applied for these services ○ METAFORMERS will comply with such policies, standards and regulations and mutually agree with CLIENT on any aspects that are not applicable or are outside of METAFORMERS scope of work
Licenses	○ CLIENT will continue to maintain all necessary software licenses and will keep all software maintenance agreements active, including Oracle PeopleSoft support, during the entire term of this SOW for the software applications identified in Appendix A as CLIENT's responsibility ○ CLIENT is responsible for ensuring all software licensors agree that the licenses can be managed offsite by METAFORMERS. Notwithstanding the foregoing, METAFORMERS agrees to (i) only use such software for providing Services to CLIENT pursuant to this SOW (ii) at all times comply with any restrictions or other requirements imposed on the use of software by CLIENT's third party software vendors, provided CLIENT informs METAFORMERS of the restrictions or other requirements.

6.4 Data Protection

METAFORMERS Responsibilities:

METAFORMERS is not responsible for (a) failure of CLIENT to implement the required and appropriate protections for its facilities, systems, data, materials, and Confidential Information in CLIENT's environment unless otherwise covered under this agreement, or (b) the acts or omissions of CLIENT, (including its officers, directors, agents, and employees), including liability for any security breach or unauthorized access to data or information caused in any way by CLIENT.

CLIENT Responsibilities:

Within CLIENT's environment, CLIENT is responsible for all physical, administrative, technical, procedural, network, and electronic data protection and other safeguards as are necessary for the protection, security, and confidentiality of any CLIENT Confidential Information and Personal Information, as required by CLIENT's operations and applicable law for its facilities, operations, policies, and data, including without limitation, providing appropriate notices and systems of records required under Applicable Laws (collectively, "CLIENT's Security Procedures"). CLIENT is responsible for compliance with all legal requirements with respect to CLIENT's environment. CLIENT is responsible for business process controls, user access approvals, and audit governance.

6.4.1 Personal Information

The parties acknowledge that in providing the Services, METAFORMERS may obtain or have access to, or otherwise store, process or transmit Personal Information in CLIENT's environment and/or in the non-production, production and disaster recovery (DR) environments in a Data Center. As used herein, "Personal Information" means any information alone or in combination that can identify or be used to identify CLIENT's employees, agents, officers, contractors, customers, students, suppliers, grantors, grantees, potential and prospective customers and/or other persons, which information may include without limitation name, mailing address, email address, phone number, other contact information, credit card or debit card number, other financial account information, social security number, driver's license or non-driver identification card number, mother's maiden name, date of birth, passwords, biometrics, electronic serial number, personal identification number or code and/or any other account information and/or account activity information or other information or data that can be used for identity theft (even that which is not personally identifiable) and other sensitive information regarding such persons.

Notwithstanding anything to the contrary, all Personal Information is and shall remain the sole and exclusive property of CLIENT and shall be deemed CLIENT's Confidential Information.

6.4.2 Applicable Laws

METAFORMERS agrees that it will comply with its obligations under all Applicable Privacy and Data Security Laws (as defined below) in relation to Personal Information that is obtained from CLIENT, its users, or otherwise through the performance of Services, except as provided below for temporary environments. The term "Applicable Privacy and Data Security Laws" means all privacy, security and data protection laws, rules and regulations of any applicable jurisdiction applicable to privacy, security and protection of Personal Information, including the collection, processing, storage and disclosure of Personal Information, including the Florida Open Records Act.

6.5 Termination

Upon notification by CLIENT of termination of this SOW per the Agreement, METAFORMERS will provide support to transition the managed services operations i.e., retransition services, to CLIENT or to another identified provider. Retransition services, which shall include the complete transfer or any and all CLIENT data and work product hosted by METAFORMERS pursuant to this SOW, will be treated as a special project and mutually agreed to between METAFORMERS and CLIENT via the Change Management process defined herein, provided that METAFORMERS agrees that it shall not

charge CLIENT more for these retransition services than its standard charges within the contract.

Notwithstanding the foregoing, if a project change order is not executed for retransition services, METAFORMERS agrees, in accordance with CLIENT's instructions, to take all actions reasonably necessary upon termination of this SOW to facilitate the prompt transfer to CLIENT of all data and applications being managed by METAFORMERS pursuant to this SOW and CLIENT shall reimburse METAFORMERS at the Metaformers standard hourly rates for providing such assistance.

Early Termination
CLIENT may terminate this SOW upon (90) days' prior written notice, stating its intention to terminate and the date upon which such termination shall be effective. METAFORMERS will continue to provide full-time services during the notice period.

Notwithstanding any other provision of this Agreement, CLIENT shall not be obligated to operate under the terms herein unless and until CLIENT'S legislative body appropriates funds for this Agreement to cover each fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of ***06/30*** of the last fiscal year for which funds were appropriated. CLIENT shall notify METAFORMERS in writing of any such non-appropriation of funds at the earliest possible date and METAFORMERS shall be given the first opportunity to resume performance under the Agreement in the event that funds are appropriated. The early termination charge shall not apply to termination for the non-appropriation of funds.

If this SOW is terminated, METAFORMERS shall provide the necessary retransition services set forth in Section 6.5 of this Agreement to allow CLIENT to affect a transition to another Provider.

6.6 SLA Failures Exclusions
The following exclusions apply to the determination of any SLA Failure:

There must be at least twenty (20) measures of a service failure in the reporting period. The service failure represents the non-compliance of the Service Desk to response times.

METAFORMERS will note the low volume of measures for a service and explain the cause of a SLA Failure in the status report for the period in which the low volume occurs.

6.6.1 Excused SLA Failures
METAFORMERS will be excused from meeting any SLA which is and adversely affected by any of the following conditions or events, but only for the duration of the time-period that any such conditions or events are in effect. All excused SLA failures defined in this Section must be documented and provided to CLIENT:

- Those caused by CLIENT's failures to meet CLIENT responsibilities.
- Those caused by any deterioration or impact that is attributable to batch processes or reports executed by CLIENT that are abnormal, not identified in the production batch schedule, or executed outside the production batch schedule.
- Those caused by failures or fluctuations in electrical or telecommunications equipment or lines or other equipment beyond the Line of Demarcation, including any network issue.
- Those caused by a Force Majeure event.
- Those caused by a declared Disaster until Full Recovery is achieved.
- Those caused by a security event requiring shutdown of components or access to preserve the integrity of the systems and/or the data.
- Those caused by Oracle/PeopleSoft, or other 3rd party, failure or bug.
- Failures deemed by CLIENT to have little or no operational impact

6.6.2 Root Cause Analysis

METAFORMERS shall commence performing a root-cause analysis to identify the cause of a SLA Failure within one (1) business day of the occurrence of such failure involving a Severity' Level 1 Support Ticket, and within three (3) business days of the occurrence of all other SLA Failures. If the cause of such failure is within METAFORMERS control, METAFORMERS shall take corrective action to cure the SLA Failure. If the cause of such failure is not within METAFORMERS control, METAFORMERS shall meet with CLIENT to discuss a corrective plan of action mutually acceptable to the parties. METAFORMERS will provide a written report identifying the root cause and subsequent actions taken to resolve the SLA Failure.

6.6.3 Repeated SLA Failures

If the services experience repeated SLA Failures, CLIENT shall so notify METAFORMERS in writing, specifying in reasonable detail the nature of the Failures. METAFORMERS shall have thirty (30) calendar days from receipt of that notice to correct the Failures. If the Failures are not cured within that time period, CLIENT may terminate the SOW by providing METAFORMERS with written notice of termination for Repeated SLA Failures. Termination for Repeated SLA Failures is excused from Early Termination Fees.

The following shall constitute events of SLA Failure on the part of METAFORMERS:

Failure by METAFORMERS for any three (3) consecutive months to meet any of the defined service levels in the Production Environment.

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7. General Terms

7.1 Relationship Between the Parties

METAFORMERS acknowledges and agrees that its employees or agents are not employees of CLIENT for any purpose whatsoever. METAFORMERS shall be considered an independent contractor at all times during the performance of services specified hereunder.

7.2 Captions

Captions contained in this Agreement are for convenient reference and do not constitute part of this Agreement.

7.3 Assignment

METAFORMERS may not assign this Agreement to any other person or entity without the express prior written consent of CLIENT.

7.4 Severability

If any of the provisions of this Agreement are declared to be invalid, such provisions shall be severed from this Agreement and the other provisions hereof shall remain in full force and effect.

7.5 Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

7.6 Governing Law

This Agreement will be governed by the laws of the State of Florida, exclusive of its conflict of laws provisions.

7.7 Notification Addresses

Metaformers, Inc., 12030 Sunrise Valley Drive, Suite 150, Reston, VA 20191

Signatures

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Metaformers, Inc. School District of Manatee County

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By: __ _
(Signature)

Andrew Beck, VP Global Operations

(Printed Name and Title)

Date: _____

By: _____

(Signature)

_____

(Printed Name and Title)

Date:_____

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AGENDA ITEM NO. 10.10

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase Instructional Materials, Textbooks, Curriculum Software and Associated Professional Learning from Florida School Book Depository, Direct from Publishers and Exempt Vendors, SDMC No. 27-0003-BS, Estimated in the Amount of $5,003,000.00 (Multiple Funding Sources)

Executive Summary
Instructional materials, textbooks, curriculum software and associated professional learning are purchased throughout the fiscal year by the schools, and several departments using various funds allocated to each School District by the Department of Education and various other sources. Portions of the allocations are categorically based on full time equivalent (FTE) student count for each District. These items are purchased from various suppliers including the Florida School Book Depository, as well as direct from the publishers. District purchases for instructional materials align with the state requirement that at least 50% of the purchases are for digital resources. All District purchased state-adopted materials are available in digital format as well as hard copy.

Per Florida Statute, each district School Board must purchase instructional materials to provide each student in Kindergarten through grade 12 with a major tool of instruction in core courses of mathematics, language arts, social studies, science, reading, and literature. District school boards shall also ensure that instructional materials used in the district are consistent with the district goals and objectives and the core descriptions established in rule of the State Board of Education, as well as with the state standards provided for in F.S.1003.41. All purchases will follow School Board Policy, through June 30, 2027.

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

Ready To Learn | Goal 1
Refine the elementary instructional model to strengthen the focus on foundational literacy skills in meeting each student's needs

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 Superintendent recommends approval to purchase instructional materials, textbooks, curriculum software and associated professional learning from Florida School Book Depository, direct from publishers and exempt vendors, SDMC No. 27-0003-BS, estimated in the amount of $5,003,000.00 (Multiple Funding Sources).

Financial Impact
The funding source for these annually estimated expenditures are various Instructional Materials, Media, Grant Funds and other funds as needed and is included in the schools and various Departments proposed 2026-2027 budget.

Contact
Submitting Departments: Curriculum and Purchasing
Initiated By: Derek Jensen and Tyler Goffi

AGENDA ITEM NO. 10.11

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Purchase(s) of Testing Materials, SDMC NO. 27-0004-BS, Estimated in the Amount of $900,000.00 for the 2026-2027 School Year (Multiple Funding Sources)

Executive Summary
Testing materials are purchased throughout the fiscal year by all schools and several departments using funds allocated to each School District by the Department of Education and various other sources. A portion of the allocations are categorically based on full time equivalent (FTE) student count for each District. These testing materials are purchased directly from the publishers as well as other sources. Advanced Placement (AP) exams from College Board and International Baccalaureate (IB) exams will also be purchased.

Historical Expenditures are as follows:

- YTD 2025 – 2026 $266,795.02 (07-01-25 – 02-24-26)
- 2024 – 2025 $819,249.75
- 2023 – 2024 $907,955.12

Approval of this bid does not indicate immediate or complete expenditure of approved funds. Approved funds will only be expended on an as needed basis throughout the contract period.

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(11) 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: . . . (b) The purchase by district school boards of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

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

Ready To Learn | Goal 3
Increase ES enrollments in accelerated courses and identification of gifted and talented students

Ready For Life | Goal 8
Expand acceleration opportunities for all middle and high school students

Recommendation
The Superintendent recommends approval of purchase(s) of testing materials, SDMC No. 27-0004-BS, estimated in the amount of $900,000.00 for the 2026-2027 school year (Multiple Funding Sources).

Financial Impact

The funding sources for these annually estimated expenditures are General Funds, Special Revenue Funds, IDEA Funds, Grants and Instructional Materials Funds and are included in the schools and various departments proposed 2026-2027 budget.

Contact
Submitting Department: Curriculum and Purchasing
Initiated By: Derek Jensen and Tyler Goffi

AGENDA ITEM NO. 10.12

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase Avotek Training Systems, SDMC No. 26-0109-TG, Estimated in the Amount of $145,000.00 (State Appropriation)

Executive Summary
Manatee Technical College (MTC) is purchasing lab trainers from Avotek to establish a state of the art Aviation Maintenance Technician (AMT) program that equips students with the technical knowledge and hands on experience required for FAA certification and careers in aircraft maintenance, repair, and overhaul. Avotek will provide industry aligned curriculum, specialized lab trainers, and modern training equipment that mirror real aviation environments, enabling students to practice on systems and components they will encounter in the field. This comprehensive support strengthens MTC's ability to deliver a high quality AMT program that meets workforce needs and prepares graduates for success in the aviation industry.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Approved funds will only be expended as budget(s) allows. This is a new program and there is no historical expenditures available. The requested approval period is through April 7, 2027.

State Board Rule 6A-1.012(12)(d) states: “Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements. When a district school board believes that commodities or contractual services are available only from a single source, the district school board shall electronically or otherwise publicly post a description of the commodities or contractual services sought for a period of at least 7 business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the district school board, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the district school board shall provide notice of its intended decision to enter a single source contract in the manner specified in Section 120.57(3), F.S., and may negotiate on the best terms and conditions with the single source vendor."

The District has reviewed sole source information and has fully complied with all sole source requirements. Documentation is on file in the purchasing department.

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.”

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 purchase Avotek training systems, SDMC No. 26-0109-TG,

estimated in the amount of $145,000.00 (State Appropriation).

Financial Impact

The funding source for this expenditure is School District of Manatee County-Aviation Maintenance Technician School at SRQ Airport (Project Number 410-90950-6S001).

Contact

Submitting Departments: Adult, Career and Technical and Purchasing

Initiated By: Dr. Paul Gansemer

Attachments:
Avotek Quote

QUOTE B11629

A Division of Select Aerospace Industries, Inc.
P.O. Box 219, Weyers Cave, VA 24486 USA
P. (540) 234-9090 | Fax (540) 234-9399 | www.avotek.com

Customer No. MATE07

11629

Quote To: SEAN GALLAGAN

Manatee Technical College
5520 Lakewood Ranch Blvd
Bradenton, FL 34211

Phone# 9417517900

Date	Ship Via	F.O.B.	Terms
Dec 16,2025		Weyers Cave	Net 30

Customer Reference	Quote Date	Salesperson	Our Order Number
	Dec 16,2025	CHAS CARNEY	None

Ln#	Quantity Req.	Ship.	B.O.	Part Number / Description		CD	Tax	U.Price	Amount
1	4	N.A.	N.A.	CES 500	ELECTRONIC LAB TRAINER	NE	N	2850.00	11400.00
2	4	N.A.	N.A.	CES 651	ELECTRONICS LAB TRAINER	NE	N	3950.00	15800.00
3	4	N.A.	N.A.	CES 750	DIGITAL ELECT LAB TRAIN	NE	N	2700.00	10800.00
4	4	N.A.	N.A.	AE58	BASIC ELECTRICITY PANEL	NE	N	1918.00	7672.00

Shipping TBD

Freight Amount	
Nontaxable Subtotal	45672.00
Taxable Subtotal	
Tax 0.00%	0.00
TOTAL QUOTE	**45672.00**

AGENDA ITEM NO. 10.13

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Agreement for Sale and Purchase of Property-Earl Ness, et al in the Amount of $60,000.00 (Capital Funds)

Executive Summary
Staff negotiated the acquisition of a .45+/- acre parcel located north of, and adjacent to Myakka Elementary School, in east Manatee County. The property is one of only two private parcels adjacent to the school, as the school is bordered by public rights-of-way. Acquiring this property will solve an existing and future issue at Myakka Elementary School, as there is an existing parking deficit, and the property will be available for a construction laydown area for an upcoming school construction project.

The agreement includes provisions for the School District to terminate the agreement for sale and purchase based on any unsatisfactory due diligence results during the feasibility period. Closing will occur after the completion of a feasibility study satisfactory to the School District.

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 agreement for sale and purchase of property-Earl Ness, et al (Capital Funds).

Financial Impact
The financial impact is $60,000.00 based on the School District's recently obtained appraisal. The Agreement also requires an Earnest Money Deposit in the amount of $5,000.00, which is included in the $60,000.00. **(Capital Funds)**

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Agreement for Purchase of Property-Earl Ness

Vacant Land Contract

1. **Sale and Purchase ("Contract"):** *EARL CLAYTON NESS III, NANCY ANNE NESS AND HANNAH CORSO FKA HANNAH NESS* ("**Seller**") and *THE SCHOOL BOARD OF MANATEE COUNTY* ("**Buyer**") (the "parties") agree to sell and buy on the terms and conditions specified below the property ("Property") described as:
Address: *10385 WAUCHULA ROAD, MYAKKA CITY, FL 34251*
Legal Description: *PARCEL 182800102 (10385 WAUCHULA ROAD, MYAKKA CITY, FL 34251) AS SHOWN ON ATTACHED EXHIBIT A*

SEC *13* /TWP / *36* /RNG *21* of *MANATEE* County, Florida. Real Property ID No.: *182800102*
including all improvements existing on the Property and the following additional property: _____

2. **Purchase Price:** (U.S. currency) ..... $ *60,000.00*
All deposits will be made payable to "Escrow Agent" named below and held in escrow by:
Escrow Agent's Name: *DYE HARRISON KNOWLES HAMRICK KIRKLAND PRATT DEPAOLA & JOHNSON*
Escrow Agent's Contact Person: *STEPHEN R. DYE*
Escrow Agent's Address: *410 43RD STREET W, SUITE N, BRADENTON, FL 34209*
Escrow Agent's Phone: *941-748-4411*
Escrow Agent's Email: *SDYE@DYEHARRISON.COM*

(a) Initial deposit ($0 if left blank) (**Check if applicable**)
☐ accompanies offer
☒ will be delivered to Escrow Agent within _____ days (3 days if left blank)
after Effective Date ..... $ *5,000.00*

(b) Additional deposit will be delivered to Escrow Agent (**Check if applicable**)
☐ within _____ days (10 days if left blank) after Effective Date
☐ within _____ days (3 days if left blank) after expiration of Due Diligence Period ..... $ _____

(c) Total Financing (see Paragraph 6) (express as a dollar amount or percentage) ..... $ _____

(d) Other: _____ ..... $ _____

(e) Balance to close (not including **Buyer's** closing costs, prepaid items, and prorations) to be paid at closing by wire transfer or other Collected funds ..... $ *55,000.00*

(f) ☐ (Complete only if purchase price will be determined based on a per unit cost instead of a fixed price.) The unit used to determine the purchase price is ☐ lot ☐ acre ☐ square foot ☐ other (specify): _____ prorating areas of less than a full unit. The purchase price will be $_____ per unit based on a calculation of total area of the Property as certified to **Seller** and **Buyer** by a Florida licensed surveyor in accordance with Paragraph 8(c). The following rights of way and other areas will be excluded from the calculation: _____

3. **Time for Acceptance; Effective Date:** Unless this offer is signed by **Seller** and **Buyer** and an executed copy delivered to all parties on or before *see Paragraph 23*, this offer will be withdrawn and **Buyer's** deposit, if any, will be returned. The time for acceptance of any counter-offer will be 3 days after the date the counter-offer is delivered. **The "Effective Date" of this Contract is the date on which the last one of the Seller and Buyer has signed or initialed and delivered this offer or the final counter-offer.**

4. **Closing Date:** This transaction will close on *see Paragraph 23* ("Closing Date"), unless specifically extended by other provisions of this Contract. The Closing Date will prevail over all other time periods including, but not limited to, Financing and Due Diligence periods. However, if the Closing Date occurs on a Saturday, Sunday, or national legal holiday, it will extend to 5:00 p.m. (where the Property is located) of the next business day. In the event insurance underwriting is suspended on Closing Date and **Buyer** is unable to obtain property insurance, **Buyer** may postpone closing for up to 5 days after the insurance underwriting suspension is lifted. If this transaction does not close for any reason, **Buyer** will immediately return all **Seller** provided documents and other items.

5. **Extension of Closing Date:** If Paragraph 6(b) is checked and Closing Funds from Buyer's lender(s) are not available on Closing Date due to Consumer Financial Protection Bureau Closing Disclosure delivery requirements

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("CFPB Requirements), if applicable, then Closing Date shall be extended for such period necessary to satisfy CFPB Requirements, provided such period shall not exceed 10 days.

6. **Financing: (Check as applicable)**
   (a) ☒ **Buyer** will pay cash for the Property with no financing contingency.
   (b) ☐ This Contract is contingent on **Buyer** qualifying for and obtaining the commitment(s) or approval(s) specified below ("Financing") within _____ days after Effective Date (Closing Date or 30 days after Effective Date, whichever occurs first, if left blank) ("Financing Period"). **Buyer** will apply for Financing within _____ days after Effective Date (5 days if left blank) and will timely provide any and all credit, employment, financial, and other information required by the lender. If **Buyer**, after using diligence and good faith, cannot obtain the Financing within the Financing Period, either party may terminate this Contract and **Buyer's** deposit(s) will be returned.
   (1) ☐ **New Financing: Buyer** will secure a commitment for new third party financing for $ _____ or _____% of the purchase price at **(Check one)** ☐ a fixed rate not exceeding _____% ☐ an adjustable interest rate not exceeding _____% at origination (a fixed rate at the prevailing interest rate based on **Buyer's** creditworthiness if neither choice is selected). **Buyer** will keep **Seller** and Broker fully informed of the loan application status and progress and authorizes the lender or mortgage broker to disclose all such information to **Seller** and Broker.
   (2) ☐ **Seller Financing: Buyer** will execute a ☐ first ☐ second purchase money note and mortgage to **Seller** in the amount of $_____, bearing annual interest at _____% and payable as follows: _____
   The mortgage, note, and any security agreement will be in a form acceptable to **Seller** and will follow forms generally accepted in the county where the Property is located; will provide for a late payment fee and acceleration at the mortgagee's option if **Buyer** defaults; will give **Buyer** the right to prepay without penalty all or part of the principal at any time(s) with interest only to date of payment; will be due on conveyance or sale; will provide for release of contiguous parcels, if applicable; and will require **Buyer** to keep liability insurance on the Property, with **Seller** as additional named insured. **Buyer** authorizes **Seller** to obtain credit, employment, and other necessary information to determine creditworthiness for the financing. **Seller** will, within 10 days after Effective Date, give **Buyer** written notice of whether or not **Seller** will make the loan.
   (3) ☐ **Mortgage Assumption: Buyer** will take title subject to and assume and pay existing first mortgage to _____
   LN#_____ in the approximate amount of $_____ currently payable at $_____ per month, including principal, interest, ☐ taxes and insurance, and having a ☐ fixed ☐ other (describe) _____ interest rate of _____% which ☐ will ☐ will not escalate upon assumption. Any variance in the mortgage will be adjusted in the balance due at closing with no adjustment to purchase price. **Buyer** will purchase **Seller's** escrow account dollar for dollar. If the interest rate upon transfer exceeds _____% or the assumption/transfer fee exceeds $_____, either party may elect to pay the excess, failing which this Contract will terminate; and **Buyer's** deposit(s) will be returned. If the lender disapproves **Buyer**, this Contract will terminate; and **Buyer's** deposit(s) will be returned.

7. **Assignability: (Check one) Buyer** ☐ may assign and thereby be released from any further liability under this Contract, ☐ may assign but not be released from liability under this Contract, or ☒ may not assign this Contract.

8. **Title: Seller** has the legal capacity to and will convey marketable title to the Property by ☒ statutory warranty deed ☐ special warranty deed ☐ other (specify) _____, free of liens, easements, and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants, restrictions, and public utility easements of record; existing zoning and governmental regulations; and (list any other matters to which title will be subject) _____, provided there exists at closing no violation of the foregoing.
   (a) **Title Evidence:** The party who pays for the owner's title insurance policy will select the closing agent and pay for the title search, including tax and lien search (including municipal lien search) if performed, and all other fees charged by closing agent. **Seller** will deliver to **Buyer**, at **(Check one)** ☐ **Seller's** ☒ **Buyer's** expense and **(Check one)** ☒ within 30 days after Effective Date ☐ at least _____ days before Closing Date, **(Check one)**

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(1) ☒ a title insurance commitment by a Florida licensed title insurer setting forth those matters to be discharged by **Seller** at or before closing and, upon **Buyer** recording the deed, an owner's policy in the amount of the purchase price for fee simple title subject only to the exceptions stated above. If **Buyer** is paying for the owner's title insurance policy and **Seller** has an owner's policy, **Seller** will deliver a copy to **Buyer** within 15 days after Effective Date.

(2) ☐ an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy effective date and certified to **Buyer** or **Buyer's** closing agent together with copies of all documents recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller**, then (1) above will be the title evidence.

(b) Title Examination: After receipt of the title evidence, **Buyer** will, within _____ days (10 days if left blank) but no later than Closing Date, deliver written notice to **Seller** of title defects. Title will be deemed acceptable to **Buyer** if (i) **Buyer** fails to deliver proper notice of defects or (ii) **Buyer** delivers proper written notice and **Seller** cures the defects within _____ days (30 days if left blank) ("Cure Period") after receipt of the notice. If the defects are cured within the Cure Period, closing will occur within 10 days after receipt by **Buyer** of notice of such cure. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured within the Cure Period. If the defects are not cured within the Cure Period, **Buyer** will have 10 days after receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this Contract or accept title subject to existing defects and close the transaction without reduction in purchase price.

(c) Survey: **Buyer** may, at **Buyer's** expense, have the Property surveyed and must deliver written notice to **Seller**, within 5 days after receiving survey but not later than 5 days before Closing Date, of any encroachments on the Property, encroachments by the Property's improvements on other lands, or deed restriction or zoning violations. Any such encroachment or violation will be treated in the same manner as a title defect and **Seller's** and **Buyer's** obligations will be determined in accordance with Paragraph 8(b).

(d) Ingress and Egress: **Seller** warrants that the Property presently has ingress and egress.

9. Property Condition: **Seller** will deliver the Property to **Buyer** at closing in its present "as is" condition, with conditions resulting from **Buyer's** Inspections and casualty damage, if any, excepted. **Seller** will not engage in or permit any activity that would materially alter the Property's condition without the **Buyer's** prior written consent.

(a) Inspections: (Check (1) or (2))

(1) ☒ **Due Diligence Period:** **Buyer** will, at **Buyer's** expense and within *60* days (30 days if left blank) ("Due Diligence Period") after Effective Date and in **Buyer's** sole and absolute discretion, determine whether the Property is suitable for **Buyer's** intended use. During the Due Diligence Period, **Buyer** may conduct a Phase 1 environmental assessment and any other tests, analyses, surveys, and investigations ("Inspections") that **Buyer** deems necessary to determine to **Buyer's** satisfaction the Property's engineering, architectural, and environmental properties; zoning and zoning restrictions; subdivision statutes; soil and grade; availability of access to public roads, water, and other utilities; consistency with local, state, and regional growth management plans; availability of permits, government approvals, and licenses; and other inspections that **Buyer** deems appropriate. If the Property must be rezoned, **Buyer** will obtain the rezoning from the appropriate government agencies. **Seller** will sign all documents **Buyer** is required to file in connection with development or rezoning approvals. **Seller** gives **Buyer**, its agents, contractors, and assigns, the right to enter the Property at any time during the Due Diligence Period for the purpose of conducting Inspections, provided, however, that **Buyer**, its agents, contractors, and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will indemnify and hold **Seller** harmless from losses, damages, costs, claims, and expenses of any nature, including attorneys' fees, expenses, and liability incurred in application for rezoning or related proceedings, and from liability to any person, arising from the conduct of any and all Inspections or any work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a construction lien being filed against the Property without **Seller's** prior written consent. If this transaction does not close, **Buyer** will, at **Buyer's** expense, (i) repair all damages to the Property resulting from the Inspections and return the Property to the condition it was in before conducting the Inspections and (ii) release to **Seller** all reports and other work generated as a result of the Inspections.

Before expiration of the Due Diligence Period, **Buyer** must deliver written notice to **Seller** of **Buyer's** determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice requirement will constitute acceptance of the Property as suitable for **Buyer's** intended use in its "as is"

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condition. If the Property is unacceptable to **Buyer** and written notice of this fact is timely delivered to **Seller**, this Contract will be deemed terminated, and **Buyer's** deposit(s) will be returned.

(2) ☐ **No Due Diligence Period: Buyer** is satisfied that the Property is suitable for **Buyer's** purposes, including being satisfied that either public sewerage and water are available to the Property or the Property will be approved for the installation of a well and/or private sewerage disposal system and that existing zoning and other pertinent regulations and restrictions, such as subdivision or deed restrictions, concurrency, growth management, and environmental conditions, are acceptable to **Buyer**. This Contract is not contingent on **Buyer** conducting any further investigations.

(b) Government Regulations: Changes in government regulations and levels of service which affect **Buyer's** intended use of the Property will not be grounds for terminating this Contract if the Due Diligence Period has expired or if Paragraph 9(a)(2) is selected.

(c) Flood Zone: Buyer is advised to verify by survey, with the lender, and with appropriate government agencies which flood zone the Property is in, whether flood insurance is required, and what restrictions apply to improving the Property and rebuilding in the event of casualty.

(d) Coastal Construction Control Line ("CCCL"): If any part of the Property lies seaward of the CCCL as defined in Section 161.053, Florida Statutes, **Seller** will provide **Buyer** with an affidavit or survey as required by law delineating the line's location on the Property, unless **Buyer** waives this requirement in writing. The Property being purchased may be subject to coastal erosion and to federal, state, or local regulations that govern coastal property, including delineation of the CCCL, rigid coastal protection structures, beach nourishment, and the protection of marine turtles. Additional information can be obtained from the Florida Department of Environmental Protection, including whether there are significant erosion conditions associated with the shore line of the Property being purchased.

☐ **Buyer** waives the right to receive a CCCL affidavit or survey.

10. Closing Procedure; Costs: Closing will take place in the county where the Property is located and may be conducted by mail or electronic means. If title insurance insures **Buyer** for title defects arising between the title binder effective date and recording of **Buyer's** deed, closing agent will disburse at closing the net sale proceeds to **Seller** (in local cashier's check if **Seller** requests in writing at least 5 days before closing) and brokerage fees to Broker as per Paragraph 21. In addition to other expenses provided in this Contract, **Seller** and **Buyer** will pay the costs indicated below.

(a) Seller Costs:
Taxes on deed
Recording fees for documents needed to cure title
Title evidence (if applicable under Paragraph 8)
Estoppel Fee(s)
Other: _____

(b) Buyer Costs:
Taxes and recording fees on notes and mortgages
Recording fees on the deed and financing statements
Loan expenses
Title evidence (if applicable under Paragraph 8)
Lender's title policy at the simultaneous issue rate
Inspections
Survey
Insurance
Other: _____

(c) Prorations: The following items will be made current and prorated as of the day before Closing Date: real estate taxes (including special benefit tax liens imposed by a CDD), interest, bonds, assessments, leases, and other Property expenses and revenues. If taxes and assessments for the current year cannot be determined, the previous year's rates will be used with adjustment for any exemptions.

(d) Special Assessment by Public Body: Regarding special assessments imposed by a public body, **Seller** will pay (i) the full amount of liens that are certified, confirmed, and ratified before closing and (ii) the amount of the last estimate of the assessment if an improvement is substantially completed as of Effective Date but has not resulted in a lien before closing; and **Buyer** will pay all other amounts. If special assessments may be paid in installments, ☐ **Seller** ☐ **Buyer** (**Buyer** if left blank) will pay installments due after closing. If **Seller** is checked, **Seller** will pay the assessment in full before or at the time of closing. Public body does not include a Homeowners' or Condominium Association.

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(e) **PROPERTY TAX DISCLOSURE SUMMARY: BUYER** SHOULD NOT RELY ON THE **SELLER'S** CURRENT PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT **BUYER** MAY BE OBLIGATED TO PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT THE COUNTY PROPERTY APPRAISER'S OFFICE FOR FURTHER INFORMATION.

(f) **Foreign Investment in Real Property Tax Act ("FIRPTA"):** If **Seller** is a "foreign person" as defined by FIRPTA, **Seller** and **Buyer** will comply with FIRPTA, which may require **Seller** to provide additional cash at closing.

(g) **1031 Exchange:** If either **Seller** or **Buyer** wish to enter into a like-kind exchange (either simultaneously with closing or after) under Section 1031 of the Internal Revenue Code ("Exchange"), the other party will cooperate in all reasonable respects to effectuate the Exchange including executing documents, provided, however, that the cooperating party will incur no liability or cost related to the Exchange and that the closing will not be contingent upon, extended, or delayed by the Exchange.

11. **Computation of Time:** Calendar days, based on where the Property is located, will be used when computing time periods. Other than time for acceptance and Effective Date as set forth in Paragraph 3, any time periods provided for or dates specified in this Contract, whether preprinted, handwritten, typewritten or inserted herein, which shall end or occur on a Saturday, Sunday, or national legal holiday (see 5 U.S.C. 6103), or on a day a national legal holiday is observed shall extend to the next calendar day which is not a Saturday, Sunday, national legal holiday, or a day on which a national legal holiday is observed. **Time is of the essence in this Contract.**

12. **Risk of Loss; Eminent Domain:** If any portion of the Property is materially damaged by casualty before closing or **Seller** negotiates with a governmental authority to transfer all or part of the Property in lieu of eminent domain proceedings or an eminent domain proceeding is initiated, **Seller** will promptly inform **Buyer**. Either party may terminate this Contract by written notice to the other within 10 days after **Buyer's** receipt of **Seller's** notification, and **Buyer's** deposit(s) will be returned, failing which **Buyer** will close in accordance with this Contract and receive all payments made by the governmental authority or insurance company, if any.

13. **Force Majeure: Seller** or **Buyer** will not be required to perform any obligation under this Contract or be liable to each other for damages so long as the performance or non-performance of the obligation is delayed, caused, or prevented by an act of God or force majeure. An "act of God or "force majeure" is defined as hurricanes, earthquakes, floods, fire, unusual transportation delays, wars, insurrections, and any other cause not reasonably within the control of **Seller** or **Buyer** and which by the exercise of due diligence the non-performing party is unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended for the period that the act of God or force majeure is in place. However, in the event that such act of God or force majeure event continues beyond 30 days, either party may terminate this Contract by delivering written notice to the other; and **Buyer's** deposit(s) will be returned.

14. **Notices:** All notices will be in writing and delivered to the parties and Broker by mail, personal delivery, or electronic means. **Buyer's failure to timely deliver written notice to Seller, when such notice is required by this Contract, regarding any contingency will render that contingency null and void, and this Contract will be construed as if the contingency did not exist. Any notice, document, or item delivered to or received by an attorney or licensee (including a transactions broker) representing a party will be as effective as if delivered to or received by that party.**

15. **Complete Agreement; Persons Bound:** This Contract is the entire agreement between **Seller** and **Buyer**. **Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker unless incorporated into this Contract.** Modifications of this Contract will not be binding unless in writing, signed or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This Contract, signatures, initials, documents referenced in this Contract, counterparts, and written modifications communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be binding. Handwritten or typewritten terms inserted in or attached to this Contract prevail over preprinted terms. If any provision of this Contract is or becomes invalid or unenforceable, all remaining provisions will continue to be fully effective. **Seller** and **Buyer** will use diligence and good faith in performing all obligations under this Contract. This Contract will not be recorded in any public record. The terms "**Seller**," "**Buyer**," and "Broker" may be singular or plural. This Contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if permitted, of **Seller**, **Buyer**, and Broker.

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16. **Default and Dispute Resolution:** This Contract will be construed under Florida law. This Paragraph will survive closing or termination of this Contract.
    (a) **Seller Default:** If **Seller** fails, neglects, or refuses to perform **Seller's** obligations under this Contract, **Buyer** may elect to receive a return of **Buyer's** deposit(s) without thereby waiving any action for damages resulting from **Seller's** breach and may seek to recover such damages or seek specific performance. **Seller** will also be liable for the full amount of the brokerage fee.
    (b) **Buyer Default:** If **Buyer** fails, neglects, or refuses to perform **Buyer's** obligations under this Contract, including payment of deposit(s), within the time(s) specified, **Seller** may elect to recover and retain the deposit(s), paid and agreed to be paid, for the account of **Seller** as agreed upon liquidated damages, consideration for execution of this Contract, and in full settlement of any claims, whereupon **Seller** and **Buyer** will be relieved from all further obligations under this Contract; or **Seller**, at **Seller's** option, may proceed in equity to enforce **Seller's** rights under this Contract.

17. **Attorney's Fees; Costs:** In any litigation permitted by this Contract, the prevailing party shall be entitled to recover from the non-prevailing party costs and fees, including reasonable attorney's fees, incurred in conducting the litigation. This Paragraph 17 shall survive Closing or termination of this Contract.

18. **Escrow Agent; Closing Agent:** **Seller** and **Buyer** authorize Escrow Agent and closing agent (collectively "Agent") to receive, deposit, and hold funds and other items in escrow and, subject to Collection, disburse them upon proper authorization and in accordance with Florida law and the terms of this Contract, including disbursing brokerage fees. "Collection" or "Collected" means any checks tendered or received have become actually and finally collected and deposited in the account of Agent. The parties agree that Agent will not be liable to any person for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful breach of this Contract or gross negligence. If Agent interpleads the subject matter of the escrow, Agent will pay the filing fees and costs from the deposit and will recover reasonable attorneys' fees and costs to be paid from the escrowed funds or equivalent and charged and awarded as court costs in favor of the prevailing party.

19. **Professional Advice; Broker Liability:** Broker advises **Seller** and **Buyer** to verify all facts and representations that are important to them and to consult an appropriate professional for legal advice (for example, interpreting this Contract, determining the effect of laws on the Property and this transaction, status of title, foreign investor reporting requirements, the effect of property lying partially or totally seaward of the CCCL, etc.) and for tax, property condition, environmental, and other specialized advice. **Buyer** acknowledges that all representations (oral, written, or otherwise) by Broker are based on **Seller** representations or public records. **Buyer agrees to rely solely on Seller, professional inspectors, and government agencies for verification of the Property condition and facts that materially affect Property value. Seller** and **Buyer** respectively will pay all costs and expenses, including reasonable attorneys' fees at all levels, incurred by Broker and Broker's officers, directors, agents, and employees in connection with or arising from **Seller's** or **Buyer's** misstatement or failure to perform contractual obligations. **Seller** and **Buyer** hold harmless and release Broker and Broker's officers, directors, agents, and employees from all liability for loss or damage based on (i) **Seller's** or **Buyer's** misstatement or failure to perform contractual obligations; (ii) the use or display of listing data by third parties, including, but not limited to, photographs, images, graphics, video recordings, virtual tours, drawings, written descriptions, and remarks related to the Property; (iii) Broker's performance, at **Seller's** or **Buyer's** request, of any task beyond the scope of services regulated by Chapter 475, Florida Statutes, as amended, including Broker's referral, recommendation, or retention of any vendor; (iv) products or services provided by any vendor; and (v) expenses incurred by any vendor. **Seller** and **Buyer** each assume full responsibility for selecting and compensating their respective vendors. This Paragraph will not relieve Broker of statutory obligations. For purposes of this Paragraph, Broker will be treated as a party to this Contract. This Paragraph will survive closing.

20. **Commercial Real Estate Sales Commission Lien Act:** If the Property is commercial real estate as defined by Section 475.701, Florida Statutes, the following disclosure will apply: The Florida Commercial Real Estate Sales Commission Lien Act provides that when a broker has earned a commission by performing licensed services under a brokerage agreement with you, the broker may claim a lien against your net sales proceeds for the broker's commission. The broker's lien rights under the act cannot be waived before the commission is earned.

21. **Brokers:** The licensee(s) and brokerage(s) named below are collectively referred to as "Broker." **Instruction to closing agent:** **Seller** and **Buyer** direct Closing Agent to disburse at Closing the full amount of the brokerage fees as specified in separate brokerage agreements with the parties and cooperative agreements between the Brokers, except to the extent Broker has retained such fees from the escrowed funds. This Paragraph will not be used to modify any offer of compensation made by **Seller** or listing broker to cooperating brokers.

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Seller's Sales Associate/License No.	**Buyer's** Sales Associate/License No.
Seller's Sales Associate Email Address	**Buyer's** Sales Associate Email Address
Seller's Sales Associate Phone Number	**Buyer's** Sales Associate Phone Number
Listing Brokerage	**Buyer's Brokerage**
Listing Brokerage Address	**Buyer's Brokerage Address**

22. Addenda: The following additional terms are included in the attached addenda and incorporated into this Contract (**Check if applicable**):

☐ A. Back-up Contract
☐ B. Kick Out Clause
☐ C. HOA Addendum
☐ D. Other _____

23. Additional Terms:

1. SELLER CAN REMOVE SHEDS AND OTHER PERSONAL PROPERTY FROM PROPERTY BEFORE CLOSING.

2. CLOSING WILL OCCUR 30 DAYS AFTER DUE DILIGENCE PERIOD.

3. NEITHER PARTY HAS USED A REAL ESTATE BROKER RELATED TO THIS TRANSACTION.

4. ESCROW AGENT SHALL ALSO SERVE AS TITLE AND SETTLEMENT AGENT AND SERVES AS SCHOOLL BOARD ATTORNEY.

5. BUYER WILL HAVE PROPERTY SURVEYED, AT ITS EXPENSE, DURING THE DUE DILIGENCE PERIOD. SURVEYOR SHALL CREATE LEGAL DESCRIPTION FOR THE DEED.

6. TIME FOR ACCEPTANCE: FOR SELLER - MARCH 6, 2026; FOR BUYER - APRIL 15, 2026.

COUNTER-OFFER/REJECTION

☐ Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and deliver a copy of the acceptance to Seller).
☐ Seller rejects Buyer's offer

[The remainder of this page is intentionally left blank.

This Contract continues with Line 368 on Page 8 of 8.]

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This is intended to be a legally binding Contract. If not fully understood, seek the advice of an attorney before signing.

ATTENTION: SELLER AND BUYER

CONVEYANCES TO FOREIGN BUYERS: Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act. Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

THE SCHOOL BOARD OF MANATEE COUNTY

Buyer: _____ Date: _____ 02/26/2026

Print name: Cindy Spray, Board Chair

Buyer: _____ Date: _____ 02/27/2026

Print name: _____

Buyer's address for purpose of notice: 02/27/2026

Address: 215 Manatee Ave. West, Bradenton, FL 34205

Phone: 941-708-8770 Fax: _____ Email: sprayc5@manateeschools.net 02/27/2026

Seller: Signed by: Earl Clayton Ness III 9E4F347E930B455... Date: 2/25/2026

Print name: ***EARL CLAYTON NESS III***

Seller: Signed by: Nancy Anne Ness 9E4F347E930B455... Date: 2/25/2026 03/03/2026

Print name: ***NANCY ANNE NESS***

Seller's address for purpose of notice:

Address: ***37250 BOYD ROAD, MYAKKA CITY FL 34251-0190***

Phone: ***941-705-6299*** Fax: _____ Email: ***ONERUNGTOSHORT@GMAIL.COM***

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Seller: Signed by: 16F5DF45316C44B2... **Date:** 2/25/2026

Print Name: **HANNAH CORSO F/K/A HANNAH LEE NESS**

Seller's address for purpose of notice:

Address: **29053 53RD DRIVE, BRANFORD, FL 32008**

Phone: _____ Email: **ALLTOLOST@GMAIL.COM**

Buyer (____) (____) and Seller (Initial ECN) (Initial MLN) acknowledge receipt of a copy of this page, which is 8 of 8 pages.

Initial HLC

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PRC | TRM | TXB

Parcel ID: 182800102
Ownership: NESS, EARL CLAYTON III; NESS, NANCY ANNE; NESS, HANNAH LEE
Owner Type: INDIVIDUAL; INDIVIDUAL; INDIVIDUAL
Mailing Address: NESS, EARL CLAYTON III, NESS, NANCY ANNE, NESS, HANNAH LEE, 37250 BOYD RD, MYAKKA CITY FL 34251-0190

Situs Address: 10385 WAUCHULA RD, MYAKKA CITY, FL 34251-8918 Go to Situs Address details on www.google.com in a new tab
Jurisdiction: UNINCORPORATED MANATEE COUNTY Go to Jurisdiction details on www.mymanatee.org in a new tab
Tax District: 0310; EAST MANATEE FIRE RESCUE DISTRICT
Sec/Twp/Rge: 13-36S-21E
Neighborhood: 4801; ALL OF MYAKKA CITY
Subdivision: 0179200; MYAKKA CITY; LOT 5; BLOCK 22; PB 3/12 Go to Subdivision details on records.manateeclerk.com in a new tab
Short Description: LOTS 4 & 5, BLK 22, PLAT OF MYAKKA CITY, [INSERT TOGETHER WITH N1/2 OF VACATED ARCADIA AVE ADJACENT TO LOT 5 AS DESC IN RESOLUTION REC OR 1398 P 5807.] (2628/6686)

FEMA Value: $58,168 as of January 1, 2025
Zoning/Flood Info: View this parcel on Manatee County's website Go to Zoning Flood Info details on www.mymanatee.org in a new tab

MAP | OBL | EST



SLS | EXM | BUS | ADR | INS

Sale Date	Book / Page Instrument	Instrument Type	Vacant / Improved	Qualification Code	Sale Price	
04/20/2018	UNRECORDED	DL	I	11	0	NE
07/11/2016	2628 / 6686	WD	I	11	10	NE
07/11/2016	2628 / 6684	QC	I	11	10	NE
04/13/1994	1432 / 1300	CD	I	37	1	NE
10/20/1993	1418 / 2986	QC	I	37	1	NE

PIC | SKE | BEV | GSV

VAL | LND | BLD | FEA | PER

January 1 Tax Year	Homestead Exemption	Land Value	Improvements Value	Just/Market Value	Non-School Assessed Value	School Assessed Value	County Taxable Value	School Taxable Value	Municipality Taxable Value
2025	No	51,634	55,011	106,645	80,288	106,645	80,288	106,645	
2024	No	51,634	63,695	115,329	72,989	115,329	72,989	115,329	
2023	No	45,549	63,780	109,329	66,354	109,329	66,354	109,329	
2022	No	24,224	54,531	78,755	60,322	78,755	60,322	78,755	
2021	No	20,827	34,011	54,838	54,838	54,838	54,838	54,838	
2020	No	21,695	32,685	54,380	54,380	54,380	54,380	54,380	
2019	No	20,925	30,005	50,930	50,930	50,930	50,930	50,930	
2018	Yes	20,925	28,667	49,592	38,543	38,543	13,043	13,043	
2017	Yes	20,925	27,344	48,269	37,750	37,750	12,250	12,250	
2016	Yes	20,925	26,265	47,190	36,974	36,974	11,474	11,474	
2015	Yes	20,925	20,124	41,049	36,717	36,717	11,217	11,217	
2014	Yes	18,900	22,701	41,601	36,426	36,426	10,926	10,926	
2013	Yes	18,900	21,489	40,389	35,888	35,888	10,388	10,388	
2012	Yes	18,900	23,801	42,701	35,288	35,288	9,788	9,788	
2011	Yes	19,170	30,794	49,964	34,260	34,260	8,760	8,760	

100 ft

12/13/24-01/25/25

EXHIBIT "A"

AGENDA ITEM NO. 10.14

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Agreement for Sale and Purchase of Property-Mark Ness in the Amount of $60,000.00 (Capital Funds)

Executive Summary
Staff negotiated the acquisition of a .45+/- acre parcel located north of, and adjacent to Myakka Elementary School, in east Manatee County. The property is one of only two private parcels adjacent to the school, as the school is bordered by public rights-of-way. Acquiring this property will solve an existing and future issue at Myakka Elementary School, as there is an existing parking deficit, and the property will be available for a construction laydown area for an upcoming school construction project.

The agreement includes provisions for the School District to terminate the agreement for sale and purchase based on any unsatisfactory due diligence results during the feasibility period. Closing will occur after the completion of a feasibility study satisfactory to the School District.

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 agreement for sale and purchase of property-Mark Ness (Capital Funds).

Financial Impact
The financial impact is $60,000.00 based on the School District's recently obtained appraisal. The Agreement also requires an Earnest Money Deposit in the amount of $5,000.00, which is included in the $60,000.00 (**Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Agreement for Purchase of Property-Mark Ness

Vacant Land Contract

1. **Sale and Purchase ("Contract"):** *MARK T. NESS* ("**Seller**") and *THE SCHOOL BOARD OF MANATEE COUNTY* ("**Buyer**") (the "parties") agree to sell and buy on the terms and conditions specified below the property ("Property") described as:
Address: *10363 WAUCHULA ROAD, MYAKKA CIT, FL 34251-8918*
Legal Description:
THAT PART OF PARCEL 182800169 LYING EAST OF PARCEL 182800102 AS SHOWN ON ATTACHED EXHIBIT A

SEC *13* /TWP /*36* /RNG *21* of *MANATEE* County, Florida. Real Property ID No.: *182800169* including all improvements existing on the Property and the following additional property: _____

2. **Purchase Price:** (U.S. currency) ..... $ *60,000.00*
All deposits will be made payable to "Escrow Agent" named below and held in escrow by:
Escrow Agent's Name: *DYE HARRISON KNOWLES HAMRICK KIRKLAND PRATT DEPAOLA*
Escrow Agent's Contact Person: *STEPHEN R. DYE*
Escrow Agent's Address: *410 43RD STREET W, SUITE N, BRADENTON, FL 34209*
Escrow Agent's Phone: *941-748-4411*
Escrow Agent's Email: *SDYE@DYEHARRISON.COM*

(a) Initial deposit ($0 if left blank) (**Check if applicable**)
☐ accompanies offer
☒ will be delivered to Escrow Agent within _____ days (3 days if left blank) after Effective Date ..... $ *5,000.00*

(b) Additional deposit will be delivered to Escrow Agent (**Check if applicable**)
☐ within _____ days (10 days if left blank) after Effective Date
☐ within _____ days (3 days if left blank) after expiration of Due Diligence Period ..... $ _____

(c) Total Financing (see Paragraph 6) (express as a dollar amount or percentage) ..... $ _____

(d) Other: _____ ..... $ _____

(e) Balance to close (not including **Buyer's** closing costs, prepaid items, and prorations) to be paid at closing by wire transfer or other Collected funds ..... $ *55,000.00*

(f) ☐ (Complete only if purchase price will be determined based on a per unit cost instead of a fixed price.) The unit used to determine the purchase price is ☐ lot ☐ acre ☐ square foot ☐ other (specify): _____ prorating areas of less than a full unit. The purchase price will be $_____ per unit based on a calculation of total area of the Property as certified to **Seller** and **Buyer** by a Florida licensed surveyor in accordance with Paragraph 8(c). The following rights of way and other areas will be excluded from the calculation: _____

3. **Time for Acceptance; Effective Date:** Unless this offer is signed by **Seller** and **Buyer** and an executed copy delivered to all parties on or before *SEE PARAGRAPH 23*, this offer will be withdrawn and **Buyer's** deposit, if any, will be returned. The time for acceptance of any counter-offer will be 3 days after the date the counter-offer is delivered. **The "Effective Date" of this Contract is the date on which the last one of the Seller and Buyer has signed or initialed and delivered this offer or the final counter-offer.**

4. **Closing Date:** This transaction will close on *SEE PARAGRAPH 23* ("Closing Date"), unless specifically extended by other provisions of this Contract. The Closing Date will prevail over all other time periods including, but not limited to, Financing and Due Diligence periods. However, if the Closing Date occurs on a Saturday, Sunday, or national legal holiday, it will extend to 5:00 p.m. (where the Property is located) of the next business day. In the event insurance underwriting is suspended on Closing Date and **Buyer** is unable to obtain property insurance, **Buyer** may postpone closing for up to 5 days after the insurance underwriting suspension is lifted. If this transaction does not close for any reason, **Buyer** will immediately return all **Seller** provided documents and other items.

5. **Extension of Closing Date:** If Paragraph 6(b) is checked and Closing Funds from Buyer's lender(s) are not available on Closing Date due to Consumer Financial Protection Bureau Closing Disclosure delivery requirements

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("CFPB Requirements), if applicable, then Closing Date shall be extended for such period necessary to satisfy CFPB Requirements, provided such period shall not exceed 10 days.

6. **Financing: (Check as applicable)**
(a) ☒ **Buyer** will pay cash for the Property with no financing contingency.
(b) ☐ This Contract is contingent on **Buyer** qualifying for and obtaining the commitment(s) or approval(s) specified below ("Financing") within _____ days after Effective Date (Closing Date or 30 days after Effective Date, whichever occurs first, if left blank) ("Financing Period"). **Buyer** will apply for Financing within _____ days after Effective Date (5 days if left blank) and will timely provide any and all credit, employment, financial, and other information required by the lender. If **Buyer**, after using diligence and good faith, cannot obtain the Financing within the Financing Period, either party may terminate this Contract and **Buyer's** deposit(s) will be returned.
(1) ☐ **New Financing:** **Buyer** will secure a commitment for new third party financing for $ _____ or _____% of the purchase price at **(Check one)** ☐ a fixed rate not exceeding _____% ☐ an adjustable interest rate not exceeding _____% at origination (a fixed rate at the prevailing interest rate based on **Buyer's** creditworthiness if neither choice is selected). **Buyer** will keep **Seller** and Broker fully informed of the loan application status and progress and authorizes the lender or mortgage broker to disclose all such information to **Seller** and Broker.
(2) ☐ **Seller Financing:** **Buyer** will execute a ☐ first ☐ second purchase money note and mortgage to **Seller** in the amount of $_____, bearing annual interest at _____% and payable as follows: _____
The mortgage, note, and any security agreement will be in a form acceptable to **Seller** and will follow forms generally accepted in the county where the Property is located; will provide for a late payment fee and acceleration at the mortgagee's option if **Buyer** defaults; will give **Buyer** the right to prepay without penalty all or part of the principal at any time(s) with interest only to date of payment; will be due on conveyance or sale; will provide for release of contiguous parcels, if applicable; and will require **Buyer** to keep liability insurance on the Property, with **Seller** as additional named insured. **Buyer** authorizes **Seller** to obtain credit, employment, and other necessary information to determine creditworthiness for the financing. **Seller** will, within 10 days after Effective Date, give **Buyer** written notice of whether or not **Seller** will make the loan.
(3) ☐ **Mortgage Assumption:** **Buyer** will take title subject to and assume and pay existing first mortgage to _____
LN#_____ in the approximate amount of $_____ currently payable at $_____ per month, including principal, interest, ☐ taxes and insurance, and having a ☐ fixed ☐ other (describe) _____ interest rate of _____% which ☐ will ☐ will not escalate upon assumption. Any variance in the mortgage will be adjusted in the balance due at closing with no adjustment to purchase price. **Buyer** will purchase **Seller's** escrow account dollar for dollar. If the interest rate upon transfer exceeds _____% or the assumption/transfer fee exceeds $_____, either party may elect to pay the excess, failing which this Contract will terminate; and **Buyer's** deposit(s) will be returned. If the lender disapproves **Buyer**, this Contract will terminate; and **Buyer's** deposit(s) will be returned.

7. **Assignability: (Check one) Buyer** ☐ may assign and thereby be released from any further liability under this Contract, ☐ may assign but not be released from liability under this Contract, or ☒ may not assign this Contract.

8. **Title: Seller** has the legal capacity to and will convey marketable title to the Property by ☒ statutory warranty deed ☐ special warranty deed ☐ other (specify) _____, free of liens, easements, and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants, restrictions, and public utility easements of record; existing zoning and governmental regulations; and (list any other matters to which title will be subject) _____, provided there exists at closing no violation of the foregoing.
(a) **Title Evidence:** The party who pays for the owner's title insurance policy will select the closing agent and pay for the title search, including tax and lien search (including municipal lien search) if performed, and all other fees charged by closing agent. **Seller** will deliver to **Buyer**, at **(Check one)** ☐ **Seller's** ☒ **Buyer's** expense and **(Check one)** ☒ within 30 days after Effective Date ☐ at least _____ days before Closing Date, **(Check one)**

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(1) ☒ a title insurance commitment by a Florida licensed title insurer setting forth those matters to be discharged by **Seller** at or before closing and, upon **Buyer** recording the deed, an owner's policy in the amount of the purchase price for fee simple title subject only to the exceptions stated above. If **Buyer** is paying for the owner's title insurance policy and **Seller** has an owner's policy, **Seller** will deliver a copy to **Buyer** within 15 days after Effective Date.

(2) ☐ an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy effective date and certified to **Buyer** or **Buyer's** closing agent together with copies of all documents recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller**, then (1) above will be the title evidence.

(b) **Title Examination:** After receipt of the title evidence, **Buyer** will, within _____ days (10 days if left blank) but no later than Closing Date, deliver written notice to **Seller** of title defects. Title will be deemed acceptable to **Buyer** if (i) **Buyer** fails to deliver proper notice of defects or (ii) **Buyer** delivers proper written notice and **Seller** cures the defects within _____ days (30 days if left blank) ("Cure Period") after receipt of the notice. If the defects are cured within the Cure Period, closing will occur within 10 days after receipt by **Buyer** of notice of such cure. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured within the Cure Period. If the defects are not cured within the Cure Period, **Buyer** will have 10 days after receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this Contract or accept title subject to existing defects and close the transaction without reduction in purchase price.

(c) **Survey:** **Buyer** may, at **Buyer's** expense, have the Property surveyed and must deliver written notice to **Seller**, within 5 days after receiving survey but not later than 5 days before Closing Date, of any encroachments on the Property, encroachments by the Property's improvements on other lands, or deed restriction or zoning violations. Any such encroachment or violation will be treated in the same manner as a title defect and **Seller's** and **Buyer's** obligations will be determined in accordance with Paragraph 8(b).

(d) **Ingress and Egress:** **Seller** warrants that the Property presently has ingress and egress.

9. **Property Condition:** **Seller** will deliver the Property to **Buyer** at closing in its present "as is" condition, with conditions resulting from **Buyer's** Inspections and casualty damage, if any, excepted. **Seller** will not engage in or permit any activity that would materially alter the Property's condition without the **Buyer's** prior written consent.

(a) **Inspections:** (Check (1) or (2))

(1) ☒ **Due Diligence Period:** **Buyer** will, at **Buyer's** expense and within *60* days (30 days if left blank) ("Due Diligence Period") after Effective Date and in **Buyer's** sole and absolute discretion, determine whether the Property is suitable for **Buyer's** intended use. During the Due Diligence Period, **Buyer** may conduct a Phase 1 environmental assessment and any other tests, analyses, surveys, and investigations ("Inspections") that **Buyer** deems necessary to determine to **Buyer's** satisfaction the Property's engineering, architectural, and environmental properties; zoning and zoning restrictions; subdivision statutes; soil and grade; availability of access to public roads, water, and other utilities; consistency with local, state, and regional growth management plans; availability of permits, government approvals, and licenses; and other inspections that **Buyer** deems appropriate. If the Property must be rezoned, **Buyer** will obtain the rezoning from the appropriate government agencies. **Seller** will sign all documents **Buyer** is required to file in connection with development or rezoning approvals. **Seller** gives **Buyer**, its agents, contractors, and assigns, the right to enter the Property at any time during the Due Diligence Period for the purpose of conducting Inspections, provided, however, that **Buyer**, its agents, contractors, and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will indemnify and hold **Seller** harmless from losses, damages, costs, claims, and expenses of any nature, including attorneys' fees, expenses, and liability incurred in application for rezoning or related proceedings, and from liability to any person, arising from the conduct of any and all Inspections or any work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a construction lien being filed against the Property without **Seller's** prior written consent. If this transaction does not close, **Buyer** will, at **Buyer's** expense, (i) repair all damages to the Property resulting from the Inspections and return the Property to the condition it was in before conducting the Inspections and (ii) release to **Seller** all reports and other work generated as a result of the Inspections.

Before expiration of the Due Diligence Period, **Buyer** must deliver written notice to **Seller** of **Buyer's** determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice requirement will constitute acceptance of the Property as suitable for **Buyer's** intended use in its "as is"

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condition. If the Property is unacceptable to **Buyer** and written notice of this fact is timely delivered to **Seller**, this Contract will be deemed terminated, and **Buyer's** deposit(s) will be returned.

(2) ☐ **No Due Diligence Period: Buyer** is satisfied that the Property is suitable for **Buyer's** purposes, including being satisfied that either public sewerage and water are available to the Property or the Property will be approved for the installation of a well and/or private sewerage disposal system and that existing zoning and other pertinent regulations and restrictions, such as subdivision or deed restrictions, concurrency, growth management, and environmental conditions, are acceptable to **Buyer**. This Contract is not contingent on **Buyer** conducting any further investigations.

(b) **Government Regulations:** Changes in government regulations and levels of service which affect **Buyer's** intended use of the Property will not be grounds for terminating this Contract if the Due Diligence Period has expired or if Paragraph 9(a)(2) is selected.

(c) **Flood Zone: Buyer** is advised to verify by survey, with the lender, and with appropriate government agencies which flood zone the Property is in, whether flood insurance is required, and what restrictions apply to improving the Property and rebuilding in the event of casualty.

(d) **Coastal Construction Control Line ("CCCL"):** If any part of the Property lies seaward of the CCCL as defined in Section 161.053, Florida Statutes, **Seller** will provide **Buyer** with an affidavit or survey as required by law delineating the line's location on the Property, unless **Buyer** waives this requirement in writing. The Property being purchased may be subject to coastal erosion and to federal, state, or local regulations that govern coastal property, including delineation of the CCCL, rigid coastal protection structures, beach nourishment, and the protection of marine turtles. Additional information can be obtained from the Florida Department of Environmental Protection, including whether there are significant erosion conditions associated with the shore line of the Property being purchased.

☐ **Buyer** waives the right to receive a CCCL affidavit or survey.

10. Closing Procedure; Costs: Closing will take place in the county where the Property is located and may be conducted by mail or electronic means. If title insurance insures **Buyer** for title defects arising between the title binder effective date and recording of **Buyer's** deed, closing agent will disburse at closing the net sale proceeds to **Seller** (in local cashier's check if **Seller** requests in writing at least 5 days before closing) and brokerage fees to Broker as per Paragraph 21. In addition to other expenses provided in this Contract, **Seller** and **Buyer** will pay the costs indicated below.

(a) **Seller Costs:**
Taxes on deed
Recording fees for documents needed to cure title
Title evidence (if applicable under Paragraph 8)
Estoppel Fee(s)
Other: _____

(b) **Buyer Costs:**
Taxes and recording fees on notes and mortgages
Recording fees on the deed and financing statements
Loan expenses
Title evidence (if applicable under Paragraph 8)
Lender's title policy at the simultaneous issue rate
Inspections
Survey
Insurance
Other: _____

(c) **Prorations:** The following items will be made current and prorated as of the day before Closing Date: real estate taxes (including special benefit tax liens imposed by a CDD), interest, bonds, assessments, leases, and other Property expenses and revenues. If taxes and assessments for the current year cannot be determined, the previous year's rates will be used with adjustment for any exemptions.

(d) **Special Assessment by Public Body:** Regarding special assessments imposed by a public body, **Seller** will pay (i) the full amount of liens that are certified, confirmed, and ratified before closing and (ii) the amount of the last estimate of the assessment if an improvement is substantially completed as of Effective Date but has not resulted in a lien before closing; and **Buyer** will pay all other amounts. If special assessments may be paid in installments, ☐ **Seller** ☐ **Buyer** (**Buyer** if left blank) will pay installments due after closing. If **Seller** is checked, **Seller** will pay the assessment in full before or at the time of closing. Public body does not include a Homeowners' or Condominium Association.

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(e) **PROPERTY TAX DISCLOSURE SUMMARY: BUYER** SHOULD NOT RELY ON THE **SELLER'S** CURRENT PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT **BUYER** MAY BE OBLIGATED TO PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT THE COUNTY PROPERTY APPRAISER'S OFFICE FOR FURTHER INFORMATION.

(f) **Foreign Investment in Real Property Tax Act ("FIRPTA"):** If **Seller** is a "foreign person" as defined by FIRPTA, **Seller** and **Buyer** will comply with FIRPTA, which may require **Seller** to provide additional cash at closing.

(g) **1031 Exchange:** If either **Seller** or **Buyer** wish to enter into a like-kind exchange (either simultaneously with closing or after) under Section 1031 of the Internal Revenue Code ("Exchange"), the other party will cooperate in all reasonable respects to effectuate the Exchange including executing documents, provided, however, that the cooperating party will incur no liability or cost related to the Exchange and that the closing will not be contingent upon, extended, or delayed by the Exchange.

11. **Computation of Time:** Calendar days, based on where the Property is located, will be used when computing time periods. Other than time for acceptance and Effective Date as set forth in Paragraph 3, any time periods provided for or dates specified in this Contract, whether preprinted, handwritten, typewritten or inserted herein, which shall end or occur on a Saturday, Sunday, or national legal holiday (see 5 U.S.C. 6103), or on a day a national legal holiday is observed shall extend to the next calendar day which is not a Saturday, Sunday, national legal holiday, or a day on which a national legal holiday is observed. **Time is of the essence in this Contract.**

12. **Risk of Loss; Eminent Domain:** If any portion of the Property is materially damaged by casualty before closing or **Seller** negotiates with a governmental authority to transfer all or part of the Property in lieu of eminent domain proceedings or an eminent domain proceeding is initiated, **Seller** will promptly inform **Buyer.** Either party may terminate this Contract by written notice to the other within 10 days after **Buyer's** receipt of **Seller's** notification, and **Buyer's** deposit(s) will be returned, failing which **Buyer** will close in accordance with this Contract and receive all payments made by the governmental authority or insurance company, if any.

13. **Force Majeure: Seller** or **Buyer** will not be required to perform any obligation under this Contract or be liable to each other for damages so long as the performance or non-performance of the obligation is delayed, caused, or prevented by an act of God or force majeure. An "act of God or "force majeure" is defined as hurricanes, earthquakes, floods, fire, unusual transportation delays, wars, insurrections, and any other cause not reasonably within the control of **Seller** or **Buyer** and which by the exercise of due diligence the non-performing party is unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended for the period that the act of God or force majeure is in place. However, in the event that such act of God or force majeure event continues beyond 30 days, either party may terminate this Contract by delivering written notice to the other; and **Buyer's** deposit(s) will be returned.

14. **Notices:** All notices will be in writing and delivered to the parties and Broker by mail, personal delivery, or electronic means. **Buyer's failure to timely deliver written notice to Seller, when such notice is required by this Contract, regarding any contingency will render that contingency null and void, and this Contract will be construed as if the contingency did not exist. Any notice, document, or item delivered to or received by an attorney or licensee (including a transactions broker) representing a party will be as effective as if delivered to or received by that party.**

15. **Complete Agreement; Persons Bound:** This Contract is the entire agreement between **Seller** and **Buyer. Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker unless incorporated into this Contract.** Modifications of this Contract will not be binding unless in writing, signed or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This Contract, signatures, initials, documents referenced in this Contract, counterparts, and written modifications communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be binding. Handwritten or typewritten terms inserted in or attached to this Contract prevail over preprinted terms. If any provision of this Contract is or becomes invalid or unenforceable, all remaining provisions will continue to be fully effective. **Seller** and **Buyer** will use diligence and good faith in performing all obligations under this Contract. This Contract will not be recorded in any public record. The terms "**Seller**," "**Buyer**," and "Broker" may be singular or plural. This Contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if permitted, of **Seller**, **Buyer**, and Broker.

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16. **Default and Dispute Resolution:** This Contract will be construed under Florida law. This Paragraph will survive closing or termination of this Contract.
(a) **Seller Default:** If **Seller** fails, neglects, or refuses to perform **Seller's** obligations under this Contract, **Buyer** may elect to receive a return of **Buyer's** deposit(s) without thereby waiving any action for damages resulting from **Seller's** breach and may seek to recover such damages or seek specific performance. **Seller** will also be liable for the full amount of the brokerage fee.
(b) **Buyer Default:** If **Buyer** fails, neglects, or refuses to perform **Buyer's** obligations under this Contract, including payment of deposit(s), within the time(s) specified, **Seller** may elect to recover and retain the deposit(s), paid and agreed to be paid, for the account of **Seller** as agreed upon liquidated damages, consideration for execution of this Contract, and in full settlement of any claims, whereupon **Seller** and **Buyer** will be relieved from all further obligations under this Contract; or **Seller**, at **Seller's** option, may proceed in equity to enforce **Seller's** rights under this Contract.

17. **Attorney's Fees; Costs:** In any litigation permitted by this Contract, the prevailing party shall be entitled to recover from the non-prevailing party costs and fees, including reasonable attorney's fees, incurred in conducting the litigation. This Paragraph 17 shall survive Closing or termination of this Contract.

18. **Escrow Agent; Closing Agent:** **Seller** and **Buyer** authorize Escrow Agent and closing agent (collectively "Agent") to receive, deposit, and hold funds and other items in escrow and, subject to Collection, disburse them upon proper authorization and in accordance with Florida law and the terms of this Contract, including disbursing brokerage fees. "Collection" or "Collected" means any checks tendered or received have become actually and finally collected and deposited in the account of Agent. The parties agree that Agent will not be liable to any person for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful breach of this Contract or gross negligence. If Agent interpleads the subject matter of the escrow, Agent will pay the filing fees and costs from the deposit and will recover reasonable attorneys' fees and costs to be paid from the escrowed funds or equivalent and charged and awarded as court costs in favor of the prevailing party.

19. **Professional Advice; Broker Liability:** Broker advises **Seller** and **Buyer** to verify all facts and representations that are important to them and to consult an appropriate professional for legal advice (for example, interpreting this Contract, determining the effect of laws on the Property and this transaction, status of title, foreign investor reporting requirements, the effect of property lying partially or totally seaward of the CCCL, etc.) and for tax, property condition, environmental, and other specialized advice. **Buyer** acknowledges that all representations (oral, written, or otherwise) by Broker are based on **Seller** representations or public records. **Buyer agrees to rely solely on Seller, professional inspectors, and government agencies for verification of the Property condition and facts that materially affect Property value. Seller** and **Buyer** respectively will pay all costs and expenses, including reasonable attorneys' fees at all levels, incurred by Broker and Broker's officers, directors, agents, and employees in connection with or arising from **Seller's** or **Buyer's** misstatement or failure to perform contractual obligations. **Seller** and **Buyer** hold harmless and release Broker and Broker's officers, directors, agents, and employees from all liability for loss or damage based on (i) **Seller's** or **Buyer's** misstatement or failure to perform contractual obligations; (ii) the use or display of listing data by third parties, including, but not limited to, photographs, images, graphics, video recordings, virtual tours, drawings, written descriptions, and remarks related to the Property; (iii) Broker's performance, at **Seller's** or **Buyer's** request, of any task beyond the scope of services regulated by Chapter 475, Florida Statutes, as amended, including Broker's referral, recommendation, or retention of any vendor; (iv) products or services provided by any vendor; and (v) expenses incurred by any vendor. **Seller** and **Buyer** each assume full responsibility for selecting and compensating their respective vendors. This Paragraph will not relieve Broker of statutory obligations. For purposes of this Paragraph, Broker will be treated as a party to this Contract. This Paragraph will survive closing.

20. **Commercial Real Estate Sales Commission Lien Act:** If the Property is commercial real estate as defined by Section 475.701, Florida Statutes, the following disclosure will apply: The Florida Commercial Real Estate Sales Commission Lien Act provides that when a broker has earned a commission by performing licensed services under a brokerage agreement with you, the broker may claim a lien against your net sales proceeds for the broker's commission. The broker's lien rights under the act cannot be waived before the commission is earned.

21. **Brokers:** The licensee(s) and brokerage(s) named below are collectively referred to as "Broker." **Instruction to closing agent:** **Seller** and **Buyer** direct Closing Agent to disburse at Closing the full amount of the brokerage fees as specified in separate brokerage agreements with the parties and cooperative agreements between the Brokers, except to the extent Broker has retained such fees from the escrowed funds. This Paragraph will not be used to modify any offer of compensation made by **Seller** or listing broker to cooperating brokers.

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Seller's Sales Associate/License No.	**Buyer's** Sales Associate/License No.
Seller's Sales Associate Email Address	**Buyer's** Sales Associate Email Address
Seller's Sales Associate Phone Number	**Buyer's** Sales Associate Phone Number
Listing Brokerage	**Buyer's Brokerage**
Listing Brokerage Address	**Buyer's Brokerage Address**

22. **Addenda:** The following additional terms are included in the attached addenda and incorporated into this Contract (**Check if applicable**):
☐ A. Back-up Contract
☐ B. Kick Out Clause
☐ C. HOA Addendum
☐ D. Other

23. **Additional Terms:**
1. BUYER WILL HAVE THE PROPERTY SURVEYED, AT ITS EXPENSE, DURING THE DUE DILIGENCE PERIOD. SURVEYOR WILL CREATE A LEGAL DESCRIPTION FOR THE DEED.

2. SELLER CAN REMOVE SHEDS AND ANY OTHER PERSONAL PROPERTY FROM PROPERTY BEFORE CLOSING.

3. CLOSING IS CONTINGENT UPON BUYER'S PURCHASE OF PARCEL 182800102.

4. NEITHER PARTY HAS USED A REAL ESTATE BROKER RELATED TO THIS TRANSACTION.

5. CLOSING DATE WILL OCCUR 30 DAYS AFTER COMPLETION OF DUE DILIGENCE PERIOD.

6. ESCROW AGENT SHALL ALSO SERVE AS TITLE AND SETTLEMENT AGENT AND SERVES AS SCHOOL BOARD ATTORNEY.

7. TIME FOR ACCEPTANCE: FOR SELLER - MARCH 6, 2026; FOR BUYER - APRIL 15, 2026.

COUNTER-OFFER/REJECTION

☐ Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and deliver a copy of the acceptance to Seller).
☐ Seller rejects Buyer's offer

[The remainder of this page is intentionally left blank.

This Contract continues with Line 368 on Page 8 of 8.]

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This is intended to be a legally binding Contract. If not fully understood, seek the advice of an attorney before signing.

ATTENTION: SELLER AND BUYER

CONVEYANCES TO FOREIGN BUYERS: Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act. Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

THE SCHOOL BOARD OF MANATEE COUNTY

Buyer: _____ Date: _____ Joel Pendley

Print name: Cindy Spray, Board Chair 02/27/2026

Buyer: _____ Date: _____

Print name: _____ Reginald Goff 02/27/2026 SD 02/27/2026 KP KP 02/27/2026

Buyer's address for purpose of notice:

Address: 215 Manatee Ave. West, Bradenton, FL 34205

Phone: 941-708-8770 Fax: _____ Email: sprayc5@manateeschools.net Laurie Breslin 03/03/2026

Seller: Mark T. Ness Date: 2-26-26

Print name: *MARK T. NESS*

Seller: _____ Date: _____

Print name: _____

Seller's address for purpose of notice:

Address: *10363 WAUCHULA ROAD, MYAKKA CITY, FLORIDA 34251-8918*

Phone: *941-549-9322* Fax: _____ Email: *NESSMARKT@AOL.COM*

Florida REALTORS® makes no representation as to the legal validity or adequacy of any provision of this form in any specific transaction. This standardized form should not be used in complex transactions or with extensive riders or additions. This form is available for use by the entire real estate industry and is not intended to identify the user as REALTOR®. REALTOR® is a registered collective membership mark which may be used only be real estate licensees who are members of the NATIONAL ASSOCIATION OF REALTORS® and who subscribe to its Code of Ethics. The copyright laws of United States (17 U.S. Code) forbid the unauthorized reproduction of this form by any means including facsimile or computerized forms.

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PRC | TRM | TXB

Parcel ID: 182800169
Ownership: NESS, MARK T
Owner Type: INDIVIDUAL
Mailing Address: NESS, MARK T, 10363 WAUCHULA RD, MYAKKA CITY FL 34251-8918

Situs Address: 10363 WAUCHULA RD, MYAKKA CITY, FL 34251-8918 Go to Situs Address details on www.google.com in a new tab
Jurisdiction: UNINCORPORATED MANATEE COUNTY Go to Jurisdiction details on www.mymanatee.org in a new tab
Tax District: 0310; EAST MANATEE FIRE RESCUE DISTRICT
Sec/Twp/Rge: 13-36S-21E
Neighborhood: 4801; ALL OF MYAKKA CITY
Subdivision: 0179200; MYAKKA CITY; LOT 6; BLOCK 22; PB 3/12 Go to Subdivision details on records.manateeclerk.com in a new tab
Short Description: LOTS 1,2,3,6,7,8,9 & 10 BLK 22, PLAT OF MYAKKA CITY, TOGETHER WITH N1/2 OF VACATED ARCADIA AVE LYING ADJACENT TO LOT 6 AS DESC IN RESOLUTION REC IN O.R. 1398 P 5807

FEMA Value: $279,051 as of January 1, 2025
Zoning/Flood Info: View this parcel on Manatee County's website Go to Zoning Flood Info details on www.mymanatee.com in a new tab

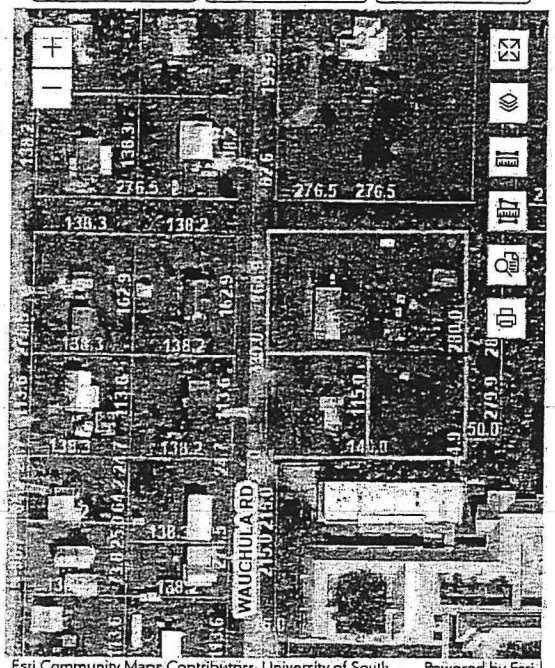
SLS | EXM | BUS | ADR | INS

Sale Date	Book / Page Instrument	Instrument Type	Vacant / Improved	Qualification Code	Sale Price

No data available in table

Links in this column go to records.manateeclerk.com and open in a new tab.

MAP | OBL | EST



PIC | SKE | BEV | GSV

VAL | LND | BLD | FEA | PER

January 1 Tax Year	Homestead Exemption	Land Value	Improvements Value	Just/Market Value	Non-School Assessed Value	School Assessed Value	County Taxable Value	School Taxable Value	Municipality Taxable Value
2025	Yes	58,671	244,160	302,851	100,830	100,830	50,108	75,830	
2024	Yes	58,671	285,873	344,544	97,988	97,988	47,988	72,988	
2023	Yes	35,425	298,421	333,846	95,134	95,134	45,134	70,134	
2022	Yes	34,730	254,766	289,496	92,363	92,363	42,363	67,363	
2021	Yes	34,730	134,286	169,016	89,673	89,673	39,673	64,673	
2020	Yes	37,750	128,491	166,241	88,435	88,435	38,435	63,435	
2019	Yes	19,630	128,617	148,247	86,447	86,447	36,447	61,447	
2018	Yes	19,630	120,428	140,058	84,835	84,835	34,835	59,835	
2017	Yes	19,630	112,285	131,915	83,090	83,090	33,090	58,090	
2016	Yes	19,630	107,450	127,080	81,381	81,381	31,381	56,381	
2015	Yes	19,630	77,831	97,461	80,815	80,815	30,815	55,815	
2014	Yes	18,120	67,188	85,308	80,174	80,174	30,174	55,174	
2013	Yes	18,120	60,869	78,989	78,989	78,989	28,989	53,989	
2012	Yes	18,120	68,377	86,497	86,497	86,497	36,497	61,497	
2011	Yes	18,407	93,556	111,963	111,963	111,963	61,963	86,963	

200 ft

12/13/24-01/25/25

EXHIBIT "A"

AGENDA ITEM NO. 10.15

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Rye Ranch Elementary School - Permanent Non-Exclusive Utility Easement (No Financial Impact)

Executive Summary
The School District is constructing Rye Ranch Elementary School at 18450 Legacy Preserve Drive, Parrish. Peoples Gas System, Inc. is the natural gas service provider in this area, and they require an easement to provide natural gas service for this school site.

This non-exclusive utility easement is approximately 5' wide and being provided to the benefit of Peoples Gas System, Inc. for Rye Ranch Elementary School. This easement will allow Peoples Gas System, Inc. to access the site to install and maintain underground gas lines and underground and aboveground appurtenances at their convenience. No structures are planned over the easement area.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Rye Ranch Elementary School – permanent non-exclusive utility easement. (No Financial Impact)

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Rye Ranch Utility Easement-Exhibit A

SEC. 12 TWP. 34S. RGE. 19E.
FOLIO/PARCEL ID NO.: 495500209
PROJECT NO. D0012063

PREPARED BY
AND RETURN TO:

Isabel M. Morales
Real Estate Department
Peoples Gas System, Inc.
P.O. Box 2562
Tampa, FL 33601

NON-EXCLUSIVE EASEMENT

(Rye Ranch Elementary School)

KNOW ALL MEN BY THESE PRESENTS, that **THE SCHOOL BOARD OF MANATEE COUNTY**, a public body corporate whose address is 215 Manatee Ave. W. Bradenton, Fl. 34205 ("Grantor"), in consideration of One Dollar and other valuable considerations paid to Grantor by **PEOPLES GAS SYSTEM, INC.**, a Florida corporation, P.O. Box 2562, Tampa, Florida 33601 ("Company"), receipt whereof is hereby acknowledged, has given and granted unto the Company, its successors and assigns, a perpetual easement over and the right to enter upon the land in Manatee County, Florida, described as follows:

See Exhibit "A" attached hereto and by reference made a part hereof ("Easement Parcel")

together with the right of ingress and egress to and from the same, and all rights therein and all privileges thereon which are or may be necessary or convenient for the full use and enjoyment of such easement, which is for the purposes of placing, constructing, operating, maintaining, repairing, replacing on and removing from said land, installations described as follows:

Underground gas line and aboveground and underground necessary appurtenances thereto, including without limitation telecommunications equipment necessary for the gas lines, risers, and pipeline markers ("Facilities").

The aforesaid rights and privileges granted shall include the right and privilege to root prune or remove any and all deep rooted vegetation upon said Easement Area and upon the Grantor's lands adjacent to said land, wherever the Company may deem it necessary or desirable to do so for the protection of said installations.

Company shall promptly repair any damage to the Easement Area, or any other property not owned by Company, caused by Company exercising its rights under this agreement, including ground cover, planting, roadways, driveways, sidewalks, and parking areas.

Grantor reserves the right to install minor landscaping, irrigation and/or fencing within the Easement parcel provided that it does not and will not directly interfere with the Company's Facilities, does not change grade, and does not cause water impoundment. Grantor further acknowledges that under the "Underground Facility Damage Prevention and Safety Act" (ch. 556 Fla. Stat.), that Grantor is obligated to notify "Sunshine State One-Call of Florida, Inc." of its intent to engage in excavation or demolition prior to commencing any work and that this notification system shall provide member operations an opportunity to identify and locate, if applicable, their underground Facilities prior to said excavation or demolition. In the event Grantor fails to notify as set forth above, Grantor may be held responsible for costs and expenses incurred due to damage of Company's Facilities.

The Company agrees, at the sole expense of Grantor, to relocate its Facilities, over, under and upon subject parcel upon the request of Grantor, and the vacated portion of this easement being released and conveyed back to Grantor and the site of the relocated Facilities being conveyed and included in this easement grant as though it had been included ab initio.

Company, at its option and in its sole discretion, may remove those underground portions of the Facilities that should be removed and purge and cap any portions of abandoned Facilities to be left in place.

The terms "Grantor" and "Company" herein employed shall be construed to include the words "heirs, executors, administrators and assigns" and "successors and assigns" of the respective parties hereto, wherever the context so admits or requires. This Grant of Easement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof. This Grant of Easement may not be changed, altered or modified except by an instrument in writing signed by the party against whom enforcement of such change would be sought. This Grant of Easement shall be binding upon the parties hereto and their respective successors and assigns.

Grantor warrants to Company that it is duly formed, validly existing and in good standing under the laws of its state of formation, and Grantor has all requisite right, power, and authority to enter into this Easement, Grantor owns the Easement Parcel, and no consent of any other person is required to render this Easement a valid and binding instrument.

IN WITNESS WHEREOF, the Grantor has executed this Grant of Easement this _____ day of _____, 20___.

Signed, Sealed and Delivered
in the presence of:

GRANTOR:

THE SCHOOL BOARD OF MANATEE COUNTY,
a public body corporate,

WITNESS: _____
Print Name: _____
Address: _____

By: _____
Name: _____
Title: _____
Address: _____

WITNESS: _____
Print Name: _____
Address: _____

(CORPORATE SEAL)

STATE OF _____
COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____ 20___ by _____ as _____ of **THE SCHOOL BOARD OF MANATEE COUNTY**, on behalf of the corporation by means of □ physical presence or □ online notarization. She/He personally appeared before me, is personally known to me or has produced _____ as identification and who did (did not) take an oath.

(SEAL)

_____
Notary Public

_____
Print Name
Commission Expires:

NB 02/24/2026
RG 02/24/2026
SD 02/24/2026
KP 02/25/2026

EXHIBIT "A" (Legal & Sketch)

EXHIBIT A

LEGAL DESCRIPTION:

A FIVE FOOT WIDE EASEMENT BEING A PORTION OF A PARCEL OF LAND AS RECORDED IN INSTRUMENT NUMBER 202541036890 OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA, BEING LOCATED IN SECTION 12, TOWNSHIP 34 SOUTH, RANGE 19 EAST, MANATEE COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 34 SOUTH, RANGE 19 EAST; THENCE ALONG THE EAST LINE OF SAID SECTION N00°29'55"E, 2403.45 FEET; THENCE LEAVING THE AFOREMENTIONED EASTERLY SECTION LINE N89°30'05"W, 2,509.49 FEET TO A 5/8' IRON ROD SET BY ZNS/ENGINEERING IN CONJUNCTION WITH AN ALTA/NSPS LAND TITLE SURVEY DATED MARCH 20, 2025, SAID POINT ALSO BEING THE SOUTHEAST CORNER OF SAID PARCEL AND A POINT ON A NON-TANGENT CURVE TO THE RIGHT, WHOSE RADIUS POINT BEARS N64°19'15"E, A DISTANCE OF 817.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 00°42'05", A DISTANCE OF 10.00 FEET TO THE **POINT OF BEGINNING**: THENCE ALONG A LINE 10 FEET NORTHERLY OF AND PARALLEL WITH THE SOUTHERLY LINE OF SAID PARCEL S64°19'15"W, A DISTANCE OF 380.82 FEET; N25°51'09"W, A DISTANCE OF 282.78; THENCE N64°17'49"E, A DISTANCE OF 22.51 FEET; THENCE S25°42'11"E, A DISTANCE OF 5.00 FEET; THENCE S64°17'49"W, A DISTANCE OF 17.50 FEET; THENCE S25°51'13"E, A DISTANCE OF 272.78 FEET; THENCE N64°19'15"E, A DISTANCE OF 375.91 FEET TO A POINT ON THE EASTERLY LINE OF AFOREMENTIONED PARCEL AND A NON-TANGENT CURVE TO THE LEFT, WHOSE RADIUS POINT BEARS N65°22'23"E, A DISTANCE OF 817.00 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 00°21'02", A DISTANCE OF 5.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 3,380 SQUARE FEET OR 0.078 ACRES, MORE OR LESS.

NOTES

1. BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, WEST ZONE NAD 83/11, DERIVING A BEARING OF N00°29'55"E FOR THE EAST LINE OF SECTION 12-34S-19E AS SHOWN ON THE ALTA DONE BY ZNS/ENGINEERING DATED 3/20/25.
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.
6. THIS LEGAL DESCRIPTION AND SKETCH IS CERTIFIED TO MANATEE COUNTY.

LEGEND

○	5/8" IRON ROD LB 0982
- - - - - - - - -	EASEMENT
— · — · — · —	EXISTING EASEMENT
——— ———	SECTION LINE

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
INSTR#	INSTRUMENT NUMBER
R.P.	RADIUS POINT
PID	PARCEL IDENTIFICATION NUMBER (NOW OR FORMERLY)

PREPARED FOR:
UTILITY EASEMENT-GAS

PID: 495500209

RYE RANCH ELEMENTARY
EASEMENT - SKETCH & LEGAL
SECTION 12, TOWNSHIP 34S., RANGE 19E.

REVISED	BY	DATE	DESCRIPTION
	LL	2/16/26	REVISED BOUNDARY

	INITIALS	DATE
CREW CHIEF		
DRAWN	LL	2/3/26
CHECKED	TH	
FIELD BOOK		
FIELD DATE		

Trevor J Hatch
TREVOR HATCH PSM LS 7443
DATE

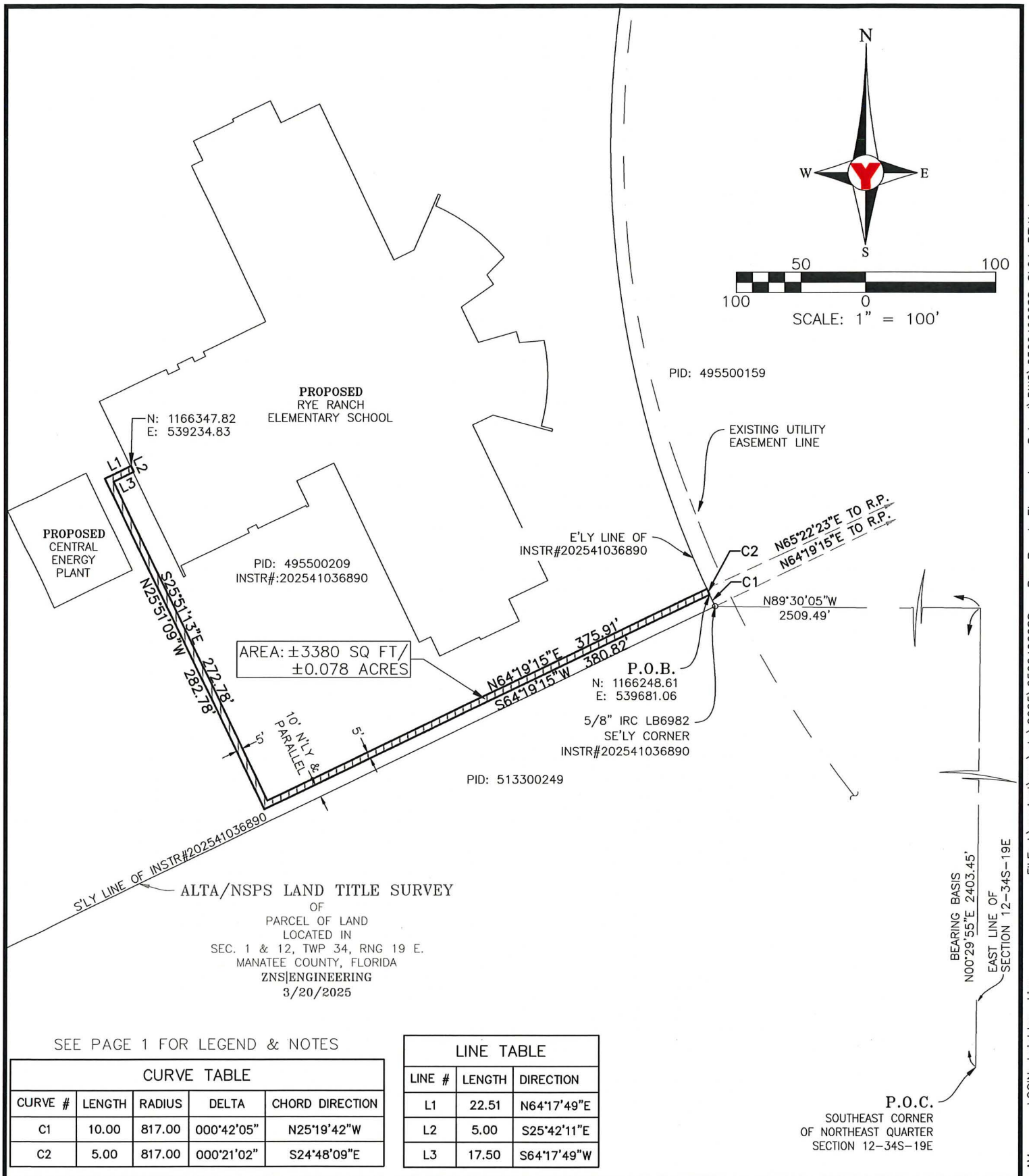
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ECOLOGY | GIS | PLANNING | SURVEYING
ST. PETERSBURG • LAKEWOOD RANCH • TAMPA • GAINESVILLE • LAKE WALES • PUNTA GORDA

JOB NO. 25004900SS

SHEET NO. 1 OF 2

FILE: I:\project\sur\stp\2025\25004900SS - Rye Ranch Elementary School\DWG\25004900SS-SL04-REV1.dwg
LOGIN: Leighton, Lisa
PLOTTED: 2/16/2026 9:12 AM



ALTA/NSPS LAND TITLE SURVEY

OF
PARCEL OF LAND
LOCATED IN
SEC. 1 & 12, TWP 34, RNG 19 E.
MANATEE COUNTY, FLORIDA
ZNS|ENGINEERING
3/20/2025

SEE PAGE 1 FOR LEGEND & NOTES

CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION
C1	10.00	817.00	000°42'05"	N25°19'42"W
C2	5.00	817.00	000°21'02"	S24°48'09"E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	22.51	N64°17'49"E
L2	5.00	S25°42'11"E
L3	17.50	S64°17'49"W

PREPARED FOR:
UTILITY EASEMENT-GAS

PID: 495500209

RYE RANCH ELEMENTARY
EASEMENT - SKETCH & LEGAL

SECTION 12, TOWNSHIP 34S., RANGE 19E.

REVISED	BY	DATE	DESCRIPTION
	LL	2/16/26	REVISED BOUNDARY

	INITIALS	DATE
CREW CHIEF		
DRAWN	LL	2/3/26
CHECKED	TH	
FIELD BOOK		
FIELD DATE		

TREVOR HATCH PSM LS 7443

DATE

George F. Young, Inc.
299 DR. MARTIN LUTHER KING JR. STREET. N. ST. PETERSBURG, FLORIDA 33701
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ST. PETERSBURG ▪ LAKEWOOD RANCH ▪ TAMPA ▪ GAINESVILLE ▪ LAKE WALES ▪ PUNTA GORDA
Since 1919

JOB NO.
25004900SS

SHEET NO.
2 OF 2

PLOTTED: 2/16/2026 9:12 AM LOGIN: Leighton, Lisa FILE: I:\project\sur\stp\2025\25004900SS - Rye Ranch Elementary School\DWG\25004900SS-SL04-REV1.dwg

AGENDA ITEM NO. 10.16

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Veterans Elementary School Amendment 3 - Agreement Between Owner and Skanska USA Building Inc. Amended Completion Dates, Sequency and Planning (No Financial Impact)

Executive Summary
The purpose of this requested action is to approve Amendment #3 to the Construction Manager agreement between owner and Skanska USA Building, Inc, which revises the project's substantial completion dates, construction sequencing and phasing plan. These revisions are necessary to support District's occupancy, fire-safety, and operational requirements which is result from delays outside of the Construction Manager's control. Veterans Elementary School Project Summary sheet is attached for reference.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Veterans Elementary School Amendment 3 - Agreement between Owner and Skanska USA Building, Inc. amended completion dates, sequency and planning (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated by: Reginald Goff

Attachments:
Veterans Elementary Project Summary
Veterans Amendment 3

VETERANS ELEMENTARY SCHOOL

PROJECT DIRECTOR: Michelle Begue

ARCHITECT/ENGINEER:	Harvard Jolly, Inc.	Currently on the District's Continuing Contracts
CONSTRUCTION MANAGER:	Skanska USA Building, Inc.	Currently on the District's Continuing Contracts
BUILDING OFFICIAL:	Bureau Veritas North America, Inc.	Currently on the District's Continuing Contracts

PROJECT BUDGET: $75,000,000.00

SUBSTANTIAL COMPLETION:	July-26	Amendment 2 GMP (6/10/25)
	June-26	Pre-Construction Agreement (12/10/2024)

HISTORY: New Construction

SCOPE: The scope of work consists of the design and construction of a new Elementary School containing 969 student stations on a 22.8 acres site located in South Side of Buckeye Road Manatee County.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -		Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 2,987,800.00	October 8, 2024	Approved	Architectural / Engineering Services
Amendment 1:				
Amendment 2:				
TOTAL	$ 2,987,800.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				Selected through the Request for Qualifications process
Agreement:	$ 148,467.00	December 10, 2024	Approved	Pre-Construction Services
Amendment 1:	$ 17,010,000.00	February 25, 2025	Approved	Early Procurement Materials
Amendment 2:	$ 51,046,985.00	June 10, 2025	Approved	Guaranteed Maximum Price
Change Order 1:	$ (7,235,735.90)	September 17, 2025	N/A	Direct Purchase Order Deduct Material Only
Change Order 2:	$ (3,394,782.92)	February 5, 2026	N/A	Direct Purchase Order Deduct Material Only
Amendment 3:	N/A	April 7, 2026	Pending	Increase Contract Time
TOTAL	$ 57,574,929.18			

BUILDING OFFICIAL

Auth to Neg:	$ -			Currently on the District's Continuing Contracts List
Agreement:	$ 282,600.00	March 11, 2025	Approved	Plans Review, Permitting, Inspections & Fire Marshal Services
TOTAL	$ 282,600.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
Agreement:				
TOTAL	$ -			

RECEIVED
By Angela Rainey at 1:15 pm, Feb 27, 2026

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN OWNER & CONSTRUCTION MANAGER

Amendment #: 3 **Amendment Date:** February 26th, 2026

This form is to be used for any revision to the established Agreement Between Owner & Construction Manager.

Project Name: Artisan Lakes Elementary School (aka Veterans Elementary School)
Construction Manager: Skanska USA Building
Construction Manager Address: 400 N. Ashley Drive, Suite 400
Tampa, FL 33602

The work is as follows: The original substantial completion milestone has been restructured into phased turnover dates to support safe occupancy and operational needs. See attached back up:

1. Narrative (page 2-3)
2. Approved Phasing Narrative (page 4-5)
3. Approved Phasing Logistics (page 6-9)
4. Updated Project Construction Schedule (page 10-11)

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: 118 days

Date of Substantial Completion including this amendment:

Amount of Amendment: $ 0.00
Previous Amount: $ 60,969,712.10
New Total Amount of GMP: $ 60,969,712.10

CONSTRUCTION MANAGER:

By: _____

Name/Title: Keith Hendry, Project Executive

As Witnessed:

_____

AMANDA CUMMINGS
Notary Public - State of Florida
Commission # HH 726789
My Comm. Expires Oct 1, 2029
Bonded through National Notary Assn.

Skanska USA Building
(Name of Corporation)

(Corporate Seal)

Skanska USA Building Inc. CORPORATE SEAL DELAWARE

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director
_____, Director
_____, Deputy Superintendent

Superintendent of Schools: _____
School Board Chairman: _____
Witness: _____

C:\Cloud\Box\2325001 - Artisan Lakes Elementary School\2000 Owner Contract\2030 Owner Change Orders\Amendment # 3 - Phasing\ALES - Amendment 003 - New Phasing Plan and Schedule.docx

AGENDA ITEM NO. 10.17

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Moody Elementary School Renovation, Agreement Between Owner and Williamson Dacar Associates Dba. Williamson Design Associates, in the Amount of $1,997,150 (Capital Funds)

Executive Summary
The purpose of the requested action is to enter into agreement between Owner and Williamson Dacar Associates, Inc. Dba. Williamson Design Associates. This agreement authorizes the Design Engineering Services required to the renovation of mechanical, electrical, plumbing systems, and building improvements.

The contract is available to view at the Department of Construction Services.

Moody Elementary School Renovation Project Summary sheet attached for reference.
Moody Elementary School Renovation Contract Summary sheet 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 the approval of Moody Elementary School Renovation, Agreement between Owner and Williamson Dacar Associates Dba. Williamson Design Associates, in the amount of $1,997,150 (Capital Funds).

Financial Impact
The Architect Engineering Services is not to exceed $1,997,150 and is included in the total budget requirement of $30,000,000. A Guaranteed Maximum Price (GMP) proposal will follow once the Construction Manager (CM) has been selected and documents develop **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Moody Elementary School Reno Project Summary Sheet
Moody Elementary School Reno Contract Summary Sheet
Moody Elementary School Reno Exhibits A-D

Moody Elementary School Renovation

PROJECT DIRECTOR: Jeffery Medwetz

ARCHITECT/ENGINEER: Williamson Dacar Associates, Inc. dba Williamson Design Associates
CONSTRUCTION MANAGER: TBD — Selected through the Request for Qualifications process
BUILDING OFFICIAL: TBD — Currently on the District's Continuing Contracts

PROJECT BUDGET: $30,000,000.00

HISTORY: Moody Elementary School was originally constructed in 1974 as an open concept school plan, A second building was added to the campus in 1988. Individual classrooms were constructed out of the open concept plan of Building 1 when the entire campus received a comprehensive renovation in 2005. Besides typical maintenance projects, the buildings have not received consequential renovations since that time.

SCOPE: The scope of work includes but is not limited to the renovation of mechanical, electrical, and plumbing systems; the optimization of energy efficiency; improvements to building envelope air leakage; replacement of select kitchen equipment; replacement of exterior fenestration; replacement or repair to impacted interior finishes; enhancement to campus security; and improvements to site features, storm drainage, and irrigation.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$ 1,997,150.00	April 7,2026	Pending	AE Contract Agreement
Agreement:				
Amendment 1:				
Amendment 2:				
TOTAL	**$ 1,997,150.00**			

CONSTRUCTION MANAGER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:				
Agreement:				
Amendment 1:				
Amendment 2:				
Change Order 1:				
Change Order 2:				
Change Order 3:				
Change Order 4:				
Substantial Completion:				
Change Order 5:				
Change Order 6:				
Change Order 7:				
TOTAL				

BUILDING OFFICIAL				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:				
Agreement:				
TOTAL	$ -			

OTHER BOARD WORK				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Agreement:				
Agreement:				
Agreement:				
Agreement:				
TOTAL				

AGREEMENT BETWEEN OWNER AND ARCHITECT/ENGINEER
CONTRACT SUMMARY

Project and Location: CONXXX

Moody ES, Renovation ,5425 38th Ave W. Bradenton, Fl. 34209, Manatee County Florida

Total Project Budget:

Design Services	**$ 2,100,000.00**
Construction Services	**$ 24,300,000.00**
Owner Services	**$ 2,657,160.00**
FF&E Technology	**$ 942,840.00**
Total Project Budget	**$30,000,000.00**

Project Schedule:

Date of Anticipated Notice to Proceed	**TBD**
Date of Substantial Completion	**July 17, 2028**
Date of Final Completion	**TBD**

Architect/Engineer ("AE")

Williamson Dacar Associates Dba Williamson Design Associates
2605 Enterprise Rd, E. Suite 200
Clearwater, Fl. 33759

Construction Manager ("CM") **TBD**

Section 1.4, Paragraph 1.4.3 Owner Construction Services Budget

Construction Costs	$ TBD @ GMP Approval
General Conditions	$ TBD @ GMP Approval
Overhead and Profit (CM Fee)	$ TBD @ GMP Approval
Preconstruction	$
Unforeseen Conditions	$ TBD @ GMP Approval
Bond	$ 0.00
TOTAL	$

Section 2.1, Paragraph 2.1.1 Lump Sum Architect/Engineering Fee

Basic Services	$ 1,822,000.00
Total Engineering Services	$ 66,900.00
Total Authorized Additional Services	$ 108,250.00
Total A/E Fee	**$ 1,997,150.00**

Article 15: Special Provisions

Paragraph 15.3.1 Employment Eligibly Verification ("E-Verity"): - E-Verify Number: 1624350

Exhibits

Exhibits "A" through "D" are attached for reference.

EXHIBIT A

CONSTRUCTION TEAM REPRESENTATIVES

SDMC Project Director	Jeffery Medwetz
SDMC Project Assistant	Lauri Menard
Architect	Williamson Dacar Associates, Inc. dba Williamson Design Associates
Civil Engineers	David Mason + Associates Inc.
Structural Engineer	Williamson Dacar Associates, Inc. dba Williamson Design Associates
Mechanical Engineer	Engineering Matrix, Inc
Electrical Engineer	Engineering Matrix, Inc
Construction Manager	TBD
SDMC Instructional Member	Michele Danowski
SAC Member	TBD

EXHIBIT B

PERIODIC SITE VISITS

The A/E shall make a minimum of ___ site visits, including in coordinating with A/E Consultants and the CM as necessary, to become generally familiar with the progress and quality of the work and to determine if the work is proceeding in accordance with the Construction Documents

DISCIPLINE	NUMBER OF VISITS (minimum)
A/E	36 per project
Structural Engineer	6 per project
MEP	36 per project
Civil Engineer	5 per project
Landscape Architect	5 per project

EXHIBIT C

2.2.2.1 A/E & Structural Engineer
WILLIAMSON DESIGN ASSOCIATES
2605 ENTERPRISE RD., STE 200
CLEARWATER, FL 33759

Classification	Title	Hourly Rate
Principals	Principal Architect/Engineer	$ 300
	Senior Architect/Engineer	$ 223
	Principal Engineer	$ 217
Supervisory	Sr. Project Manager	$ 166
Intern Architect	Graduate Architect/Manager II & III	$ 164
	Graduate Architect/Engineer	$ 130
Interiors	Interior Designer	$ 152
	Jr. Interior Designer	$ 102
Technical Staff	Senior Technical Support/CADD Oper	$ 93
	Clerical	$ 91

2.2.2.2 Civil Engineer
DMA
400 N. ASHLEY DR., STE 1900
TAMPA, FL, 33602

Classification	Hourly Rate	Classification	Hourly Rate
Project Manager 1	$ 198	Survey Field Technician 1	$ 89
Project Manager 2	$ 231	Survey Field Technician 2	$ 106
Project Manager 3	$ 274		
Project Manager 4	$ 323	Survey Crew Chief 1	$ 116
		Survey Crew Chief 2	$ 139
Division Manager 1	$ 229		
Division Manager 2	$ 274	Staff Surveyor 1	$ 115
Division Manager 3	$ 323	Staff Surveyor 2	$ 134
		Staff Surveyor 3	$ 156
Staff Architect 1	$ 113		
Staff Architect 2	$ 135	Project Surveyor 1	$ 154
Staff Architect 3	$ 161	Project Surveyor 2	$ 189
		Project Surveyor 3	$ 222
Project Architect 1	$ 165	Field Inspector 1	$ 87
Project Architect 2	$ 196	Field Inspector 2	$ 104
Project Architect 3	$ 231	Field Inspector 3	$ 127
		Field Inspector 4	$ 154
		Field Inspector 5	$ 182
Staff Engineer 1	$ 137		
Staff Engineer 2	$ 163	Principal 01	$ 316
Staff Engineer 3	$ 191	Principal 02	$ 380
Staff Engineer 4	$ 229	Principal 03	$ 451
Staff Engineer 5	$ 274		

		Admin 1	$ 90
Project Engineer 1	$ 193	Admin 2	$ 118
Project Engineer 2	$ 226	Admin 3	$ 156
Project Engineer 3	$ 262	Admin 4	$ 200
Project Engineer 4	$ 314	Admin 5	$ 267
Staff Technician Intern	$ 82	Information Technology Intern	$ 80
Staff Technician 1	$ 111	Information Technology 1	$ 101
Staff Technician 2	$ 132	Information Technology 2	$ 130
Staff Technician 3	$ 158	Information Technology 3	$ 179
		Information Technology 4	$ 285
Designer 1	$ 144		
Designer 2	$ 170		
Designer 3	$ 210		
MAPS5	$ 174		
MAPS6	$ 210		
MAPS7	$ 269		

2.2.2.3 Food Service Design:
TBCI DESIGN
4020 PARK STREET NORTH, STE 200
SAINT PETERSBURG, FL 33709

Principal, Design Manager	$ 190
Senior Analyst	$ 165
Project Design Manager	$ 160
Senior Design Manager	$ 135
Designer	$ 105
Clerical	$ 60
Field Representative	$ 125

2.2.2.4 Mechanical, Electrical & Plumbing Engineer:
ENGINEERING MATRIX
2860 SCHERER DRIVE, SUITE 640
ST. PETERSBURG, FL 33716

Principal Engineer	$ 205
Senior / Registered Engineer	$ 175
Engineer	$ 155
Senior Designer	$ 125
Construction Administrator	$ 100
Designer / Draftsperson	$ 95
Administrative Assistant	$ 85

2.2.2.5 Landscape Architect:
GAUSE AND ASSOCIATES, INC.
323 10TH AVE. W., STE 102
PALMETTO, FLORIDA 34221

Landscape Architect/RLA	$ 160
Design Technician	$ 110
Administrative/Clerical	$ 65

2.2.2.6 Other: n/a

AGENDA ITEM NO. 10.18

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Tillman Elementary School Campus Renovation - Design Agreement - Between Owner and Long & Associates Architects/Engineers, Inc. in the Amount of $1,860,000 (Capital Funds)

Executive Summary
The purpose of the requested action is to approve Tillman Elementary School Campus Renovation design agreement between Owner and Long & Associates Architects/Engineers, Inc.
Tillman Elementary School Campus Renovation Project Summary sheet is attached for reference.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
Superintendent recommends approval of Tillman Elementary School Campus Renovation – AE Agreement - Between Owner and Long & Associates Architects/Engineers, Inc. in the amount of $1,860,000 (Capital Funds).

Financial Impact
The Architect Engineering Services is not to exceed $1,860,000 and is included in the total budget of $31,000,000. A Guaranteed Maximum Price (GMP) proposal will follow once the Construction Manager (CM) has been selected and documents develop **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated by: Reginald Goff

Attachments:
Tillman ES Campus Reno Project Summary Sheet
Tillman Elementary Campus Reno Summary Sheet
Tillman Elementary Campus Reno Exhibits A-D

Tillman Elementary School Campus Renovation

PROJECT DIRECTOR: **Jerry Varghese**

ARCHITECT/ENGINEER: **Long & Associates Architects/Engineers, Inc.**
CONSTRUCTION MANAGER: **TBD** Selected through the Request for Qualifications process
BUILDING OFFICIAL: **TBD** Currently on the District's Continuing Contracts

PROJECT BUDGET: **$31,000,000.00**

HISTORY: The school has undergone a series of improvements over the years to support enrollment growth, safety needs, and ongoing facility modernization. Previous projects have included classroom renovations, campus repainting, and various building upgrades to improve instructional spaces and site functionality. As the campus continues to age, several core building systems have reached the end of their service life, prompting the need for a comprehensive renovation to ensure reliability, safety, and compliance with current district standards.This project continues the District's long term effort to modernize the campus and address aging infrastructure. FFE is not included in this project.

SCOPE: This project includes a campus-wide renovation consisting of replacing the mechanical, plumbing, electrical, and fire alarm systems; installing new technology infrastructure, LED lighting, and upgrading the kitchen cooler/freezer. Work also includes administrative security and lobby improvements, new ceilings, flooring, and paint in select areas, along with new exterior doors, windows, hardware, and limited sitework as needed.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$1,860,000.00	April 7, 2026	Pending	AE Contract Agreement
Agreement:				
Amendment 1:				
Amendment 2:				
TOTAL	$ 1,860,000.00			

CONSTRUCTION MANAGER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:				
Agreement:				
Amendment 1:				
Amendment 2:				
Change Order 1:				
Change Order 2:				
Substantial Completion:				
TOTAL	$ -			

BUILDING OFFICIAL				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:				
Agreement:				
TOTAL	$ -			

OTHER BOARD WORK				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Agreement:				
Agreement:				
Agreement:				
Agreement:				
TOTAL	$ -			

AGREEMENT BETWEEN OWNER AND ARCHITECT/ENGINEER
CONTRACT SUMMARY

Project and Location: CONXXX

Tillman Elementary School Campus Renovation, 1415 29th St. East, Palmetto, Manatee County, Florida

Total Project Budget:

Design Services	$	1,860,000
Construction Services	$	25,420,000
Owner Services	$	1,990,810
FF&E Technology	$	1,729,190
Total Project Budget	$	31,000,000

Project Schedule:

Date of Anticipated Notice to Proceed	TBD
Date of Substantial Completion	TBD
Date of Final Completion	TBD

Architect/Engineer ("AE")

Long & Associates Architects/Engineers, Inc.
4525 S. Manhattan Ave
Tampa, Fl 33511
Office: 813-839-0506

Construction Manager ("CM")

TBD,
TBD,
TBD, TBD
TBD

Section 1.4, Paragraph 1.4.3 Owner Construction Services Budget

Construction Costs	$ TBD @ GMP Approval TBD
General Conditions	$ TBD @ GMP Approval TBD
Overhead and Profit (CM Fee)	$ TBD @ GMP Approval TBD
Preconstruction	$ TBD
Unforeseen Conditions	$ TBD @ GMP Approval TBD
Bond	$ TBD @ GMP Approval TBD
TOTAL	$

Section 2.1, Paragraph 2.1.1 Lump Sum Architect/Engineering Fee

Basic Services	$ 1,815,000.00
Total Engineering Services	$ 45,000.00
Total A/E Fee	$ 1,860,000.00

Article 15: Special Provisions

Paragraph 15.3.1 Employment Eligibly Verification ("E-Verity"): - E-Verify Number: 714210

Exhibits

Exhibits "A" through "D" are attached for reference.

EXHIBIT A

CONSTRUCTION TEAM REPRESENTATIVES

SDMC Project Director	Jerry Varghese
SDMC Project Assistant	Beth Stull
Architect	Long & Associates Architects/Engineers, Inc.
Civil Engineers	ZNS Engineering
Structural Engineer	Long & Associates Architects/Engineers, Inc.
Mechanical Engineer	Long & Associates Architects/Engineers, Inc.
Electrical Engineer	Long & Associates Architects/Engineers, Inc.
Construction Manager	TBD
SDMC Instructional Member	
SAC Member	TBD

EXHIBIT B

PERIODIC SITE VISITS

The A/E shall make a minimum of ___ site visits, including in coordinating with A/E Consultants and the CM as necessary, to become generally familiar with the progress and quality of the work and to determine if the work is proceeding in accordance with the Construction Documents

DISCIPLINE	NUMBER OF VISITS (minimum)
A/E	10 per project
Structural Engineer	_____ per project
MEP	_____ per project
Civil Engineer	TBD per project
Landscape Architect	TBD per project

EXHIBIT C

2.2.2.1 A/E ****SEE ATTACHED STANDARD HOURLY FEE CHART****
Long & Associates Architects/Engineers, Inc., 4525 S. Manhattan Ave, Tampa, Fl 33511

Classification	Title	Hourly Rate
Principals	President	$
	Vice President	$
	Other Principals	$
	Associate Architect	$
	Senior Project Architect	$
Supervisory	Architects	$
	Project Manager	$
Intern Architect	Intern Architect	$
Interiors	Interior Designer	$
Technical Staff	Technician I	$
	Technician II	$
	Historic Preservation Specialist	$
	Clerical	$
	Expert Testimony	$

2.2.2.2 Civil Engineer
ZNS Engineering, 1023 Manatee Ave W., 7th Floor, Bradenton, FL 34205

Classification	Hourly Rate
Principal Engineer/P.E.	$
Project Manager/P.E.	$
Project Engineer III/Project Manager III	$
Project Engineer II/Project Manager II	$
Project Engineer I/Project Manager I	$
Designer/Technician/Const. Observ. III	$
Designer/Technician/Const. Observ. II	$
Designer/Technician/Const. Observ. I	$
Draftsman/Illustrator III	$
Draftsman/Illustrator II	$
Draftsman/Illustrator I	$
Administrative/Clerical	$

2.2.2.3 Structural Engineer **SEE ATTACHED STANDARD HOURLY FEE CHART**
Long & Associates Architects/Engineers, Inc., 4525 S. Manhattan Ave, Tampa, Fl 33511

President	$
Senior Principal	$
Principal	$
Senior Project Manager	$
Project Manager	$
Senior Design Engineer	$
Design Engineer	$
Senior CADD Operator	$
CADD Operator	$
Senior Field Representative	$
Field Representative	$
Clerical	$

2.2.2.4 Mechanical, Electrical & Plumbing Engineer:*SEE ATTACHED STANDARD HOURLY FEE CHART**
Long & Associates Architects/Engineers, Inc., 4525 S. Manhattan Ave, Tampa, Fl 33511

Division Director/Sr. Engineer	$
Sr. Engineer/Project Engineer	$
Engineer II/Design Specialist	$
Engineer I/Designer II	$
Graduate Engineer/Designer I/Technician II/ Executive Secretary	$
Technician I/Division Secretary	$
Secretary/Receptionist/Clerk	$

2.2.2.5 Landscape Architect:
Anderson Lesniak, 15085 Dusky Warbler Rd, Weeki Wachee, Fl 34614

Principal	$
Associate	$
Draftsman	$
Secretarial	$

2.2.2.6 Other:

EXHIBIT D

This project includes campus-wide interior renovations, MEP upgrades, and targeted site improvements at Tillman Elementary School. Work includes replacement of all air-handling units and associated air-side components, new BAS controls, and necessary electrical upgrades to support mechanical, lighting, life-safety, and technology improvements. Plumbing work includes fixture replacements, piping corrections, new cleanouts, and addressing known sewer gas issues in the front office.

The scope also incorporates SOAR in 4 lab, including required power, data, infrastructure, and room modifications to support program needs.

Additional improvements include standardized locks and hardware, secure entry upgrades, a new roof ladder for the two-story building, new roofing systems, and replacement of exterior doors, windows, and hardware. Kitchen upgrades consist of replacing the walk-in cooler/freezer, flooring improvements, and plumbing corrections.

Sitework includes new restrooms at the covered play area, infrastructure for temporary portables, paving and site lighting upgrades, irrigation adjustments, and landscape modifications in the bus loop. Existing flooring and paint will be preserved where feasible, with limited replacements only where system work requires it.

EXHIBIT C

LONG & ASSOCIATES
ARCHITECTS | ENGINEERS, INC.
Years

2026 HOURLY FEE SCHEDULE

PRINCIPAL IN CHARGE	$190.00
PROJECT MANAGER - ARCHITECT	$165.00
PROJECT MANAGER - ENGINEER (STRUCTURAL/MECHANICAL/ELECTRICAL/CIVIL)	$165.00
PROJECT ARCHITECT/ENGINEER (REGISTERED)	$140.00
DESIGN ARCHITECT/ENGINEER (GRADUATE)	$120.00
DESIGN TECHNICIAN	$ 95.00
CLERICAL	$ 80.00

All reimbursable expenses will be billed at cost x 1.1.

AGENDA ITEM NO. 10.19

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Blackburn Elementary School - Classroom Addition and Renovation - Change Order 4 - Agreement Between Owner and A.D. Morgan, Increase in the Amount of $114,203.17 for a Total Guaranteed Maximum Price (GMP) of $31,539,241.01 (Capital Funds)

Executive Summary
The purpose of the requested action is to modify the Guaranteed Maximum Price (GMP) by the amount of Change Order 4 to reflect the reconciliation of material cost estimates to the actual Direct Material expenditures and add the associated potential sales tax savings. Unspent funds and associated sales tax are returned to the Construction Manager (CM).

This is included in the previously approved total project budget.

Blackburn Elementary School Classroom addition and renovation Project Summary sheet is attached for reference.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Blackburn Elementary School Classroom Addition and Renovation - Change Order 4 - Agreement between Owner and A.D. Morgan Corporation increase in the amount of $114,203.17 (Capital Funds).

Financial Impact
The amount of Change Order 4 is an increase of $114,203.17. The revised Guaranteed Maximum Price (GMP) is $31,539,241.01 and is included in the total project budget of $40,787,200.00 **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
BKE Addition and Renovation Project Summary Sheet
Change Order #4 - Return of Unused Funds from Direct Purchase Orders

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

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	Approved	Substantial Completion - Buildings 1,2,5,6,7,8 and Sitework
Change Order 3:	$ (79,968.59)	January 20,2026	Approved	Deduct Direct Materials Purchased
Change Order 4:	$ 114,203.17	April 7, 2026	Pending	Increase Direct Materials Purchased
TOTAL	$ 31,539,241.01			

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			

Docusign Envelope ID: 0334C83F-BA15-4E72-846D-8795AD1E27CA

SCHOOL BOARD OF MANATEE COUNTY
Department of Construction Services
Change Order

PROJECT: Blackburn Elementary School Addition and Renovation

TO: The A.D. Morgan Corporation
716 N. Renellie Dr.
Tampa, FL 33609

CHANGE ORDER NUMBER: 4

CHANGE ORDER DATE:

ARCHITECT'S PROJECT NO: 3951531005

CONTRACT FOR: General Construction

CONTRACT DATE: June 29, 2022

You are directed to make the following changes in this Contract:
deduct the value of owner purchase orders written per direct materials purchase program.

Return PO unused funds.

08-5000	SDMC1-PO00116196	Material/Key Glass - Millet Glass Industry	$	35,21.37
09-3013	SDMC1-PO00125743	Ansbro Aldrich Flooring / Daltile	$	150.47
09-3013	SDMC1-PO00134139	Ansbro Aldrich Flooring / Daltile	$	39.70
09-3013	SDMC1-PO00137564	Ansbro Aldrich Flooring / Interface	$	128.56
03-0000	SDMC1-PO00114734	East and Westbrook / CEMEX Florida	$	5,992.96
03-0000	SDMC1-PO00116304	East and Westbrook / Preferred Materials	$	28,497.62
03-0000	SDMC1-PO00114736	East and Westbrook / White Cap Rebar	$	0.08
03-0000	SDMC1-PO00114526	East and Westbrook / White Cap Vapor Barrier	$	11,015.00
23-0000	SDMC1-PO00115238	French's Air Conditioning / Daking Applied	$	6,658.00
23-0000	SDMC1-PO00114735	French's Air Conditioning / Spies Company	$	490.61
26-0000	SDMC1-PO00115987	Interbay Electric Co Inc / Graybar Electric	$	12,964.50
22-0000	SDMC1-PO00120811	LT Plumbing / Hydrologic	$	2,831.28
08-1000	SDMC1-PO00126698	Suncoast Commerical Door and Hardware	$	10,046.36
26-0000	SDMC1-PO00106548	The AD Morgan Corp	$	177.66

Total of Summary $ 114,203.17

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Time.

The original (Contract Sum)(Guaranteed Maximum Price) was.....	$ 850,000.00
Net Changes by previously authorized Change Orders and/or Amendments.....	$ 30,575,037.84
The (Contract Sum)(Guaranteed Maximum Price) prior to the Change Order was.....	$ 31,425,037.84
The (Contract Sum)(Guaranteed Maximum Price) will be (increased)**(decreased)**(unchanged) by this Change Order.....	$ 114,203.17
The new (Contract Sum)(Guaranteed Maximum Price) including this Change Order will be.....	$ 31,539,241.01
The Contract time will be (increased)(decreased)**(unchanged)** by.....	(0) Days
The date of Substantial Completion as of the date of the Change Order is.....	October 15, 2025

WJ Architects	The A.D. Morgan Corporation	School Board of Manatee County
Architectural Firm	Construction Manager	Owner
132 Mirror Lake Dr N Unit 301	716 Renellie Drive	1 Matzke Way
St. Petersburg, FL 33701	Tampa, FL 33609	Bradenton, FL 34208
Todd Willsie - Architect	John Kalaf - VP of Operations	
By:	By: John Kalaf (DocuSigned by: 53EA810F27C449D...)	By:
Date: 3/3/26	Date: 2/19/2026 | 1:41 PM EST	Date:

AGENDA ITEM NO. 10.20

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Lakewood Ranch High School Water Lines - Amendment 1 - Agreement Between Owner and Ajax Building Company in the Amount of $450,000 (Capital Funds)

Executive Summary
The purpose of the requested action is to approve Amendment 1 - to the Pre-Construction Agreement between Owner and Ajax Building Company, which authorizes the purchase of the early release package for Mechanical Structure and Envelope Systems. The early release package is required for the timely delivery of materials due to long lead times and supply chain disruptions.

Lakewood Ranch High School Project Summary sheet is attached for reference.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Lakewood Ranch High School Water Lines - Amendment 1 - Agreement Between Owner and Ajax Building Company In the Amount of $450,000 (Capital Funds).

Financial Impact
The amount of Amendment 1 is $450,000. The revised Pre-Construction Service Fee is $498,928 and is included in the total budget of
$6,000,000 **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
LWRHS Water Lines Project Summary
LWRHS Water Lines Amend 1
LRHS Water Lines Early Procurement Letter

Lakewood Ranch High School Hydronic Piping Replacement

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER:	Hepner Architects Inc.	Currently on the District's Continuing Contracts List
CONSTRUCTION MANAGER:	Ajax Building Company	Currently on the District's Continuing Contracts List
BUILDING OFFICIAL:	N/A	Currently on the District's Continuing Contracts List

PROJECT BUDGET: $ 6,000,000.00

HISTORY: Lakewood Ranch High School was constructed in 1997, and the original underground chilled and hot water piping systems have been continuous operation since then. Over the years, the infrastructure has experienced progressive wear and deterioration, leading to frequent leaks and maintenance issues.These recurring failures have impacted HVAC performance and increased operational costs. Given the age of the system- now approaching three decades- a full replacement of the below grade and above grade piping is necessary to restore reliablility and efficiency. Additionally, the HVAC control system has become outdated and is included in the scope for the modernization to meet current standards and support future campus needs.

SUBSTANTIAL COMPLETION: TBA

SCOPE: The **Scope of Work** includes all services required to replace the existing chilled water piping and hot water piping to the existing air handlers. This includes the site piping to the building connections only.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
Agreement:	$ 451,895.00	October 28, 2025	Approved	Architectural/Engineering Services
TOTAL	$ 451,895.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Pre-Con	$ 48,928.00	November 10,2025	Approved	Pre-Con CM Contract
Amendment 1	$ 450,000.00	April 7, 2026	Pending	Early Procurement Materials
Substantial Completion:	$ -			
TOTAL	$ 498,928.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
	$ -			
TOTAL	$ -			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
	$ -			
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN OWNER & CONSTRUCTION MANAGER

Amendment #: 1 **Amendment Date:** 4/07/2026

This form is to be used for any revision to the established Agreement Between Owner & Construction Manager.

Project Name: Lakewood Ranch HS Water Lines
Construction Manager: Ajax Building Company
Construction Manager Address: 109 Commerce Blvd
Oldsmar, Fl 34677

The work is as follows: Purchase of the early procurement package for mechanical systems, structural develop systems. The early procurement is required for a timely delivery of materials due to long-lead times and supply chain disruptions.

This amendment is to be attached to and become a part of the subject agreement and in no other way alters terms and conditions thereof.

Contract Time will be ~~(increased)~~ ~~(decreased)~~ **(unchanged)** By: _____

Date of Substantial Completion including this amendment: TBD

Amount of Amendment: $450,000.00
Previous Amount: $ 48,928.00
New Total Amount of GMP: $ 498,928.00

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: Timothy Sewell, Regional Director Name/Title: Arding Weiss, VP Ops, Asst Corp Secretary

As Witnessed: _____ AJAX BUILDING COMPANY, LLC
(Name of Corporation)

(Corporate Seal)

AJAX BUILDING COMPANY, LLC CORPORATE SEAL 1955 FLORIDA

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

Tampa Office
109 Commerce Boulevard
Oldsmar, Florida 34677
813.792.3900 Phone
813.792.3938 Fax

www.ajaxbuilding.com

AL – 46977
FL – CGC 042112
GA - GCCO 002057
GA - GCQA 002072
NC – 71290
SC – G121982
TN – 66476

March 11, 2025

Mr. Jerry Varghese
School District of Manatee County
1 Matzke Way
Bradenton, FL 34208

Re: Lakewood Ranch HS Water Lines

Dear Jerry,

Due to the ongoing design of this project, it is not possible to bid out and assemble a complete GMP proposal in time for work to commence this coming summer break. Per recent discussions with SDMC, we request partial funding to allow for procurement of materials so they will be available when work activities need to start in June 2026. The following allowances are suggested to allow for procurement once the design is finalized in the coming weeks.

- **Hydronic Piping Allowance** **$250,000**
- **Structural Modifications Allowance** **$100,000**
- **Roofing Material Allowance** **$100,000**

We believe these allowances should be sufficient to ensure we are able to have the necessary material available to maximize the work that can be completed during summer break. Once the final design is complete, we will be able to determine actual scope and quantities to complete buyout of the components required for immediate purchase. It is understood that any use of these allowances for early material procurement will require signed approval from SDMC Department of Construction Services.

We look forward to working with you and your team on this project. If you have any questions, please feel free to give me a call.

Sincerely,
Ajax Building Company, LLC

Jeff Wright
Project Executive

AGENDA ITEM NO. 10.21

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Lake Manatee K-8 - Partial Substantial Completion - Building 3 and 4 (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman to execute a Partial Substantial Completion for Lake Manatee K-8. Partial Substantial Completion for Building 3 and 4 has been established by the Project Architect, Building Official, Construction Manager, and Department of Construction Services as of February 18, 2026.
Substantial Completion is defined as the facility being sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board approval. There is no financial impact or additional budget requirements for the Board to acknowledge that the project is Substantially Complete.

Lake Manatee K-8 Project Summary sheet is attached for reference.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Lake Manatee K-8 (Phase 2: Building 3 Middle School and Building 4 Gymnasium) Partial Substantial Completion (No Financial Impact).

Financial Impact
No Financial Impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Lake Manatee K-8 Project Summary Sheet
Substantial Completion Form - Lake Manatee K-8_Phase 2_

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

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-story classroom building consisting of 18 classrooms to accommodate an additional 304 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	Guaranteed Maximum Price
CO 1:	$ (18,035,489.00)	January 21, 2025	Approved	DMP Materials
Partial Substantial Completion:	$ -	September 16, 2025	Approved	Partial Substantial Completion - Phase 1 8/8/2025
Amendment 3:	$ 14,510,530.39	October 7, 2025	Approved	Guaranteed Maximum Price
CO2	$ (1,216,866.69)	January 20, 2026	Approved	DMP Materials
Partial Substantial Completion:	$ -	March 10, 2026	Approved	Partial Substantial Completion - Phase 2
TOTAL	**$ 90,727,572.38**			

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 1 - Fire Plan Review
Amendment 2:	$ 66,700.00	November 10, 2025	Approved	Amendment 2 - Lake Manatee K8 Addition
TOTAL	**$ 416,400.00**			

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 Services Agreement - Logo & Brand
Interlocal Agrmts:	$0			
TOTAL	**$ 141,100.00**			

SUBSTANTIAL COMPLETION

Protect: Lake Manatee K-8
Location: Manatee County, Florida

Project Number: #380

Contract Date: July 26, 2023

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way, Building 7
Bradenton, FL 34208

AE: HKS Architects, Inc.
225 East Robinson Street, 405
Orlando, Florida 32801

CM: NDC Construction Company
1001 Third Ave West, Suite 600
Bradenton, Florida 34205

Date of Issuance. February 18, 2026

Project or Designated Portion shall include:

Phase 2 New Site Utilities, Bus Loop Parking Lot, Landscape, Hardscape, Irrigation, Fencing, Covered Walkways, Steam Courtyard, Tennis Courts, Multi-Purpose Hard Courts, Middle School Classrooms (Building 3) & Gymnasium (Building 4).

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 which 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:

February 18, 2026

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

February 18, 2026

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 Contract or to complete all Work in accordance with the Contract Documents.

HKS ARCHITECTS, INC.
ARCHITECTURAL FIRM

BY

02.27.2026
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (60) sixty days from the above date of Substantial Completion.

NDC CONSTRUCTION COMPANY
CONTRACTOR

BY

02.18.26
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 August 08, 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. 10.22

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund and Special Revenue-Food Service Fund)

Executive Summary
Schools and departments have reported various items as obsolete, traded in on new equipment, unaccounted for, used for parts or stolen, and have requested the items be disposed.

School Board of Manatee County Policy 7320 - Sale, Transfer or Disposal of Real or Tangible Personal Property, outlines the procedures to be followed in the acquisition, supervision, accountability, control, transfer and disposal of the District's property.

Items are declared surplus in order to remove them from inventory accountability at the present cost center and dispose of them as provided for in Florida Statute 274. Disposition may involve any of the following: sale by public auction, sale or transfer to another governmental entity, scrap for reusable parts, recycled, donation to a School Board designated receiver, or abandonment at a public landfill.

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

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 and Special Revenue-Food Service Fund).

Financial Impact
There is no cost to the General Fund. 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 and Special Revenue-Food Service Fund).**

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

Attachments:
Surplus List-4-7-26

Tag Number	Descr	Serial ID	Acq Date	Tran Amt	NBV	Comment
187794	STEAMER CLEVELAND CONVECTION	WC9778606H01	9/6/2006	$ 6,065.75	$ -	UNECONOMICAL TO REPAIR, AUCTION
243493	REFRIGERATOR VICTORY 2DS1	M1313736	11/25/2013	$ 5,864.77	$ -	UNECONOMICAL TO REPAIR, AUCTION
				$ 11,930.52	$ -	

AGENDA ITEM NO. 10.23

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Accept Donation of PSG Lee RP84T Pouch Machine for Manatee Technical College (Incoming Donation)

Executive Summary
Upon approval, Manatee Technical College (MTC) will receive a generous donation of a PSG Lee RP84T pouch machine from Pak Source Global, LLC for use in the MTC Electrical and Instrumentation program. This donation supports MTC in its ability to meet its mission to produce highly skilled individuals and resourceful leaders through collaborative education to meet the changing needs of our communities and the workforce.

PSG Lee RP84T Pouch Machine
SN# P68
Estimated value: $50,000.00

A copy of the donation form is attached for review.

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

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

Recommendation
The Superintendent recommends approval to accept donation of PSG Lee RP84T pouch machine for Manatee Technical College (Incoming Donation).

Financial Impact
There is no cost to the General Fund. The amount of $50,000.00 will be added to the District's property records.

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

Attachments:
MTC-Pouch Machine Donation Form

THE SCHOOL DISTRICT OF MANATEE COUNTY, FL
DONATION FORM (Electrical and Instrumentation Program)

SCHOOL/DEPT Manatee Technical College COST CENTER 0211

Type of Donation: ☐ Cash $_____ ☒ Property

DESCRIPTION OF DONATION (Make, Model, Year/Age, Color)	Serial No.	Donation Fair Market Value	New or Used (N/U)
PSG LEE / RP84T	P68	$ 50000.00	U
Premade Pouch Machine		$	
for filling and sealing Pouches		$	
		$	
		$	

Contributions made to the School District of Manatee County are deductible under section 170 of the Internal Revenue Service Code if exclusively for public purpose.

I affirm that this property is being legally donated without any liens, debts or riders.

Donor's Signature: R Charles Murray Date: 2/24/26

Donor's Name: Pak Source Global LLC

Address: 1610 Northgate Blvd

City, State, Zip: Sarasota, FL 34234

Signature of person receiving goods: _____ Date: _____

Administrator Approval Signature: _____ Date: _____

If a value is established at the current fixed asset threshold of $5,000 or more, email completed form to Property Records Supervisor. These items require Board acceptance. If value is below the fixed threshold, keep on file at your site.

FOR PROPERTY RECORDS USE ONLY

Board Approval Yes ☐ Date _____ No ☐ N/A ☐

Property Record Number: _____

AGENDA ITEM NO. 10.24

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval for Four Students to Attend and Compete in the Regeneron International Science and Engineering Fair in Phoenix, Arizona, May 9-15, 2026 (STEM Millage)

Executive Summary
The Manatee Regional Science and Engineering Fair promotes science education and recognizes and rewards student achievement in science. Young scientist winners from elementary, middle, and high schools participated in the Regional Fair held at the Bradenton Convention Center January 23, 2026. Three hundred forty-eight science research projects were presented in thirteen different scientific categories as students competed for awards. Twenty winners from the Regional Fair advanced to the State Science and Engineering Fair in Lakeland March 31 – April 2, 2026. Two winning competitors and 2 runners-up from the fair are awarded the opportunity to attend and compete in the Regeneron International Science and Engineering Fair (ISEF) May 9-15, 2026.

Participating in the Regeneron International Science and Engineering Fair (ISEF) will provide the opportunity to showcase student research on an international stage, be evaluated by science, engineering, and industry professionals from around the world, and compete for more than $4 million in cash and awards including tuition scholarships, summer internships, scientific field trips, and laboratory equipment.

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 for 2 winning competitors and 2 runners-up of the Manatee Science, Technology, Engineering and Math (STEM) competition to compete in the Regeneron International Science and Engineering Fair in Phoenix, Arizona, May 9-15, 2026 (STEM Millage).

Financial Impact
The entire trip is funded through STEM Millage.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
ISEF Competition_Phoenix.AZ 5.9-15.2026

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: 2/17/26 Field Trip Dates: 5/9 - 5/15 School: SEHS / LWRHS
Date/Time of Departure from school: 5/9
Date/Departure time from field trip location: 5/15
Date/Arrival time back at school: 5/15
Field Trip Coordinator: Brittany Devlin
Trip Destination – Name: International Science and Engineering Fair
Address: 100 N 3rd St, Phoenix, AZ Phone: 262-6225 Website: societyforscience.org
Brief Description/Educational Purpose of the Trip: (602)
Science / STEM research competition

Field Trip Type:

_ Type "A" (single or partial day trip in pre-approved category)
_ Type "B" * (single or partial day trip that requires District pre-approval)
✓ Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: ISEF Competitors # of Chaperones: 3 # of Students: 4

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: Hotel to Convention Center along sidewalks
Are there sidewalks and pedestrian crossings? yes - no cars
_____ Charter Bus from Purchasing Department Approved List (Contact Purchasing)
✓ Rental Vehicle from Purchasing Approved Company. Driver must be District approved. (in AZ)
_____ 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 Airplane - SEA or TPA
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: → District Funds ACCT# 14716

Funding/Costs _____ Internal Account# _____
Transportation Cost _____ Admission Fee _____
Other Cost _____ Cost per student _____
Total Cost of the Trip _____

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.

Brittany Daniel — 2/17/26
Signature of Field Trip Coordinator — *Date*

VC 2.27.26
Initial Approval Principal Signature/Date

_____
Signature of Sponsor/Date (Initial Approval of Request)

_____
Signature of Department/Team Chair/Date

_____
Final Approval Principal Signature/Date
(Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)

_____
Signature of Activities Director (H.S.)/Date

Type "B" and "C" Signature Approvals Below

Sharon Scarbrough
Executive Director of School Management/Date — *(Required for Type "B" and "C" Field Trips)*

William Kelley (Feb 27, 2026 15:19:00 EST)
Director of Risk Management/Date — *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Feb 27, 2026 17:59:39 EST)
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. 10.25

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval for Braden River Middle School (BRMS) Students to Travel Out-of-State for the Southeast Middle School Aerial Drone Competition Regional Championship at the University of Alabama-Huntsville, from April 16, 2026, to April 19, 2026 (Multiple Funding Sources)

Executive Summary
The Robotics Education & Competition Foundation (REC) Southeast Middle School Aerial Drone Competition Regional Championship brings together middle school students from across the Southeast to the University of Alabama-Huntsville to compete in a series of team-based aerial drone challenges designed to test their technical knowledge, piloting skills and problem-solving abilities. Participants will apply science, technology, engineering and mathematics principles in real-world scenarios, demonstrating both engineering design and flight operations expertise.

Three students and two advisors from Braden River Middle School will travel to the University of Alabama-Huntsville to compete in the Southeast Middle School Aerial Drone Competition Regional Championship from April 16, 2026, to April 19, 2026.

A copy of the Travel Authorization and Field Trip Request Forms are attached for review.

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 for Braden River Middle School (BRMS) students to travel out-of-state for the Southeast Middle School Aerial Drone Competition Regional Championship at the University of Alabama-Huntsville, from April 16, 2026, to April 19, 2026 (Multiple Funding Sources).

Financial Impact
$2,150.00 from internal accounts and $2,009.80 from Adult, Career and Technical Education Referendum.

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

Attachments:
Drone Competition - Braden River MS signed

Viewed by Assistant Director of ACT:

Kelli Kennedy 03/25/2026

School Board of Manatee County

Travel Authorization Routing Form

2025-2026

Date:	3/23/2026	EE Name	Christopher Brown	EE#	30941
School/Site:	Braden River MS	Return To	Quentin Waid x43051		
Telephone:	(941)751-7080	Extension:	20090		

Dates of Travel: 4/16/26 - 4/19/26

Funding Source: *Budgeted, Grants, Internal*: ACT, Internal, CAPE

Number of Participants: 5 Total; 3 students, 2 advisors

Detailed Description of Travel

You will need to attach all backup documentation to this form (Cost Worksheet, Agenda, Quotes, Conference Paperwork, Etc.)

Braden River Middle School Team 3605A is competing in the Southeast MS ADC Regional Championship at the University of Alabama-Huntsville. We will drive there on April 16th, compete on the 17th & 18th, and return on the 19th. Students will compete and learn strategies from teams across the nation and they will also work as a team.

Total Estimated Cost:	Amount		
Hotel	$1,800.00		Paid for by internal and CAPE
Mileage	$500.00		Paid for by ACT
Air	$0.00		
Meals	$0.00		
Conference Fees	$350.00		Paid for by internal and CAPE
Other	$2,009.80		Two subs for two days and NCH paid for by ACT
Total	$4,659.80	$3,509.80	**Estimated Cost from Participant Page by ACT**

Total: $4,659.80

Chartstring:	Fund	Function	Cost Center	Object	Program	PCBU	Project	Activity	Total
Vehicle	42101	78010	0652	436001	15001	SDMC4	4932304246	7800000000	$500.00
Sub	42101	53010	0652	431002	15001	SDMC4	4932304246	5300000000	$559.80
NCH	42101	53010	0652	416301	15001	SDMC4	4932304246	5300000000	$1,440.00

Hotel and Registration — Paid for by internal/CAPE — $2,150.00

Approval Signatures:

Kimberlain Zenon (Mar 25, 2026 10:42:11 EDT)	03/25/2026	Charles Fradley (Mar 25, 2026 12:32:04 EDT)	03/25/2026
Principal / Department Head / Director	**Date**	**Executive Director of Secondary Schools**	**Date**
Leonardo Ramirez Gamboa (Mar 25, 2026 09:51:27 EDT)	03/25/2026	William Kelley (Mar 25, 2026 12:34:43 EDT)	03/25/2026
Reviewer	**Date**	**Director of Risk Management**	**Date**
Quentin Waid	03/25/2026	Derek Jensen (Mar 25, 2026 17:54:47 EDT)	03/25/2026
Project Assistant	**Date**	Deputy Superintendent	Date
Dr. Paul M. Gansemer	03/25/2026		
Executive Director of ACT	**Date**	Superintendent	Date

School District of Manatee County

Travel Participants

	Employee ID	Employee Name
1	311314	Jessica Lindberg
2	30941	Christopher Brown
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

Total Count:

2

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: 3/23/26 Field Trip Dates: 4/16 - 4/19 School: Braden River Middle School
Date/Time of Departure from school: 4/16/20206 9:00AM
Date/Departure time from field trip location: 4/19/2026 6:00am
Date/Arrival time back at school: 4/16/2026 6:00pm
Field Trip Coordinator: Christopher Brown
Trip Destination – Name: University of Alabama-Huntsville
Address: 301 Sparkman Dr NW, Huntsville, AL 35899 Phone: (256) 824-1000 Website: https://www.uah.edu/
Brief Description/Educational Purpose of the Trip:
Braden River Middle School Team 3605A is competing in the Southeast MS ADC Regional Championship at the University of Alabama-Huntsville. This is an opportunity to show what the students have been learning all year long. The students have qualified and excited to compete at the national level. The competition takes place in Huntsville, Alabama and is from 4/16 to 4/19.

Field Trip Type:

☐ Type "A" (single or partial day trip in pre-approved category)
☐ Type "B" * (single or partial day trip that requires District pre-approval)
☑ Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: ADC Team 3605A # of Chaperones: 2 # of Students: 3

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)
X 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 ACT, Internal, CAPE
Transportation Cost $500
Other Cost $569.80 - Subs, $1800 - Hotel, $1,440 - NCH

Internal Account# 42150
Admission Fee $350 total
Cost per student 0
Total Cost of the Trip $4,658.80

Source funding the trip: Select all that apply.

____ Discretionary x___ District x___ Internal Accounts ____ Students/ Pay
x___ Other – Explain: CAPE

Requirements for District Employee Approved Drivers: Check one the following.

X ***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.***

X ***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.*

Paul Gansemer	Dr. Paul M. Gansemer	03/25/2026
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.

Christopher Brown
Christopher Brown (Mar 25, 2026 10:12:39 EDT)
Signature of Field Trip Coordinator

03/25/2026
Date

Kimberlain Zenon
Kimberlain Zenon (Mar 25, 2026 10:42:11 EDT)
Initial Approval Principal Signature/Date

Signature of Sponsor/Date (Initial Approval of Request)

03/25/2026

Signature of Department/Team Chair/Date

Kimberlain Zenon
Kimberlain Zenon (Mar 25, 2026 10:42:11 EDT)
Final Approval Principal Signature/Date
(Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)

Signature of Activities Director (H.S.)/Date

Type "B" and "C" Signature Approvals Below

Charles Fradley (Mar 25, 2026 12:32:04 EDT) 03/25/2026
Executive Director of School Management/Date

Dr. Paul M. Gansemer 03/25/2026
(Required for Type "B" and "C" Field Trips)

William Kelly (Mar 25, 2026 12:34:43 EDT) 03/25/2026
Director of Risk Management/Date
(Required for Type "B" and "C" Field Trips)

Derek Walker (Mar 25, 2026 17:54:47 EDT) 03/25/2026
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

ACT Estimated In/Out of State Travel Authorization Worksheet

This attachment is required for all Travel Authorizations (TA) for Adult, Career & Technical Education (ACT) Dept. only.

Teacher: Christopher Brown Worksite: Braden River MS Sch. Phone & Ext. #: (941)751-7080 20090

Event: Southeast MS ADC Regional Championship Teacher Cell #: 941-807-0422

Will you have other responsibilities during this event, (i.e. judging) List _____

Departure date: 4/16/2026 Return date: 4/19/2026

# of chaperones attending: 0 # of students attending: 3 # of Teacher/Advisors attending: 2

Names of all SDMC Employees receiving NCH from ACT associated with the trip: List Names. Jessica Lindberg, Christopher Brown

Are you chaperoning for another school? _____ *Yes /* x *No, If yes, what school:* _____

Description	ACT Sponsored	Internal Sponsored	Other Comments – *(Are the expenses listed below for you and/or your entire group?*
Registration: To be paid from funding source. No reimbursement	$	$ 350	Teacher: $ 25 x 2 = $ 50 Student: $ 100 x 3 = $ 300
Teacher Meals	$0	$0	B/$6x___=$____ L/$11____=$_____. D/$19x_____=$____ Total Meals $_____.
Hotel – Forward hotel confirmation if ACT is prepaying.	$	$1800	Rate $ 200 X 3 Nights x 3 Rms Total Rooms $ 1800
Teacher Mileage/Parking (Attach Mileage from a map service)	$ 0	$	Park$____x ____ days = $_____ Total Park Miles_____x $.67 = $_____ Total Miles
☐ Ground Trans. ☐ Airport Shuttle ☐ Taxi (check one)	$ 0	$ 0	
☐ Est. Airfare ☐ Bus (check one)	$0	$0	Baggage fee $____ x ____# bags=$_____.
☑ Rental Vehicle *Must be a certified driver.	$500	$0	* Submit Driver's License, Car Insurance & Defensive Driving Course Certificate.
Fuel for Rental Vehicle	$0	$ 0	
NCH for Chaperoning - Max 12 hrs per day.	$1440	$0	Refer to timesheet for hourly breakdown
Substitute for classroom $155.40-Title I, $142.45, Non-Title I (per day)	$569.80	$0	# of Subs 2 x 2 # days = total $ 569.80 **Remember to Enter your ATD in HCM Module
Other	$0	$	Tolls, etc.
Total Estimated Expenses	$2,509.80	$2,150	

- **Prof, Dev, Registration**: ACT requests registration be paid from the funding source. No reimbursements will be approved.
- **Hotel Reservation:** Forward the reservation confirmation(s) for prepayment once arrangements are made.
- **Meals:** Reimbursed only for advisors during the national conferences and certain professional development events. No meals will be paid in advance of a trip. Other meals can be reimbursed using your school's internal accounts if approved by the school administration and academy, if applicable.
- **Signed and dated receipts** for registration, parking, shuttles, taxi, baggage, tolls, fuel, mileage, etc. must be attached to your Expense Report. If cash was used, the receipt must indicate so in the transaction. Do not include any personal transaction(s) on the same receipt. **For credit card usage:** You must attach a photocopy of the front and back of the credit card that was used for the purchase. On the photocopy of the credit card, you must cover the first 12 digits of the account number but leave your name and the last 4 digits visible or you can provide a redacted statement showing the expense posted.
- **Vehicle Rental:** Rental Invoices must be attached to Expense Report to claim fuel reimbursement.

The above expenses are only estimates and are subject to change.

MIS 41-01173 Approved 09/2024 Expires 09/2029
Distribution: School Management

Field Trip & Transportation Request

Advisor: Attach to Your Travel Authorization Package

Only educational curricular trips, with a direct link to the classroom curricula, will be approved and financially supported by the Adult, Career and Technical Education (ACT) Department ONLY.

Name: Christopher Brown Cell# 941-807-0422 School Phone & Ext. 9417517080 x20090
Field Trip Date(s): 03/25-03/29/2026 School Braden River Middle School
Field Trip Coordinator/Teacher Christopher Brown Event Southeast MS ADC Regional Championship
Trip Destination: University of Alabama Huntsville, Shelby Center for Science and Technology, 301 Sparkman Dr NW, Huntsville, AL 35899
Address and Hotel
Is this location your only destination? x Yes / ____ No If no, specify where else you will be visiting:

Educational Purpose of the trip: Students from across the state gather to showcase projects, compete against peers, and network. This is also an opportunity for the students to work as a team and learn skills and strategies from other teams across the nation. They are excited to learn and compete at the national level. The event is in Huntsville, Alabama and takes place from 4/16 to 4/19.

Check one: Field Trip Type

____ Type A (CTSO/CTE *single or partial day*) X Type C (CTSO/CTE *all overnight, beyond 250 miles or out of state*)
Group Going: BRMS ADC Team 3605A Est. # Students: 3 # Advisors: 2 # Chaperones: ____
Names of **District Employee** Chaperones Attending: Jessica Lindberg, Chris Brown

TRANSPORTATION BY:

____School Bus/ ____ Rental Veh. (Enter Qty)/ ____ Charter Bus/ ____ Airline/ ____ No Dist. Trans. Provided

COMPLETE FOR BUS BELOW:

Departing Pick up Location, Date & Estimated Time ____
Reloading, Date and Time: ____ Back to Origination by: ____
Transportation Paid by: ____ ACT ____ Internal

COMPLETE FOR RENTALS:

Rental-Qty. & Type: X **Mini- Van/** ____ **7 Pass. SUV/** ____ **Lg. SUV/** ____ **4 Pass. Car**
Pick up/Drop off Enterprise Location: ____ 817 1st Street East; **Bradenton** OR X **LWR Branch** near BRHS
Pick up Date & Time April 16th 8AM Rental Return Date & Time April 20th 8AM
District Employee Certified Drivers of Vans are: Christopher Brown

X **I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator and/or teacher chaperon making this request.**

ESTIMATED FUNDING SECTION MUST BE COMPLETED by Advisor: *Check all that apply:*

Internal Acct Name & # TSA 42150
Estimated per student (PS):
Registration Fee (PS) $ 116.67 Transportation (PS) $ 100 Other (PS)$ ____ Hotel Share Per Night $ 200
Estimated cost to be collected from each student toward expenses above $____ X No Cost to Student

How the Trip is Funded: *Check all that apply:*
x **Internal** x **ACT** ____ **Student** ____ **Your School** ____ **Discretionary** ____ **District** X **Other**

Christopher Brown — Christopher Brown (Mar 25, 2026 10:12:39 EDT) — 03/25/2026
Teacher/Advisor Signature *Date*

Kimberlain Zenon — Kimberlain Zenon (Mar 25, 2026 10:42:11 EDT) — 03/25/2026
Principal's Signature *Date*

Other Principal's Signature Required if Chaperoning Students from Another School. (Include Justification Letter when taking students from another school).

Other School ____ *Other Principal's Signature* ____ *Date* ____

Approved by Executive Director for ACT Dr. Paul M. Gansemer Date 03/25/2026

MIS 41-01174 Approved 09/2024 Expires 09/2029
Distribution: School Management

CERTIFICATE OF ACHIEVEMENT

PRESENTED TO

Christopher Brown

FOR THE SUCCESSFUL COMPLETION OF

Defensive Driving

DURATION: 35 MINUTES

JANUARY 21, 2025

Drone Competition (Step 2) - Braden River MS

Final Audit Report 2026-03-25

Created:	2026-03-25
By:	Quentin Waid (WaidQ@Manateeschools.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsII63Tvi6zPXkt3dVxnb4ztSd9pGDR4N

"Drone Competition (Step 2) - Braden River MS" History

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2026-03-25 - 9:54:33 PM GMT

Document e-signed by Derek Jensen (jensend3@manateeschools.net)
Signature Date: 2026-03-25 - 9:54:47 PM GMT - Time Source: server

Agreement completed.

2026-03-25 - 9:54:47 PM GMT

AGENDA ITEM NO. 10.26

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Revised Job Description and Position of Executive Director, Curriculum and Professional Learning to Executive Director, Teaching and Learning (No Financial Impact)

Executive Summary
The job description of Executive Director, Curriculum and Professional Learning is being renamed to Executive Director, Teaching and Learning. Additional revisions include updates to the qualifications; knowledge skills, and abilities; performance responsibilities; and departments the position will supervise.

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

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the revised job description and position of Executive Director, Curriculum and Professional Learning to Executive Director, Teaching and Learning (No Financial Impact)

Financial Impact
No Financial Impact

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
63004 Exec Dir InstructionCurric ICD114-Redlined
63004 Exec Dir Teaching and Learning ICD114- Clean

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: -EXECUTIVE DIRECTOR, ~~CURRICULUM AND PROFESSIONAL LEARNING~~TEACHING AND LEARNING
State Title: -Executive Director, Instruction/Curriculum
SENIOR MANAGEMENT
JOB DESCRIPTION

JOB GOAL:
To provide district-wide leadership, direction, and effective articulation across Curriculum, Adult/Career and Technical Education (CTE), Professional Learning, ESE, ESOL, and Early Learning. This role aligns federal, state, and local resources to increase teaching effectiveness, academic achievement, student safety, and career readiness in accordance with the district's vision and strategic plan.~~To provide leadership, direction effective articulation in the areas of curriculum, instruction and professional development to facilitate the teaching and learning process district-wide.~~

QUALIFICATIONS:
1. Master's Degree from an accredited educational institution required; Doctorate preferred.
2. Minimum of **ten (10) years** of successful teaching and administrative experience.~~Minimum of five (5) years school-based or district experience coordinating in Curriculum (Reading expertise), Instruction, Assessment and Professional Development resulting in evidence of increased student achievement preferred.~~
~~2.~~3. Certification in Administration and Supervision or Educational Leadership.
~~3.~~ Extensive experience in increasing student achievement.~~Strong research background in the area of Curriculum and Instruction preferred.~~
4.
~~4.~~5. Other qualifications deemed necessary by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:
Comprehensive knowledge of current trends, research, and best practices in K-12 and adult/CTE education. Deep understanding of local, state, and national laws, rules, and policies, including accountability measures. Exceptional communication, presentation, and facilitation skills. High degree of technological literacy. Ability to manage complex budgets, including federal and state grants. Strong interpersonal skills to build relationships with school personnel, district departments, business/industry leaders, and community partners~~Knowledge of research, current trends, and best practices. Facilitation skills. Training skills. Ability to read, analyze, and interpret professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and appropriate manuals. Ability to effectively present information and respond to questions from Board, groups of administrators and the general public. Ability to speak clearly and concisely both in oral and written communication. Ability to establish and maintain effective working relationships with staff and the school community. Ability to perform duties with awareness of all District requirements and Board policies and to foster coordination and cooperation among staff~~.

REPORTS TO:
Deputy Superintendent, Instruction

SUPERVISES:
Director, Elementary Curriculum and Professional Learning
Director, Secondary Curriculum and Professional Learning
~~Director of Research and Assessment~~
Director, Early Learning Education
Director, ESE
~~Director, Student Services~~
Director, ESOL

Other Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

~~1.~~ Provide leadership and oversight for district curriculum, instructional materials, media services, and professional development programs~~Provide leadership and oversight for the district curriculum, instructional materials, media services, federal programs and grants, and professional development.~~

~~2.~~ Direct the planning, implementation, and evaluation of all Adult, Career and Technical Education programs and community education activities~~Maintain and develop an awareness of resources, available through federal, state and private agencies to enhance student achievement and school performance.~~

1. ~~.~~

2. Coordinate cross functional support teams for schools designated as low performing.

3. Oversee ESOL, ESE, and Early Learning to ensure individualized research-based academic and behavioral supports.

~~4.~~ Exercise proactive leadership in promoting the district's vision, mission, and strategic goals~~Monitor the district Title One allocation and associated compliance requirements.~~

4.

5. Lead the development and implementation of instructional programs to facilitate the teaching and learning process district-wide~~Develop, recommend, supervise and administer the budget for the functioning of the department~~.

6. Monitor and communicate trend, benchmark, and comparison data regarding curriculum, instruction, and assessment~~Assist and support school personnel in analyzing data for continuous improvement of student achievement~~.

7. Prepare annual district-wide analyses of student achievement based on state and federal accountability measures.~~Monitor and communicate trend, benchmark and comparison data in the areas of curriculum, instruction and assessment and improvement activities.~~

8. Assist school personnel in selecting appropriate materials, equipment, and effective teaching strategies~~Prepare in collaboration with division department, on an annual basis a district-wide analysis of student achievement (based on FCAT and other accountability measures)~~.

~~9. Oversee School Improvement Plan development and participate in the development of the district improvement plans as they relate to school improvement and No Child Left Behind (NCLB) requirements for schools.~~

~~10.~~9. Work cooperatively with the district and school personnel to facilitate the district's professional ~~development~~learning.

~~11.~~10. Develop, recommend, and manage the full operating budgets for all assigned departments~~Coordinate Instructional Technology, Assessment, Curriculum, Professional Development and other departments to improve instructional programs and schools performance~~.

~~12.~~ Supervise and monitor federal and state grants (including Title I and workforce development funds) to ensure compliance and optimal resource use.~~Work collaboratively with other departments/divisions to assist schools in obtaining needed support and services.~~

11.

~~13.~~12. Contribute to district and school initiatives to support systemic improvement and school improvement planning.

~~14.~~ Oversee accurate student accounting, data collection, and timely reporting for state and federal requirements.~~Assist in the interpretation of programs, philosophy, and policies of the district to staff, students, and the community.~~

13.

~~15.~~ Guide district focus on prevention and intervention approaches to promote a safe, welcoming, and rigorous learning environment.~~Provide oversight and direction to the Curriculum Department.~~

14.

~~16.~~ Oversee enrollment, articulation, and disciplinary processes, including alternative placement and expulsion.~~Provide oversight and direction to the Instructional Materials and Media Services Departments, including the Educational Broadcast Service Channels and other cable and wireless television services.~~

15.

~~17.~~ Align CTE programs with emerging growth areas in Manatee County and facilitate industry certification and work-based experiences (internships, apprenticeships).~~Provide oversight and directions for curriculum~~

~~development and implementation.~~

16.

~~18.~~ Oversee program area advisory councils and develop articulation agreements with post-secondary institutions.~~Provide oversight and direction to the Professional Development department.~~

17.

~~19. Promote and support professional growth for self and others.~~

~~20. Supervise assigned personnel, conduct annual appraisals and make recommendations for appropriate employment action.~~

~~21.~~18. Prepare or oversee the preparation of all required reports and maintain appropriate records.

~~22.~~19. Serve on district, state or community councils or committees as assigned or appropriate.

~~23.~~20. Assist in implementing the district's goals and strategic commitments.

~~24.~~21. Exercise proactive leadership in promoting the vision and mission of the district.

~~25.~~22. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

~~26.~~ Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for employment action.~~Facilitate problem solving by individuals or groups.~~

23.

~~27.~~24. Maintain information on research-based, best practices for all areas of ~~school improvement~~assigned responsibility.

~~28.~~25. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

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

Board approved:
04/09/2012
07/23/2012
06/03/2013

Revised:
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE D16
SHORT TITLE: ICD114
STATE JOB CODE: 63004

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: EXECUTIVE DIRECTOR, TEACHING AND LEARNING
State Title: Executive Director, Instruction/Curriculum
SENIOR MANAGEMENT
JOB DESCRIPTION

JOB GOAL:
To provide district-wide leadership, direction, and effective articulation across Curriculum, Adult/Career and Technical Education (CTE), Professional Learning, ESE, ESOL, and Early Learning. This role aligns federal, state, and local resources to increase teaching effectiveness, academic achievement, student safety, and career readiness in accordance with the district's vision and strategic plan.

QUALIFICATIONS:
1. Master's Degree from an accredited educational institution required; Doctorate preferred.
2. Minimum of **ten (10) years** of successful teaching and administrative experience.
3. Certification in Administration and Supervision or Educational Leadership.
4. Extensive experience in increasing student achievement.
5. Other qualifications deemed necessary by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:
Comprehensive knowledge of current trends, research, and best practices in K-12 and adult/CTE education. Deep understanding of local, state, and national laws, rules, and policies, including accountability measures. Exceptional communication, presentation, and facilitation skills. High degree of technological literacy. Ability to manage complex budgets, including federal and state grants. Strong interpersonal skills to build relationships with school personnel, district departments, business/industry leaders, and community partners.

REPORTS TO:
Deputy Superintendent, Instruction

SUPERVISES:
Director, Elementary Curriculum and Professional Learning
Director, Secondary Curriculum and Professional Learning
Director, Early Learning Education
Director, ESE
Director, ESOL
Other Assigned Personnel

PERFORMANCE RESPONSIBILITIES:
1. Provide leadership and oversight for district curriculum, instructional materials, media services, and professional development programs. Direct the planning, implementation, and evaluation of all Adult, Career and Technical Education programs and community education activities
2. Coordinate cross functional support teams for schools designated as low performing.
3. Oversee ESOL, ESE, and Early Learning to ensure individualized research-based academic and behavioral supports.
4. Exercise proactive leadership in promoting the district's vision, mission, and strategic goals
5. Lead the development and implementation of instructional programs to facilitate the teaching and learning process district-wide.
6. Monitor and communicate trend, benchmark, and comparison data regarding curriculum, instruction, and assessment.
7. Prepare annual district-wide analyses of student achievement based on state and federal accountability measures.
8. Assist school personnel in selecting appropriate materials, equipment, and effective teaching strategies.
9. Work cooperatively with the district and school personnel to facilitate the district's professional learning.
10. Develop, recommend, and manage the full operating budgets for all assigned departments.
11. Supervise and monitor federal and state grants (including Title I and workforce development funds) to

ensure compliance and optimal resource use.

12. Contribute to district and school initiatives to support systemic improvement and school improvement planning.
13. Oversee accurate student accounting, data collection, and timely reporting for state and federal requirements.
14. Guide district focus on prevention and intervention approaches to promote a safe, welcoming, and rigorous learning environment.
15. Oversee enrollment, articulation, and disciplinary processes, including alternative placement and expulsion.
16. Align CTE programs with emerging growth areas in Manatee County and facilitate industry certification and work-based experiences (internships, apprenticeships).
17. Oversee program area advisory councils and develop articulation agreements with post-secondary institutions.
18. Prepare or oversee the preparation of all required reports and maintain appropriate records.
19. Serve on district, state or community councils or committees as assigned or appropriate.
20. Assist in implementing the district's goals and strategic commitments.
21. Exercise proactive leadership in promoting the vision and mission of the district.
22. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
23. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for employment action.
24. Maintain information on research-based, best practices for all areas of assigned responsibility.
25. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

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

Board approved:
04/09/2012
07/23/2012
06/03/2013

Revised:
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE D16
SHORT TITLE: ICD114
STATE JOB CODE: 63004

AGENDA ITEM NO. 11.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing

Title
Public Hearing for Consideration to Adopt and Amend School Board Policies - updated 4/2/2026

Executive Summary
Policies to be updated include the following:

- Bylaw 0124 - Standards of Ethical Conduct (Revision)
- Policy 1210 - Standards of Ethical Conduct
- Policy 3210 - Standards of Ethical Conduct
- Policy 4210 - Standards of Ethical Conduct
- Bylaw 0131 - Legislative/Policymaking (Revision)
- Bylaw 0131.1 - Technical Edits (Revision)
- Policy 1120 - Employment of Administrators (Revision)
- Policy 3120 - Employment of Instructional Staff
- Policy 4120 - Employment of Support Staff
- Policy 1121.01 - Background Screening and Employment History Checks (Revision)
- Policy 3120.01 - Background Screening and Employment History Checks
- Policy 4120.01 - Background Screening and Employment History Checks
- Policy 1139 - Educator Misconduct (Revision)
- Policy 3139 - Educator Misconduct
- Policy 1213 - Student Supervision and Welfare (Revision)
- Policy 3213 - Student Supervision and Welfare
- Policy 4213 - Student Supervision and Welfare
- Policy 1242 - Professional Development (Revision)
- Policy 3242 - Professional Learning
- Policy 4242 - Staff Development
- Policy 1410 - Administrative Salary (Revision)
- Policy 3410 - Compensation
- Policy 2260 - Nondiscrimination and access to Equal Educational Opportunity (Revision)
- Policy 2410 - School Health Services (Revision)
- Policy 2417 - Comprehensive Health Education (Revision)
- Policy 3130 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff (Revision)
- Policy 5223 - Absences for Religious Instruction (New)
- Policy 5330.01 - Self-Administered Medication (Revision)
- Policy 5500 - Student Conduct (Revision)
- Policy 5780 - Student/Parent Rights (Revision)
- Policy 6233 - District Budget (Revision)
- Policy 7544 - Social Media (Revision)
- Policy 8407 - Safe-School Officers (Revision)
- Policy 8415 - Emergency and Crisis Management (Revision)
- Policy 8420 - Emergency Management, Emergency Preparedness (Revision)
- Policy 8452 - Automated External Defibrillators (AED) (Revision)
- Policy 8470 - Registered Sexual Predators/Sex Offenders
- Policy 9800 - Charter Schools

The 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).

Contact
Submitting Department: Administration
Initiated By: Kevin Chapman

Attachments:
Part 1 Policies April 7 - added after publishing
Part 2 Policies April 7 - added after publishing
Part 3 Policies April 7 - added after publishing

Approval of Advertising a Notice of Intent to Amend School Board Policies and Setting a Public Hearing at the Board Meeting on April 7, 2025

Bylaw 0124 – Standards of Ethical Conduct (Revision)
Policy 1210 – Standards of Ethical Conduct
Policy 3210 – Standards of Ethical Conduct
Policy 4210 – Standards of Ethical Conduct
The revisions to Bylaw 0124 and Policies 1210, 3210, and 4210 incorporate provisions from SB 348 (Ch. 2025-85) regarding "stolen valor." Additionally, revisions to self-reporting requirements in the policies are intended to align further with the Principles of Professional Conduct for the Education Profession in Florida.

Bylaw 0131- Legislative/Policymaking (Revision)
Bylaw 0131 is revised to incorporate amendments to F.S. Chapter 120 as a result of SB 108 (Ch. 2025-189)

Bylaw 0131.1 – Technical Edits (Revision)
Bylaw 0131.1 is revised to incorporate a new definition of "technical change" based on SB 108 (Ch. 25-189) which amended F.S. 120.52 by adding a definition of "technical change."

Policy 1120 – Employment of Administrators (Revision)
Policy 3120 – Employment of Instructional Staff
Policy 4120 – Employment of Support Staff
The revisions to Policies 1120, 3120, and 4120 are the result of HB 1255 (Ch. 2025-110) which amended F.S. 1012.35.

Policy 1121.01 – Background Screenings and Employment History Checks (Revision)
Policy 3121.01 - Background Screenings and Employment History Checks
Policy 4121.01 - Background Screenings and Employment History Checks
The revision to Policies 1121.01, 3121.01, 4121.01, and 8475, and the accompanying drafting note, relates to the new requirement that specified agencies (which includes school districts) publish a clear and conspicuous link on their official website to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse.

Policy 1139 – Educator Misconduct (Revision)
Policy 3139 – Educator Misconduct
The revisions to Policies 1139 and 3139 incorporate SB 1374 (Ch. 2025-56).

Policy 1213 – Student Supervision and Welfare (Revision)
Policy 3213 – Student Supervision and Welfare
Policy 4213 – Student Supervision and Welfare
Policies 1213, 3213, 4213, 7540.02, and 7544 have been revised to recognize that Twitter is now called X.

Policy 1242 – Professional Development(Revision)
Policy 3242 – Professional Learning
Policy 4242 – Staff Development
House Bill 875 (Ch. 2025-107) amended F.S. 1012.98 (School Community Professional Learning Act) related to the criteria for professional learning activities.

Policy 1410 -Administrative Salary (Revision)
Policy 3410 - Compensation
House Bill 1255 (Ch. 2025-110) amended F.S. 1001.03, 1004.04, and 1012.07 by renaming "critical teacher shortage areas" as "high-demand teacher needs areas."

Policy 2260 – Nondiscrimination and access to Equal Educational Opportunity (Revision
The changes including modifying "in-service training" to "professional learning and training" and deleting "administrators, and professional and classified staff" in the definition of "School District community" as it is too limited in scope when identifying examples of school board employees.

Policy 2410 – School Health Services (Revision)
Policy 2410 is revised to incorporate amendments to F.S. 1002.20 as a result of SB 1514 (Ch. 2025-47).

Policy 2417 – Comprehensive Health Education (Revision)
Policy 2417 has also been revised to incorporate HB 1607's new requirement that school districts provide basic training in first aid, including cardiopulmonary resuscitation, once in middle school in a physical education or health class and once in high school in a physical education or health class.

Policy 3130 – Appointment, Assignment, Transfer, and Promotion of Instructional Staff (Revision)
The revisions to Policy 3130 relate to qualifications of instructional personnel in teacher preparation programs. These revisions are intended to better align Policy 3130 with F.S. 1004.04.

Policy 5223 – Absences for Religious Instruction (New)
Policy 5223 has been revised to remove the requirement that a parent/guardian must indemnify/release the school board as a condition to participating in religious instruction. These revisions are intended to align with Florida's expanded protections of parent/student rights.

Policy 5330.01 – Self-Administered Medication (Revision)
Policy 5330.01 is revised to include a cross reference to Policy 5780 - *Student/Parent Rights*. This cross reference is added in light of the proposed revisions to Policy 5780 related to diabetes management (as a result of HB 597 (Ch. 2025-15)).

Policy 5500 – Student Conduct (Revision)
These new provisions are based on HB 1255 (amending F.S. 1006.13).

Policy 5780 – Student/Parent Rights (Revision)
The revisions to Policy 5780 incorporate HB 597 (Ch. 2025-15) and HB 1255 (Ch. 2025-110).

Policy 6233 – District Budget (Revision)
The revisions to Policy 6233 implement F.S. 252.391 (Emergency financial plans).

Policy 7544 – Social Media (Revision)
Policies 1213, 3213, 4213, and 7544 have been revised to recognize that Twitter is now called X.

Policy 8407 – Safe-School Officers (Revision)
New FDLE reporting requirements are also included in the revisions.

Policy 8415 – Emergency and Crisis Management (Revision)
SDMC revisions to clarify hurricane duty/pay.

Policy 8420 – Emergency Management, Emergency Preparedness (Revision)
The revisions to Policy 8420 are based on SB 1470 (Ch. 2025-58).

Policy 8452 – Automated External Defibrillators (AED) (Revision)
The revisions to Policy 8452 are the result of HB 1607 (Ch. 2025-67).

Policy 8470 - Registered Sexual Predators/Sex Offenders
Revisions based on F.S. 856.022.

Policy 9800 – Charter Schools
The revisions to Policy 9800 incorporate HB 443 (Ch. 2025-106) and HB 1105 (Ch. 2025-109).

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STANDARDS OF ETHICAL CONDUCT
Code	*po0124 fsj 2/1/26
Status	
Adopted	November 9, 2016
Last Revised	January 25, 2022

0124 - **STANDARDS OF ETHICAL CONDUCT**

The School Board hereby establishes the principles enumerated in the *Principles of Professional Conduct of the Education Profession in Florida* as the District's standards of ethical conduct and requires all Board members to adhere to them.

Mandatory Training

Members of the Board shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory Code of Ethics for Public Officers and Employees (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Members of the Board are also required to complete training annually on the standards of ethical conduct established in this bylaw. Each Board member shall submit confirmation of completion of ethics training to the Agency Clerk.

Gifts

Members of the Board may not solicit any gift or knowingly accept, directly or indirectly, a gift valued in excess of the statutory limit (NOTE: The statutory limit is $50.00) or an honorarium from a person, vendor, potential vendor, or other entity doing business with the Board, from a political committee, or from a lobbyist (and related individuals and entities) who lobbies the reporting individual's agency. "Vendor" is defined by F.S. 112.3148 relating to gifts and F.S. 112.3149 relating to honoraria to mean a business entity doing business directly with an agency, such as renting, leasing, or selling realty, goods, or services. The term "gift" has the same meaning as in F.S. 112.312(12). This prohibition applies as well to relatives, as defined in F.S. 112.312(21).

In addition to the foregoing, members of the Board shall not solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

Board members are further required to follow all Florida laws applicable to the solicitation or acceptance of gifts, including F.S. 112.313 and 112.3148. Board members must review these laws upon taking office and are encouraged to do so periodically during the course of their term in office.

Stolen Valor

Candidates for, and members of the Board, the Superintendent, and Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

1. a service member or veteran of the Armed Forces of the United States;
2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;
3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,
4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means any thing of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining State or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Responsibilities Related to Allegations of Misconduct

Pursuant to F.S. 1001.42(7), a Board member may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel or school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of this provision will result in the forfeit of the Board member's salary for one (1) year.

Appointment or Employment of Relative

Pursuant to F.S. 1012.23(2), Board members may not appoint or employ a relative, as defined in F.S. 112.3135, to work under their direct supervision. This limitation does not apply to employees appointed or employed before the election or appointment of the Board member.
F.S. 112.3131
F.S. 112.317

Revised 8/11/20
Revised 4/13/21
Revised 1/25/22

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F.S. 112.312
F.S. 112.313
F.S. 112.3131
F.S. 112.3142
F.S. 112.3148
F.S. 112.3149
F.S. 112.317
F.S. 1001.42(6)
F.S. 1001.421
F.S. 1012.23

F.A.C. 6A-10.081

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STANDARDS OF ETHICAL CONDUCT
Code	*po1210 fsj 2/1/26
Status	
Adopted	June 27, 2017
Last Revised	December 2, 2025

1210 - **STANDARDS OF ETHICAL CONDUCT**

For purposes of this policy, the term administrator means all certificated and noncertificated administrators.

Administrators shall be guided by and adhere to the following ethical principles:

A. The administrator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The administrator's primary professional concern will always be for the student and for the development of the student's potential. The administrator will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. The administrator strives to achieve and sustain the highest degree of ethical conduct because s/he is aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community.

District administrators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual administrator's certificate, or the other penalties as provided by law, as well as disciplinary action, including but not limited to termination of employment.

A. An administrator's obligation to the District requires that the District administrator shall:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;

2. not unreasonably restrain a student from independent action in pursuit of learning unless the safety of themselves, staff, or students are at risk;

3. not unreasonably deny a student access to diverse points of view;

4. not intentionally suppress or distort subject matter relevant to a student's academic program;

5. not intentionally provide classroom instruction to students in kindergarten through grade 3 on sexual orientation or gender identity;

6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46;

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, as is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend;

8. not intentionally violate or deny a student's legal rights;

9. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01;

10. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination; discrimination on the basis of race, color, national origin, or sex includes subjecting any students to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believes any of the concept listed in F.S. 1000.05(4)(a);

11. not exploit a relationship with a student for personal gain or advantage;

12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

13. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;

14. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution; and,

15. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

16. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;

17. not use institutional privileges for personal gain or advantage; (see also Policy 1129, *Conflict of Interest*)

18. accept no gratuity, gift, or favor that might influence professional judgment; (see also Policy 1129, *Conflict of Interest*)

    (NOTE: Pursuant to F.S. 112.313, no administrator shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.)

19. offer no gratuity, gift, or favor to obtain special advantages; (see also Policy 1129, *Conflict of Interest*)

20. maintain honesty in all professional dealings;

21. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization;

22. not interfere with a colleague's exercise of political or civil rights and responsibilities;

23. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination;

24. not make malicious or intentionally false statements about a colleague;

25. not use coercive means or promise special treatment to influence professional judgments of colleagues;

26. not misrepresent one's own professional qualifications;

27. not submit fraudulent information on any document in connection with professional activities;

28. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;

29. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;

30. provide upon the request of a certificated individual a written statement of the specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;

31. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these *Principles of Professional Conduct for the Education Profession in Florida* and other applicable Florida statutes and State Board of Education rules;

32. self-report within forty-eight (48) hours to ~~appropriate authorities (as determined by the District)~~a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance;

    Such ~~notice shall~~ self-report is not to be considered an admission of guilt nor shall such ~~notice~~self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.

    In addition, administrators shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and F.S. 943.059(4)(c).

33. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

34. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

35. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice;

36. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

B. No administrative staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Policy 1129, *Conflict of Interest*)

C. All District administrative staff members shall adhere to the principles enumerated above.

All administrators shall be required to complete training on the standards established herein upon employment and annually thereafter.

Stolen Valor

The Superintendent and Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

    1. a service member or veteran of the Armed Forces of the United States;

    2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,

4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means any thing of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining state or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Violations are subject to disciplinary action up to and including dismissal.

Certificate Holder Serving as Principal

Pursuant to the *Principles of Professional Conduct for the Education Profession*, a principal who is a certificate holder shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his/her designee has reviewed the material and determines it violates the prohibitions in State law, or the material is unavailable to students based upon Board policies adopted to implement the relevant provisions of F.S. 1006.28.

F.S. 112.3131

F.S. 112.317

Revised 2/13/18
Revised 12/11/18
Revised 9/28/21
Revised 5/9/23
Revised 7/30/24
Revised 12/2/25

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Legal

F.S. 112.312

F.S. 112.313

F.S. 112.317

F.S. 112.3131

F.S. 1001.42(6)

F.S. 1001.421

F.S. 1006.32

F.S. 1012.23

F.A.C. 6A-10.081

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STANDARDS OF ETHICAL CONDUCT
Code	*po3210 fsj 2/1/26
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Adopted	June 27, 2017
Last Revised	June 10, 2025

3210 - **STANDARDS OF ETHICAL CONDUCT**

Instructional staff members shall be guided by and adhere to the following ethical principles:

A. The instructional staff member values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The instructional staff member's primary professional concern will always be for the student and for the development of the student's potential. The instructional staff member will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. The instructional staff member strives to achieve and sustain the highest degree of ethical conduct because s/he is aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community.

District instructional staff shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual's teaching certificate, or the other penalties as provide by law, as well as disciplinary action, including but not limited to termination of employment.

A. Obligation to the student requires that the District instructional staff member:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. not unreasonably restrain a student from independent action in pursuit of learning.

3. not unreasonably deny a student access to diverse points of view.

4. not intentionally suppress or distort subject matter relevant to a student's academic program.

5. not intentionally expose a student to unnecessary embarrassment or disparagement.

6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.

8. not intentionally violate or deny a student's legal rights.

9. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

10. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a).

11. not exploit a relationship with a student for personal gain or advantage.

12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

13. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the District instructional staff member shall:

1. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. not use institutional privileges for personal gain or advantage. (see also Policy 3129, *Conflict of Interest*)

4. accept no gratuity, gift, or favor that might influence professional judgment. (see also Policy 3129, *Conflict of Interest*)

   (NOTE: Pursuant to F.S. 112.313, no instructional staff member shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.)

5. offer no gratuity, gift, or favor to obtain special advantages.

C. Obligation to the profession of education requires that the District instructional staff member shall:

1. maintain honesty in all professional dealings.

2. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination.

5. not make malicious or intentionally false statements about a colleague.

6. not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. not misrepresent one's own professional qualifications.

8. not submit fraudulent information on any document in connection with professional activities.

9. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these *Principles of Professional Conduct for the Education Profession in Florida* and other applicable Florida statutes and State Board of Education rules.

13. self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including ~~to appropriate authorities (as determined by the District)~~ any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such self-report ~~notice shall~~ is not to be considered an admission of guilt nor shall such self-report ~~notice~~ be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, District instructional staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and 943.059(4)(c).
14. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

15. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

16. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

D. No instructional staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of their duties in the public interest. (see also Policy 3129, *Conflict of Interest*)

Stolen Valor

Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

1. a service member or veteran of the Armed Forces of the United States;

2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,

4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means anything of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in

state or local government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining state or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Violations are subject to disciplinary action up to and including dismissal.

All instructional staff members shall be required to complete training on the standards established herein upon employment and annually thereafter.

F.S. 112.3131

F.S. 112.317

Revised 2/13/18
Revised 9/28/21
Revised 5/9/23
Revised 7/30/24
Technical Correction 6/10/25

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F.S. 112.312

F.S. 112.313

F.S. 112.3131

F.S. 112.317

F.S. 1001.42(6)

F.S. 1001.421

F.S. 1006.32

F.S. 1012.23

F.A.C. 6A-10.081

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Adopted	June 27, 2017
Last Revised	June 10, 2025

4210 - **STANDARDS OF ETHICAL CONDUCT**

Furthermore, the School Board hereby establishes the following as the standards of ethical conduct for all support staff members in the District who have direct access to students:

Support staff members shall be guided by and adhere to the following ethical principles:

A. The support staff member values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The support staff member's primary professional concern will always be for the student and for the development of the student's potential. The support staff member will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. The support staff member strives to achieve and sustain the highest degree of ethical conduct because s/he is aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community.

District staff members shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to other penalties as provide by law, as well as disciplinary action, including but not limited to termination of employment.

All District support staff members shall comply with the following disciplinary principles.

A. Obligation to the student requires that the District support staff member shall:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;

2. not unreasonably restrain a student from independent action in pursuit of learning unless the student is a threat to themselves, other students, or staff;

3. not unreasonably deny a student access to diverse points of view;

4. not intentionally suppress or distort subject matter relevant to a student's academic program;

5. not intentionally expose a student to unnecessary embarrassment or disparagement;

6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46;

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the

option to have their student not attend;

8. not intentionally violate or deny a student's legal rights;

9. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01;

10. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination; discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a);

11. not exploit a relationship with a student for personal gain or advantage;

12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

13. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution; and,

14. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the District support staff member shall:

1. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;

2. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

3. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;

4. not use institutional privileges for personal gain or advantage; (see also Policy 4129, *Conflict of Interest*)

5. accept no gratuity, gift, or favor that might influence judgment; (see also Policy 4129, *Conflict of Interest*)

   (NOTE: Pursuant to F.S. 112.313, no support staff member shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.)

6. offer no gratuity, gift, or favor to obtain special advantages; (see also Policy 4129, *Conflict of Interest*)

C. Obligation to the profession of education requires that the District support staff member shall:

1. maintain honesty in all dealings;

2. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization;

3. not interfere with a colleague's exercise of political or civil rights and responsibilities;

4. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination;

5. not make malicious or intentionally false statements about a colleague;

6. not use coercive means or promise special treatment to influence professional judgments of colleagues;

7. not misrepresent one's own professional qualifications;

8. not submit fraudulent information on any document in connection with professional activities;

9. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;

10. self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including ~~to appropriate authorities (as determined by the District)~~ any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance;

    Such self-report ~~notice~~ ~~shall~~ is not to be considered an admission of guilt nor shall such self-report ~~notice~~ be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, District support staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and 943.059(4)(c).
11. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

12. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

No support staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of their duties in the public interest.

All District support staff members shall adhere to the principles enumerated above.

All support staff members shall be required to complete training on the standards established herein upon employment and annually thereafter.

Stolen Valor

Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

    1. a service member or veteran of the Armed Forces of the United States;

    2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

    3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,

    4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means anything of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local government with authority over another person, regardless of whether the individual receives compensation

or renumeration for their service in the position; obtaining or retaining state or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Violations are subject to disciplinary action up to and including dismissal.

F.S. 112.3131

F.S. 112.317

Revised 2/13/18
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Revised 7/30/24
Technical Correction 6/10/25

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F.S. 112.312

F.S. 112.313

F.S. 112.3131

F.S. 112.317

F.S. 1001.42(6)

F.S. 1001.421

F.S. 1006.32

F.S. 1012.23

F.A.C. 6A-10.081

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Last Revised	July 22, 2025

0131 - **LEGISLATIVE/POLICYMAKING**

The School Board is the policymaking body for the School District. After considering recommendations submitted by the Superintendent, the Board shall adopt bylaws and policies for the organization and operation of the Board and efficient operation and general improvement of the School District. The Board, by majority vote, may direct the superintendent to develop policies for recommendation on topics of interest to the Board.

The term "rule" for ~~purpose~~purposes of this policy is defined in F.S. 120.52; it does not include "curricula by an educational unit". As used in this bylaw, the ~~term~~terms "rule" and "policy" shall have the same definition. The development or prescription of curriculum by the Board is removed from the procedural requirements for policymaking.

F.S. 1001.41

The Board may determine policy matters governed by permissive law, but not on matters governed by mandatory law. No policy can be in conflict with the operative law of the State or with State Board of Education rules. Any provision of a collective bargaining agreement which is ratified by the Board and affects collective bargaining members shall prevail over any Board policy conflicting with the agreement during the term of the agreement.

Board adoption of policies or revisions to policies shall be pursuant to Florida statutes.

F.S. 120.536(1), 120.54

Policy Development

[ ] [END OF OPTION]

The Superintendent shall publish notice of the development of a proposed policy at least seven (7) days before providing notice of a proposed policy as required below. The notice of policy development ~~shall~~must indicate the subject area to be addressed by the policy development; provide a short, plain explanation of the purpose and effect of the policy development; cite the grant of rulemaking authority for the proposed policy and the law being implemented ~~specific legal authority for the proposed policy~~; include the proposed policy number; and state how a person may obtain or access, without cost, a copy of any preliminary draft of the proposed policy or incorporated documents~~, if available~~.

The Board may hold workshops for the purpose of policy development or information gathering for the preparation of the statement of estimated regulatory costs after publication of the notice of policy development. Any affected person may request in writing that the Board hold a workshop for policy development, and the Board will then hold such workshop unless it explains in writing why a workshop is unnecessary.

F.S. 120.54(2)

Adopting Policies

The Superintendent shall present any proposal relating to a policy amendment, the repeal of any policy, or the adoption of a new policy in writing to the Board including a written explanation of the proposal in accordance with Florida law.

A. Notice of Proposed Policy: After the Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a policy, the Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida law. The notice shall include a brief and concise explanation of the proposed policy's purpose and effect, the proposed policy number, a concise summary of the estimate of economic impact to all individuals affected by the proposed new policy or revision of an existing policy and a website address where the estimated regulatory costs can be viewed if a summary has been prepared, the legal authority for the Board's action, the location where the text of the proposed revision to current policy or new policy may be obtained or accessed, ~~and~~ the procedure for requesting a public hearing on the proposed policy, and the name, email address, and telephone number of the employee who may be contacted regarding the intended action.

~~[ ] [END OF OPTION]~~

B. Hearings: Any person who is affected by a proposed policy, policy revision, or the repeal of a policy, may within twenty-one (21) days following notice of the proposal to adopt or repeal such policy, file a written request with the Board for a hearing on the proposed action.

   The Board may also, on its own initiative, schedule a public hearing for any proposed policy adoption, revision, or repeal.

C. Rulemaking Record: Any material pertinent to the issues under consideration submitted to the Board within twenty-one (21) days after the date of publication of the notice under paragraph B above or submitted to the Board between the date of publication of the notice and the end of the final public hearing shall be considered by the Board and made a part of the record of the rulemaking proceeding.

D. Board Action: The Board's final vote to adopt, amend, or repeal a policy will occur no sooner than twenty-eight (28) days following publication of the published notice in paragraph A above.

E. The Superintendent shall file immediately in his/her office a copy of any new policy, policy revision, or repealed policy adopted by the Board; policy handbooks and the Board's website shall be updated accordingly.

F. All policies shall become effective upon adoption by the Board, unless another time certain date is specified therein. The Board may adopt a policy authorized by law and necessary for the proper implementation of a statute prior to the effective date of the statute, but the policy may not be effective until the statute upon which it is based is effective.

F.S. 120.54

Notices

All notices pertaining to policymaking may be published:

A. by publication in a newspaper qualified under F.S. Chapter 50, in the affected area or on a publicly accessible website as provided in F.S. 50.0311;

B. by posting on the District's website not less than seven (7) days before the public meeting, hearing, or workshop; and

C. by mail to persons who have requested advance notice and to organizations representing persons affected by the policy; and,

D. by posting in appropriate places so that those particular classes of persons to whom the intended action is directed may be duly notified.

~~**Incorporation by Reference**~~

~~A policy may incorporate material by reference, but only as the material exists on the date the policy is adopted. For purposes of the policy, changes in material are not effective unless the policy is amended to incorporate the changes. Material incorporated by reference in a policy may not incorporate additional material by reference unless the policy specifically identifies the additional material. The reference in the policy to the material being incorporated must include a date or other designation, so that the reader will know exactly what version of the material has been adopted and made part of the rule.~~

~~F.S. 120.54(1)(i)(1)~~

~~A District policy that incorporates by specific reference another policy of the District automatically incorporates subsequent amendments to the referenced policy, unless a contrary intent is clearly indicated in the referencing policy. Any notice of amendments to a policy that has been incorporated by specific reference in other policies of the District must explain the effect of the amendments on the referencing policies.~~

~~F.S. 120.54(1)(i)(2)~~

~~Material may not be incorporated into Board policies by reference unless:~~

A. ~~the material can be made available for free public access through electronic hyperlink from the Board's website listing the policy and making the reference; or,~~

B. ~~the District has determined that posting of the material on the internet for purposes of public examination and inspection would constitute a violation of Federal copyright law, in which case a statement to that effect, along with the addresses and locations of the District office at which the material is available for public inspection, is included in the notice required.~~

~~F.S. 120.54(1)(i)(3)(17)~~

Emergency Policies

The Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the Board, at any meeting in which a quorum is present, may adopt emergency policies, without complying with the waiting period as provided above. The Superintendent shall properly record the effective date for any such emergency policy. Any emergency policy shall not be valid in excess of ninety (90) days from the adoption or effective date.

Public Input and Access to Policies

Any Board employee, citizen, or agency may submit a policy proposal to the Superintendent's office.

A copy of the compiled policies shall be available for inspection in the Superintendent's office.

The Board policies shall also be accessible on the District's website.

Revised 5/24/22
Revised 10/22/24
Revised 7/22/25

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F.S. 120

F.S. 120.536(1)

F.S. 120.54

F.S. 120.54(1)(i)(1)

F.S. 120.54(1)(i)(2)

F.S. 120.54(1)(i)(3)(17)

F.S. 120.54(2)

F.S. 120.56(1)

F.S. 120.56(2)

F.S. 1001.41

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0131.1 - **TECHNICAL EDITS**

Periodically it may be deemed necessary to make technical edits to policies that have already been adopted through normal procedures. ~~These technical edits may include~~ Technical changes are corrections to citations or grammatical, typographical, or similar errors that do not affect the substance of the policy.~~consolidation of sections; transfer of sections; combining or dividing sections; renumbering subsections, sections, chapters and titles; edits or additions for grammatical or typographical errors; and/or alterations and omissions not affecting the constructions or meaning of those sections, subsections, chapters, titles, or policies as a whole, and are of a non-substantive nature.~~

The Superintendent is authorized to identify and undertake technical changes~~corrections~~ as identified above found in the policies and regulations. Upon completion of the technical and formatting changes~~corrections~~, the Superintendent shall provide a brief summary of the changes~~corrections~~ to the Board for review. Should the Board determine that a correction is substantive in nature, it will utilize the normal policy adoption procedure in Policy 0131 - *Legislative/Policymaking* to adopt the amendments to the policy or regulation.

Revised 6/10/25

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Legal F.S. 11.242

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1120 - **EMPLOYMENT OF ADMINISTRATORS**

The School Board recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel.

Administrators include District personnel who perform management activities such as developing Board~~broad~~ policies for the School District and executing those policies through direction of all personnel throughout the District, and who supervise the resources, operations, and management of school(s) and/or department(s) and meet established qualifications. Pursuant to F.S. 1012.01, administrative personnel include District-based instructional administrators, District-based non-instructional administrators, and school administrators.

To be eligible for employment in an administrative position requiring certification, an individual must be of good moral character and hold a valid certificate issued pursuant to Florida law and the rules of the State Board of Education. A copy of the certificate shall be filed with the District.

The Superintendent shall recommend candidates for employment, compensation, and term of employment to the Board.

Any administrative staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any administrative position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

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.S. 1001.10(4)(b),

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(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~~ 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):f

E. they have been convicted or found guilty of, have had adjudication withheld for, or has pled guilty or nolo contendere to (1) 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.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

In addition, the Board shall allow an individual with a temporary certificate in educational leadership to be eligible for administrative positions for which State certification in educational leadership is required. Pursuant to State law and rules adopted by the State Board of Education, an individual must earn a passing score on the Florida Educational Leadership Examination, document three (3) years of successful experience in an executive management or leadership position, and hold a bachelor's degree or higher from an accredited institution of higher learning to qualify for a temporary certificate in educational leadership. A person who is employed under a temporary certificate in educational leadership must be under the mentorship of a State-certificated school administrator during the term of the temporary certificate.

The Superintendent shall also conduct employment history checks of all candidates for administrative positions. The employment history check shall include, but not be limited to, contacting any previous employer 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.

The Board may establish reciprocal certification agreements with other Florida school districts whose employment and/or certification requirements are comparable to those of the School District.

The Board shall require a candidate for employment with an out-of-district certificate not comparable to the District Certification to complete all requirements for initial employment and certification.

F.S. 1012.33 states that "the first ninety-seven (97) days of an initial principal's or supervisor's contract is a probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract." This statement means that individuals who are appointed into their initial administrative positions in the State of Florida will have a ninety-seven (97) day probationary period.

All administrators shall become familiar with the policies of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be subject to discipline up to and including termination.

General Knowledge Examination Assistance

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.

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F.S. 1012.01

F.S. 1001.10

F.S. 1012.23

F.S. 1012.315

F.S. 1012.32

F.S. 1012.33

F.S. 1012.55

F.S. 1012.56

42 U.S.C. 9858f

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3120 - **EMPLOYMENT OF INSTRUCTIONAL STAFF**

The School Board recognizes that it is vital to the successful operation of this Schoole 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)(I)(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(I) 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.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

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 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 F.A.C. 6A-4.003, 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 F.A.C. 6A-4.003, 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:

A five (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 Board policy for certificated personnel and when all of the requirements specified below have been met:

1. Three (3) years of successful teaching in the area for which occupational expertise was established; and

2. 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 (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 F.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 FLDOE. For any such eligible veteran or first responder employed by it, the Board will provide any necessary information requested by the FLDOE and, in a manner established by the FLDOE, notify the eligible veteran or first responder that employment may impact their pension from a previous employer.

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Revised 7/27 /21
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Technical Correction 8/5/25
Revised 12/2/25

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F.S. 1012.27
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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

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4120 - **EMPLOYMENT OF SUPPORT STAFF**

Pursuant to F.S. 1012.01, educational support staff are employees whose job functions are neither administrative nor instructional, yet whose work supports the educational process.

The employment, transfer, promotion, resignation, or dismissal are governed by Federal and State law, School Board policy, State Board rules, and the provisions of the collective bargaining agreements.

A regular employee is a person employed in a continuing position whose duties require twenty (20) or more hours in each normal working week after having completed a ninety (90) workday probationary period. Extensions to this period may be granted by mutual written consent of the employee and the immediate supervisor. Employees who have not completed such period of employment may be discharged without recourse and shall not be subject to the provisions of the grievance procedure for bargaining unit employees.

The Superintendent shall conduct employment history checks of all candidates for educational support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer and reviewing each affidavit of separation from previous employers pursuant to F.S. 1012.31, and screening the candidate through the use of the screening tools described in Florida law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any educational support 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.

If the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student, they are ineligible for employment in any position that requires direct contact with students if:

A. the person is on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);

C. they are ineligible based on a security background investigation under F.S.435.04; 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), or

E. have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) 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.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board no later than the month following employment.

The Superintendent shall also conduct employment history checks of all candidates for support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

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.

The Board shall approve employment, upon recommendation of the Superintendent.

Any support staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

All support personnel shall become familiar with the policies of the Board and other such policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any support staff member employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the Board may prescribe.

REQUIREMENTS FOR INSTRUCTIONAL PARAPROFESSIONALS

All paraprofessionals employed by the District to provide instructional support services in Title I schoolwide programs and instructional paraprofessionals paid with Title I, Part A funds in targeted assistance programs shall be "highly qualified".

The requirements to be considered a "highly qualified" instructional paraprofessional are established by the Florida Department of Education. Accordingly, one of the following requirements must be met:

A. an associate's or higher degree;

B. two (2) years of study at an institution of higher education; or

C. a rigorous State or local assessment of knowledge of and the ability to perform the following duties

1. assist in instruction in reading, writing, and mathematics or reading, writing, and mathematics; or

2. assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Instructional paraprofessionals working for a Title I supported program may be assigned to duties as follows:

A. providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assisting with classroom management, such as organizing instructional and other materials;

An Individual Paraprofessional Development Plan (IPDP) (Form 4120 F1) and an Agreement to Meet Qualifications (Form 4120 F2) shall be on file for each paraprofessional employed by the District to provide instructional support services in Title I schoolwide programs or instructional paraprofessional paid with Title I, Part A funds in targeted assistance programs who does not meet the criteria to be considered "highly qualified". The IPDP shall require the paraprofessional to make annual progress towards "highly qualified" status. Failure to satisfactorily complete the IPDP are subject to re-assignment or termination, consistent with provisions in any applicable collective bargaining contract.

AUTHORIZED ACTIVITIES FOR NON-INSTRUCTIONAL PARAPROFESSIONALS

The activities to which non-instructional paraprofessional may be assigned include the following:

A. personal care services;

B. parent involvement activities;

C. food service;

D. playground/cafeteria supervision;

E. bus aides/bus attendants;

F. clerical duties

G. non-instructional computer assistance;

H. non-instructional media center/library supervision;

I. translators (not providing instructional support).

General Knowledge Examination Assistance

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.

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1121.01 - **BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all administrative positions shall be subject to a criminal background screening to determine eligibility for employment. Additionally, the Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to Federal and State law.

The application for employment shall inform the applicants that they are subject to a criminal background screening and employment history check.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's (AHCA) webpage related to the Care Provider Background Clearinghouse. ~~**[DRAFTING NOTE: AHCA is not required to activate the website until January 1, 2026.]**~~ Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

If it is found that a person who is employed as an administrator does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any position that requires direct contact with students. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Furthermore, before employing an administrator in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)). Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

Pursuant to State law, all administrators employed by the District must self-report arrests for serious offenses (see AP 1121.01).

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal background check with other school districts.

Current employees will be rescreened through the Care Provider Background Screening Clearinghouse in accordance with the following schedule:

A. Employees for whom the last screening was conducted on or before June 30, 2021, must be rescreened by June 30, 2025;

B. Employees for whom the last screen was conducted between July 1, 2021, and June 30, 2022, must be rescreened by June 30, 2026; and

C. Employees for whom the last screening was conducted between July 1, 2022, and December 31, 2023, must be screened by June 30, 2027.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated administrator has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct.

Changes to Initial Status - Care Provider Background Screening Clearinghouse

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his/her initial status or after a change in the person's status has been made.

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives his/her initial status or after a change in the person's status has been made.

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F.S. 435.09
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F.S. 943.0435
F.S. 943.0585(4)(a)
F.S. 943.059(4)(a)
F.S. 1001.41
F.S. 1001.42
F.S. 1012.23
F.S. 1012.27
F.S. 1012.315
F.S. 1012.32
F.S. 1012.465
F.S. 1012.56

F.A.C. 6A-10.083

Federal Immigration Reform and Control Act of 1986

8 U.S.C. 1255a

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3121.01 - **BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background screening to determine eligibility for employment. Additionally, the Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to Federal and State law.

The application for employment shall inform the applicants that they are subject to a criminal background screening and employment history check.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse. **DRAFTING NOTE: AHCA is not required to activate the website until January 1, 2026**. Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

If it is found that a person who is employed as an administrator does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any position that requires direct contact with students. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Furthermore, before employing instructional personnel in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)). Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

Pursuant to State law, all instructional staff members employed by the District must self-report arrests for serious offenses (see AP 3121.01).

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal history background check with other school districts.

Current employees will be rescreened through the Care Provider Background Screening Clearinghouse in accordance with the following schedule:

A. Employees for whom the last screening was conducted on or before June 30, 2021, must be rescreened by June 30, 2025;

B. Employees for whom the last screen was conducted between July 1, 2021, and June 30, 2022, must be rescreened by June 30, 2026and,

C. Employees for whom the last screening was conducted between July 1, 2022, and December 31, 2023, must be screened by June 30, 2027

A person is not required to be rescreened before January 1, 2023, solely for the purpose of retention under F.S. 435.12 if the person was screened before participation by the specified agencies named in F.S. 435.12 (3)(a).

Furthermore, if information received as a result of the criminal history records check indicates that a certificated instructional staff member has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct.

Changes to Initial Status - Care Provider Background Screening Clearinghouse

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his or her initial status or after a change in the person's status has been made.

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives his or her initial status or after a change in the person's status has been made.

Revised 2/13/18
Revised 5/24/22
Revised 3/28/23
Revised 11/14/23

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Legal

F.S. 435.09

F.S. 435.12

F.S. 448.095

F.S. 943.0435

F.S. 943.0585(4)(a)

F.S. 943.059(4)(a)

F.S. 1001.10(5)

F.S. 1001.41

F.S. 1001.42

F.S. 1012.23

F.S. 1012.27(6)

F.S. 1012.315

F.S. 1012.32

F.S. 1012.56

F.A.C. 6A-10.083

Federal Immigration Reform and Control Act of 1986

8 U.S.C. 1255a

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS
Code	*po4121.01 fsj 2/2/26
Status	
Adopted	June 27, 2017
Last Revised	November 14, 2023

4121.01 - **BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background screening to determine eligibility for employment. Additionally, the Superintendent shall verify all new full-time and part-time employees' right to work in the United State according to Federal and State law.

The application for employment shall inform the applicants that they are subject to a criminal background screening and employment history check.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse. **DRAFTING NOTE: AHCA is not required to activate the website until January 1, 2026.** Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

If it is found that a person who is employed as a support staff member does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any position. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Furthermore, before employing support staff in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, and document the findings. If unable to contact (a) previous employer(s), the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6). Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

All support staff members employed by the District must self-report arrests for serious offenses (see AP 4121.01).

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal history background check with other school districts.

Current employees will be rescreened through the Care Provider Background Screening Clearinghouse in accordance with the following schedule:

A. Employees for whom the last screening was conducted on or before June 30, 2021, must be rescreened by June 30, 2025;

B. Employees for whom the last screen was conducted between July 1, 2021, and June 30, 2022, must be rescreened by June 30, 2026; and,

C. Employees for whom the last screening was conducted between July 1, 2022, and December 31, 2023, must be screened by June 30, 2027.

Changes to Initial Status - Care Provider Background Screening Clearinghouse

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his/her initial status or after a change in the person's status has been made.

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives his/her initial status or after a change in the person's status has been made.

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Legal

F.S. 435.09

F.S. 435.12

F.S. 448.095

F.S. 943.0435

F.S. 943.0585(4)(a)

F.S. 943.059(4)(a)

F.S. 1001.10(5)

F.S. 1001.41

F.S. 1001.42

F.S. 1012.27(6)

F.S. 1012.315

F.S. 1012.32

F.S. 1012.465

F.S. 1012.56

F.A.C. 6A-10.083

Federal Immigration Reform and Control Act of 1986

8 U.S.C. 1255a

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of EDUCATOR MISCONDUCT
Code	*po1139 fsj 2/1/26
Status	
Adopted	June 27, 2017

1139 - **EDUCATOR MISCONDUCT**

As required by the provisions of State Board of Education ~~Rule F.A.C. 6B-1.006(5)~~rules and the *Principles of Professional Conduct of the Education Profession in Florida*, an administrator is required to self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such ~~notice~~self-report ~~shall~~is not to be considered an admission of guilt nor shall such ~~notice~~self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statutes.

Furthermore, all legally sufficient complaints against an administrator shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the Board or the office of the Superintendent. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal set forth in Florida statutes.

The Superintendent shall require that all legally sufficient complaints are timely filed in writing with the Department of Education. The Superintendent shall file with the Department of Education all information relating to the complaint which is known to the Superintendent at the time of filing. Additionally, Policy 8141 sets forth the procedures for mandatory reporting of alleged misconduct by school administrators to the Florida Department of Education.

It is the responsibility of all employees of the Board to promptly report to the office of the Superintendent or the Human Resources Department any complaint against an administrator that comes to the employee's attention and that includes grounds for the revocation or suspension of a teaching certificate. The willful failure by an employee of the Board to promptly report a complaint shall constitute cause for discipline of the employee as provided by law and Board policy.

F.S. 1012.22

F.S. 1012.799

F.A.C. 6A-10.081

~~F.A.C. 6B-1.006~~

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F.S. 943.0585(4)(c)

F.S. 943.059(4)(c)

F.S. 1012.22

F.S. 1012.795

F.S. 1012.796

F.S. 1012.799

F.A.C. 6A-10.081

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of EDUCATOR MISCONDUCT
Code	*po3139 fsj 2/1/26
Status	
Adopted	June 27, 2017

3139 - **EDUCATOR MISCONDUCT**

As required by the provisions of State Board of Education ~~Rule F.A.C. 6B-1.006(5)~~rules and the *Principles of Professional Conduct of the Education Profession in Florida*, an instructional employee is required to self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or a misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such ~~notice shall~~self-report is not to be considered an admission of guilt nor shall such ~~notice~~self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statutes.

The School Board shall temporarily remove instructional personnel from the classroom within twenty-four (24) hours after a notification by law enforcement or a self-reporting employee of their arrest for a felony or misdemeanor offense listed in F.S. 435.04.

~~Furthermore, all~~All legally sufficient complaints against a member of the instructional staff shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the ~~School~~ Board or the office of the Superintendent. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal set forth in Florida statutes.

The Superintendent shall require that all legally sufficient complaints are timely filed in writing with the Department of Education. The Superintendent shall file with the Department of Education all information relating to the complaint which is known to the Superintendent at the time of filing. Additionally, Policy 8141 sets forth the procedures for mandatory reporting of alleged misconduct by instructional personnel to the Florida Department of Education.

It is the responsibility of all employees of the Board to promptly report to the office of the Superintendent or the Human Resources Department any complaint against a member of the instructional staff that comes to the employee's attention and that includes grounds for the revocation or suspension of a teaching certificate. The willful failure by an employee of the Board to promptly report a complaint shall constitute cause for discipline of the employee as provided by law and Board policy.

F.S. 1012.22

F.S. 1012.799

~~F.A.C. 6B-1.006~~

F.A.C. 6A-10.081

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Legal F.S. 943.0585(4)(c)

F.S. 943.059(4)(c)

F.S. 1012.22

F.S. 1012.795

F.S. 1012.796

F.S. 1012.799

F.A.C. 6A-10.081

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	*po1213 fsj 2/1/26
Status	
Adopted	November 14, 2017
Last Revised	May 9, 2023

1213 - **STUDENT SUPERVISION AND WELFARE**

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

A. An administrator shall report immediately any accidents or safety hazards about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to their supervisor and any applicable local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious and Potential Threats to Schools*.

C. An administrator shall require staff under his/her supervision to provide proper instruction in safety matters as presented in assigned course guides.

D. An administrator shall not send students on any nonschool-related errands.

E. An administrator shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.

F. An administrator shall notify the parent of a student if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and in the school's ability to provide a safe and supportive learning environment for the student. Notice shall be made as soon as reasonably possible. The administrator shall make a good faith effort to speak with the parent either in person or by telephone, with follow-up written notice by e-mail or U.S. mail.

Exception - Withholding of Information

An administrator is permitted to withhold information about a student's mental, emotional, or physical health or well-being from the parent if a reasonably prudent person would believe that the disclosure would result in abuse, abandonment, or neglect, as those are defined in F.S. 39.01. When information is withheld from a parent on this basis, the specific circumstances should be documented in the student's record (F.S. 1001.42(8)(c)2.)

Regardless of whether an administrator withholds information set forth herein, pursuant of State law, any administrator who knows or has reasonable cause to suspect that a child or student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, adult, or other person responsible for the child's welfare, is required to report such knowledge or suspicion to the Florida Department of Children and Families via the central abused hotline at 1-800-96-ABUSE (1800-962-2873) or via face, web-based chat, or web-based report.

G. An administrator may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

H. An administrator shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or

tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

I. An administrator shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An administrator who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.

J. An administrator shall not disclose personally identifiable information about a student to third persons unless specifically authorized by law or the student's parent(s) to do so.

K. An administrator who is transporting a student should not do so unless accompanied by another adult.

L. A student shall not be required to perform work or services that may be detrimental to his/her health.

M. Administrators are discouraged from engaging students in social media and online networking media, including but not limited to such as Facebook, X (formerly known as Twitter,) Snapchat, Instagram, etc.

N. Administrators are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Revised 10/23/18
Revised 8/11/20
Revised 1/25/22
Revised 9/13/22
Revised 5/9/23

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F.S. 119.011
F.S. 847.012
F.S. 1001.42
F.S. 1001.51
F.S. 1002.22
F.S. 1003.32
F.S. 1006.07
20 U.S.C. 1232
34 C.F.R. Part 99

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	*po3213 fsj 2/1/26
Status	
Adopted	June 27, 2017
Last Revised	September 13, 2022

3213 - **STUDENT SUPERVISION AND WELFARE**

Each instructional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

A. An instructional staff member shall report immediately to a building administrator any accidents or safety hazards s/he detects.

B. An instructional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to their supervisor and any applicable local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious Activity and Potential Threats to Schools*.

C. An instructional staff member shall provide proper instruction in safety matters as presented in assigned course guides.

D. An instructional staff member shall not send students on any nonschool-related errands.

E. An instructional staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.

F. An instructional staff member shall advise and consult with the principal if there is a change in a student's services or monitoring related to a student's mental, emotional or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The staff member shall assist the principal in notifying the parent of any such change.

G. An instructional staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

H. An instructional staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

I. An instructional staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An instructional staff member who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.

J. An instructional staff member shall not transport students in a private vehicle without approval of the principal and unless accompanied by another adult.

K. A student shall not be required to perform work or services that may be detrimental to his/her health.

L. Staff members are discouraged from engaging students in social media and online networking media, including but not limited to Facebook, X (formerly known as Twitter), Snapchat, Instagram, etc.

M. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each instructional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

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Revised 1/25/22
Revised 9/13/22

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F.S. 119.011
F.S. 847.012
F.S. 1001.42
F.S. 1001.51
F.S. 1002.22
F.S. 1003.32
F.S. 1006.07
20 U.S.C. 1232
34 C.F.R. Part 99

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	*po4213 fsj 2/2/26
Status	
Adopted	November 14, 2017
Last Revised	September 13, 2022

4213 - **STUDENT SUPERVISION AND WELFARE**

Each support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities which include, but are not limited to, the following:

A. A support staff member shall report immediately to a building administrator any accidents or safety hazards s/he detects.

B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to their supervisor and any applicable local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious Activity and Potential Threats to Schools*.

C. A support staff member shall not send students on any nonschool-related errands.

D. A support staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.

E. A support staff member shall advise and consult with the principal if there is a change in a student's services or monitoring related to a student's mental, emotional or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The support staff member may assist the principal in notifying the parent of any such change.

F. A support staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

G. A support staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

H. A support staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. A support staff member who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.

I. A support staff member shall not transport students in a private vehicle without the approval of a building administrator.

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Staff members are discouraged from engaging students in social media and online networking media, including but not limited to Facebook,, X (formerly known as Twitter),-Snapchat, Instagram, etc.

L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each support staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse, abandonment, or neglect.

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Revised 1/25/22
Revised 9/13/22

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F.S. 119.011

F.S. 847.012

F.S. 1001.42

F.S. 1001.51

F.S. 1002.22

F.S. 1003.32

F.S. 1006.07

20 U.S.C. 1232

34 C.F.R. Part 99

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of PROFESSIONAL DEVELOPMENT
Code	*po1242 fsj 2/1/26
Status	
Adopted	June 27, 2017
Last Revised	July 27, 2021

1242 - **PROFESSIONAL DEVELOPMENT**

Professional Development System

Pursuant to State law, the School District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, teachers consortia, professional organizations, and business/community representatives in Florida to maintain a coordinated system of professional development. The purpose of the system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education in the workforce.

The District's comprehensive professional development plan will incorporate school improvement plans, will align with the Florida Professional Development System Evaluation Protocol Standards, which support the framework for standards adopted by Learning Forward and will align with the principal leadership training. Furthermore, the results of the performance evaluations of administrators conducted pursuant to State law and School Board Policy 1220 will be used when identifying areas for which professional development is needed.

As part of its effort to develop and refine its professional development plan, the District will review and monitor school discipline data; school environment surveys; assessments of parental satisfaction; performance appraisal data of teachers, managers, and administrative personnel; and other performance indicators to identify school and student needs that can be met by improved professional performance.

The Board will provide funding for professional development as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional development. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.

The in-service activities for administrators shall focus on an analysis of student achievement data, the use of the Board-adopted evaluation program for instructional staff, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.

The District shall also provide in-service activities and support targeted to the individual needs of new administrators participating in the professional development certification and education competency program.

Additionally, the District shall make available, on a space available basis, in-service activities to instructional personnel who are designated as administrators of nonpublic schools in the District and the State certified teachers who are not employed by the Board on a fee basis not to exceed the cost of the activity per all participants.

The Superintendent shall establish and maintain an individual professional development plan for each administrator assigned to a school as a seamless component to the school improvement plans developed pursuant to State law. The individual professional development plan established by the Superintendent shall:

A. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity;

B. include an evaluation component that determines the effectiveness of the professional development plan;

C. include in-service activities for school administrative personnel that address updated skills necessary for instructional leadership and effective school management;

D. provide for systematic consultation with regional and State personnel designated to provide technical assistance and evaluation of local professional development programs;

E. provide for delivery of professional development by distance learning and other technology-based delivery systems to reach more educators at lower costs;

F. provide for the continuous evaluation of the quality and effectiveness of professional development programs in order to eliminate ineffective programs and strategies and to expand effective ones. Evaluations must consider the impact of such activities on the performance of participating educators and their students' achievement and behavior.

G. provide training, when such training is available, on the use of instructional materials included on the State-adopted instructional materials list pursuant to F.S. 1006.28, materials evaluated and identified pursuant to F.S. 1001.215(4), materials developed pursuant to F.S. 1006.39, and materials posted online by the FLDOE, including when and how to use intervention materials.

Professional learning activities must be linked to student learning, ~~and~~provide professional growth for administrative staff ~~will~~and utilize materials aligned to the Florida Educational Leadership Standards adopted in rule by the State Board of Education.

~~By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive professional learning system that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle. The report will also include verification that the training was provided.~~Annually by August 1, the Superintendent shall certify to the Commissioner of Education that the Board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

Professional Learning Catalog

A. Components

As part of its coordinated system of professional development, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;

2. an identifying number assigned in accordance with the (FLDOE) Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;

3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);

4. a description of the specific objectives and activities to be completed; and,

5. the component evaluation criteria for determining the effectiveness of professional learning in:

   a. addressing the specific objectives;

   b. increasing educator knowledge and skills;

   c. changing educator dispositions or practice in the educational setting; and,

   d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. dates of participation;
3. satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a professional certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

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F.S. 1001.42
F.S. 1011.62
F.S. 1011.67
F.S. 1012.22
F.S. 1012.34
F.S. 1012.98
F.S. 1012.985

F.S. 1012.986

Book	Policy Manual
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Title	Copy of PROFESSIONAL LEARNING
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Last Revised	July 30, 2024

3242 - **PROFESSIONAL LEARNING**

Professional Learning System

Pursuant to State law, the School District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, teachers, consortia, professional organizations, and business/community representatives in Florida to maintain a coordinated system of professional learning The purpose of the system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce.

Pursuant to Florida law, the term "professional learning" means learning that is aligned to Florida's standards for effective professional learning, educator practices, and leadership practices; incorporates active learning; is collaborative; provides models; and is sustained and continuous.

The District's comprehensive professional learning system will incorporate school improvement plans and align with the professional learning standards adopted by the State. Furthermore, the results of the performance evaluations of instructional staff members conducted pursuant to State law and School Board Policy 3220 will be used when identifying the areas for which professional learning is needed. As part of its effort to develop and refine its professional learning system, the District will review and monitor school discipline data; school environment surveys; assessments of parental satisfaction; performance appraisal data of teachers, managers, and administrative personnel; and other performance indicators to identify school and student needs that can be met by improved professional performance.

The District's professional learning system shall include the following:

A. an overview of the system;

B. a list of the collaborative partnerships established and a description of how a diverse group of stakeholders was consulted during development of the system;

C. a description of the organizational structure of professional learning in the District;

D. a list of the District- and school-based positions with the primary responsibility for planning, providing, implementing, and supporting, or evaluating professional learning, and a brief description of their roles related to professional learning;

E. a description of the District's systems of professional learning programs and supports that enable instructional personnel and school administrators to continually develop throughout their career, and provide opportunities for meaningful teacher leadership and the identification and preparation of aspiring school leaders;

F. a description of how the District implements each of the professional learning standards outlined in State Board Rule;

G. a list of the technology platforms and programs the District uses to manage, provide, or support professional learning, and a brief description of how they are utilized;

H. a list of the funding sources and amounts allocated for the District's professional learning resources, and the percentage of the District's total operating expenses that is allocated for professional learning for each of the last three (3) school years; and,

I. confirmation that the system meets the requirements of F.S. 1012.98.

The Board will provide funding for professional learning as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional learninglearning. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.

The in-service activities for instructional personnel shall include, but not be limited to analysis of student achievement data, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety. Additionally, the District shall make available, on a space available basis, in-service activities to instructional personnel of nonpublic schools in the District and the State certified teachers who are not employed by the Board on a fee basis not to exceed the cost of the activity per all participants.

School principals shall establish and maintain an individual professional learning plan for each instructional employee assigned to the school. The individual professional learning plan must:

A. be related to specific performance data for the students to whom the teacher is assigned;

B. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity(ies);

C. include an evaluation component that determines the effectiveness of the professional learning plan.

Professional learning activities must be linked to student learning, ~~and~~ provide professional growth for instructional staff and meet the following criteria:

A. Utilize materials aligned to the ~~State's educational leadership standards~~ Florida Educational Leadership Standards adopted in rule by the State Board of Education.

A. Have clear, defined, and measurable outcomes for both individual in-service activities and multiple day sessions.

B. Employ multiple measurement tools for data on teacher growth, participants' use of new knowledge and skills, student learning outcomes, instructional growth outcomes, and leadership growth outcomes, as applicable.

C. Utilize active learning and engage participants directly in designing and trying out strategies, providing participants with the opportunity to engage in authentic teaching and leadership experiences.

D. Utilize artifacts, interactive activities, and other strategies to provide deeply embedded and highly contextualized professional learning.

E. Create opportunities for collaboration.

F. Utilize coaching and expert support to involve the sharing of expertise about content and evidence-based practices, focused directly on the needs of the role.

G. Provide opportunities to think about, receive input on, and make changes to practice by facilitating reflection and providing feedback.

H. Provide sustained duration with follow-up to have adequate time to learn, practice, implement, and reflect upon new strategies that facilitate changes in practice.

I.

J. Provide training, when such training is available, on the use of instructional materials included on the State-adopted instructional materials list pursuant to F.S. 1006.28, materials evaluated and identified pursuant to F.S. 101.215 (4), materials developed pursuant to F.S. 1006.39, and materials posted online by the FLDOE, including when and how to use intervention materials.

K.

Professional Learning Certification and Education Competency Program

The District will provide the competency-based professional learning certification program developed by the FLDOE by which members of the District's instructional staff with a State-issued temporary certificate may satisfy the mastery of professional preparation and education competence requirements specified in State law and rules of the State Board of Education.

Certification of an Approved Comprehensive Professional Learning Plan

~~By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive professional learning system that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle. The report will also include verification that the training was provided.~~Annually by August 1, the Superintendent shall certify to the Commissioner of Education that the Board has approved a comprehensive professional learning plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

The District shall submit its professional learning system to the FLDOE for review and approval in accordance with timelines adopted by the FLDOE and as set forth in F.A.C. 6A-5.069.

Professional Learning Catalog

A. Components

As part of its coordinated system of professional learning, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;
2. an identifying number assigned in accordance with the FLDOE Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;
3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);
4. a description of the specific objectives and activities to be completed; and,
5. the component evaluation criteria for determining the effectiveness of professional learning in:
    a. addressing the specific objectives;
    b. increasing educator knowledge and skills;
    c. changing educator dispositions or practice in the educational setting; and,
    d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. dates of participation;
3. satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a Professional Certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District shall submit its professional learning catalog to the FLDOE for review and approval as set forth in F.A.C. 6A-5.071.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

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Revised 7/27/21
Revised 11/14/23
Revised 7/30/24

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F.S. 1001.42
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F.S. 1012.985

F.S. 1012.986

F.A.C. 6A-5.069

F.A.C. 6A-5.071

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Section	V 26 N1 REVISED
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Code	*po4242 fsj 2/2/26
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Adopted	June 27, 2017
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4242 - **STAFF DEVELOPMENT**

Professional Development System

The School Board believes that training is a prerequisite for continued growth of staff and, therefore, pursuant to State law, requires support staff members in in-service and other training programs.

By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Board shall approve a comprehensive staff development plan that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle.

The staff development plan shall provide for training for each paraprofessional who will use these materials in their assignment, and require documentation of satisfactory completion of the training by each individual.

In addition to requiring training about the fidelity of instructional materials for those support staff who may use them, incorporating school improvement plans, and aligning with principal leadership training, the District's staff development plan shall require necessary and appropriate training for the various classifications of support staff, including, but not limited to, job-specific skills training, training related to the *School Safety and Security Plan*, and any other training required by State or Federal law.

The Superintendent shall annually report to the Board on the implementation of the District's staff development plan.

Professional Learning Catalog

A. Components

As part of its coordinated system of professional learning, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;

2. an identifying number assigned in accordance with ~~the Florida Department of Education (~~FLDOE~~)~~ Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385 and F.A.C. 6A-1.0014;

3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);

4. a description of the specific objectives and activities to be completed; and,

5. the component evaluation criteria for determining the effectiveness of professional learning in:

    a. addressing the specific objectives;

b. increasing employee knowledge and skills;

c. changing employee dispositions or practice in the educational setting; and,

d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. Dates of participation;
3. Satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a professional certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

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Revised 7/30/24

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Legal F.S. 1012.22
F.S. 1012.98
F.S. 1012.985

F.A.C. 6A-5.069

F.A.C. 6A-5.071

Book	Policy Manual
Section	V 26 N1 REVISED
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1410 - **ADMINISTRATIVE SALARY**

The base salary of all administrators shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board on the recommendation of the Superintendent:

A. the annual salary schedule for District-based administrators;

B. the grandfathered salary schedule for school administrators who were hired before July 1, 2014; and

C. the performance salary schedule for school administrators who are hired after July 1, 2014, and those administrators who have opted into this performance salary schedule.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District

Annual Salary Schedule for District-Based Administrators

The annual salary schedule for District-based administrators shall be used as the basis for paying administrators classified as District-based instructional administrators and district-based non-instructional administrators. For purposes of this salary schedule District-based instructional administrators include assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, Federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas, and non-instructional administrators include assistant, associate, or deputy superintendents and directors of major non-instructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned if the degree is held in the administrator's area of certification.

Grandfathered Salary Schedule for School Administrators

The grandfathered salary schedule shall be used as the basis for paying school administrators hired before July 1, 2014. For purposes of this salary schedule, "school administrators" include school principals; school directors who are staff members performing the assigned activities as the administrative head of a school; career center directors; and assistant principals.

The grandfathered salary schedule for school administrators shall base a portion of the school administrator's salary on demonstrated performance as evaluated in accordance with State law and Policy 1220, Evaluation of Administrative Personnel.

The grandfathered salary schedule for school administrators shall provide differentiated pay that is based upon the following District-determined factors:

A. additional responsibilities;

Upon the recommendation of the Superintendent, the Board shall approve a list of additional responsibilities for

which school administrators shall receive differentiated pay.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school administrators who are assigned one (1) or more of the additional responsibilities approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the salary adjustment specified in the Board-adopted salary schedule to the school administrators who are assigned additional responsibilities.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

Upon the recommendation of the Superintendent, the Board shall approve a list of school demographics for which school administrators shall receive differentiated pay.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school administrators who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

C. ~~critical shortage~~high-demand teacher needs areas;
The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school administrators assigned to positions that have been identified as ~~critical shortage~~high-demand teacher needs areas;by the State Board of Education or District.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule as a salary adjustment for the compensation of the school administrators assigned in ~~critical shortage~~high-demand teacher needs areas;.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties;

Upon the recommendation of the Superintendent, the Board shall approve a list of job performance difficulties for which school administrators shall receive differentiated pay.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of staff members whose assignment is characterized by the job performance difficulties that were approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the adopted salary schedule as a salary adjustment to the school administrators eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

As provided by law, these annual salary adjustments become part of the school-based administrator's base salary for the next school year.

Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award the following salary supplements as annual additions to the salaries:

A. for administrators who were hired before July 1, 2011, for any advanced degree held;

B. for administrators who were hired after July 1, 2011, if they hold an advanced degree in their area of certification.

Performance Salary Schedule for School Administrators

Beginning July 1, 2014, school administrators new to the district, returning to the District after a break in service without an authorized leave of absence, or appointed for the first time to a school-based administrative position in the District shall be placed on the performance salary schedule. After receiving a recommendation from the Superintendent, the Board shall establish the base salary for these school-based administrators.

The base salary for administrators who choose to move from the grandfathered salary schedule to the performance salary schedule will be the salary they received in the prior year, including adjustments only.

A. **Salary Adjustments**

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as highly effective must be greater than the highest annual salary adjustment available to a school-based administrator of the same classification through any other salary schedule adopted by the District.

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as effective must be equal to at least fifty percent (50%), and no more than seventy-five percent (75%), of the annual adjustment provided for a highly effective school-based administrator of the same classification.

The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

B. **Salary Supplements**

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

1. assignment to a Title I eligible school;

   The Deputy Superintendent of Instruction will submit to the Superintendent a list of school-based administrators who are assigned to a Title I school.

   The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for assignment to a Title I school.

   At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

2. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

   The Deputy Superintendent of Instruction will submit to the Superintendent a list of administrators who were assigned to a school that improved by at least one grade level for the previous school year.

   The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for one (1) year following improved performance in the school regardless of whether or not the administrator is assigned to the school that improved for the current school year.

   At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

3. certification and teaching in the ~~critical teacher shortage~~high-demand teacher needs areas identified by the State Board of Education and/or District pursuant to State law;

   The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school-based administrators assigned to positions that have been identified as ~~critical shortage~~ high-demand teacher needs areas by the State Board of Education or District.

   By October 1st, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators assigned in ~~critical~~

~~shortage areas~~high-demand teacher needs .

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board members.

4. advanced degree in the area of certification.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of staff members who have earned advanced degrees in their area of certification.

By October 1st, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

Credit for Previous Experience

The salary established for District administrators and the base salary established for school administrators under the performance salary schedule will include a credit for previous experience in a position with similar responsibilities, as follows:

A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days or more than one-half (1/2) of the number of hours for the normal contractual period of service for the position held. In determining such service, sick leave and paid holidays shall be counted, but all other types of leave and holidays will be excluded.

B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position.

C. Transfer of previous experience in a position with similar responsibilities:

1. will include all previous experience with this District;

2. may not exceed twelve (12) years of experience from other employers;

3. must have been earned in a position that contributed to a State retirement system or at a school that was, at the time the experience was earned, fully accredited by one (1) of the six (6) regional accrediting bodies listed below:

a. Southern Association of Colleges and Schools

b. Western Association of Schools and Colleges

c. Northwest Association of Accredited Schools

d. North Central Association of Colleges and Schools

e. New England Association of Schools and Colleges

f. Middle States Association of Colleges and Schools

D. An employee who claims credit for previous experience must complete and submit the Experience Verification Form (Form 1410 F1) within the first fourteen (14) days of employment, in order to receive credit for years of service.

Bonuses or Severance Pay

Any salary adjustments or supplements that would constitute bonuses must be based upon work performance. The determination of such bonus must include a process that describes performance standards and an evaluation process consistent with Policy 1220, Evaluation of Administrative Personnel. All employees eligible for such a bonus will be notified before the beginning of the evaluation period on which the bonus is to be based.

If the Board provides a bonus and/or severance pay to administrative staff that is not included in the employment contract, the bonus and/or severance pay shall strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

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F.S. 215.425

F.S. 1001.42

F.S. 1001.43

F.S. 1011.60

F.S. 1012.01

F.S. 1012.22

F.S. 1012.32

F.S. 1012.33

F.S. 1012.34

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel

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3410 - **COMPENSATION**

Salaries of all instructional staff members shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board upon the recommendation of the Superintendent:

A. grandfathered salary schedule for instructional staff who have continuing contracts or professional service contracts and were hired before July 1, 2014; or

B. the performance salary schedule for instructional staff who were hired after July 1, 2014, or who held annual contracts as of July 1, 2014.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned, if the degree is held in the individual's area of certification.

The base salary set forth in these salary schedules, as well as the amounts provided for adjustments and supplements shall be subject to collective bargaining.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District.

Grandfathered Salary Schedule for Instructional Staff

The grandfathered salary schedule for instructional staff shall be used as the basis for paying instructional personnel hired before July 1, 2014, who have a continuing contract or a professional service contract. Each year instructional staff members who were hired before July 1, 2014, and who have a continuing contract or a professional service contract will have the opportunity to move from this salary schedule to the performance salary schedule for instructional staff.

A portion of each employee's compensation paid pursuant to the grandfathered salary schedule for instructional staff shall be based on demonstrated performance as evaluated in accordance with State law and Policy 3220, Evaluation of Instructional Personnel.

Pursuant to statutory requirements and subject to negotiation, the grandfathered salary schedule for instructional staff shall provide for differentiated pay for based upon the following District-determined factors:

A. additional responsibilities;

The list of additional responsibilities for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

The Principal shall submit to the Superintendent a list of staff members who are assigned one (1) or more of the additional responsibilities on the list that is set forth in the collective bargaining agreement.

By the first Board meeting in October, the Superintendent will authorize payment of the salary adjustment specified in the Board-adopted annual salary schedule for instructional staff to the instructional staff members who are assigned these additional responsibilities.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

By September 1st, the Principal shall submit to the Superintendent a list of instructional staff members who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule for instructional staff as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

C. high-demand teacher needs ~~critical shortage~~ areas;

By the first Board meeting in October, upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as ~~critical shortage~~ high-demand teacher needs areas.

The Principal shall submit to the Superintendent a list of staff members assigned to positions that have been identified as high-demand teacher needs ~~critical shortage~~ areas by the State Board of Education or the District.

Following the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the annual salary schedule for instructional staff as an adjustment to the compensation of the staff members assigned inhigh-demand teacher needs ~~critical shortage~~ areas.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties;

The list of job performance difficulties for which instructional staff members shall receive differentiated pay are set forth in the collective bargaining agreement.

The Principal shall submit to the Superintendent a list of instructional staff members whose assignment is characterized by the job performance difficulties.

By October 1st, the Superintendent shall authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

The amount paid for each of these District-determined factors shall be subject to collective bargaining.

Further, as provided by law, these annual salary adjustments become part of the instructional staff member's base salary for the next school year.

Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the instructional staff member's salary. Salary supplements shall be paid to all instructional staff members who were hired before July 1, 2011, for any advanced degree held, and to all instructional staff members hired after July 1, 2011, but before July 1, 201~~,~~4 for advanced degrees earned in their area of responsibility.

A. By September 15th, the Principal shall submit to the Superintendent a list of instructional staff members who are eligible for the additional compensation provided by the annual salary schedule for all instructional staff members who were hired before July 1, 2011, for any advanced degree held, and to all instructional staff members hired after July 1, 2011, but before July 1, 201~~,~~4 for advanced degrees earned in their area of responsibility.

B. By October 1st, the Superintendent will authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible for advanced degrees held.

C. At a subsequent regular meeting, the list of instructional staff members who will receive this supplement shall be provided to the Board.

As provided by law, these annual salary supplements shall not become part of the instructional staff member's permanent base salary.

Performance Salary Schedule for Instructional Staff

Beginning July 1, 2014, the performance salary schedule shall be the basis for paying instructional staff members new to the District, returning to the District after a break in service without an authorized leave of absence, or appointed for their first time to an instructional staff position in the District.

The performance salary schedule shall also be the basis for paying instructional staff members on annual contract as of July 1, 2014.

Additionally, the performance salary schedule shall be the basis for paying instructional staff members with a continuing contract or a professional service contract who opt out of the grandfathered annual salary schedule and into the performance salary schedule.

The base salary for instructional staff members who opt into the performance salary schedule or who are required by State law to move to the performance salary schedule must be the salary paid in the prior year, including adjustments only.

The annual salary adjustment under the performance salary schedule for an instructional staff member rated as "highly effective" must be greater than the highest annual salary adjustment available to an instructional staff member of the same classification through any other salary schedule adopted by the Board.

The performance salary schedule must not provide an annual salary adjustment for an instructional staff member who receives a rating other than highly effective or effective for the year.

Salary Supplements

The performance salary schedule for instructional staff shall provide for the following salary supplements:

A. assignment to a Title I eligible school;

The Principal will submit to the Superintendent a list of staff members who are assigned to a Title I school.

The Superintendent will authorize payment of the supplement specified for assignment to a Title I school.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

B. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

The Principal will submit to the Superintendent a list of staff members who were assigned to a school that improved by at least one grade level for the previous school year.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for one (1) year following improved performance in the school regardless of whether or not the teacher assignment is at the school that improved.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

C. certification and teaching in high-demand ~~the critical~~ teacher needs ~~shortage~~ areas identified by the State Board of Education and/or District pursuant to State law;
Upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

The Principal shall submit to the Superintendent a list of staff members assigned to positions that have been identified as certification and teaching in high-demand ~~the critical~~ teacher needs ~~shortage~~ areas identified by the State Board of Education and/or District pursuant to State law; areas by the State Board of Education or District.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned in certification and teaching in high-demand ~~the critical~~ teacher needs ~~shortage~~ areas identified by the State Board of Education and/or District pursuant to State law;

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided.

D. assignment of additional academic responsibilities;

The list of additional academic responsibilities for which instructional staff members shall receive salary supplements are set forth in the collective bargaining agreement.

Each Principal shall submit to the Superintendent a list of staff members assigned additional academic responsibilities.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned additional academic responsibilities. At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

E. advanced degree in the area of certification.

By September 15th, the Principal shall submit to the Superintendent a list of instructional staff members who have earned advanced degrees in their area of certification.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

The amount paid for each of these salary supplements shall be subject to collective bargaining.

Bonuses and/or Severance Pay

If the Board provides bonuses and/or severance pay to instructional staff that are not included in an individual employment contract and/or pursuant to a collective bargaining contract, those bonuses and/or severance pay are subject to negotiations, but must strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

Instructional staff members should refer to the current collective bargaining agreement for more information regarding compensation.

Revised 2/13/18
Revised 10/22/24

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Legal F.S. 215.425
F.S. 1001.42
F.S. 1001.43
F.S. 1011.60
F.S. 1012.01
F.S. 1012.22
F.S. 1012.32
F.S. 1012.33
F.S. 1012.335

F.S. 1012.34

F.S. 1012.56

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel

Book	Policy Manual
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Adopted	June 27, 2017
Last Revised	October 22, 2024

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

I. **General Statement**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the School Board will not discriminate nor tolerate harassment in its educational programs or activities 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, which are classes protected by State and/or Federal law (collectively "protected classes").

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction or any other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination also occurs when any student or employee is subjected to training or instruction that is unlawful under F.S. 1000.05.

The Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students.

Equal educational opportunities shall be available to all students, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the protected classes, as well as sexual orientation or transgender identity, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc., toward the development of human society;

B. Staff Training

develop ~~an ongoing program of in-service training~~professional learning and training opportunities for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the protected classes, in any duty,

work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

2. verify that facilities are made available for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group that is officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society pursuant to Board Policy 7510 - Use of District Facilities;

D. District Support

verify that like aspects of the District's program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Assessment

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the protected classes, as well as sexual orientation or transgender identity.

F. **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees ~~(i.e., administrators, and professional and classified staff)~~, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

G. **District Compliance Officer(s)**

1. Compliance Officers

For current contact information of the School District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators, please visit www.manateeschools.net/titleix or call (941) 708-8770.

2. Publication

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks and/or on the School District's website.

3. Duties and Responsibilities

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner

any inquiries or complaints regarding discrimination or denial of equal access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida Educational Equity Act, and/or their implementing regulations is provided to students, their parents, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO's office.

4. Students with Disabilities, Limited English Proficiency, or Other Needing Additional Services

   The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit procedures and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis (see AP 2260F). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

5. The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

H. **Reports and Complaints of Unlawful Discrimination and Retaliation**

Students and Board employees are required, and all other members of the School District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO at his/her first convenience and/or within two (2) business days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a protected class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee

the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

I. Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2264 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities* or Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Atlanta Office of the OCR can be reached at 61 Forsyth Street, SW. - Suite 19T10, Atlanta, GA 30303-8927 Phone: (404) 974-9406 FAX; (404) 974-9471 Web: http://www.ed.gov/ocr.

1. Informal Complaint Procedure

   The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student alleges unlawful discrimination/retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

   The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

   Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

   All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

2. As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

3. A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

   All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

   The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

   a. Advising the Complainant about how to communicate concerns to the Respondent.

   b. Distributing a copy of Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.

   c. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy 8310)

D. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent a detailed description of the facts upon which the complaint is based (i.e., when where, and what occurred); a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult Complainant to assess whether the individual agrees with the

proposed action. If the complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the complainant has been subjected to unlawful discrimination/retaliation. A Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

1. interviews with the complainant;

2. interviews with the respondent;

3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

4. consideration of any documentation or other information presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint

process is not a prerequisite to the pursuit of other remedies.

VI. Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Florida's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

VII. Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

VIII. Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

IX. Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content-appropriate.

X. Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports/allegations/complaints/statements;

C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;

E. written witness statements;

F. narratives of, notes from, or audio, video, or digital recordings of witness statements;

G. all documentary evidence;

H. e-mails, texts, or social media posts pertaining to the investigation;

I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

K. dated written determinations to the parties;

L. dated written descriptions of verbal notifications to the parties;

M. written documentation of any interim measures offered and/or provided to complainants, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;

N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

O. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;

P. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

Q. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination, harassment, or retaliation; and

R. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, and Policy 8320 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Revised 8/13/19
Revised 11/9/21
Revised 4/12/22
Revised 3/28/23
Revised 10/22/24

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Legal

F.S. 553.501 et seq., Florida Americans with Disabilities Accessibility Implementation Act

F.S. 760.021

F.S. 760.08

F.S. 1000.05, Florida Educational Equity Act

F.A.C. 6A-19.001

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

34 C.F.R. Part 110 (7/27/93)

29 C.F.R. Part 1635

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of SCHOOL HEALTH SERVICES
Code	*po2410 fsj 2/2/26
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Adopted	June 27, 2017
Last Revised	August 23, 2022

2410 - **SCHOOL HEALTH SERVICES**

Health Services

The School Board shall cooperate with the health department to address all school health matters as required by the School Health Services Act F.S. 381.0056. The District, including the school health committee, and the Manatee County Health Department shall jointly develop a school health services plan approved by the Board. The Student Services Procedures Manual and the Student/Parent Elementary and Secondary Handbook should be referenced.

The "school health services plan" will describe the services to be provided, the responsibility for provision of the services, the anticipated expenditures to provide the services, and evidence of cooperative planning by the District, including the school health advisory committee, and the health department. Each school health advisory committee must, at a minimum, include members who represent the eight (8) component areas of the Coordinated School Health model as defined by the Centers for Disease Control and Prevention.

The Superintendent, in addition to the school health advisory committee, shall develop the school health services plan jointly with the health department and submit it to the Board for approval.

The school health services plan will be completed biennially and approved and signed by the Superintendent, Board Chairperson, health department medical director or administrator, and the Department of Health's district administrator. The school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the Superintendent and the health department medical director or administrator.

The school health services plan is to include, at a minimum, provisions for all of the following:

A. health appraisal;

B. records review;

C. nurse assessment;

D. nutrition assessment;

E. a preventive dental program;

F. vision screening;

G. hearing screening;

H. scoliosis screening at the appropriate age;

I. growth and development screening;

J. health counseling;

K. referral and follow-up of suspected or confirmed health problems by the health department;

L. meeting emergency health needs in each school;

M. county health department personnel to assist school personnel in health education curriculum development;

N. referral of students to appropriate health treatment, in cooperation with the private health community whenever possible;

O. consultation with a student's parent or guardian regarding the need for health attention by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated;

P. maintenance of records on incidents of health problems, corrective measures taken, and such other information as may be needed to plan and evaluate health programs; except, however, that provisions in the plan for maintenance of health records of individual students must be in accordance with F.S. 1002.22;

Q. health information which will be provided by the school health nurses, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs;

R. notification to the local nonpublic schools of the school health services program and the opportunity for representatives of the local nonpublic schools to participate in the development of the cooperative health services plan;

S. a reasonable attempt to notify a student's parent, guardian, or caregiver if 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, including and subject to the requirements and exceptions established under F.S. 1002.20 (3) and F.S. 1002.33 (9), as applicable.

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.

T. budget and staffing information;

U. number and levels of public and nonpublic schools and number of student served;

V. communicable disease policies;

W. immunization policies;

X. initial school entry health examination policy;

Y. health services reporting procedure;

Z. advisory committee activities and membership; and

AA. School District and county public health unit personnel responsible for coordinating health services.

The school health services plan will describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of funding source.

Protocols for supervision of school health services personnel shall be described in the school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards. These shall be kept on file at the District and the health department.

Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the health department medical director in conjunction with the Board, school health advisory committee, the District medical consultant, or the student's private physician.

Notice to Parents

At the beginning of the school year, the District will notify parents of each healthcare service offered at their student's school and of the option to withhold consent or decline any specific service.

COVID-19 Prohibitions

Neither the Board nor any Board agent or employee may:

A. impose a COVID-19 vaccination mandate for students; or

B. prohibit a student from attending school or school-sponsored activities, prohibit a student from being on school property, or subject 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.

Anaphylaxis Training and Emergency Action Plans for Kindergarten Through Grade 8 Schools

Each school in the District that serves students in kindergarten through grade 8 shall provide training to an adequate number of school personnel and contracted personnel in preventing and responding to allergic reactions, including anaphylaxis. ~~**[DRAFTING NOTE: The next sentence is to provide guidance on implementing the requirement that the training be provided to "an adequate school personnel and contracted personnel." The position identified in the next sentence may want to consult with District health care professionals to identify how many students at a particular school may have allergy issues, the nature of the allergies, and the staff assigned to the school who may be able to respond.]**~~ The _____Deputy Superintendent of Instruction shall be responsible for determining the number of personnel to be trained at each school site. The training must comply with State Board of Education Rules and include recognizing the signs of an anaphylactic reaction and administering an FDA-approved epinephrine delivery device that has a pre-measured, appropriate weight-based dose.

For each student in kindergarten through grade 8 who has an emergency action plan for anaphylaxis, such plan must be in effect and accessible at all times when the student is on school grounds during the school day or participating in school-sponsored activities. This includes extra-curricular activities, athletics, school dances, and contracted before school or after-school programs at the student's school.

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 may delay notification for no more than twenty-four (24) hours after a student is removed if the principal deems the delay to be in the student's best interest and (1) 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; or (2) the principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

Contact with Mental Health Professionals During a Student Crisis

During a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to F.S. 394.463, unless the child poses an imminent danger to themselves or others, before initiating an involuntary examination pursuant to F.S. 394.463. Such Contact may be in person or using telehealth as defined in F.S. 456.467. The mental health professional may be available to the District either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team or be a direct or contracted District employee.

Mental Health Services

Mental health counseling services, case management services, and human and social services may be provided to students at a school site under mutual agreements with community-based public or private agencies. Each service provided shall be on a case-by-case basis with prior written approval of the student's parent or guardian.

The Superintendent shall work to assist schools in providing information to children and families by providing a directory of referral sources for professional mental health services for children and families in need of such services. All schools should reference the "Referral Sources for Children and Families Manual" for licensed Mental Health Professionals. The following information should be listed in the directory:

A. the location of a Referral Sources Manual

B. information on mental health referral

C. information on substance abuse referrals

D. phone numbers and addresses of mental health providers

E. a copy of the District's release letter for obtaining assistance

F. additional resource for outpatient/inpatient services

G. inpatient unit services for District children and adolescents

H. employee assistance programs and contacts

The Superintendent shall develop and update as needed administrative procedures to implement this policy.

Contracts with Mental Health Service Providers

The District may contract for mental health services with a community-based mental health service provider for mental health screening for the identification of mental health concerns. Any such agreement shall provide that students who may be at risk for mental health disorders and are referred to such a provider shall be assessed within fifteen (15) days of referral. Mental health services must be initiated within fifteen (15) days after identification and assessment, and support by community-based mental health service providers for students who are referred for community-based mental health services must be initiated within thirty (30) days after the school or District makes a referral.

Parents of a student receiving services under such a contract shall be provided information about other behavioral health services available through the student's school or local community-based behavioral health services providers by providing information about and Internet addresses for web-based directories or guides for local behavioral health services.

Individuals living in a household with a student receiving services under such a contract shall be provided information about behavioral health services available through other delivery systems or payors for which such individuals may qualify, if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.

Water Safety and Swimming Certification

Beginning with the 2022-2023 school year, each school shall provide information of the important role water safety education courses and swimming lessons play in saving lives to a parent who initially enrolls their child in the school or the student if the student is eighteen (18) years of age or older. The information will be provided electronically or in hand copy and must include local options for age-appropriate water safety courses and swimming lessons that result in a certificate indicating successful completion, including courses and lessons offered for free or at a reduced price.

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Legal F.S. 349.495(7)

F.S. 381.00319

F.S. 381.0056

F.S. 39.201

F.S. 394.463

F.S. 1002.20

F.S. 1002.22

F.S. 1003.22

F.S. 1003.225

F.S. 1003.453

F.S. 1011.62

F.A.C. 64F-6.002

Book	Policy Manual
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Adopted	June 14, 2022
Last Revised	November 14, 2023

2417 - **COMPREHENSIVE HEALTH EDUCATION**

Pursuant to State law, the School Board shall provide an evidence-based, medically-accurate comprehensive instruction on:

A. health education that addresses concepts of community health, consumer health, environmental health, and family life, including:

1. injury prevention and safety;
2. internet safety:
3. nutrition;
4. personal health;
5. prevention and control of disease;
6. substance use and abuse; and
7. prevention of child sexual abuse, exploitation, and human trafficking.

B. life skills that build confidence, support mental and emotional health, and enable students to overcome challenges, including:

1. self-awareness and self-management;
2. responsible decision-making;
3. resiliency;
4. relationship skills and conflict resolution;
5. understanding and respecting other viewpoints and backgrounds;
6. for students in grades 9 through 12, developing leadership skills, interpersonal skills, organizational skills, and research skills; creating a resume, including a digital resume; exploring career pathways; using State career planning resources; developing and practicing the skills necessary for employment interviews; workplace ethics and workplace law; managing stress and expectations; and self-motivation.

C. for students in grades 7 through 12, teen dating violence and abuse. This component will include, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

D. for students in grades 6 through 12, an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy.

E. for students in grades 6 through 12, the social, emotional, and physical effects of social media. This component must include, but need not be limited to, the negative effects of social media on mental health, including addiction; the distribution of misinformation on social media; how social media manipulates behavior; the permanency of sharing materials online; how to maintain personal security and identify cyberbullying, predatory behavior, and human trafficking on the Internet; and how to report suspicious behavior encountered on the Internet.

Additionally, the District shall notify parents of students of the availability of the Florida Department of Education's online instructional material.

The health education and life skills instruction and materials may not contradict the principles enumerated in F.S. 1003.42.

~~However, classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in prekindergarten through grade 8, except when required by F.S. 1003.42 and F.S. 1003.46. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with State standards.~~

Instruction will include basic training in first aid, including cardiopulmonary resuscitation (CPR), once in middle school in a physical education or health class and once in high school in a physical education or health class. Instruction in the use of cardiopulmonary resuscitation must allow students to practice the psychomotor skills associated with performing cardiopulmonary resuscitation and include the use of an automated external defibrillator (AED).

Instruction in Acquired Immune Deficiency Syndrome, Sexually Transmitted Diseases, or Health Education

The Board shall provide instruction in acquired immune deficiency syndrome education as a specific area of health education in accordance with the requirements of F.S. 1003.46. Such instruction may include, but is not limited to, the known modes of transmission, signs and symptoms, risk factors associated with acquired immune deficiency syndrome, and means used to control the spread of acquired immune deficiency syndrome. The instruction shall be appropriate for the grade and age of the student and shall reflect current theory, knowledge, and practice regarding acquired immune deficiency syndrome and its prevention.

Throughout instruction in acquired immune deficiency syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, schools shall:

A. classify males and females as provided in F.S. 1000.21 and teach that biological males impregnate biological females by fertilizing the female egg with male sperm; that the female then gestates the offspring; and that these reproductive roles are binary, stable, and unchangeable;

B. teach abstinence from sexual activity outside of marriage as the expected standard for all school-age students while teaching the benefits of monogamous heterosexual marriage;

C. emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including acquired immune deficiency syndrome, and other associated health problems;

D. teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others; and,

E. provide instruction and material that is appropriate for the grade and age of the student.

This instruction shall enable students to master the standards set forth in the State academic standards.

The health education instruction will include basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction for students in grades 9 and 11. The CPR training will be based on a nationally recognized program that uses current evidence-based emergency cardiovascular care guidelines. The instruction will allow students to practice the psychomotor skills associated with performing CPR. Students will be provided instruction in the use of an automated external defibrillator when available.

Health education materials shall, at all times, reflect current theory, knowledge, and practice, and shall be evidence-based and proven effective. The materials shall be available for review at each school site.

Parent Opt-Out

Any student whose parent makes a written request to the school principal shall be permitted to opt-out from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption and shall be given alternative assignments during this time.

Parents shall be notified of their right and the process to request an exemption. The District's website homepage includes a link for a student's parent to access and review the instructional materials, as defined in F.S. 1006.29, to teach the curriculum.

The District shall annually review and confirm that the information provided on the District's website homepage is accurate and up to date and shall notify parents by physical or electronic means any time revisions are made to such information.

Florida Department of Education Approved Materials

The Florida Department of Education shall approve all materials used by the Board to teach reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment, as part of the courses referenced in F.S. 1003.42.

Instructional Personnel Training

Personnel providing instruction in human sexuality shall receive training based on District approved standards, prior to presenting such instruction.

Instruction in CPR/AED

The Board further requires that the comprehensive health education curriculum include cardiopulmonary resuscitation (CPR) instruction, which includes psychomotor and automated external defibrillator (AED) skills, to all students.

The Board requires that the curriculum content on which this instruction is based be developed by the American Heart Association, American Red Cross or a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines for CPR. This curriculum content shall include at least the following:

A. Classroom instruction about the appropriate use of an automated external defibrillator (AED), which may be taught digitally (e.g., video, webinar, et cetera) and about the proper use of CPR.

B. Hands-on practice of the psychomotor skills of CPR to enhance the students' understanding of the cognitive knowledge presented.

This curriculum shall be taught beginning in grades 6 and 8 and continue throughout high school and successful completion of the high school comprehensive health curriculum, which includes CPR instruction, is required for graduation. Although all students will be afforded the opportunity to earn CPR/AED certification, earning such certification shall not be required to demonstrate successful completion of the program of instruction at either the middle or high school levels.

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Legal F.S. 1003.42
F.S. 1003.453
F.S. 1003.46

Book	Policy Manual
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Title	Copy of APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF
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3130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

Appointment and Assignment

When developing ~~his/her recommendation~~their recommendations for appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to ~~his/her~~the principal's school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

The Board shall act not later than three (3) weeks following the receipt of Statewide mandated test scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s).

Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of inexperienced teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the District average. As used in this policy, "inexperienced teacher" means a teacher who has been teaching for three (3) years or less. Such assignments shall be consistent with the collective bargaining agreement.

A newly hired instructional staff member may be assigned to a school that has earned a grade of "F' in the previous year, or any combination of three (3) consecutive grades of "D" or "F" in the previous years, if the individual:

A. has received an "effective" or "highly effective" rating in the immediate prior year's performance evaluation;

B. has successfully completed or is enrolled in a teacher preparation program, is provided with high-quality mentoring during the first two (2) years of employment, holds a professional certificate and holds a probationary contract; or

C. holds a probationary contract, holds a professional certificate and has successful teaching experience, and if, in the judgment of the school principal students would benefit from the placement of that individual.

The Superintendent will annually certify to the Commission of Education that these requirements are being met.

Assignment to Teacher Preparation Programs

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in which candidates demonstrate an impact on student learning growth must have evidence of "clinical educator" training, a valid professional certificate and at least three (3) years K-12 teaching experience and must have earned an "effective" or "highly effective" rating on the prior year's performance evaluation or be a peer evaluator under the District's evaluation system. All instructional personnel who supervise or direct teacher preparation students during internships in kindergarten through third grade or who are enrolled in a teacher preparation program for a certificate area identified pursuant to F.S. 1012.585(3)(f) must have a certificate or endorsement in reading.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in another state, in which a candidate demonstrates an impact on student learning growth, through a Florida online or distance program must have received "clinical educator" training or its equivalent in that state, hold a valid professional certificate issued by the state in which the field experience takes place, and have at least three (3) years ofPre K-12 teaching experience.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships, in which a candidate demonstrates an impact on student learning growth, on a United States military base in another country through a Florida online or distance program must have received "clinical educator" training or its equivalent, hold a valid professional certificate issued by the United States Department of Defense or a state or territory of the United States, and have at least three (3) years of PreK-12 teaching experience.

Teachers Teaching Out-of-Field

"Out-of-field" means a teacher is assigned to a course covering subject matter outside the field for which the teacher holds a certificate pursuant to F.S. 1012.55 or for which the teacher has not demonstrated sufficient subject matter expertise pursuant to F.S. 1012.42 and as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

A. Out-of-Field Teacher Plan

The Superintendent shall prepare a plan to assist any teacher teaching out-of-field with priority consideration to be given in professional development activities.

The plan must include provisions that require out-of-field teachers to participate in a certification or staff development program designed to provide the teachers with the competencies required for their assigned duties.

The plan must also include duties of administrative personnel and other instructional personnel to provide students with instructional services.

The plan shall be reviewed and considered for adoption by the Board during a publicly-noticed meeting.

B. Approval of Out-of-Field Teachers

A teacher considered out-of-field per F.A.C. 6A-1.0503, (1)(c), shall be approved by the Board to teach out-of-field after a determination that a teacher with appropriate certification coverage is not available. All evidence of such qualifications and approval must be reflected in the individual's official personnel record; however, such approval may be granted by the Board only under one (1) of the conditions listed in F.A.C. 6A-1.0503, (3) (a)-(c).

C. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant's minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by the State Board of Education rule (F.A.C. 6A-1.0503), the parents of all students in the class shall be notified in writing of such assignment.

The Board shall report out-of-field teachers on the District's website within thirty (30) days before the beginning of each semester.

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 through the process set forth in Policy 5780.

Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to State law.

Before transferring an instructional staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the teacher will be assigned and allow the principal the opportunity to review the teacher's records, including student performance demonstrated under F.S. 1012.34, and interview the teacher. If, in the judgment of the principal, students would not benefit from the placement, an alternative placement may be sought. A principal may refuse to accept the Superintendent's assignment or transfer of an instructional staff member who holds a professional teaching certificate to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of instructional staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an instructional staff member for good cause.

Required Reporting

The Superintendent must annually notify the parent of any student who is assigned to a classroom with a teacher having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory.

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of instructional personnel.

A. Instructional staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.

B. Instructional staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Instructional staff members shall not permit their family members or friends by their presence to interfere with performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135 [ ], which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same administrative unit except by permission of the Superintendent. In the event that an instructional staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the instructional staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the educational advantage of the school.

B. Under no circumstances shall a person supervise the work of a close relative.

All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

Fraternization

It shall be the policy of the Board that the District supervisory structure and administrative chain of command not be compromised, or appear to be compromised, by personal relationships between District personnel.

A. Board members, officers, or employees shall not engage in or maintain a romantic or sexual relationship with any employee they manage, supervise, direct, or control, or with any employee over whom they exercise the authority to promote, demote, transfer, or grant, deny, or alter compensation. Employees who become involved in such a relationship must notify their supervisor within forty-eight (48) hours of the commencement of the relationship. The supervisor shall in turn notify the Director of Human Resources in writing. The supervisor, Director of Human Resources, and other appropriate administrators will confer to evaluate and determine an appropriate resolution to ensure compliance with this policy. In such instances, personnel action to ensure compliance with this policy must be taken within ninety (90) days of the initial notice.

B. Violation of this policy shall constitute just cause for discipline up to and including termination of one or both employees. As an alternative to discipline, one or both employees may be reassigned or alternatively required to seek other employment, as the Board is under no obligation to reassign one or both employees.

C. Personal relationships of any kind between supervisors and other employees in their private lives shall not influence work-related decisions or personnel actions. Accordingly, no supervisor shall engage in any personal relationship, romantic or otherwise, with any employee that:

1. compromises, or reasonably appears to compromise, the integrity of supervisory authority or the administrative chain of command;

2. involves, or reasonably appears to involve, the improper use of position for personal gain;

3. is, or is reasonably perceived to be, exploitative or coercive in nature; or

4. creates an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the District to accomplish its mission.

Subject to Collective Bargaining Agreement.

Revised 2/13/18
Revised 8/11/20
Revised 10/22/24

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Legal

F.S. 112.3135
F.S. 1001.32
F.S. 1004.04
F.S. 1012.22
F.S. 1012.23
F.S. 1012.2315
F.S. 1012.27
F.S. 1012.28
F.S. 1012.42
F.S. 1012.795
F.S. 1012.796

F.A.C. 6A-1.0503

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of Revised Policy - Vol. 26, No. 1, July 2025 - ABSENCES FOR RELIGIOUS INSTRUCTION
Code	*po5223 fsj 2/2/26 NO POLICY IN MANATEE Please see my note
Status	

Revised Policy - Vol. 26, No. 1

[NOTE: This policy is required by State law and the Florida Administrative Code.]

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION**

It is the policy of the School Board to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements set forth in the State-mandated Student Progression Plan.

Upon receipt of a signed, written request (Form 5223 F1) from the parent/guardian or adult student, the Board will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

A. a statement attesting that the religious instruction is not provided at a time that ~~does not conflict~~conflicts with the student's attendance at school;

B. a statement of acceptance by the parent/guardian or adult student for any liability that might arise as a result of the student's conduct while on this release; and,

C. a statement of acknowledgement by the parent/guardian that the~~indemnifying and holding harmless the District and~~ District is not responsible for any harm to the student or student's property~~personnel for any liability arising from conduct by the student~~ that ~~does not occur~~occurs while the student is away from Board property during the release. ~~on property under the District's control~~

Upon receipt of the signed, written request and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction.

Prior to approving the request, the principal shall confirm that the student is enrolled in sufficient courses to allow for promotion or graduation and that the student's grades are adequate for promotion or graduation.

The principal may terminate the student's permission for non-attendance. The parent/guardian or adult student may appeal the principal's decisions to terminate permission for the student to be released for religious instruction to the Superintendent.

The religious instruction shall be the responsibility of the religious group, church, or denomination and transportation shall be the responsibility of the parent/guardian, adult student, or the religious institution.

No solicitation for attendance at religious instruction shall be permitted on District premises. No staff member shall encourage or discourage participation in any religious instructional program.

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Legal	F.S. 1003.21
	F.A.C. 6A-1.09514

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE
Code	*po5330.01 2/3/26 fsj
Status	
Adopted	June 27, 2017
Last Revised	October 22, 2024

5330.01 - **SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE**

A student may carry and self-administer a short-acting bronchodilator, epinephrine auto-injector, prescribed pancreatic enzyme supplement and/or may carry diabetic supplies and equipment to manage and care for their diabetes provided the student's parent or guardian provides the following:

A. For self-administration of a short-acting bronchodilator, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and physician. The written approval by the physician must include the following:

1. name of the medication in the metered dose inhaler;

2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and

4. any other special related information regarding the administration of the metered dose inhaler.

B. For self-administration of an epinephrine auto-injector, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and the physician. The written approval by the physician must include:

1. the times or the special circumstances under which the medication is to be administered; and

2. any other special related information regarding the administration of the epinephrine auto-injected.

C. For self-administration of prescribed pancreatic enzyme supplements, the parent or guardian must provide the District with a written authorization that is signed and dated and provide the prescription label containing the following:

1. name of the medication;

2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and

4. any other special related information regarding the administration of the medication.

D. For the use of a diabetic supplies and equipment, the parent or guardian must submit written authorization from the student's physician, containing the following:

1. an identification of the diabetic supplies and equipment the student is authorized to carry;

2. a description of which activities the child is capable of performing without assistance;

3. the times or the special circumstances under which the medication is to be administered;

4. any other special related information regarding the administration of the medication.

When providing the District with written authorization that is signed and dated by both the parent or guardian and the physician as required by State law and this policy, that written authorization must also include indemnification by the parent or guardian of the District, county health department, public-private partner, and their employees and volunteers for any and all liability for a student who does any of the following:

A. self-administer an epinephrine auto-injector;

B. carries diabetic supplies and equipment on their person and attends 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; or

C. use prescribed pancreatic enzyme supplements.

Emergency Allergy Treatment Educational Training Programs

Educational training programs in the District pertaining to emergency allergy treatment required by State law must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the Department of Health. The curriculum must include at a minimum:

A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and

B. the proper administration of an epinephrine auto-injector.

see also Policy 5780 - *Student/Parent Rights*)

Revised 10/23/18
Revised 10/22/24

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Legal F.S. 381.88
F.S. 1002.20
F.A.C. 6A-6.0251, Use of Epinephrine Auto-Injectors
F.A.C. 6A-6.0252, Use of Prescribed Pancreatic Enzyme Supplements
F.A.C. 6A-6.0253, Diabetes Management

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STUDENT CONDUCT
Code	*po5500 fsj 2/3/26
Status	
Adopted	October 23, 2018
Last Revised	December 2, 2025

5500 - **STUDENT CONDUCT**

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.

Before the expiration of an expulsion period, the Superintendent shall determine, based upon the determination of the threat management team, whether the expulsion period should be extended and, if the expulsion period is extended, what educational services will be provided. A recommendation to extend the expulsion period must be provided to the student and their parents in accordance with F.S. 1006.08.

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 (FLDOE) 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 Battery (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 their~~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 theirhis/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 $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.

Student conduct shall be governed by the rules and provisions set forth in the Code of Student Conduct which is reviewed and adopted annually 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.

Revised 7/27/21
Revised 12/2/25

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Legal F.S. 1006.07
F.S. 1006.13
F.S. 1012.584

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STUDENT/PARENT RIGHTS
Code	*po5780 fsj 2/3/26
Status	
Adopted	March 8, 2022
Last Revised	April 23, 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 their~~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, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her 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 his/her 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. The Principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. 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 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 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.

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. Inhaler Use

Asthmatic students whose parent and physician provide their approval to the school Principal may carry a metered dose inhaler 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*)

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 and F.S. 1002.20. 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. An authorized health care practitioner as defined in F.S. 1002.20 may prescribe glucagon in the name of the District or student's school for use in accordance with F.S. 1002.20, and a licensed pharmacist may dispense glucagon pursuant to a prescription issued in the name of the District or student's school in accordance with F.S. 1002.20. Undesignated glucagon that is able to

be administered as ordered in a student's diabetes medical management plan or health care practitioner's orders shall be made available at the student's school.

A school nurse or trained school personnel shall administer glucagon to students only if they have completed training and believe in good faith that the student is experiencing a hypoglycemic emergency. Immediately after undesignated glucagon has been administered to a student, **[ ]** the Principal **[** X**]** an employee at the student's school **[END OF OPTION]** shall call for emergency assistance, notify the school nurse, and notify the student's parent or guardian or emergency contact.

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. A school nurse or school personnel trained in the administration of glucagon who administers or attempts to administer glucagon in compliance with F.S. 1002.20 and F.S. 768.13, and the District, are immune from civil or criminal liability as a result of such administration or attempted administration of glucagon.

~~**[ ]** Schools **[END OF OPTION]**~~

~~d (FDA) **[END OF OPTION]**~~

~~**[END OF OPTION]**~~

(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~~ FDA~~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 agent or 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 his/her 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. Emergency Opioid Antagonist ~~Naloxone~~ Use and Supply

Schools shall purchase a supply of an emergency ~~the~~ opioid antagonist (e.g., Naloxone) ~~naloxone~~ approved by the FDA 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~~ an FDA-approved emergency opioid antagonist at fair-market, free, or reduced prices for use in the event that a student has an opioid overdose. The FDA-approved emergency opioid antagonist ~~naloxone~~ must be maintained in a secure location on the school's premises.

A District employee who administers an approved emergency opioid antagonist to a student in compliance with F.S. 381.887 and 768.13 is immune from civil liability under F.S. 768.13.

Q.

R. 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.

Discipline

A. Suspension

B. 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. (see also Policy 5610 - *Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of

Education rules.

C. 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. (see also Policy 5610 - *Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*)

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 - *Educational Options*, Policy 2370.01 - *Virtual Instruction*, and Policy 5113 - *School Choice Options Provided by ~~the No Child Left Behind Act~~Federal Law*)

B. Parental/Other School Choices

Parents may seek private educational choices.

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.

C. 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.

By September 30th of each year, the District will notify the parent of each eligible student in kindergarten through grade 5 who has a substantial reading deficiency identified under F.S. 1008.25(5)(a) or scored below a Level 3 on the Statewide, standardized ELA assessment in the prior school year of the process to request and receive a reading scholarship, subject to available funds.

D. 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 and provided to the School Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or designee. Within two (2) weeks of receiving a request, 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.

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

Students with ~~Reading~~ Deficiencies

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 and Policy 5410.01 - *Promotion, Acceleration, Placement, and Retention*.

~~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 his or her 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.

B. A student is not required to provide his/her social security number as a condition for enrollment or graduation.

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.

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 s/he 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.

C.

D. Electrocardiogram

Beginning in the 2026-2027 school year and thereafter, and applicable under State law, students must receive an electrocardiogram before participating in athletics, unless the parent objects in writing based on religious tenets or practices or secures a certificate of medical exception or the District is unable to obtain a public or private partnership for the provisions of an electrocardiogram pursuant to F.S. 1006.165. (see also Policy 2431 - *Interscholastic Athletics*)

E.

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

C. Home education students, including those in a full-time virtual instruction program under F.S. 1002.45, 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.

D. Charter School Students

Charter school students, including full-time virtual 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. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

E. 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. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

Instructional Materials

A. Core Courses

Each student is entitled to sufficient 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. (FLDOE)

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

D. 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*)

E.

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.

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Revised 11/14/23
Revised 4/23/24

F.S. 1006.165

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.A.C. 6A-6.0521

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

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F.S. 1003.56

F.S. 1003.57

F.S. 1003.58

F.S. 1006.062(7)

F.S. 1006.09

F.S. 1006.13

F.S. 1006.15

F.S. 1006.165

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

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of DISTRICT BUDGET
Code	*po6233 fsj 2/3/26
Status	
Adopted	June 27, 2017
Last Revised	January 16, 2024

6233 - **DISTRICT BUDGET**

A. Preparation

The budget shall be prepared and administered in accordance with Florida statutes and in accordance with Policy 6220.

B. Implementation of Budget

Implementation of the official District budget shall give appropriations and reserves therein the force and effect of fixed appropriations and reserves, and the same shall not be altered, amended, or exceeded except as authorized.

The School Board shall monitor the budget on a monthly basis.

Expenditures may exceed the amount budgeted by function or object provided the Board approves the expenditures and amends the budget no later than the annual due date established by the State Department of Education for submitting the District's annual financial report.

Pursuant to State law, if the Board finds and declares in a resolution adopted at a regular meeting of the Board that the funds received for any of the following categorical appropriations are urgently needed to maintain Board-specified academic classroom instruction, or improve school safety the Board may consider and approve an amendment to the School District operating budget transferring the identified amount of the categorical funds to the appropriate account for expenditure:

1. funds for student transportation;

2. funds for supplemental academic instruction Educational Enrichment allocation as provided in F.S. 1011.62(1)(f);

3. funds for the guaranteed allocation related to exceptional education students as provided in F.S. 1011.62(1)(e)2;

4. funds for library media;

5. funds for instructional materials if all instructional material purchases necessary to provide updated materials that are aligned with applicable state standards and course descriptions and that meet statutory requirements of content and learning have been completed for that fiscal year, but no sooner than March 1st;

   Funds available after March 1st may be used to purchase computers and device hardware for student instruction that comply with the requirements of F.S. 1001.20(4)(a)1.b.

6. class size reduction as provided in F.S. 1001.685;

7. guaranteed allocation;

8. Federally connected students supplement as provided in F.S. 1011.62(10).

The Board shall monitor the budget on a monthly basis.

C. General Fund Ending Fund Balance

The Constitution of the State of Florida requires that the District operate under a balanced budget. The Board understands that there may be unforeseen circumstances that can result in increases or decreases in revenue and/or expenditures. These circumstances would thereby impact the financial stability of the District.

An adequate fund balance reserve is necessary to cover unforeseen events (e.g., revenue shortfalls, student enrollment under projections, etc.). During the annual budget development process. the Superintendent shall plan for a general fund reserve not classified as restricted, committed, or nonspendable of at least five percent (5%) to include a three percent (3%) statutory reserve and a two percent (2%) strategic reserve and an additional contingency fund of up to three and one-half percent (3.5%) or provide the Board a written report explaining why these targets are not feasible. During the fiscal year, the Board shall maintain a general fund reserve of ending fund balance not classified as restricted, committed, or nonspendable of up to five percent (5%) of recurring general fund revenues, but no less than three percent (3%) but preferably at least five percent (5%).

1. If at the end of any fiscal year the General Fund Reserve ending fund balance not classified as restricted, committed, or non-spendable falls below three percent (3%) of actual revenues, excluding transfers, the Superintendent shall develop and submit to the Board for approval a plan to restore the ending fund balance to three percent (3%) of projected general fund revenues.

2. The Superintendent shall provide written notification to the Board and the Commissioner of Education if the portion of the general fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget is projected to fall below three percent (3%) of projected general fund revenues during the current fiscal year.

The Superintendent shall submit to the Board for approval a plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

If such a financial condition exists for two (2) consecutive fiscal years, the Superintendent will reduce the District's administrative expenditures reported pursuant to F.S. 1010.215 in proportion to the reduction in the general fund's ending balance or the reduction in student enrollment, whichever is greater, as part of the plan submitted to the Board to avoid a financial emergency as determined pursuant to F.S. 218.503.

The Superintendent shall also submit to the Commissioner of Education the Board-approved plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

D. **(X)** Emergency Financial Plan

The Chief Financial Officer shall prepare and present to the Board for approval an emergency financial plan in accordance with F.S. 252.391 for major natural disasters that may impact the Board's jurisdiction including, but not limited to, hurricanes, tornadoes, floods, and wildfires. The emergency financial plan must be based on the likely frequency of the disaster's occurence and include a calculation of the costs for the natural disaster event and a determination of the financial resources available to the Board. If insufficient funds are available to address the disaster event, the emergency financial plan should identify strategies to close the gap between the disaster event costs and the Board's financial capacity. Such strategies may include rainy day funds, reprioritizing the Board's annual budget, and borrowing.

The Board shall annually review the emergency financial plan to address any changes in conditions.

E. Loans to Schools

The Board may authorize loans from the General Fund to schools subject to the following provisions:

1. The purpose for which loans are made shall be for valid public education purposes.

2. Such loans shall be for the direct benefit of students.

3. All requests for loans must be made by the Principal and approved by the Superintendent and Associate Superintendent of Finance.

4. The Principal shall be directly responsible for the expenditure and repayment of such loans. If a payment is missed, the principal shall be given a period of one (1) calendar year from the date the payment is due to make said payment plus six percent (6%) interest on the amount due. No more than one (1) such annual payment may be allowed to be in arrears at one time.

5. The expenditure of loan proceeds shall be in accordance with all applicable laws, rules, regulations, and procedures.

F.S. 252.391

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Revised 7/27/21
Revised 12/13/22
Revised 1/16/24

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Legal

F.S. 1001.42

F.S. 1001.43

F.S. 1011.01

F.S. 1011.035

F.S. 1011.051

F.S. 1011.62

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Last Revised	November 14, 2023

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff including District approved volunteers and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are strictly prohibited for all uses and which ones may be appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes.

Students are prohibited from accessing social media platforms through the use of Internet access provided by the District except when expressly directed by a teacher solely for educational purposes.

It is critical that students be taught the dangers of social media and how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication.

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as District-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. However, the use of TikTok or any successor platform is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any District school, school-sponsored club, extra-curricular organization, or athletic team. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, , Policy 7540.03/AP 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites must comply with Florida Department of Management Services's current list of prohibited applications and shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AP 8310A – Requests for Public Records).

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, X (formerly Twitter), etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative procedures. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative procedures, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative procedure will be reviewed and updated as necessary.

Revised 11/14/23

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Legal

F.S. 112.22

F.S. Chapter 119

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.S. 1002.221

F.S. 1003.42

F.A.C. 6A-10.081

20 U.S.C. 1232g

34 C.F.R. Part 99

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children s Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of SAFE-SCHOOL OFFICERS
Code	*po8407 2/5/26 fsj
Status	
Adopted	October 23, 2018
Last Revised	June 10, 2025

8407 - **SAFE-SCHOOL OFFICERS**

For the protection and safety of students, school personnel, visitors, and property, the District shall partner with local law enforcement agencies to establish or assign one or more Safe-School Officers at each school facility in the District, including charter schools. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (See, Policy 8210 - *School Calendar*).

Definitions

"Safe-School officer" means a school resource officer, a school safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

A. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single-school facility.

B. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.

C. A school facility does not include:

1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;

2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;

3. schools that provide only prekindergarten or adult education;

4. technical centers under F.S. 1004.91; and

5. private schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.

Training

Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Limitations

An individual must satisfy background screening, psychological evaluation, and drug test requirements and be approved by the Manatee County Sheriff before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

School Resource Officers

The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers shall:

A. undergo criminal background checks, drug testing, and a psychological evaluation; and

B. abide by Board policies and consult with and coordinate activities through school principals.

With respect to matters relating to employment, school resource officers shall be responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools shall be under the direction of school principals.

The powers and duties of law enforcement officers shall continue throughout school resource officers' tenure.

School Guardians(The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program)

The Board utilizes school guardians pursuant to The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program.

The Superintendent shall be responsible for appointing school guardians. Prior to appointing school guardians, the Superintendent must verify through evidence provided by the Manatee County Sheriff that potential school guardians have met all the requirements set forth in F.S. 30.15.

The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises.

~~The District must report to the Florida Department of Law Enforcement (FDLE) the name, date of birth, and appointment date of each person appointed as a guardian, as well as the date of separation if a guardian leaves the assignment.~~

School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident.

In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:

A. a District employee or personnel as defined under F.S. 1002.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or

B. a District employee who is hired for the specific purpose of serving as a school guardian.

Prior to appointing school guardians, the Superintendent must provide the Board with evidence from the Manatee County Sheriff demonstrating that potential school guardians have met all the requirements set forth in F.S. 30.15.

Pursuant to Florida State Board of Education Rule 6A-1.0018, Florida schools are also required to establish a policy for safe-school officer assignment outside the regular school day, including during, before, and after school, summer school, during extracurricular activities, and for school-sponsored events.

School administration is responsible for determining if safe-school officers are needed for extracurricular activities and after-school events. School administration will consider the number of persons present, the ratio of staff members to students, and any other safety and security measures available.

The School Safety Specialist, in consultation with the Chief of Safety & Security, Law Enforcement, and the learning community and/or Executive Directory of Secondary Schools, may require schools to add or implement additional safety and security measures for extracurricular activities and after-school events.

Safe-School officers will be assigned during the summer session based on the availability of resources.

Notification of Incidents Involving Safe-School Officer Discipline, Dismissal or Discharge of a Firearm

A. Discharge of a Weapon

"Discharge" means to fire a gun or firearm.

The Superintendent must notice the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the Manatee County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

C. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the Manatee County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

D. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

Crisis Intervention Training

Each Safe-School Officer who is also a sworn law enforcement officer must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training must improve the officer's knowledge and skills as a first responder to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Each Safe-School Officer who is not a sworn law enforcement officer must receive training to improve the officer's knowledge and skills necessary to respond to and de-escalate incidents on school premises.

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Revised 3/8/22
Revised 12/13/22
Revised 3/28/23
Revised 10/22/24
Revised 6/10/25

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Legal F.S. 30.15
F.S. 1006.12
F.A.C. 6A-1.0018

Book	Policy Manual
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Title	Copy of EMERGENCY AND CRISIS MANAGEMENT
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Adopted	June 27, 2017
Last Revised	October 22, 2024

8415 - **EMERGENCY AND CRISIS MANAGEMENT**

The School Board recognizes that the use of its facilities and transportation services can be invaluable to this community in a crisis or emergency. Therefore, in the event of a local or State emergency and upon the request of the local emergency management agency, the District shall participate in the emergency management effort by providing its facilities for use as emergency congregate shelters and by providing personnel necessary to access them or perform other duties related to the facilities as may be required pursuant to the county emergency management plan and program. Additionally, if needed, the District shall coordinate the use of its vehicles and transportation personnel with the local emergency management agency to facilitate an emergency evacuation or for other related purposes.

The Board authorizes the Superintendent to establish a crisis management team whose members shall be trained in various emergency procedures.

If a life-threatening emergency is anticipated in or near the District, crisis management team members, as well as the principals and other designated personnel of schools serving as emergency congregate shelters, shall make themselves available as needed. Unless otherwise designated, the principal of each school serving as a congregate shelter shall be the "shelter manager" and shall be responsible for all aspects of the operation of the emergency congregate shelter.

The Board recognizes that exempt and non-exempt employees who serve on the crisis management team and who staff the congregate shelters during a declared emergency will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty. In addition to receiving their regular pay in accordance with the Board-adopted salary schedule for their position, the Board shall pay compensation ~~supplements~~ to those employees who perform duties in direct support of the District's congregate sheltering and emergency operations on days when other District employees are not required to be on duty in accordance with the schedule for such emergency service that is adopted by the Board. Nonexempt staff members who receive such ~~supplements~~ compensation shall also receive one and one-half (1 1/2) times the established rate in the Board-approved schedule for such emergency service for hours worked beyond forty (40) hours in a seven (7) day period. In any case, the pay received shall be considered extra compensation and shall not be part of the employee's base salary prospectively. Prior to an impending storm, the Superintendent or designee, shall determine time and services required for employee(s) physically working the sheltering and emergency operations.

Following the use of District facilities as congregate shelters, the Superintendent shall calculate the amount spent during the period the facilities were used for congregate shelters that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:

A. utilities (e.g., power, water, and telephone),

B. generator usage (rental costs and/or fuel required),

C. costs related to use of buses and other vehicles, excluding operator costs.

The Superintendent is authorized to submit the itemized total expended by the District for extra compensation for exempt and nonexempt staff, as well as the additional amount expended for the operation of the District facilities used as congregate shelters, to the Federal Emergency Management Agency (FEMA) for reimbursement. The Board shall be informed of the amount of reimbursement requested from FEMA at the next regularly scheduled Board meeting.

During local or State emergency, based upon the health, safety, and welfare to the employee and others, the Superintendent is authorized to direct an employee to shelter in place. The employee will be fully compensated their normal rate of pay and any shift differential in pay during such time period.

Revised 7/28/20
Revised 11/10/20
Revised 10/22/24

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Legal

F.S. 252.38
F.S. 252.385
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1006.07
F.S. 1013.10
F.S. 1013.372

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Adopted	June 27, 2017
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8420 - **EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES**

Emergency Management and Emergency Preparedness

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited, fires; natural disasters; bomb threats; weapon-use, hostage and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning. Such procedures shall meet the requirements of the State Board of Education rules.

Policies and procedures for emergency drills and fire drills shall be developed in consultation with the appropriate public safety agencies, including at a minimum, law enforcement, fire service, and emergency management.

The active assailant situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.

Pursuant to Policy 8405 - *School Safety and Security*, the Superintendent (in conjunction with the School Safety Specialist) shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules, and fire protection codes (such drills shall include accommodations conducted at exceptional student education centers);

B. the health and safety of students and staff are safeguarded;

C. embraces a collaborative effort with community emergency responders;

D. the time necessary for instructional purposes is not unduly diverted;

E. minimum disruption to the educational program occurs;

F. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;

G. the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1001.42;

H. evacuation drills should represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;

I. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);

J. drills for active assailant and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules and

Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills. The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting active assailant emergency drills at which such law enforcement officers are expected to attend.

K. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

The District shall comply with the school safety requirements, which apply from thirty (30) minutes before the school start time until thirty (30) minutes after the end of the school day, in accordance with F.S. 1006.07(6)(f), including the following:

A. All gates or other access points that restrict ingress to or egress from the exclusive zone of a school campus shall remain closed and locked when students are on campus. "Exclusive zone" means the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry. A gate or ~~other campus~~ access point to the exclusive zone may only~~not~~ be open or unlocked if one of the following conditions is met~~, regardless of whether it is during normal school hours, unless~~:

1. It is attended or actively staffed ~~by a person~~ when students are on campus;
2. T~~t~~he use complies~~is in accordance~~ with a shared use agreement pursuant to F.S. 1013.101;
3. Another closed and locked gate or access point separates the open or unlocked gate from the areas occupied by students; or,
4. the School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools (OSS) that the gate or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate

This paragraph does not apply to the nonexclusive zone of a school campus. "Nonexclusive zone" means the area outside of the exclusive zone, but contained on school property. Nonexclusive zones may include, but are not limited to, such spaces as parking lots, athletic fields and stadiums, mechanical buildings, playgrounds, bus ramps, agricultural spaces, and other areas that do not give direct, unimpeded access to the exclusive zone.

B. All school classrooms and other instructional spaces must be locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door. All school classrooms and other instructional spaces with a permanently installed door lock may also use temporary door locks during an active assailant incident. The temporary door lock must be able to be engaged or removed without opening the door; must be easily removed in a single operation from the egress side of the door without the use of a key and from the ingress side of the door with the use of a key or other credential; may be installed at any height; must otherwise be in compliance with the Florida Fire Prevention Code; and must be integrated into the active assailant response plan.

Instructional spaces for career and technical education that are designed as open areas, for which compliance with the requirements in paragraph B. above would affect the health and safety of students, may be exempted from compliance with that paragraph by the school safety specialist. To be exempt, the school safety specialist, or designee, must document in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the instructional space is exempt from these requirements due to negative impacts to student health and safety and the presence of other safety measures at the school that prevent egress from the instructional space to hallways or other classrooms or instructional spaces.

Common areas on a school campus, including but not limited to, cafeterias, auditoriums and media centers, when used for instructional time or student testing, must meet the requirements of paragraph B. only when such areas are being used for instructional time or student testing.

C. For schools that do not have a secure exclusive zone, a~~A~~ll campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless

1. ~~A~~a person is actively entering or exiting the door, gate, or other access point;
2. The door, gate, or access point is actively staffed by school personnel to prevent unauthorized entry; or
3. ~~the~~The School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the open and unlocked door, gate, or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate. All campus access doors, gates, and other access points may be electronically or manually controlled by school personnel to allow access by authorized visitors, students, and school personnel.

There must be at least one (1) locked barrier between classrooms and instructional spaces and open school campus.

D. All school classrooms and other instructional spaces must clearly and conspicuously mark the safest areas in each classroom or other instructional space where students must shelter in place during an emergency. Students must be notified of these safe areas within the first ten (10) days of the school year. If it is not feasible to clearly and conspicuously mark the safest areas in a classroom or other instructional space, the school safety specialist, or designee, must document such determination in the Florida Safe Schools Assessment Tool portal maintained by the OSS, identifying where affected students must shelter in place. The OSS shall assist the School Safety Specialist with compliance during the inspection required under F.S. 1001.212(14).

Persons who are aware of a violation of the requirements must report the violation to the Principal. The Principal must report the violation to the school safety specialist no later than the next business day after receiving such report. If the person who violated this paragraph is the Principal or charter school administrator, the report must be made directly to the Superintendent or charter school governing board, as applicable.

Instructional and administrative personnel **[x]** as well as educational support employees and managers ~~**END OF OPTION**~~ as defined in F.S. 1012.01 who knowingly violate school safety requirements shall be subject to progressive discipline which may include, but is not limited to, verbal warning up to termination of employment. The seriousness of the employee's violation of a school safety requirement and any prior disciplinary offenses will be taken into consideration in determining the appropriate discipline to be implemented.
This is where the section that you do not have in

~~This is where that section that is missing ends.~~
All threats to the safety of District facilities, students, and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.

Substitute Teachers

Each substitute teacher must be provided all school safety protocols and policies before beginning their first day of substitute teaching at a school.

Emergency Communication Systems

The Superintendent, as part of the development of the emergency preparedness plan and procedures, shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses.

Completion of emergency drills shall be documented at all school facilities in the District.

Drills

An after-action report must be completed following each emergency drill and fire drill. After-action reports must:

A. identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies;

B. describe actions taken by participants;

C. analyze areas of success and areas where improvement is needed;

D. include input from public safety agencies; and,

E. include a plan for corrective action.

After-action reports must be submitted to the District school safety specialist for review fifteen (15) calendar days following completion of the drill.

Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the District shall implement a mobile panic alert system. The District will select a system under contract with FL DOE or procure a different system. The District will maintain current listings of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided to the Office of Safe Schools via email by August 1, 2022, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The District's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the District will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

Parents of District students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts and 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, hostage, and active assailant situations;

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.

The information in this section shall be part of the School Safety and Security Plan, and, therefore, confidential.

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Revised 8/11/20
Revised 7/27/21
Revised 5/24/22
Revised 12/13/22
Revised 4/23/24

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Legal

Florida Fire Prevention Code (F.S. 633.202)

F.S. 1001.43

F.S. 1006.07

F.S. 1013.13

Fire Code (NFPA 1)

Life Safety Code (NFPA 101)

F.A.C. 6A-1.0018

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	*po8452 fsj 2/5/26
Status	
Adopted	May 24, 2022

8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

~~The School Board has determined that Florida law authorizes the placement of an automated external defibrillator (AED) in school buildings owned or leased by the District for the purpose of saving the life of a person in cardiac arrest. The location of each AED shall be registered with a local emergency medical services medical director.~~

An automated external defibrillator (AED) is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore the heart rhythm to normal. Ventricular fibrillation is the uncoordinated heart rhythm most often responsible for sudden cardiac arrest. Sudden cardiac arrest occurs when ventricular fibrillation takes place or when the heart stops beating altogether. Without medical attention, the victim collapses, loses consciousness, becomes unresponsive, and dies. Many victims have no prior history of heart disease and are stricken without warning.

Each District school shall develop a plan for urgent life-saving emergencies (PULSE) that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds. Each PULSE must integrate evidence-based core elements and consider those elements recommended by the American Heart Association for schools responding to cardiac emergencies. District officials shall work directly with local emergency service providers to integrate the PULSE into the community's emergency responder protocols.

No later than July 1, 2027, each District school shall have at least one (1) operational AED on school grounds. The AED must be available in a clearly marked and publicized location. Schools must maintain the AED according to the manufacturer's recommendations and maintain all verification records for such defibrillators.The School Board has determined that Florida law authorizes the placement of an automated external defibrillator (AED) in school buildings owned or leased by the District for the purpose of saving the life of a person in cardiac arrest. The location of each AED shall be registered with a local emergency medical services medical director.

In addition to the one (1) operational AED that must be on school grounds, Eeach public school in the District that is a member of the Florida High School Athletic Association (FHSAA) must have a separate operational AED on school grounds in a clearly marked and publicized location for each athletic contest, practice, workout, or conditioning session, including those conducted outside of the school year. ~~:~~

~~An AED is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore the heart rhythm to normal. Ventricular fibrillation is the uncoordinated heart rhythm most often responsible for sudden cardiac arrest. Sudden cardiac arrest occurs when ventricular fibrillation takes place or when the heart stops beating altogether. Without medical attention, the victim collapses, loses consciousness, becomes unresponsive, and dies. Many victims have no prior history of heart disease and are stricken without warning.~~

All employees or volunteers who are reasonably expected to use an AED will be required to complete appropriate training, including completion of a course in cardiopulmonary resuscitation (CPR) or a basic first aid course that includes CPR and demonstrated proficiency in the use of an AED. All employees or volunteers who are reasonably expected to use an AED shall be notified annually of the location of each AED on school grounds~~, which shall be available in a clearly marked and publicized location for each athletic activity~~. The location of each AED must also be registered with a local emergency medical services medical director.

In accordance with State law, any person, including District employees or volunteers who uses or attempts to use an AED on a victim of a perceived medical emergency, without objection of the victim of the perceived medical emergency, is immune from civil liability for any harm resulting from the use or attempted use of such AED, subject to certain exceptions set forth in Florida law.

If an AED device is placed in a building, the Board directs the Superintendent to develop procedures that govern AEDs, including, but not limited to, the use of the AED, placement of the AED, training, and maintenance and testing of the devices. In promulgating these procedures, the Superintendent shall follow the procedures and recommendations developed pursuant to State law by the Secretary of the Department of Health.

F.S. 1003.457

Revised 5/24/22

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21 C.F.R. 801.109

F.S. 401.2915

F.S. 768.13

F.S. 768.1325

F.S. 1003.457

F.S. 1006.165

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of COMMUNITY NOTIFICATION OF REGISTERED SEXUAL PREDATORS/SEX OFFENDERS
Code	*po8470 fsj 2/5/26
Status	
Adopted	June 27, 2017
Last Revised	October 23, 2018

8470 -

~~COMMUNITY NOTIFICATION OF~~ REGISTERED SEXUAL PREDATORS/SEX OFFENDERS

The School Board is committed to assisting the sheriff and chiefs of police with their statutory requirement for mandatory community notification of sexual predators and optional community notification with regard to sex offenders as required by the Public Safety Information Act, 1997. The Board is further committed to implementing Florida laws relating to the presence of individuals convicted of certain sex-related crimes on school property.

Distribution of Information Provided to School

A. All posters and/or other information provided directly to schools by the sheriff or chief of police will be maintained by the school for review by parents, students, and other members of the public. The principal will maintain an updated binder system of offenders for review by parents, students, and other members of the public. This is the primary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction.

B. All posters and/or other information provided directly to the Office of Professional Standards/Director of Safety and Security by the sheriff or chief of police will be distributed to all schools within the District. The principal will also include this information of offenders in the updated binder system of offenders for review by parents, students, and other members of the public. This is a secondary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction and is meant to be supplemental.

Resource Information

The District will provide a supplemental pamphlet to assist parents, students, and other members of the public with phone numbers, websites, addresses of law enforcement agencies, and other appropriate governmental organizations to provide more detail concerning sex offender/sexual predator identification.

Public Posting of Sex Offender/Sexual Predator Information

A. An information poster placed in the public area of the school will alert all members of the community that the sheriff and/or chief of police has provided to the school, posters or other information concerning sex offenders, as required by law. The poster will direct members of the public to the updated binder system of offenders, which is maintained in the public area of the school office.

B. School(s) will not display the actual posters of sex offenders/sexual predators in any area of the school.

Public Meetings

School(s) will assist law enforcement jurisdictions with public meetings with regard to community notification by providing space for the meetings when such facilities are requested of the principal. The content and general conduct of the meeting is the responsibility of the local law enforcement jurisdiction.

Direct Public Notification by Schools

A. It is the legislated responsibility of the sheriff or chief of police to make direct community notification, with regard to sex offenders and/or sexual predators. In an effort to be consistent with the statute, neither the District office nor the schools will engage in direct public notification.

B. Schools will continue to use newsletters and other informational sources to alert parents and students with regard to issues of student safety.

Presence of Individuals Convicted of Certain Sex-Related Crimes on School Property

In accordance with Florida law, except those who have been removed from the requirement to register as a sexual offender or sexual predator pursuant to Florida law, an individual convicted of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses identified in F.S. 847.022 is prohibited from knowingly be present in any child care facility or school containing any students in pre-K through grade 12 or on real property comprising any child care facility or school containing any students in pre-K through grade 12 when the child care facility or school is in operation, if such individual fails to:

A. provide written notification of their intent to be present to the School Board, Superintendent, Principal, or child care facility owner;

B. notify the child care facility owner or the school Principal's office when they arrive and depart the child care facility or school; or,

C. remain under direct supervision of a school official or designated chaperone when present in the vicinity of children.

As used in this paragraph, the term "school official" means a Principal, a school resource officer, a teacher, or any other employee of the school, the Superintendent, a member of the Board, a child care facility owner, or a child care provider.

Any individual who fails to adhere to the notice requirements herein will be immediately reported to a school resource officer or other law enforcement agency and be subject to notification that future presence on District property will be considered trespassing.

The notice requirements herein do not apply in the following situations:

A. The child care facility or school is a voting location and the individual is present for the purpose of voting during the hours designated for voting; or,

B. The individual is only dropping off or picking up their own children or grandchildren at the child care facility or school.

F.S. 856.022

Revised 10/23/18

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Legal

F.S. 775.21

F.S. 775.25

F.S. 856.022

F.S. 943.0435

F.S. 944.606

F.S. 1006.695

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of CHARTER SCHOOLS
Code	*po9800 fsj 2/5/26
Status	
Adopted	June 27, 2017
Last Revised	October 22, 2024

9800 - **CHARTER SCHOOLS**

F.S. 1002.33 empowers the School Board with oversight responsibility for all charter schools situated within Manatee County, Florida. The Board designates the Superintendent to receive and review all charter applications. The Superintendent shall recommend to the Board the approval or denial of each charter application and charter contract as required by State law. The Board shall have final authority, by majority vote, to approve or deny any application and charter contract submitted to the Board within the time frame set forth in State law.

Approved charter schools are public schools and shall receive goods and services from the Board as required by law and/or specified through a contract with the Board.

If approved, the initial charter shall be for a term of five (5) years, excluding two (2) planning years. The Board may renew charters under the conditions and for terms as set forth in State law.

In addition, a charter school that satisfied the requirements set forth in State law for designation as a high-performing charter school may receive a modification of its term to fifteen (15) years or a fifteen (15) year charter renewal. The charter may be modified or renewed for a shorter term at the option of the high-performing charter school.

The Board shall enter into a charter with a charter school utilizing the State-approved Florida Standard Charter Contract. The Board, as sponsor, shall perform the duties provided in F.S. 1002.33 and as otherwise required by law.

Charter contracts may be non-renewed or terminated as set forth in the charter contract or as otherwise permitted under State law. Such conditions may include, but are not necessarily limited to, when a charter school:

A. fails to participate in the State's education accountability system created in F.S. 1008.31, or fails to meet the requirement for student performance as specified in the charter;

B. fails to meet generally accepted standards of fiscal management due to deteriorating financial conditions or financial emergencies determined pursuant to F.S. 1002.345; and/or

C. materially violates the law.

Application Procedure

Potential applicants should send letters notifying the Board of their intent to submit an application to open a public charter school not later than July 1st. Such correspondence should be directed to the Department of District Support. Failing to send the letter of intent will in no way negatively impact the application.

Applicants must submit the State-approved Standard Charter School Application along with all documents required by State law.

Applicants anticipating a request for District services (i.e., transportation, payroll services, use of facilities, etc.) must include a proposed contract for each service desired.

School Governance/Management

A. Charter schools shall organize or be operated by a not-for-profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.

B. Charter School's Governing Board Requirements

1. The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.

   As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative must reside in the District and may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website. Governing board members are not required to reside in the District if the charter school otherwise complies with the terms of this paragraph.

   The charter school's governing board shall hold at least two (2) public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting. Members of the governing board or any member of a committee formed or designated by the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under F.S. Chapter 120.

2. Governing board members must:

   a. notify the Board of changes in membership within forty-eight (48) hours of change; and

   b. successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.

   Costs of background screening shall not be borne by the charter school.

3. Governing board members must develop and approve by-laws that govern the operations of the board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.

4. Governing board members and their spouses are prohibited by State law from serving as an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.
5. A landlord of a charter school or their spouse or an officer, a director, or an employee of an entity that is a landlord of a charter school or spouse may not be a member of a governing board of a charter school unless the charter school was established pursuant to F.S. 1002.33.
6. Governing board members must participate in FLDOE-sponsored charter school governance training to ensure that each board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A 6.0784:

   a. Each governing board member must complete a minimum of four (4) hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four (4) hour training, each member is required, within the subsequent three (3) years and for each three (3) year period after that to complete a two (2) hour refresher training on the four (4) topics above in order to retain his/her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.

   b. New members joining a charter school board must complete the four (4) hour training within ninety (90) days of appointment to the board.

7. Dispute Procedures (Board versus Charter School Governing Board)

   Application, nonrenewal, and termination decisions are not subject to this dispute resolution process and must follow the procedures in F.S. 1002.33, Board policy, and the charter contract. Nothing contained herein shall operate to limit a charter school's rights to utilize the dispute resolution procedures set forth in F.S. 1002.33.

   a. The Board and the charter school agree that the existence and the details of a dispute notwithstanding, both parties shall continue without delay their performance under the charter contract, except for any performance, which may be directly affected by such dispute.

   b. Either party shall notify the other party that a dispute exists between them. The notification shall be in writing and shall identify the article and section of the contract that is in dispute and the grounds for the position that such article and section is in dispute. The matter shall be immediately submitted to the Board and the charter school's director for further consideration and discussion to attempt to resolve the dispute.

   c. Should the representatives named in paragraph b above be unable to resolve the dispute within ten (10) days of receipt of written notification by one to the other of the existence of such dispute, then the matter may be submitted by either party to the Superintendent and to the school's governing board chair for further consideration and discussion to attempt to resolve the dispute.

   d. Should the parties still be unable to resolve their dispute within thirty (30) days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.

8. Conflict Resolution (Charter School versus Parents/Legal Guardians, Employees, and Vendors)

   a. All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board. The procedures for handling such conflicts must be set forth in the charter contract.

   b. Evidence of each parent's acknowledgment of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.

   c. All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.

   d. All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.

   e. The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.

C. Management Companies

1. If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten (10) days before any payment is made to any of the entities.

2. Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.

3. All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the

terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.

4. Neither employees of the management company nor relatives of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the charter school.

D. Voluntary Closure of Charter School

A charter may be terminated by a charter school's governing board through voluntary closure. The decision to cease operations must be determined at a public meeting. The governing board shall notify the parents and Board of the public meeting in writing before the public meeting. The governing board must notify the Board, parents of enrolled students, and FLDOE in writing within twenty-four (24) hours after the public meeting of its determination. The notice shall state the charter school's intent to continue operations or the reason for the closure and acknowledge that the governing board agrees to follow the procedures for dissolution and reversion of public funds pursuant to Florida law.

Employees of Charter Schools

A charter school shall employ or contract with employees who have undergone background screening as provided in F.S. 1012.32. Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in F.S. 1012.32 upon appointment to the governing board.

A charter school shall disqualify instructional personnel and school administrators, as defined in F.S. 1012.01, from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment under F.S. 1012.315.

Charter school personnel may not appoint, employ, promote, or advance any relative, or advocate for appointment, employment, promotion, or advancement of any relative to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member. For purposes of this policy, the definition of relative shall be as it is defined in F.S. 1002.33(24)(a)(2).

Full disclosure of the identity of all relatives employed by the charter school shall be in accordance with F.S. 1002.33.

The governing board of a charter school shall adopt policies establishing standards of ethical conduct for instructional personnel and school administrators.

Resolution of Student Health, Safety, or Welfare Complaints

In the event a parent of a student in a District charter school is unable to resolve a student health, safety, or welfare complaint under F.S. 1001.42(8)(c) with the charter school's principal or designee, the following procedures shall be utilized to resolve the dispute:

The School District of Manatee County General Counsel shall be responsible for responding to inquiries from the FLDOE regarding a request for an appointment of a Special Magistrate for charter school student complaints.

Within five (5) days of receipt of notice that a parent has requested the appointment of a Special Magistrate pursuant to F.A.C. 6A-6.0791, the District will provide to the FLDOE a statement addressing whether any of the grounds for dismissal as described in F.A.C. 6A-6.0791(7)(b) apply to the parental request for appointment of a Special Magistrate.

Additionally, the District will expeditiously contract for payment of a Special Magistrate appointed by the Commissioner of Education and notify the FLDOE within no more than twenty (20) days after receiving notice of the appointment of a Special Magistrate that an agreement has been reached for payment with the appointed Special Magistrate.

All costs incurred by the District for revising and responding to a parent complaint under this section is a service provided by the District to the charter school. The charter school shall be responsible for the District's actual costs unless a different amount is mutually agreed to by the District and charter school in a contract negotiated separately from the charter.

Board Annual Report Submission

The Board shall submit an annual report to the FLDOE in a web-based format to be determined by the FLDOE. The report shall include the:

A. number of applications received during the school year and up to August 1st and each applicant's contact information;

B. date each application was approved, denied, or withdrawn; and

C. date each final contract was executed.

Each year, by November 1, the Board shall submit to the FLDOE the information set forth in A through C for the previous year.

Facilities

No later than January 1st, the FLDOE shall annually provide to the District a list of all underused, vacant, or surplus facilities owned or operated by the District as reported in the Florida Inventory of School Houses. The District may provide evidence to FL DOE that the list contains errors or omissions within thirty (30) days after receipt of the list. By each April 1st, FLDOE shall update and publish a final list of all underused, vacant, or surplus facilities owned or operated by the District, based upon updated information provided by the District. A hope operator establishing a school of hope may use an educational facility identified in this section as prescribed in F.S. 1002.33(7)(d).

Services

The Board will provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services, exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the National School Lunch Program, consistent with the needs of the charter school, are provided by the Board at the request of the charter school, that any funds due to the charter school under the National School Lunch Program be paid to the charter school as soon as the charter school begins serving food under the National School Lunch Program and that the charter school is paid at the same time and in the same manner under the National School Lunch Program as other public schools serviced by the Board; test administration services, including payment of the costs of State-required or Board-required student assessments; processing of teacher certificate data services; and information services, including equal access to the sponsor's student information systems that are used by public schools in the District. Access to the District's student information system by the charter school and/or its contractor will be provided unless prohibited by State or Federal laws. Student performance data for each student in a charter school, including, but not limited to, State-mandated testing scores, standardized test scores, coordinated screening and progress monitoring student results, previous public school student report cards, and student performance measures, shall be provided by the Board to a charter school in the same manner provided to other public schools in the District.

The District will provide training to charter schools on systems the District requires charter schools to use.

The Board may withhold an administrative fee for the provision of such services which shall be a percentage of the available funds defined in F.S. 1002.33(17)(b) calculated based on weighted full-time equivalent students. If the charter school services seventy-five percent (75%) or more exceptional education students as defined in F.S. 1003.01(3), the percentage shall be calculated based on unweighted full-time equivalent students. The administrative fee shall be calculated as follows:

A. Up to five percent (5%) for the following:

1. enrollment of up to and including 250 students in a charter school as defined in F.S. 1002.33(20);

2. enrollment of up to and including 500 students within a charter school system which meets all of the following:

a. includes conversion charter schools and nonconversion charter schools;

b. has all of its schools located in the same county;

c. has a total enrollment exceeding the total enrollment of at least one school district in Florida;

d. has the same governing board for all of its schools; or

e. does not contract with a for-profit service provider for management of school operations;

3. enrollment of up to and including 250 students in a virtual charter school; and,

4. Up to two percent (2%) for enrollment of up to and including 250 students in an exceptional student education center that meets the requirements of the rules adopted by the State Board of Education pursuant to F.S. 1008.3415(3).

B. Up to two percent (2%) for enrollment of up to and including 250 students in a high-performing charter school as defined in F.S. 1002.331.

The Board will not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum percentage of administrative fees withheld pursuant to this policy. The Board will not charge or withhold any administrative fee against a charter school any funds specifically allocated by the Legislature for teacher compensation.

The Board shall provide the FLDOE by no later than September 15th of each year the total amount of funding withheld from charter schools pursuant to this policy and Florida law for the prior fiscal year.

By September 15th of each year, the Board shall provide a report to the charter schools it sponsors and the FLDOE on what services are being rendered from the District's portion of the administrative fee, including a list of the services.

If goods and services are made available to the charter school through the contract with the Board, they shall be provided to the charter school at a rate no greater than the Board's actual cost unless mutually agreed upon by the charter school and the Board in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made to an administrative law judge appointed by the Division of Administrative Hearings. The administrative law judge has final order authority to rule on the dispute. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the mediation process, administrative proceeding, and any appeals to be paid by the party whom the administrative law judge rule against. To maximize the use of State funds, the Board shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.

The governing body of the charter school may provide transportation through an agreement or contract with the Board. The charter school and the Board shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

School Safety Requirements

Each charter school in the District must comply with the requirements of F.A.C. 6A-1.0018 and Florida law pertaining to school safety, including the requirement that charter schools coordinate with the District's School Safety Specialist. See also, Board Policy 8405 (*School Safety and Security*) and Policy 8407 (*Safe-School Officers*).

Funding

By July 1 of each year, the Board will provide charter schools the following information pertaining to shared revenues generated by a discretionary half-cent sales surtax, voted District school operating millage, and nonvoted District school capital improvement millage:

A. The estimated total revenue to be received from each tax;

B. The estimated per-student allocation to charter schools from each tax and the methodology used to determine the estimate;

C. The estimated timeframe within which the charter school will receive funds from each tax; and,

D. A detailed explanation for each revenue transmission at the time funds are transferred.

By March 31 of each year, the District shall provide the FLDOE a summary report, by charter school, of distributed revenues, by revenue source, and shall post the report on the District's website.

Interpretation

In the event that an existing charter school contract provision is found to be inconsistent with this policy, the charter contract provision prevails.

Revised 10/23/18
Revised 8/11/20
Revised 3/28/23
Revised 11/14/23
Revised 10/22/24

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Legal

F.S. 39.203
F.S. Chapter 120
F.S. 218.39
F.S. 218.391
F.S. 218.503
F.S. 286.23
F.S. 768.095
F.S. 1001.10
F.S. 1001.41
F.S. 1002.31
F.S. 1002.33
F.S. 1002.3301
F.S. 1002.345
F.S. 1008.31
F.S. 1008.34
F.S. 1011.60
F.S. 1012.01
F.S. 1012.315
F.S. 1012.32
F.S. 1013.12
F.A.C. 6A-1.0081
F.A.C. 6A-1.099827
F.A.C. 6A-2.0020
F.A.C. 6A-6.0781
F.A.C. 6A-6.0784
F.A.C. 6A-6.0786
F.A.C. 6A-6.07862
F.A.C. 6A-6.0787

AGENDA ITEM NO. 13.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Adopt and Amend School Board Policies (General Fund) - updated 4/2/2026

Executive Summary
Policies to be updated include the following:

- Bylaw 0124 - Standards of Ethical Conduct (Revision)
- Policy 1210 - Standards of Ethical Conduct
- Policy 3210 - Standards of Ethical Conduct
- Policy 4210 - Standards of Ethical Conduct
- Bylaw 0131 - Legislative/Policymaking (Revision)
- Bylaw 0131.1 - Technical Edits (Revision)
- Policy 1120 - Employment of Administrators (Revision)
- Policy 3120 - Employment of Instructional Staff
- Policy 4120 - Employment of Support Staff
- Policy 1121.01 - Background Screening and Employment History Checks (Revision)
- Policy 3120.01 - Background Screening and Employment History Checks
- Policy 4120.01 - Background Screening and Employment History Checks
- Policy 1139 - Educator Misconduct (Revision)
- Policy 3139 - Educator Misconduct
- Policy 1213 - Student Supervision and Welfare (Revision)
- Policy 3213 - Student Supervision and Welfare
- Policy 4213 - Student Supervision and Welfare
- Policy 1242 - Professional Development (Revision)
- Policy 3242 - Professional Learning
- Policy 4242 - Staff Development
- Policy 1410 - Administrative Salary (Revision)
- Policy 3410 - Compensation
- Policy 2260 - Nondiscrimination and access to Equal Educational Opportunity (Revision)
- Policy 2410 - School Health Services (Revision)
- Policy 2417 - Comprehensive Health Education (Revision)
- Policy 3130 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff (Revision)
- Policy 5223 - Absences for Religious Instruction (New)
- Policy 5330.01 - Self-Administered Medication (Revision)
- Policy 5500 - Student Conduct (Revision)
- Policy 5780 - Student/Parent Rights (Revision)
- Policy 6233 - District Budget (Revision)
- Policy 7544 - Social Media (Revision)
- Policy 8407 - Safe-School Officers (Revision)
- Policy 8415 - Emergency and Crisis Management (Revision)
- Policy 8420 - Emergency Management, Emergency Preparedness (Revision)
- Policy 8452 - Automated External Defibrillators (AED) (Revision)
- Policy 8470 - Registered Sexual Predators/Sex Offenders
- Policy 9800 - Charter Schools

The 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 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

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

Recommendation
The Superintendent recommends approval to adopt and amend School Board policies (General Fund).

Financial Impact
No Financial Impact.

Contact
Submitting Department: Administration
Initiated by: Kevin Chapman

Attachments:
Part 1 Policies April 7 - added after publishing
Part 2 Policies April 7 - added after publishing
Part 3 Policies April 7 - added after publishing

Approval of Advertising a Notice of Intent to Amend School Board Policies and Setting a Public Hearing at the Board Meeting on April 7, 2025

Bylaw 0124 – Standards of Ethical Conduct (Revision)
Policy 1210 – Standards of Ethical Conduct
Policy 3210 – Standards of Ethical Conduct
Policy 4210 – Standards of Ethical Conduct
The revisions to Bylaw 0124 and Policies 1210, 3210, and 4210 incorporate provisions from SB 348 (Ch. 2025-85) regarding "stolen valor." Additionally, revisions to self-reporting requirements in the policies are intended to align further with the Principles of Professional Conduct for the Education Profession in Florida.

Bylaw 0131- Legislative/Policymaking (Revision)
Bylaw 0131 is revised to incorporate amendments to F.S. Chapter 120 as a result of SB 108 (Ch. 2025-189)

Bylaw 0131.1 – Technical Edits (Revision)
Bylaw 0131.1 is revised to incorporate a new definition of "technical change" based on SB 108 (Ch. 25-189) which amended F.S. 120.52 by adding a definition of "technical change."

Policy 1120 – Employment of Administrators (Revision)
Policy 3120 – Employment of Instructional Staff
Policy 4120 – Employment of Support Staff
The revisions to Policies 1120, 3120, and 4120 are the result of HB 1255 (Ch. 2025-110) which amended F.S. 1012.35.

Policy 1121.01 – Background Screenings and Employment History Checks (Revision)
Policy 3121.01 - Background Screenings and Employment History Checks
Policy 4121.01 - Background Screenings and Employment History Checks
The revision to Policies 1121.01, 3121.01, 4121.01, and 8475, and the accompanying drafting note, relates to the new requirement that specified agencies (which includes school districts) publish a clear and conspicuous link on their official website to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse.

Policy 1139 – Educator Misconduct (Revision)
Policy 3139 – Educator Misconduct
The revisions to Policies 1139 and 3139 incorporate SB 1374 (Ch. 2025-56).

Policy 1213 – Student Supervision and Welfare (Revision)
Policy 3213 – Student Supervision and Welfare
Policy 4213 – Student Supervision and Welfare
Policies 1213, 3213, 4213, 7540.02, and 7544 have been revised to recognize that Twitter is now called X.

Policy 1242 – Professional Development(Revision)
Policy 3242 – Professional Learning
Policy 4242 – Staff Development
House Bill 875 (Ch. 2025-107) amended F.S. 1012.98 (School Community Professional Learning Act) related to the criteria for professional learning activities.

Policy 1410 -Administrative Salary (Revision)
Policy 3410 - Compensation
House Bill 1255 (Ch. 2025-110) amended F.S. 1001.03, 1004.04, and 1012.07 by renaming "critical teacher shortage areas" as "high-demand teacher needs areas."

Policy 2260 – Nondiscrimination and access to Equal Educational Opportunity (Revision
The changes including modifying "in-service training" to "professional learning and training" and deleting "administrators, and professional and classified staff" in the definition of "School District community" as it is too limited in scope when identifying examples of school board employees.

Policy 2410 – School Health Services (Revision)
Policy 2410 is revised to incorporate amendments to F.S. 1002.20 as a result of SB 1514 (Ch. 2025-47).

Policy 2417 – Comprehensive Health Education (Revision)
Policy 2417 has also been revised to incorporate HB 1607's new requirement that school districts provide basic training in first aid, including cardiopulmonary resuscitation, once in middle school in a physical education or health class and once in high school in a physical education or health class.

Policy 3130 – Appointment, Assignment, Transfer, and Promotion of Instructional Staff (Revision)
The revisions to Policy 3130 relate to qualifications of instructional personnel in teacher preparation programs. These revisions are intended to better align Policy 3130 with F.S. 1004.04.

Policy 5223 – Absences for Religious Instruction (New)
Policy 5223 has been revised to remove the requirement that a parent/guardian must indemnify/release the school board as a condition to participating in religious instruction. These revisions are intended to align with Florida's expanded protections of parent/student rights.

Policy 5330.01 – Self-Administered Medication (Revision)
Policy 5330.01 is revised to include a cross reference to Policy 5780 - *Student/Parent Rights*. This cross reference is added in light of the proposed revisions to Policy 5780 related to diabetes management (as a result of HB 597 (Ch. 2025-15)).

Policy 5500 – Student Conduct (Revision)
These new provisions are based on HB 1255 (amending F.S. 1006.13).

Policy 5780 – Student/Parent Rights (Revision)
The revisions to Policy 5780 incorporate HB 597 (Ch. 2025-15) and HB 1255 (Ch. 2025-110).

Policy 6233 – District Budget (Revision)
The revisions to Policy 6233 implement F.S. 252.391 (Emergency financial plans).

Policy 7544 – Social Media (Revision)
Policies 1213, 3213, 4213, and 7544 have been revised to recognize that Twitter is now called X.

Policy 8407 – Safe-School Officers (Revision)
New FDLE reporting requirements are also included in the revisions.

Policy 8415 – Emergency and Crisis Management (Revision)
SDMC revisions to clarify hurricane duty/pay.

Policy 8420 – Emergency Management, Emergency Preparedness (Revision)
The revisions to Policy 8420 are based on SB 1470 (Ch. 2025-58).

Policy 8452 – Automated External Defibrillators (AED) (Revision)
The revisions to Policy 8452 are the result of HB 1607 (Ch. 2025-67).

Policy 8470 - Registered Sexual Predators/Sex Offenders
Revisions based on F.S. 856.022.

Policy 9800 – Charter Schools
The revisions to Policy 9800 incorporate HB 443 (Ch. 2025-106) and HB 1105 (Ch. 2025-109).

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STANDARDS OF ETHICAL CONDUCT
Code	*po0124 fsj 2/1/26
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Adopted	November 9, 2016
Last Revised	January 25, 2022

0124 - **STANDARDS OF ETHICAL CONDUCT**

The School Board hereby establishes the principles enumerated in the *Principles of Professional Conduct of the Education Profession in Florida* as the District's standards of ethical conduct and requires all Board members to adhere to them.

Mandatory Training

Members of the Board shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory Code of Ethics for Public Officers and Employees (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Members of the Board are also required to complete training annually on the standards of ethical conduct established in this bylaw. Each Board member shall submit confirmation of completion of ethics training to the Agency Clerk.

Gifts

Members of the Board may not solicit any gift or knowingly accept, directly or indirectly, a gift valued in excess of the statutory limit (NOTE: The statutory limit is $50.00) or an honorarium from a person, vendor, potential vendor, or other entity doing business with the Board, from a political committee, or from a lobbyist (and related individuals and entities) who lobbies the reporting individual's agency. "Vendor" is defined by F.S. 112.3148 relating to gifts and F.S. 112.3149 relating to honoraria to mean a business entity doing business directly with an agency, such as renting, leasing, or selling realty, goods, or services. The term "gift" has the same meaning as in F.S. 112.312(12). This prohibition applies as well to relatives, as defined in F.S. 112.312(21).

In addition to the foregoing, members of the Board shall not solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

Board members are further required to follow all Florida laws applicable to the solicitation or acceptance of gifts, including F.S. 112.313 and 112.3148. Board members must review these laws upon taking office and are encouraged to do so periodically during the course of their term in office.

Stolen Valor

Candidates for, and members of the Board, the Superintendent, and Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

1. a service member or veteran of the Armed Forces of the United States;
2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;
3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,
4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means any thing of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining State or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Responsibilities Related to Allegations of Misconduct

Pursuant to F.S. 1001.42(7), a Board member may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel or school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of this provision will result in the forfeit of the Board member's salary for one (1) year.

Appointment or Employment of Relative

Pursuant to F.S. 1012.23(2), Board members may not appoint or employ a relative, as defined in F.S. 112.3135, to work under their direct supervision. This limitation does not apply to employees appointed or employed before the election or appointment of the Board member.
F.S. 112.3131
F.S. 112.317

Revised 8/11/20
Revised 4/13/21
Revised 1/25/22

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F.S. 112.312
F.S. 112.313
F.S. 112.3131
F.S. 112.3142
F.S. 112.3148
F.S. 112.3149
F.S. 112.317
F.S. 1001.42(6)
F.S. 1001.421
F.S. 1012.23

F.A.C. 6A-10.081

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Adopted	June 27, 2017
Last Revised	December 2, 2025

1210 - **STANDARDS OF ETHICAL CONDUCT**

For purposes of this policy, the term administrator means all certificated and noncertificated administrators.

Administrators shall be guided by and adhere to the following ethical principles:

A. The administrator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The administrator's primary professional concern will always be for the student and for the development of the student's potential. The administrator will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. The administrator strives to achieve and sustain the highest degree of ethical conduct because s/he is aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community.

District administrators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual administrator's certificate, or the other penalties as provided by law, as well as disciplinary action, including but not limited to termination of employment.

A. An administrator's obligation to the District requires that the District administrator shall:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;

2. not unreasonably restrain a student from independent action in pursuit of learning unless the safety of themselves, staff, or students are at risk;

3. not unreasonably deny a student access to diverse points of view;

4. not intentionally suppress or distort subject matter relevant to a student's academic program;

5. not intentionally provide classroom instruction to students in kindergarten through grade 3 on sexual orientation or gender identity;

6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46;

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, as is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend;

8. not intentionally violate or deny a student's legal rights;

9. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01;

10. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination; discrimination on the basis of race, color, national origin, or sex includes subjecting any students to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believes any of the concept listed in F.S. 1000.05(4)(a);

11. not exploit a relationship with a student for personal gain or advantage;

12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

13. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;

14. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution; and,

15. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

16. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;

17. not use institutional privileges for personal gain or advantage; (see also Policy 1129, *Conflict of Interest*)

18. accept no gratuity, gift, or favor that might influence professional judgment; (see also Policy 1129, *Conflict of Interest*)

    (NOTE: Pursuant to F.S. 112.313, no administrator shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.)

19. offer no gratuity, gift, or favor to obtain special advantages; (see also Policy 1129, *Conflict of Interest*)

20. maintain honesty in all professional dealings;

21. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization;

22. not interfere with a colleague's exercise of political or civil rights and responsibilities;

23. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination;

24. not make malicious or intentionally false statements about a colleague;

25. not use coercive means or promise special treatment to influence professional judgments of colleagues;

26. not misrepresent one's own professional qualifications;

27. not submit fraudulent information on any document in connection with professional activities;

28. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;

29. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;

30. provide upon the request of a certificated individual a written statement of the specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;

31. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these *Principles of Professional Conduct for the Education Profession in Florida* and other applicable Florida statutes and State Board of Education rules;

32. self-report within forty-eight (48) hours to ~~appropriate authorities (as determined by the District)~~a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance;

    Such ~~notice shall~~ self-report is not to be considered an admission of guilt nor shall such ~~notice~~self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.

    In addition, administrators shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and F.S. 943.059(4)(c).

33. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

34. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

35. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice;

36. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

B. No administrative staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Policy 1129, *Conflict of Interest*)

C. All District administrative staff members shall adhere to the principles enumerated above.

All administrators shall be required to complete training on the standards established herein upon employment and annually thereafter.

Stolen Valor

The Superintendent and Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

    1. a service member or veteran of the Armed Forces of the United States;

    2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,

4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means any thing of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining state or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Violations are subject to disciplinary action up to and including dismissal.

Certificate Holder Serving as Principal

Pursuant to the *Principles of Professional Conduct for the Education Profession*, a principal who is a certificate holder shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his/her designee has reviewed the material and determines it violates the prohibitions in State law, or the material is unavailable to students based upon Board policies adopted to implement the relevant provisions of F.S. 1006.28.

F.S. 112.3131

F.S. 112.317

Revised 2/13/18
Revised 12/11/18
Revised 9/28/21
Revised 5/9/23
Revised 7/30/24
Revised 12/2/25

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Legal

F.S. 112.312

F.S. 112.313

F.S. 112.317

F.S. 112.3131

F.S. 1001.42(6)

F.S. 1001.421

F.S. 1006.32

F.S. 1012.23

F.A.C. 6A-10.081

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Last Revised	June 10, 2025

3210 - **STANDARDS OF ETHICAL CONDUCT**

Instructional staff members shall be guided by and adhere to the following ethical principles:

A. The instructional staff member values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The instructional staff member's primary professional concern will always be for the student and for the development of the student's potential. The instructional staff member will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. The instructional staff member strives to achieve and sustain the highest degree of ethical conduct because s/he is aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community.

District instructional staff shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual's teaching certificate, or the other penalties as provide by law, as well as disciplinary action, including but not limited to termination of employment.

A. Obligation to the student requires that the District instructional staff member:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. not unreasonably restrain a student from independent action in pursuit of learning.

3. not unreasonably deny a student access to diverse points of view.

4. not intentionally suppress or distort subject matter relevant to a student's academic program.

5. not intentionally expose a student to unnecessary embarrassment or disparagement.

6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.

8. not intentionally violate or deny a student's legal rights.

9. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

10. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a).

11. not exploit a relationship with a student for personal gain or advantage.

12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

13. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the District instructional staff member shall:

1. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. not use institutional privileges for personal gain or advantage. (see also Policy 3129, *Conflict of Interest*)

4. accept no gratuity, gift, or favor that might influence professional judgment. (see also Policy 3129, *Conflict of Interest*)

   (NOTE: Pursuant to F.S. 112.313, no instructional staff member shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.)

5. offer no gratuity, gift, or favor to obtain special advantages.

C. Obligation to the profession of education requires that the District instructional staff member shall:

1. maintain honesty in all professional dealings.

2. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination.

5. not make malicious or intentionally false statements about a colleague.

6. not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. not misrepresent one's own professional qualifications.

8. not submit fraudulent information on any document in connection with professional activities.

9. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these *Principles of Professional Conduct for the Education Profession in Florida* and other applicable Florida statutes and State Board of Education rules.

13. self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including ~~to appropriate authorities (as determined by the District)~~ any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such self-report ~~notice shall~~ is not to be considered an admission of guilt nor shall such self-report ~~notice~~ be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, District instructional staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and 943.059(4)(c).
14. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

15. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

16. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

D. No instructional staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of their duties in the public interest. (see also Policy 3129, *Conflict of Interest*)

Stolen Valor

Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

1. a service member or veteran of the Armed Forces of the United States;

2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,

4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means anything of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in

state or local government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining state or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Violations are subject to disciplinary action up to and including dismissal.

All instructional staff members shall be required to complete training on the standards established herein upon employment and annually thereafter.

F.S. 112.3131

F.S. 112.317

Revised 2/13/18
Revised 9/28/21
Revised 5/9/23
Revised 7/30/24
Technical Correction 6/10/25

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F.S. 112.312

F.S. 112.313

F.S. 112.3131

F.S. 112.317

F.S. 1001.42(6)

F.S. 1001.421

F.S. 1006.32

F.S. 1012.23

F.A.C. 6A-10.081

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Last Revised	June 10, 2025

4210 - **STANDARDS OF ETHICAL CONDUCT**

Furthermore, the School Board hereby establishes the following as the standards of ethical conduct for all support staff members in the District who have direct access to students:

Support staff members shall be guided by and adhere to the following ethical principles:

A. The support staff member values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The support staff member's primary professional concern will always be for the student and for the development of the student's potential. The support staff member will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. The support staff member strives to achieve and sustain the highest degree of ethical conduct because s/he is aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community.

District staff members shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to other penalties as provide by law, as well as disciplinary action, including but not limited to termination of employment.

All District support staff members shall comply with the following disciplinary principles.

A. Obligation to the student requires that the District support staff member shall:

1. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;

2. not unreasonably restrain a student from independent action in pursuit of learning unless the student is a threat to themselves, other students, or staff;

3. not unreasonably deny a student access to diverse points of view;

4. not intentionally suppress or distort subject matter relevant to a student's academic program;

5. not intentionally expose a student to unnecessary embarrassment or disparagement;

6. not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46;

7. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the

option to have their student not attend;

8. not intentionally violate or deny a student's legal rights;

9. not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01;

10. not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination; discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a);

11. not exploit a relationship with a student for personal gain or advantage;

12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

13. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution; and,

14. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the District support staff member shall:

1. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;

2. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

3. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;

4. not use institutional privileges for personal gain or advantage; (see also Policy 4129, *Conflict of Interest*)

5. accept no gratuity, gift, or favor that might influence judgment; (see also Policy 4129, *Conflict of Interest*)

   (NOTE: Pursuant to F.S. 112.313, no support staff member shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.)

6. offer no gratuity, gift, or favor to obtain special advantages; (see also Policy 4129, *Conflict of Interest*)

C. Obligation to the profession of education requires that the District support staff member shall:

1. maintain honesty in all dealings;

2. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization;

3. not interfere with a colleague's exercise of political or civil rights and responsibilities;

4. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination;

5. not make malicious or intentionally false statements about a colleague;

6. not use coercive means or promise special treatment to influence professional judgments of colleagues;

7. not misrepresent one's own professional qualifications;

8. not submit fraudulent information on any document in connection with professional activities;

9. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;

10. self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including ~~to appropriate authorities (as determined by the District)~~ any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance;

    Such self-report ~~notice~~ ~~shall~~ is not to be considered an admission of guilt nor shall such self-report ~~notice~~ be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, District support staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and 943.059(4)(c).
11. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

12. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

No support staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of their duties in the public interest.

All District support staff members shall adhere to the principles enumerated above.

All support staff members shall be required to complete training on the standards established herein upon employment and annually thereafter.

Stolen Valor

Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

    1. a service member or veteran of the Armed Forces of the United States;

    2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

    3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or,

    4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means anything of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local government with authority over another person, regardless of whether the individual receives compensation

or renumeration for their service in the position; obtaining or retaining state or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Violations are subject to disciplinary action up to and including dismissal.

F.S. 112.3131

F.S. 112.317

Revised 2/13/18
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Revised 5/9/23
Revised 7/30/24
Technical Correction 6/10/25

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F.S. 112.312

F.S. 112.313

F.S. 112.3131

F.S. 112.317

F.S. 1001.42(6)

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F.S. 1006.32

F.S. 1012.23

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0131 - **LEGISLATIVE/POLICYMAKING**

The School Board is the policymaking body for the School District. After considering recommendations submitted by the Superintendent, the Board shall adopt bylaws and policies for the organization and operation of the Board and efficient operation and general improvement of the School District. The Board, by majority vote, may direct the superintendent to develop policies for recommendation on topics of interest to the Board.

The term "rule" for ~~purpose~~purposes of this policy is defined in F.S. 120.52; it does not include "curricula by an educational unit". As used in this bylaw, the ~~term~~terms "rule" and "policy" shall have the same definition. The development or prescription of curriculum by the Board is removed from the procedural requirements for policymaking.

F.S. 1001.41

The Board may determine policy matters governed by permissive law, but not on matters governed by mandatory law. No policy can be in conflict with the operative law of the State or with State Board of Education rules. Any provision of a collective bargaining agreement which is ratified by the Board and affects collective bargaining members shall prevail over any Board policy conflicting with the agreement during the term of the agreement.

Board adoption of policies or revisions to policies shall be pursuant to Florida statutes.

F.S. 120.536(1), 120.54

Policy Development

[ ] [END OF OPTION]

The Superintendent shall publish notice of the development of a proposed policy at least seven (7) days before providing notice of a proposed policy as required below. The notice of policy development ~~shall~~must indicate the subject area to be addressed by the policy development; provide a short, plain explanation of the purpose and effect of the policy development; cite the grant of rulemaking authority for the proposed policy and the law being implemented ~~specific legal authority for the proposed policy~~; include the proposed policy number; and state how a person may obtain or access, without cost, a copy of any preliminary draft of the proposed policy or incorporated documents~~, if available~~.

The Board may hold workshops for the purpose of policy development or information gathering for the preparation of the statement of estimated regulatory costs after publication of the notice of policy development. Any affected person may request in writing that the Board hold a workshop for policy development, and the Board will then hold such workshop unless it explains in writing why a workshop is unnecessary.

F.S. 120.54(2)

Adopting Policies

The Superintendent shall present any proposal relating to a policy amendment, the repeal of any policy, or the adoption of a new policy in writing to the Board including a written explanation of the proposal in accordance with Florida law.

A. Notice of Proposed Policy: After the Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a policy, the Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida law. The notice shall include a brief and concise explanation of the proposed policy's purpose and effect, the proposed policy number, a concise summary of the estimate of economic impact to all individuals affected by the proposed new policy or revision of an existing policy and a website address where the estimated regulatory costs can be viewed if a summary has been prepared, the legal authority for the Board's action, the location where the text of the proposed revision to current policy or new policy may be obtained or accessed, ~~and~~ the procedure for requesting a public hearing on the proposed policy, and the name, email address, and telephone number of the employee who may be contacted regarding the intended action.

~~[ ] [END OF OPTION]~~

B. Hearings: Any person who is affected by a proposed policy, policy revision, or the repeal of a policy, may within twenty-one (21) days following notice of the proposal to adopt or repeal such policy, file a written request with the Board for a hearing on the proposed action.

   The Board may also, on its own initiative, schedule a public hearing for any proposed policy adoption, revision, or repeal.

C. Rulemaking Record: Any material pertinent to the issues under consideration submitted to the Board within twenty-one (21) days after the date of publication of the notice under paragraph B above or submitted to the Board between the date of publication of the notice and the end of the final public hearing shall be considered by the Board and made a part of the record of the rulemaking proceeding.

D. Board Action: The Board's final vote to adopt, amend, or repeal a policy will occur no sooner than twenty-eight (28) days following publication of the published notice in paragraph A above.

E. The Superintendent shall file immediately in his/her office a copy of any new policy, policy revision, or repealed policy adopted by the Board; policy handbooks and the Board's website shall be updated accordingly.

F. All policies shall become effective upon adoption by the Board, unless another time certain date is specified therein. The Board may adopt a policy authorized by law and necessary for the proper implementation of a statute prior to the effective date of the statute, but the policy may not be effective until the statute upon which it is based is effective.

F.S. 120.54

Notices

All notices pertaining to policymaking may be published:

A. by publication in a newspaper qualified under F.S. Chapter 50, in the affected area or on a publicly accessible website as provided in F.S. 50.0311;

B. by posting on the District's website not less than seven (7) days before the public meeting, hearing, or workshop; and

C. by mail to persons who have requested advance notice and to organizations representing persons affected by the policy; and,

D. by posting in appropriate places so that those particular classes of persons to whom the intended action is directed may be duly notified.

~~**Incorporation by Reference**~~

~~A policy may incorporate material by reference, but only as the material exists on the date the policy is adopted. For purposes of the policy, changes in material are not effective unless the policy is amended to incorporate the changes. Material incorporated by reference in a policy may not incorporate additional material by reference unless the policy specifically identifies the additional material. The reference in the policy to the material being incorporated must include a date or other designation, so that the reader will know exactly what version of the material has been adopted and made part of the rule.~~

~~F.S. 120.54(1)(i)(1)~~

~~A District policy that incorporates by specific reference another policy of the District automatically incorporates subsequent amendments to the referenced policy, unless a contrary intent is clearly indicated in the referencing policy. Any notice of amendments to a policy that has been incorporated by specific reference in other policies of the District must explain the effect of the amendments on the referencing policies.~~

~~F.S. 120.54(1)(i)(2)~~

~~Material may not be incorporated into Board policies by reference unless:~~

A. ~~the material can be made available for free public access through electronic hyperlink from the Board's website listing the policy and making the reference; or,~~

B. ~~the District has determined that posting of the material on the internet for purposes of public examination and inspection would constitute a violation of Federal copyright law, in which case a statement to that effect, along with the addresses and locations of the District office at which the material is available for public inspection, is included in the notice required.~~

~~F.S. 120.54(1)(i)(3)(17)~~

Emergency Policies

The Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the Board, at any meeting in which a quorum is present, may adopt emergency policies, without complying with the waiting period as provided above. The Superintendent shall properly record the effective date for any such emergency policy. Any emergency policy shall not be valid in excess of ninety (90) days from the adoption or effective date.

Public Input and Access to Policies

Any Board employee, citizen, or agency may submit a policy proposal to the Superintendent's office.

A copy of the compiled policies shall be available for inspection in the Superintendent's office.

The Board policies shall also be accessible on the District's website.

Revised 5/24/22
Revised 10/22/24
Revised 7/22/25

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F.S. 120

F.S. 120.536(1)

F.S. 120.54

F.S. 120.54(1)(i)(1)

F.S. 120.54(1)(i)(2)

F.S. 120.54(1)(i)(3)(17)

F.S. 120.54(2)

F.S. 120.56(1)

F.S. 120.56(2)

F.S. 1001.41

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0131.1 - **TECHNICAL EDITS**

Periodically it may be deemed necessary to make technical edits to policies that have already been adopted through normal procedures. ~~These technical edits may include~~ Technical changes are corrections to citations or grammatical, typographical, or similar errors that do not affect the substance of the policy.~~consolidation of sections; transfer of sections; combining or dividing sections; renumbering subsections, sections, chapters and titles; edits or additions for grammatical or typographical errors; and/or alterations and omissions not affecting the constructions or meaning of those sections, subsections, chapters, titles, or policies as a whole, and are of a non-substantive nature.~~

The Superintendent is authorized to identify and undertake technical changes~~corrections~~ as identified above found in the policies and regulations. Upon completion of the technical and formatting changes~~corrections~~, the Superintendent shall provide a brief summary of the changes~~corrections~~ to the Board for review. Should the Board determine that a correction is substantive in nature, it will utilize the normal policy adoption procedure in Policy 0131 - *Legislative/Policymaking* to adopt the amendments to the policy or regulation.

Revised 6/10/25

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Legal F.S. 11.242

Book	Policy Manual
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Last Revised	November 14, 2023

1120 - **EMPLOYMENT OF ADMINISTRATORS**

The School Board recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel.

Administrators include District personnel who perform management activities such as developing Board~~broad~~ policies for the School District and executing those policies through direction of all personnel throughout the District, and who supervise the resources, operations, and management of school(s) and/or department(s) and meet established qualifications. Pursuant to F.S. 1012.01, administrative personnel include District-based instructional administrators, District-based non-instructional administrators, and school administrators.

To be eligible for employment in an administrative position requiring certification, an individual must be of good moral character and hold a valid certificate issued pursuant to Florida law and the rules of the State Board of Education. A copy of the certificate shall be filed with the District.

The Superintendent shall recommend candidates for employment, compensation, and term of employment to the Board.

Any administrative staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any administrative position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

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.S. 1001.10(4)(b),

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(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~~ 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):f

E. they have been convicted or found guilty of, have had adjudication withheld for, or has pled guilty or nolo contendere to (1) 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.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

In addition, the Board shall allow an individual with a temporary certificate in educational leadership to be eligible for administrative positions for which State certification in educational leadership is required. Pursuant to State law and rules adopted by the State Board of Education, an individual must earn a passing score on the Florida Educational Leadership Examination, document three (3) years of successful experience in an executive management or leadership position, and hold a bachelor's degree or higher from an accredited institution of higher learning to qualify for a temporary certificate in educational leadership. A person who is employed under a temporary certificate in educational leadership must be under the mentorship of a State-certificated school administrator during the term of the temporary certificate.

The Superintendent shall also conduct employment history checks of all candidates for administrative positions. The employment history check shall include, but not be limited to, contacting any previous employer 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.

The Board may establish reciprocal certification agreements with other Florida school districts whose employment and/or certification requirements are comparable to those of the School District.

The Board shall require a candidate for employment with an out-of-district certificate not comparable to the District Certification to complete all requirements for initial employment and certification.

F.S. 1012.33 states that "the first ninety-seven (97) days of an initial principal's or supervisor's contract is a probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract." This statement means that individuals who are appointed into their initial administrative positions in the State of Florida will have a ninety-seven (97) day probationary period.

All administrators shall become familiar with the policies of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be subject to discipline up to and including termination.

General Knowledge Examination Assistance

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.

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Revised 5/24/22
Revised 12/13/22
Revised 11/14/23

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F.S. 1012.01

F.S. 1001.10

F.S. 1012.23

F.S. 1012.315

F.S. 1012.32

F.S. 1012.33

F.S. 1012.55

F.S. 1012.56

42 U.S.C. 9858f

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Last Revised	December 2, 2025

3120 - **EMPLOYMENT OF INSTRUCTIONAL STAFF**

The School Board recognizes that it is vital to the successful operation of this Schoole 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.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

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 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 F.A.C. 6A-4.003, 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 F.A.C. 6A-4.003, 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:

A five (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 Board policy for certificated personnel and when all of the requirements specified below have been met:

1. Three (3) years of successful teaching in the area for which occupational expertise was established; and

2. 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 (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 F.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 FLDOE. For any such eligible veteran or first responder employed by it, the Board will provide any necessary information requested by the FLDOE and, in a manner established by the FLDOE, notify the eligible veteran or first responder that employment may impact their pension from a previous employer.

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Revised 7/27 /21
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Technical Correction 8/5/25
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F.S. 1012.01
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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

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4120 - **EMPLOYMENT OF SUPPORT STAFF**

Pursuant to F.S. 1012.01, educational support staff are employees whose job functions are neither administrative nor instructional, yet whose work supports the educational process.

The employment, transfer, promotion, resignation, or dismissal are governed by Federal and State law, School Board policy, State Board rules, and the provisions of the collective bargaining agreements.

A regular employee is a person employed in a continuing position whose duties require twenty (20) or more hours in each normal working week after having completed a ninety (90) workday probationary period. Extensions to this period may be granted by mutual written consent of the employee and the immediate supervisor. Employees who have not completed such period of employment may be discharged without recourse and shall not be subject to the provisions of the grievance procedure for bargaining unit employees.

The Superintendent shall conduct employment history checks of all candidates for educational support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer and reviewing each affidavit of separation from previous employers pursuant to F.S. 1012.31, and screening the candidate through the use of the screening tools described in Florida law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any educational support 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.

If the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student, they are ineligible for employment in any position that requires direct contact with students if:

A. the person is on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);

C. they are ineligible based on a security background investigation under F.S.435.04; 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), or

E. have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) 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.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board no later than the month following employment.

The Superintendent shall also conduct employment history checks of all candidates for support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

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.

The Board shall approve employment, upon recommendation of the Superintendent.

Any support staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

All support personnel shall become familiar with the policies of the Board and other such policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any support staff member employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the Board may prescribe.

REQUIREMENTS FOR INSTRUCTIONAL PARAPROFESSIONALS

All paraprofessionals employed by the District to provide instructional support services in Title I schoolwide programs and instructional paraprofessionals paid with Title I, Part A funds in targeted assistance programs shall be "highly qualified".

The requirements to be considered a "highly qualified" instructional paraprofessional are established by the Florida Department of Education. Accordingly, one of the following requirements must be met:

A. an associate's or higher degree;

B. two (2) years of study at an institution of higher education; or

C. a rigorous State or local assessment of knowledge of and the ability to perform the following duties

1. assist in instruction in reading, writing, and mathematics or reading, writing, and mathematics; or

2. assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Instructional paraprofessionals working for a Title I supported program may be assigned to duties as follows:

A. providing one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assisting with classroom management, such as organizing instructional and other materials;

An Individual Paraprofessional Development Plan (IPDP) (Form 4120 F1) and an Agreement to Meet Qualifications (Form 4120 F2) shall be on file for each paraprofessional employed by the District to provide instructional support services in Title I schoolwide programs or instructional paraprofessional paid with Title I, Part A funds in targeted assistance programs who does not meet the criteria to be considered "highly qualified". The IPDP shall require the paraprofessional to make annual progress towards "highly qualified" status. Failure to satisfactorily complete the IPDP are subject to re-assignment or termination, consistent with provisions in any applicable collective bargaining contract.

AUTHORIZED ACTIVITIES FOR NON-INSTRUCTIONAL PARAPROFESSIONALS

The activities to which non-instructional paraprofessional may be assigned include the following:

A. personal care services;

B. parent involvement activities;

C. food service;

D. playground/cafeteria supervision;

E. bus aides/bus attendants;

F. clerical duties

G. non-instructional computer assistance;

H. non-instructional media center/library supervision;

I. translators (not providing instructional support).

General Knowledge Examination Assistance

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.

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Legal F.S. 1001.10
F.S. 1012.01
F.S. 1012.315
F.S. 1012.37
F.S. 1012.40
F.S. 1012.56
F.A.C. 6A-1.0502(11)
20 U.S.C. 6301
42 U.S.C. 9858f

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Last Revised	November 14, 2023

1121.01 - **BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all administrative positions shall be subject to a criminal background screening to determine eligibility for employment. Additionally, the Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to Federal and State law.

The application for employment shall inform the applicants that they are subject to a criminal background screening and employment history check.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's (AHCA) webpage related to the Care Provider Background Clearinghouse. ~~**[DRAFTING NOTE: AHCA is not required to activate the website until January 1, 2026.]**~~ Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

If it is found that a person who is employed as an administrator does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any position that requires direct contact with students. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Furthermore, before employing an administrator in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)). Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

Pursuant to State law, all administrators employed by the District must self-report arrests for serious offenses (see AP 1121.01).

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal background check with other school districts.

Current employees will be rescreened through the Care Provider Background Screening Clearinghouse in accordance with the following schedule:

A. Employees for whom the last screening was conducted on or before June 30, 2021, must be rescreened by June 30, 2025;

B. Employees for whom the last screen was conducted between July 1, 2021, and June 30, 2022, must be rescreened by June 30, 2026; and

C. Employees for whom the last screening was conducted between July 1, 2022, and December 31, 2023, must be screened by June 30, 2027.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated administrator has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct.

Changes to Initial Status - Care Provider Background Screening Clearinghouse

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his/her initial status or after a change in the person's status has been made.

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives his/her initial status or after a change in the person's status has been made.

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F.S. 435.09
F.S. 435.12
F.S. 448.095
F.S. 943.0435
F.S. 943.0585(4)(a)
F.S. 943.059(4)(a)
F.S. 1001.41
F.S. 1001.42
F.S. 1012.23
F.S. 1012.27
F.S. 1012.315
F.S. 1012.32
F.S. 1012.465
F.S. 1012.56

F.A.C. 6A-10.083

Federal Immigration Reform and Control Act of 1986

8 U.S.C. 1255a

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3121.01 - **BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background screening to determine eligibility for employment. Additionally, the Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to Federal and State law.

The application for employment shall inform the applicants that they are subject to a criminal background screening and employment history check.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse. **DRAFTING NOTE: AHCA is not required to activate the website until January 1, 2026**. Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

If it is found that a person who is employed as an administrator does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any position that requires direct contact with students. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Furthermore, before employing instructional personnel in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)). Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

Pursuant to State law, all instructional staff members employed by the District must self-report arrests for serious offenses (see AP 3121.01).

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal history background check with other school districts.

Current employees will be rescreened through the Care Provider Background Screening Clearinghouse in accordance with the following schedule:

A. Employees for whom the last screening was conducted on or before June 30, 2021, must be rescreened by June 30, 2025;

B. Employees for whom the last screen was conducted between July 1, 2021, and June 30, 2022, must be rescreened by June 30, 2026and,

C. Employees for whom the last screening was conducted between July 1, 2022, and December 31, 2023, must be screened by June 30, 2027

A person is not required to be rescreened before January 1, 2023, solely for the purpose of retention under F.S. 435.12 if the person was screened before participation by the specified agencies named in F.S. 435.12 (3)(a).

Furthermore, if information received as a result of the criminal history records check indicates that a certificated instructional staff member has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct.

Changes to Initial Status - Care Provider Background Screening Clearinghouse

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his or her initial status or after a change in the person's status has been made.

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives his or her initial status or after a change in the person's status has been made.

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F.S. 435.12

F.S. 448.095

F.S. 943.0435

F.S. 943.0585(4)(a)

F.S. 943.059(4)(a)

F.S. 1001.10(5)

F.S. 1001.41

F.S. 1001.42

F.S. 1012.23

F.S. 1012.27(6)

F.S. 1012.315

F.S. 1012.32

F.S. 1012.56

F.A.C. 6A-10.083

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4121.01 - **BACKGROUND SCREENING AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background screening to determine eligibility for employment. Additionally, the Superintendent shall verify all new full-time and part-time employees' right to work in the United State according to Federal and State law.

The application for employment shall inform the applicants that they are subject to a criminal background screening and employment history check.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse. **DRAFTING NOTE: AHCA is not required to activate the website until January 1, 2026.** Background screenings, including all fingerprint requirements, shall be conducted in accordance with F.S. 435.12 and F.S. 1012.32. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act.

If it is found that a person who is employed as a support staff member does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any position. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Furthermore, before employing support staff in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, and document the findings. If unable to contact (a) previous employer(s), the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6). Background screenings for these candidates must also comply with the requirements of F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

All support staff members employed by the District must self-report arrests for serious offenses (see AP 4121.01).

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal history background check with other school districts.

Current employees will be rescreened through the Care Provider Background Screening Clearinghouse in accordance with the following schedule:

A. Employees for whom the last screening was conducted on or before June 30, 2021, must be rescreened by June 30, 2025;

B. Employees for whom the last screen was conducted between July 1, 2021, and June 30, 2022, must be rescreened by June 30, 2026; and,

C. Employees for whom the last screening was conducted between July 1, 2022, and December 31, 2023, must be screened by June 30, 2027.

Changes to Initial Status - Care Provider Background Screening Clearinghouse

Before January 1, 2024, initial status and any changes in status must be reported within ten (10) business days after a person receives his/her initial status or after a change in the person's status has been made.

Effective January 1, 2024, initial status and any changes in status must be reported within five (5) business days after a person receives his/her initial status or after a change in the person's status has been made.

Revised 2/13/18
Revised 5/24/22
Revised 3/28/23
Revised 11/14/23

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Legal

F.S. 435.09

F.S. 435.12

F.S. 448.095

F.S. 943.0435

F.S. 943.0585(4)(a)

F.S. 943.059(4)(a)

F.S. 1001.10(5)

F.S. 1001.41

F.S. 1001.42

F.S. 1012.27(6)

F.S. 1012.315

F.S. 1012.32

F.S. 1012.465

F.S. 1012.56

F.A.C. 6A-10.083

Federal Immigration Reform and Control Act of 1986

8 U.S.C. 1255a

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of EDUCATOR MISCONDUCT
Code	*po1139 fsj 2/1/26
Status	
Adopted	June 27, 2017

1139 - **EDUCATOR MISCONDUCT**

As required by the provisions of State Board of Education ~~Rule F.A.C. 6B-1.006(5)~~rules and the *Principles of Professional Conduct of the Education Profession in Florida*, an administrator is required to self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such ~~notice~~self-report ~~shall~~is not to be considered an admission of guilt nor shall such ~~notice~~self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statutes.

Furthermore, all legally sufficient complaints against an administrator shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the Board or the office of the Superintendent. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal set forth in Florida statutes.

The Superintendent shall require that all legally sufficient complaints are timely filed in writing with the Department of Education. The Superintendent shall file with the Department of Education all information relating to the complaint which is known to the Superintendent at the time of filing. Additionally, Policy 8141 sets forth the procedures for mandatory reporting of alleged misconduct by school administrators to the Florida Department of Education.

It is the responsibility of all employees of the Board to promptly report to the office of the Superintendent or the Human Resources Department any complaint against an administrator that comes to the employee's attention and that includes grounds for the revocation or suspension of a teaching certificate. The willful failure by an employee of the Board to promptly report a complaint shall constitute cause for discipline of the employee as provided by law and Board policy.

F.S. 1012.22

F.S. 1012.799

F.A.C. 6A-10.081

~~F.A.C. 6B-1.006~~

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F.S. 943.0585(4)(c)

F.S. 943.059(4)(c)

F.S. 1012.22

F.S. 1012.795

F.S. 1012.796

F.S. 1012.799

F.A.C. 6A-10.081

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of EDUCATOR MISCONDUCT
Code	*po3139 fsj 2/1/26
Status	
Adopted	June 27, 2017

3139 - **EDUCATOR MISCONDUCT**

As required by the provisions of State Board of Education ~~Rule F.A.C. 6B-1.006(5)~~rules and the *Principles of Professional Conduct of the Education Profession in Florida*, an instructional employee is required to self-report within forty-eight (48) hours to a District authority, as determined by the Superintendent, any arrest for a felony or a misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such ~~notice shall~~self-report is not to be considered an admission of guilt nor shall such ~~notice~~self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statutes.

The School Board shall temporarily remove instructional personnel from the classroom within twenty-four (24) hours after a notification by law enforcement or a self-reporting employee of their arrest for a felony or misdemeanor offense listed in F.S. 435.04.

~~Furthermore, all~~All legally sufficient complaints against a member of the instructional staff shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the ~~School~~ Board or the office of the Superintendent. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal set forth in Florida statutes.

The Superintendent shall require that all legally sufficient complaints are timely filed in writing with the Department of Education. The Superintendent shall file with the Department of Education all information relating to the complaint which is known to the Superintendent at the time of filing. Additionally, Policy 8141 sets forth the procedures for mandatory reporting of alleged misconduct by instructional personnel to the Florida Department of Education.

It is the responsibility of all employees of the Board to promptly report to the office of the Superintendent or the Human Resources Department any complaint against a member of the instructional staff that comes to the employee's attention and that includes grounds for the revocation or suspension of a teaching certificate. The willful failure by an employee of the Board to promptly report a complaint shall constitute cause for discipline of the employee as provided by law and Board policy.

F.S. 1012.22

F.S. 1012.799

~~F.A.C. 6B-1.006~~

F.A.C. 6A-10.081

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Legal F.S. 943.0585(4)(c)

F.S. 943.059(4)(c)

F.S. 1012.22

F.S. 1012.795

F.S. 1012.796

F.S. 1012.799

F.A.C. 6A-10.081

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	*po1213 fsj 2/1/26
Status	
Adopted	November 14, 2017
Last Revised	May 9, 2023

1213 - **STUDENT SUPERVISION AND WELFARE**

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

A. An administrator shall report immediately any accidents or safety hazards about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to their supervisor and any applicable local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious and Potential Threats to Schools*.

C. An administrator shall require staff under his/her supervision to provide proper instruction in safety matters as presented in assigned course guides.

D. An administrator shall not send students on any nonschool-related errands.

E. An administrator shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.

F. An administrator shall notify the parent of a student if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and in the school's ability to provide a safe and supportive learning environment for the student. Notice shall be made as soon as reasonably possible. The administrator shall make a good faith effort to speak with the parent either in person or by telephone, with follow-up written notice by e-mail or U.S. mail.

Exception - Withholding of Information

An administrator is permitted to withhold information about a student's mental, emotional, or physical health or well-being from the parent if a reasonably prudent person would believe that the disclosure would result in abuse, abandonment, or neglect, as those are defined in F.S. 39.01. When information is withheld from a parent on this basis, the specific circumstances should be documented in the student's record (F.S. 1001.42(8)(c)2.)

Regardless of whether an administrator withholds information set forth herein, pursuant of State law, any administrator who knows or has reasonable cause to suspect that a child or student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, adult, or other person responsible for the child's welfare, is required to report such knowledge or suspicion to the Florida Department of Children and Families via the central abused hotline at 1-800-96-ABUSE (1800-962-2873) or via face, web-based chat, or web-based report.

G. An administrator may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

H. An administrator shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or

tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

I. An administrator shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An administrator who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.

J. An administrator shall not disclose personally identifiable information about a student to third persons unless specifically authorized by law or the student's parent(s) to do so.

K. An administrator who is transporting a student should not do so unless accompanied by another adult.

L. A student shall not be required to perform work or services that may be detrimental to his/her health.

M. Administrators are discouraged from engaging students in social media and online networking media, including but not limited to such as Facebook, X (formerly known as Twitter,) Snapchat, Instagram, etc.

N. Administrators are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Revised 10/23/18
Revised 8/11/20
Revised 1/25/22
Revised 9/13/22
Revised 5/9/23

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F.S. 119.011
F.S. 847.012
F.S. 1001.42
F.S. 1001.51
F.S. 1002.22
F.S. 1003.32
F.S. 1006.07
20 U.S.C. 1232
34 C.F.R. Part 99

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Adopted	June 27, 2017
Last Revised	September 13, 2022

3213 - **STUDENT SUPERVISION AND WELFARE**

Each instructional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

A. An instructional staff member shall report immediately to a building administrator any accidents or safety hazards s/he detects.

B. An instructional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to their supervisor and any applicable local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious Activity and Potential Threats to Schools*.

C. An instructional staff member shall provide proper instruction in safety matters as presented in assigned course guides.

D. An instructional staff member shall not send students on any nonschool-related errands.

E. An instructional staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.

F. An instructional staff member shall advise and consult with the principal if there is a change in a student's services or monitoring related to a student's mental, emotional or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The staff member shall assist the principal in notifying the parent of any such change.

G. An instructional staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

H. An instructional staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

I. An instructional staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An instructional staff member who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.

J. An instructional staff member shall not transport students in a private vehicle without approval of the principal and unless accompanied by another adult.

K. A student shall not be required to perform work or services that may be detrimental to his/her health.

L. Staff members are discouraged from engaging students in social media and online networking media, including but not limited to Facebook, X (formerly known as Twitter), Snapchat, Instagram, etc.

M. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each instructional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

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Revised 1/25/22
Revised 9/13/22

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F.S. 119.011
F.S. 847.012
F.S. 1001.42
F.S. 1001.51
F.S. 1002.22
F.S. 1003.32
F.S. 1006.07
20 U.S.C. 1232
34 C.F.R. Part 99

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Last Revised	September 13, 2022

4213 - **STUDENT SUPERVISION AND WELFARE**

Each support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities which include, but are not limited to, the following:

A. A support staff member shall report immediately to a building administrator any accidents or safety hazards s/he detects.

B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to their supervisor and any applicable local public safety agencies and/or school officials in accordance with Policy 8406 - *Reports of Suspicious Activity and Potential Threats to Schools*.

C. A support staff member shall not send students on any nonschool-related errands.

D. A support staff member shall encourage a student to discuss issues relating to the student's well-being with the student's parent, or shall facilitate the student's discussion of the issue with the parent.

E. A support staff member shall advise and consult with the principal if there is a change in a student's services or monitoring related to a student's mental, emotional or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The support staff member may assist the principal in notifying the parent of any such change.

F. A support staff member shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

G. A support staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

H. A support staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. A support staff member who knowingly distributes any such material to a minor also commits a felony under State law and is subject to disciplinary action up to and including termination.

I. A support staff member shall not transport students in a private vehicle without the approval of a building administrator.

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Staff members are discouraged from engaging students in social media and online networking media, including but not limited to Facebook,, X (formerly known as Twitter),-Snapchat, Instagram, etc.

L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each support staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse, abandonment, or neglect.

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Revised 1/25/22
Revised 9/13/22

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F.S. 119.011

F.S. 847.012

F.S. 1001.42

F.S. 1001.51

F.S. 1002.22

F.S. 1003.32

F.S. 1006.07

20 U.S.C. 1232

34 C.F.R. Part 99

Book	Policy Manual
Section	V 26 N1 REVISED
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Last Revised	July 27, 2021

1242 - **PROFESSIONAL DEVELOPMENT**

Professional Development System

Pursuant to State law, the School District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, teachers consortia, professional organizations, and business/community representatives in Florida to maintain a coordinated system of professional development. The purpose of the system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education in the workforce.

The District's comprehensive professional development plan will incorporate school improvement plans, will align with the Florida Professional Development System Evaluation Protocol Standards, which support the framework for standards adopted by Learning Forward and will align with the principal leadership training. Furthermore, the results of the performance evaluations of administrators conducted pursuant to State law and School Board Policy 1220 will be used when identifying areas for which professional development is needed.

As part of its effort to develop and refine its professional development plan, the District will review and monitor school discipline data; school environment surveys; assessments of parental satisfaction; performance appraisal data of teachers, managers, and administrative personnel; and other performance indicators to identify school and student needs that can be met by improved professional performance.

The Board will provide funding for professional development as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional development. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.

The in-service activities for administrators shall focus on an analysis of student achievement data, the use of the Board-adopted evaluation program for instructional staff, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.

The District shall also provide in-service activities and support targeted to the individual needs of new administrators participating in the professional development certification and education competency program.

Additionally, the District shall make available, on a space available basis, in-service activities to instructional personnel who are designated as administrators of nonpublic schools in the District and the State certified teachers who are not employed by the Board on a fee basis not to exceed the cost of the activity per all participants.

The Superintendent shall establish and maintain an individual professional development plan for each administrator assigned to a school as a seamless component to the school improvement plans developed pursuant to State law. The individual professional development plan established by the Superintendent shall:

A. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity;

B. include an evaluation component that determines the effectiveness of the professional development plan;

C. include in-service activities for school administrative personnel that address updated skills necessary for instructional leadership and effective school management;

D. provide for systematic consultation with regional and State personnel designated to provide technical assistance and evaluation of local professional development programs;

E. provide for delivery of professional development by distance learning and other technology-based delivery systems to reach more educators at lower costs;

F. provide for the continuous evaluation of the quality and effectiveness of professional development programs in order to eliminate ineffective programs and strategies and to expand effective ones. Evaluations must consider the impact of such activities on the performance of participating educators and their students' achievement and behavior.

G. provide training, when such training is available, on the use of instructional materials included on the State-adopted instructional materials list pursuant to F.S. 1006.28, materials evaluated and identified pursuant to F.S. 1001.215(4), materials developed pursuant to F.S. 1006.39, and materials posted online by the FLDOE, including when and how to use intervention materials.

Professional learning activities must be linked to student learning, ~~and~~provide professional growth for administrative staff ~~will~~and utilize materials aligned to the Florida Educational Leadership Standards adopted in rule by the State Board of Education.

~~By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive professional learning system that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle. The report will also include verification that the training was provided.~~Annually by August 1, the Superintendent shall certify to the Commissioner of Education that the Board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

Professional Learning Catalog

A. Components

As part of its coordinated system of professional development, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;

2. an identifying number assigned in accordance with the (FLDOE) Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;

3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);

4. a description of the specific objectives and activities to be completed; and,

5. the component evaluation criteria for determining the effectiveness of professional learning in:

   a. addressing the specific objectives;

   b. increasing educator knowledge and skills;

   c. changing educator dispositions or practice in the educational setting; and,

   d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. dates of participation;
3. satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a professional certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

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F.S. 1001.42
F.S. 1011.62
F.S. 1011.67
F.S. 1012.22
F.S. 1012.34
F.S. 1012.98
F.S. 1012.985

F.S. 1012.986

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Last Revised	July 30, 2024

3242 - **PROFESSIONAL LEARNING**

Professional Learning System

Pursuant to State law, the School District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, teachers, consortia, professional organizations, and business/community representatives in Florida to maintain a coordinated system of professional learning The purpose of the system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce.

Pursuant to Florida law, the term "professional learning" means learning that is aligned to Florida's standards for effective professional learning, educator practices, and leadership practices; incorporates active learning; is collaborative; provides models; and is sustained and continuous.

The District's comprehensive professional learning system will incorporate school improvement plans and align with the professional learning standards adopted by the State. Furthermore, the results of the performance evaluations of instructional staff members conducted pursuant to State law and School Board Policy 3220 will be used when identifying the areas for which professional learning is needed. As part of its effort to develop and refine its professional learning system, the District will review and monitor school discipline data; school environment surveys; assessments of parental satisfaction; performance appraisal data of teachers, managers, and administrative personnel; and other performance indicators to identify school and student needs that can be met by improved professional performance.

The District's professional learning system shall include the following:

A. an overview of the system;

B. a list of the collaborative partnerships established and a description of how a diverse group of stakeholders was consulted during development of the system;

C. a description of the organizational structure of professional learning in the District;

D. a list of the District- and school-based positions with the primary responsibility for planning, providing, implementing, and supporting, or evaluating professional learning, and a brief description of their roles related to professional learning;

E. a description of the District's systems of professional learning programs and supports that enable instructional personnel and school administrators to continually develop throughout their career, and provide opportunities for meaningful teacher leadership and the identification and preparation of aspiring school leaders;

F. a description of how the District implements each of the professional learning standards outlined in State Board Rule;

G. a list of the technology platforms and programs the District uses to manage, provide, or support professional learning, and a brief description of how they are utilized;

H. a list of the funding sources and amounts allocated for the District's professional learning resources, and the percentage of the District's total operating expenses that is allocated for professional learning for each of the last three (3) school years; and,

I. confirmation that the system meets the requirements of F.S. 1012.98.

The Board will provide funding for professional learning as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional learninglearning. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.

The in-service activities for instructional personnel shall include, but not be limited to analysis of student achievement data, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety. Additionally, the District shall make available, on a space available basis, in-service activities to instructional personnel of nonpublic schools in the District and the State certified teachers who are not employed by the Board on a fee basis not to exceed the cost of the activity per all participants.

School principals shall establish and maintain an individual professional learning plan for each instructional employee assigned to the school. The individual professional learning plan must:

A. be related to specific performance data for the students to whom the teacher is assigned;

B. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity(ies);

C. include an evaluation component that determines the effectiveness of the professional learning plan.

Professional learning activities must be linked to student learning, ~~and~~ provide professional growth for instructional staff and meet the following criteria:

A. Utilize materials aligned to the ~~State's educational leadership standards~~ Florida Educational Leadership Standards adopted in rule by the State Board of Education.

A. Have clear, defined, and measurable outcomes for both individual in-service activities and multiple day sessions.

B. Employ multiple measurement tools for data on teacher growth, participants' use of new knowledge and skills, student learning outcomes, instructional growth outcomes, and leadership growth outcomes, as applicable.

C. Utilize active learning and engage participants directly in designing and trying out strategies, providing participants with the opportunity to engage in authentic teaching and leadership experiences.

D. Utilize artifacts, interactive activities, and other strategies to provide deeply embedded and highly contextualized professional learning.

E. Create opportunities for collaboration.

F. Utilize coaching and expert support to involve the sharing of expertise about content and evidence-based practices, focused directly on the needs of the role.

G. Provide opportunities to think about, receive input on, and make changes to practice by facilitating reflection and providing feedback.

H. Provide sustained duration with follow-up to have adequate time to learn, practice, implement, and reflect upon new strategies that facilitate changes in practice.

I.

J. Provide training, when such training is available, on the use of instructional materials included on the State-adopted instructional materials list pursuant to F.S. 1006.28, materials evaluated and identified pursuant to F.S. 101.215 (4), materials developed pursuant to F.S. 1006.39, and materials posted online by the FLDOE, including when and how to use intervention materials.

K.

Professional Learning Certification and Education Competency Program

The District will provide the competency-based professional learning certification program developed by the FLDOE by which members of the District's instructional staff with a State-issued temporary certificate may satisfy the mastery of professional preparation and education competence requirements specified in State law and rules of the State Board of Education.

Certification of an Approved Comprehensive Professional Learning Plan

~~By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive professional learning system that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle. The report will also include verification that the training was provided.~~Annually by August 1, the Superintendent shall certify to the Commissioner of Education that the Board has approved a comprehensive professional learning plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

The District shall submit its professional learning system to the FLDOE for review and approval in accordance with timelines adopted by the FLDOE and as set forth in F.A.C. 6A-5.069.

Professional Learning Catalog

A. Components

As part of its coordinated system of professional learning, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;
2. an identifying number assigned in accordance with the FLDOE Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;
3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);
4. a description of the specific objectives and activities to be completed; and,
5. the component evaluation criteria for determining the effectiveness of professional learning in:
    a. addressing the specific objectives;
    b. increasing educator knowledge and skills;
    c. changing educator dispositions or practice in the educational setting; and,
    d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. dates of participation;
3. satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a Professional Certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District shall submit its professional learning catalog to the FLDOE for review and approval as set forth in F.A.C. 6A-5.071.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

Revised 9/10/19
Revised 7/27/21
Revised 11/14/23
Revised 7/30/24

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F.S. 1001.42
F.S. 1011.62
F.S. 1012.22
F.S. 1012.34
F.S. 1012.56
F.S. 1012.98
F.S. 1012.985

F.S. 1012.986

F.A.C. 6A-5.069

F.A.C. 6A-5.071

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of STAFF DEVELOPMENT
Code	*po4242 fsj 2/2/26
Status	
Adopted	June 27, 2017
Last Revised	July 30, 2024

4242 - **STAFF DEVELOPMENT**

Professional Development System

The School Board believes that training is a prerequisite for continued growth of staff and, therefore, pursuant to State law, requires support staff members in in-service and other training programs.

By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Board shall approve a comprehensive staff development plan that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle.

The staff development plan shall provide for training for each paraprofessional who will use these materials in their assignment, and require documentation of satisfactory completion of the training by each individual.

In addition to requiring training about the fidelity of instructional materials for those support staff who may use them, incorporating school improvement plans, and aligning with principal leadership training, the District's staff development plan shall require necessary and appropriate training for the various classifications of support staff, including, but not limited to, job-specific skills training, training related to the *School Safety and Security Plan*, and any other training required by State or Federal law.

The Superintendent shall annually report to the Board on the implementation of the District's staff development plan.

Professional Learning Catalog

A. Components

As part of its coordinated system of professional learning, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

1. a title;

2. an identifying number assigned in accordance with ~~the Florida Department of Education (~~FLDOE~~)~~ Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385 and F.A.C. 6A-1.0014;

3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(7);

4. a description of the specific objectives and activities to be completed; and,

5. the component evaluation criteria for determining the effectiveness of professional learning in:

    a. addressing the specific objectives;

b. increasing employee knowledge and skills;

c. changing employee dispositions or practice in the educational setting; and,

d. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

B. Review, Amendment, and Submission

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

C. Record Maintenance and Data Reporting

The following information will be maintained for each component:

1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. Dates of participation;
3. Satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a professional certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

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Revised 7/30/24

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Legal F.S. 1012.22
F.S. 1012.98
F.S. 1012.985

F.A.C. 6A-5.069

F.A.C. 6A-5.071

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of ADMINISTRATIVE SALARY
Code	*po1410 fsj 2/1/26
Status	
Adopted	June 27, 2017
Last Revised	October 22, 2024

1410 - **ADMINISTRATIVE SALARY**

The base salary of all administrators shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board on the recommendation of the Superintendent:

A. the annual salary schedule for District-based administrators;

B. the grandfathered salary schedule for school administrators who were hired before July 1, 2014; and

C. the performance salary schedule for school administrators who are hired after July 1, 2014, and those administrators who have opted into this performance salary schedule.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District

Annual Salary Schedule for District-Based Administrators

The annual salary schedule for District-based administrators shall be used as the basis for paying administrators classified as District-based instructional administrators and district-based non-instructional administrators. For purposes of this salary schedule District-based instructional administrators include assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, Federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas, and non-instructional administrators include assistant, associate, or deputy superintendents and directors of major non-instructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned if the degree is held in the administrator's area of certification.

Grandfathered Salary Schedule for School Administrators

The grandfathered salary schedule shall be used as the basis for paying school administrators hired before July 1, 2014. For purposes of this salary schedule, "school administrators" include school principals; school directors who are staff members performing the assigned activities as the administrative head of a school; career center directors; and assistant principals.

The grandfathered salary schedule for school administrators shall base a portion of the school administrator's salary on demonstrated performance as evaluated in accordance with State law and Policy 1220, Evaluation of Administrative Personnel.

The grandfathered salary schedule for school administrators shall provide differentiated pay that is based upon the following District-determined factors:

A. additional responsibilities;

Upon the recommendation of the Superintendent, the Board shall approve a list of additional responsibilities for

which school administrators shall receive differentiated pay.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school administrators who are assigned one (1) or more of the additional responsibilities approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the salary adjustment specified in the Board-adopted salary schedule to the school administrators who are assigned additional responsibilities.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

Upon the recommendation of the Superintendent, the Board shall approve a list of school demographics for which school administrators shall receive differentiated pay.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school administrators who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

C. ~~critical shortage~~high-demand teacher needs areas;
The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school administrators assigned to positions that have been identified as ~~critical shortage~~high-demand teacher needs areas;by the State Board of Education or District.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule as a salary adjustment for the compensation of the school administrators assigned in ~~critical shortage~~high-demand teacher needs areas;.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties;

Upon the recommendation of the Superintendent, the Board shall approve a list of job performance difficulties for which school administrators shall receive differentiated pay.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of staff members whose assignment is characterized by the job performance difficulties that were approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the adopted salary schedule as a salary adjustment to the school administrators eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

As provided by law, these annual salary adjustments become part of the school-based administrator's base salary for the next school year.

Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award the following salary supplements as annual additions to the salaries:

A. for administrators who were hired before July 1, 2011, for any advanced degree held;

B. for administrators who were hired after July 1, 2011, if they hold an advanced degree in their area of certification.

Performance Salary Schedule for School Administrators

Beginning July 1, 2014, school administrators new to the district, returning to the District after a break in service without an authorized leave of absence, or appointed for the first time to a school-based administrative position in the District shall be placed on the performance salary schedule. After receiving a recommendation from the Superintendent, the Board shall establish the base salary for these school-based administrators.

The base salary for administrators who choose to move from the grandfathered salary schedule to the performance salary schedule will be the salary they received in the prior year, including adjustments only.

A. **Salary Adjustments**

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as highly effective must be greater than the highest annual salary adjustment available to a school-based administrator of the same classification through any other salary schedule adopted by the District.

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as effective must be equal to at least fifty percent (50%), and no more than seventy-five percent (75%), of the annual adjustment provided for a highly effective school-based administrator of the same classification.

The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

B. **Salary Supplements**

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

1. assignment to a Title I eligible school;

   The Deputy Superintendent of Instruction will submit to the Superintendent a list of school-based administrators who are assigned to a Title I school.

   The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for assignment to a Title I school.

   At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

2. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

   The Deputy Superintendent of Instruction will submit to the Superintendent a list of administrators who were assigned to a school that improved by at least one grade level for the previous school year.

   The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for one (1) year following improved performance in the school regardless of whether or not the administrator is assigned to the school that improved for the current school year.

   At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

3. certification and teaching in the ~~critical teacher shortage~~high-demand teacher needs areas identified by the State Board of Education and/or District pursuant to State law;

   The Deputy Superintendent of Instruction shall submit to the Superintendent a list of school-based administrators assigned to positions that have been identified as ~~critical shortage~~ high-demand teacher needs areas by the State Board of Education or District.

   By October 1st, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators assigned in ~~critical~~

~~shortage areas~~high-demand teacher needs .

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board members.

4. advanced degree in the area of certification.

The Deputy Superintendent of Instruction shall submit to the Superintendent a list of staff members who have earned advanced degrees in their area of certification.

By October 1st, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

Credit for Previous Experience

The salary established for District administrators and the base salary established for school administrators under the performance salary schedule will include a credit for previous experience in a position with similar responsibilities, as follows:

A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days or more than one-half (1/2) of the number of hours for the normal contractual period of service for the position held. In determining such service, sick leave and paid holidays shall be counted, but all other types of leave and holidays will be excluded.

B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position.

C. Transfer of previous experience in a position with similar responsibilities:

1. will include all previous experience with this District;

2. may not exceed twelve (12) years of experience from other employers;

3. must have been earned in a position that contributed to a State retirement system or at a school that was, at the time the experience was earned, fully accredited by one (1) of the six (6) regional accrediting bodies listed below:

a. Southern Association of Colleges and Schools

b. Western Association of Schools and Colleges

c. Northwest Association of Accredited Schools

d. North Central Association of Colleges and Schools

e. New England Association of Schools and Colleges

f. Middle States Association of Colleges and Schools

D. An employee who claims credit for previous experience must complete and submit the Experience Verification Form (Form 1410 F1) within the first fourteen (14) days of employment, in order to receive credit for years of service.

Bonuses or Severance Pay

Any salary adjustments or supplements that would constitute bonuses must be based upon work performance. The determination of such bonus must include a process that describes performance standards and an evaluation process consistent with Policy 1220, Evaluation of Administrative Personnel. All employees eligible for such a bonus will be notified before the beginning of the evaluation period on which the bonus is to be based.

If the Board provides a bonus and/or severance pay to administrative staff that is not included in the employment contract, the bonus and/or severance pay shall strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

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Revised 10/22/24

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F.S. 215.425

F.S. 1001.42

F.S. 1001.43

F.S. 1011.60

F.S. 1012.01

F.S. 1012.22

F.S. 1012.32

F.S. 1012.33

F.S. 1012.34

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of COMPENSATION
Code	*po3410 fsj 2/1/26
Status	
Adopted	June 27, 2017
Last Revised	October 22, 2024

3410 - **COMPENSATION**

Salaries of all instructional staff members shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board upon the recommendation of the Superintendent:

A. grandfathered salary schedule for instructional staff who have continuing contracts or professional service contracts and were hired before July 1, 2014; or

B. the performance salary schedule for instructional staff who were hired after July 1, 2014, or who held annual contracts as of July 1, 2014.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned, if the degree is held in the individual's area of certification.

The base salary set forth in these salary schedules, as well as the amounts provided for adjustments and supplements shall be subject to collective bargaining.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District.

Grandfathered Salary Schedule for Instructional Staff

The grandfathered salary schedule for instructional staff shall be used as the basis for paying instructional personnel hired before July 1, 2014, who have a continuing contract or a professional service contract. Each year instructional staff members who were hired before July 1, 2014, and who have a continuing contract or a professional service contract will have the opportunity to move from this salary schedule to the performance salary schedule for instructional staff.

A portion of each employee's compensation paid pursuant to the grandfathered salary schedule for instructional staff shall be based on demonstrated performance as evaluated in accordance with State law and Policy 3220, Evaluation of Instructional Personnel.

Pursuant to statutory requirements and subject to negotiation, the grandfathered salary schedule for instructional staff shall provide for differentiated pay for based upon the following District-determined factors:

A. additional responsibilities;

The list of additional responsibilities for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

The Principal shall submit to the Superintendent a list of staff members who are assigned one (1) or more of the additional responsibilities on the list that is set forth in the collective bargaining agreement.

By the first Board meeting in October, the Superintendent will authorize payment of the salary adjustment specified in the Board-adopted annual salary schedule for instructional staff to the instructional staff members who are assigned these additional responsibilities.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

By September 1st, the Principal shall submit to the Superintendent a list of instructional staff members who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the Board-adopted salary schedule for instructional staff as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

C. high-demand teacher needs ~~critical shortage~~ areas;

By the first Board meeting in October, upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as ~~critical shortage~~ high-demand teacher needs areas.

The Principal shall submit to the Superintendent a list of staff members assigned to positions that have been identified as high-demand teacher needs ~~critical shortage~~ areas by the State Board of Education or the District.

Following the first Board meeting in October, the Superintendent will authorize payment of the amount specified in the annual salary schedule for instructional staff as an adjustment to the compensation of the staff members assigned inhigh-demand teacher needs ~~critical shortage~~ areas.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties;

The list of job performance difficulties for which instructional staff members shall receive differentiated pay are set forth in the collective bargaining agreement.

The Principal shall submit to the Superintendent a list of instructional staff members whose assignment is characterized by the job performance difficulties.

By October 1st, the Superintendent shall authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

The amount paid for each of these District-determined factors shall be subject to collective bargaining.

Further, as provided by law, these annual salary adjustments become part of the instructional staff member's base salary for the next school year.

Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the instructional staff member's salary. Salary supplements shall be paid to all instructional staff members who were hired before July 1, 2011, for any advanced degree held, and to all instructional staff members hired after July 1, 2011, but before July 1, 201~~,~~4 for advanced degrees earned in their area of responsibility.

A. By September 15th, the Principal shall submit to the Superintendent a list of instructional staff members who are eligible for the additional compensation provided by the annual salary schedule for all instructional staff members who were hired before July 1, 2011, for any advanced degree held, and to all instructional staff members hired after July 1, 2011, but before July 1, 201~~,~~4 for advanced degrees earned in their area of responsibility.

B. By October 1st, the Superintendent will authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible for advanced degrees held.

C. At a subsequent regular meeting, the list of instructional staff members who will receive this supplement shall be provided to the Board.

As provided by law, these annual salary supplements shall not become part of the instructional staff member's permanent base salary.

Performance Salary Schedule for Instructional Staff

Beginning July 1, 2014, the performance salary schedule shall be the basis for paying instructional staff members new to the District, returning to the District after a break in service without an authorized leave of absence, or appointed for their first time to an instructional staff position in the District.

The performance salary schedule shall also be the basis for paying instructional staff members on annual contract as of July 1, 2014.

Additionally, the performance salary schedule shall be the basis for paying instructional staff members with a continuing contract or a professional service contract who opt out of the grandfathered annual salary schedule and into the performance salary schedule.

The base salary for instructional staff members who opt into the performance salary schedule or who are required by State law to move to the performance salary schedule must be the salary paid in the prior year, including adjustments only.

The annual salary adjustment under the performance salary schedule for an instructional staff member rated as "highly effective" must be greater than the highest annual salary adjustment available to an instructional staff member of the same classification through any other salary schedule adopted by the Board.

The performance salary schedule must not provide an annual salary adjustment for an instructional staff member who receives a rating other than highly effective or effective for the year.

Salary Supplements

The performance salary schedule for instructional staff shall provide for the following salary supplements:

A. assignment to a Title I eligible school;

The Principal will submit to the Superintendent a list of staff members who are assigned to a Title I school.

The Superintendent will authorize payment of the supplement specified for assignment to a Title I school.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

B. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

The Principal will submit to the Superintendent a list of staff members who were assigned to a school that improved by at least one grade level for the previous school year.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for one (1) year following improved performance in the school regardless of whether or not the teacher assignment is at the school that improved.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

C. certification and teaching in high-demand ~~the critical~~ teacher needs ~~shortage~~ areas identified by the State Board of Education and/or District pursuant to State law;
Upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

The Principal shall submit to the Superintendent a list of staff members assigned to positions that have been identified as certification and teaching in high-demand ~~the critical~~ teacher needs ~~shortage~~ areas identified by the State Board of Education and/or District pursuant to State law; areas by the State Board of Education or District.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned in certification and teaching in high-demand ~~the critical~~ teacher needs ~~shortage~~ areas identified by the State Board of Education and/or District pursuant to State law;

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided.

D. assignment of additional academic responsibilities;

The list of additional academic responsibilities for which instructional staff members shall receive salary supplements are set forth in the collective bargaining agreement.

Each Principal shall submit to the Superintendent a list of staff members assigned additional academic responsibilities.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned additional academic responsibilities. At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

E. advanced degree in the area of certification.

By September 15th, the Principal shall submit to the Superintendent a list of instructional staff members who have earned advanced degrees in their area of certification.

By October 1st, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

The amount paid for each of these salary supplements shall be subject to collective bargaining.

Bonuses and/or Severance Pay

If the Board provides bonuses and/or severance pay to instructional staff that are not included in an individual employment contract and/or pursuant to a collective bargaining contract, those bonuses and/or severance pay are subject to negotiations, but must strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

Instructional staff members should refer to the current collective bargaining agreement for more information regarding compensation.

Revised 2/13/18
Revised 10/22/24

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Legal F.S. 215.425
F.S. 1001.42
F.S. 1001.43
F.S. 1011.60
F.S. 1012.01
F.S. 1012.22
F.S. 1012.32
F.S. 1012.33
F.S. 1012.335

F.S. 1012.34

F.S. 1012.56

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	*po2260 fsj 2/2/26
Status	
Adopted	June 27, 2017
Last Revised	October 22, 2024

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

I. **General Statement**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the School Board will not discriminate nor tolerate harassment in its educational programs or activities 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, which are classes protected by State and/or Federal law (collectively "protected classes").

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction or any other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination also occurs when any student or employee is subjected to training or instruction that is unlawful under F.S. 1000.05.

The Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students.

Equal educational opportunities shall be available to all students, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the protected classes, as well as sexual orientation or transgender identity, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc., toward the development of human society;

B. Staff Training

develop ~~an ongoing program of in-service training~~professional learning and training opportunities for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the protected classes, in any duty,

work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

2. verify that facilities are made available for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group that is officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society pursuant to Board Policy 7510 - Use of District Facilities;

D. District Support

verify that like aspects of the District's program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Assessment

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the protected classes, as well as sexual orientation or transgender identity.

F. **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees ~~(i.e., administrators, and professional and classified staff)~~, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

G. **District Compliance Officer(s)**

1. Compliance Officers

For current contact information of the School District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators, please visit www.manateeschools.net/titleix or call (941) 708-8770.

2. Publication

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks and/or on the School District's website.

3. Duties and Responsibilities

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner

any inquiries or complaints regarding discrimination or denial of equal access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida Educational Equity Act, and/or their implementing regulations is provided to students, their parents, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO's office.

4. Students with Disabilities, Limited English Proficiency, or Other Needing Additional Services

   The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit procedures and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis (see AP 2260F). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

5. The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

H. **Reports and Complaints of Unlawful Discrimination and Retaliation**

Students and Board employees are required, and all other members of the School District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO at his/her first convenience and/or within two (2) business days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a protected class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee

the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

I. Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2264 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities* or Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Atlanta Office of the OCR can be reached at 61 Forsyth Street, SW. - Suite 19T10, Atlanta, GA 30303-8927 Phone: (404) 974-9406 FAX; (404) 974-9471 Web: http://www.ed.gov/ocr.

1. Informal Complaint Procedure

   The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student alleges unlawful discrimination/retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

   The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

   Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

   All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

2. As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

3. A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

   All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

   The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

   a. Advising the Complainant about how to communicate concerns to the Respondent.

   b. Distributing a copy of Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.

   c. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy 8310)

D. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent a detailed description of the facts upon which the complaint is based (i.e., when where, and what occurred); a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult Complainant to assess whether the individual agrees with the

proposed action. If the complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the complainant has been subjected to unlawful discrimination/retaliation. A Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

1. interviews with the complainant;

2. interviews with the respondent;

3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

4. consideration of any documentation or other information presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint

process is not a prerequisite to the pursuit of other remedies.

VI. Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Florida's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

VII. Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

VIII. Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

IX. Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content-appropriate.

X. Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports/allegations/complaints/statements;

C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;

E. written witness statements;

F. narratives of, notes from, or audio, video, or digital recordings of witness statements;

G. all documentary evidence;

H. e-mails, texts, or social media posts pertaining to the investigation;

I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

K. dated written determinations to the parties;

L. dated written descriptions of verbal notifications to the parties;

M. written documentation of any interim measures offered and/or provided to complainants, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;

N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

O. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;

P. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

Q. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination, harassment, or retaliation; and

R. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, and Policy 8320 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/23/18
Revised 8/13/19
Revised 11/9/21
Revised 4/12/22
Revised 3/28/23
Revised 10/22/24

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Legal

F.S. 553.501 et seq., Florida Americans with Disabilities Accessibility Implementation Act

F.S. 760.021

F.S. 760.08

F.S. 1000.05, Florida Educational Equity Act

F.A.C. 6A-19.001

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

34 C.F.R. Part 110 (7/27/93)

29 C.F.R. Part 1635

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Book	Policy Manual
Section	V 26 N1 REVISED
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Last Revised	August 23, 2022

2410 - **SCHOOL HEALTH SERVICES**

Health Services

The School Board shall cooperate with the health department to address all school health matters as required by the School Health Services Act F.S. 381.0056. The District, including the school health committee, and the Manatee County Health Department shall jointly develop a school health services plan approved by the Board. The Student Services Procedures Manual and the Student/Parent Elementary and Secondary Handbook should be referenced.

The "school health services plan" will describe the services to be provided, the responsibility for provision of the services, the anticipated expenditures to provide the services, and evidence of cooperative planning by the District, including the school health advisory committee, and the health department. Each school health advisory committee must, at a minimum, include members who represent the eight (8) component areas of the Coordinated School Health model as defined by the Centers for Disease Control and Prevention.

The Superintendent, in addition to the school health advisory committee, shall develop the school health services plan jointly with the health department and submit it to the Board for approval.

The school health services plan will be completed biennially and approved and signed by the Superintendent, Board Chairperson, health department medical director or administrator, and the Department of Health's district administrator. The school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the Superintendent and the health department medical director or administrator.

The school health services plan is to include, at a minimum, provisions for all of the following:

A. health appraisal;

B. records review;

C. nurse assessment;

D. nutrition assessment;

E. a preventive dental program;

F. vision screening;

G. hearing screening;

H. scoliosis screening at the appropriate age;

I. growth and development screening;

J. health counseling;

K. referral and follow-up of suspected or confirmed health problems by the health department;

L. meeting emergency health needs in each school;

M. county health department personnel to assist school personnel in health education curriculum development;

N. referral of students to appropriate health treatment, in cooperation with the private health community whenever possible;

O. consultation with a student's parent or guardian regarding the need for health attention by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated;

P. maintenance of records on incidents of health problems, corrective measures taken, and such other information as may be needed to plan and evaluate health programs; except, however, that provisions in the plan for maintenance of health records of individual students must be in accordance with F.S. 1002.22;

Q. health information which will be provided by the school health nurses, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs;

R. notification to the local nonpublic schools of the school health services program and the opportunity for representatives of the local nonpublic schools to participate in the development of the cooperative health services plan;

S. a reasonable attempt to notify a student's parent, guardian, or caregiver if 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, including and subject to the requirements and exceptions established under F.S. 1002.20 (3) and F.S. 1002.33 (9), as applicable.

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.

T. budget and staffing information;

U. number and levels of public and nonpublic schools and number of student served;

V. communicable disease policies;

W. immunization policies;

X. initial school entry health examination policy;

Y. health services reporting procedure;

Z. advisory committee activities and membership; and

AA. School District and county public health unit personnel responsible for coordinating health services.

The school health services plan will describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of funding source.

Protocols for supervision of school health services personnel shall be described in the school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards. These shall be kept on file at the District and the health department.

Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the health department medical director in conjunction with the Board, school health advisory committee, the District medical consultant, or the student's private physician.

Notice to Parents

At the beginning of the school year, the District will notify parents of each healthcare service offered at their student's school and of the option to withhold consent or decline any specific service.

COVID-19 Prohibitions

Neither the Board nor any Board agent or employee may:

A. impose a COVID-19 vaccination mandate for students; or

B. prohibit a student from attending school or school-sponsored activities, prohibit a student from being on school property, or subject 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.

Anaphylaxis Training and Emergency Action Plans for Kindergarten Through Grade 8 Schools

Each school in the District that serves students in kindergarten through grade 8 shall provide training to an adequate number of school personnel and contracted personnel in preventing and responding to allergic reactions, including anaphylaxis. ~~**[DRAFTING NOTE: The next sentence is to provide guidance on implementing the requirement that the training be provided to "an adequate school personnel and contracted personnel." The position identified in the next sentence may want to consult with District health care professionals to identify how many students at a particular school may have allergy issues, the nature of the allergies, and the staff assigned to the school who may be able to respond.]**~~ The _____Deputy Superintendent of Instruction shall be responsible for determining the number of personnel to be trained at each school site. The training must comply with State Board of Education Rules and include recognizing the signs of an anaphylactic reaction and administering an FDA-approved epinephrine delivery device that has a pre-measured, appropriate weight-based dose.

For each student in kindergarten through grade 8 who has an emergency action plan for anaphylaxis, such plan must be in effect and accessible at all times when the student is on school grounds during the school day or participating in school-sponsored activities. This includes extra-curricular activities, athletics, school dances, and contracted before school or after-school programs at the student's school.

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 may delay notification for no more than twenty-four (24) hours after a student is removed if the principal deems the delay to be in the student's best interest and (1) 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; or (2) the principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

Contact with Mental Health Professionals During a Student Crisis

During a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to F.S. 394.463, unless the child poses an imminent danger to themselves or others, before initiating an involuntary examination pursuant to F.S. 394.463. Such Contact may be in person or using telehealth as defined in F.S. 456.467. The mental health professional may be available to the District either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team or be a direct or contracted District employee.

Mental Health Services

Mental health counseling services, case management services, and human and social services may be provided to students at a school site under mutual agreements with community-based public or private agencies. Each service provided shall be on a case-by-case basis with prior written approval of the student's parent or guardian.

The Superintendent shall work to assist schools in providing information to children and families by providing a directory of referral sources for professional mental health services for children and families in need of such services. All schools should reference the "Referral Sources for Children and Families Manual" for licensed Mental Health Professionals. The following information should be listed in the directory:

A. the location of a Referral Sources Manual

B. information on mental health referral

C. information on substance abuse referrals

D. phone numbers and addresses of mental health providers

E. a copy of the District's release letter for obtaining assistance

F. additional resource for outpatient/inpatient services

G. inpatient unit services for District children and adolescents

H. employee assistance programs and contacts

The Superintendent shall develop and update as needed administrative procedures to implement this policy.

Contracts with Mental Health Service Providers

The District may contract for mental health services with a community-based mental health service provider for mental health screening for the identification of mental health concerns. Any such agreement shall provide that students who may be at risk for mental health disorders and are referred to such a provider shall be assessed within fifteen (15) days of referral. Mental health services must be initiated within fifteen (15) days after identification and assessment, and support by community-based mental health service providers for students who are referred for community-based mental health services must be initiated within thirty (30) days after the school or District makes a referral.

Parents of a student receiving services under such a contract shall be provided information about other behavioral health services available through the student's school or local community-based behavioral health services providers by providing information about and Internet addresses for web-based directories or guides for local behavioral health services.

Individuals living in a household with a student receiving services under such a contract shall be provided information about behavioral health services available through other delivery systems or payors for which such individuals may qualify, if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.

Water Safety and Swimming Certification

Beginning with the 2022-2023 school year, each school shall provide information of the important role water safety education courses and swimming lessons play in saving lives to a parent who initially enrolls their child in the school or the student if the student is eighteen (18) years of age or older. The information will be provided electronically or in hand copy and must include local options for age-appropriate water safety courses and swimming lessons that result in a certificate indicating successful completion, including courses and lessons offered for free or at a reduced price.

Revised 10/23/18
Revised 11/9/21
Revised 8/23/22

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Legal F.S. 349.495(7)

F.S. 381.00319

F.S. 381.0056

F.S. 39.201

F.S. 394.463

F.S. 1002.20

F.S. 1002.22

F.S. 1003.22

F.S. 1003.225

F.S. 1003.453

F.S. 1011.62

F.A.C. 64F-6.002

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of COMPREHENSIVE HEALTH EDUCATION
Code	*po2417 2/2/26 fsj
Status	
Adopted	June 14, 2022
Last Revised	November 14, 2023

2417 - **COMPREHENSIVE HEALTH EDUCATION**

Pursuant to State law, the School Board shall provide an evidence-based, medically-accurate comprehensive instruction on:

A. health education that addresses concepts of community health, consumer health, environmental health, and family life, including:

1. injury prevention and safety;
2. internet safety:
3. nutrition;
4. personal health;
5. prevention and control of disease;
6. substance use and abuse; and
7. prevention of child sexual abuse, exploitation, and human trafficking.

B. life skills that build confidence, support mental and emotional health, and enable students to overcome challenges, including:

1. self-awareness and self-management;
2. responsible decision-making;
3. resiliency;
4. relationship skills and conflict resolution;
5. understanding and respecting other viewpoints and backgrounds;
6. for students in grades 9 through 12, developing leadership skills, interpersonal skills, organizational skills, and research skills; creating a resume, including a digital resume; exploring career pathways; using State career planning resources; developing and practicing the skills necessary for employment interviews; workplace ethics and workplace law; managing stress and expectations; and self-motivation.

C. for students in grades 7 through 12, teen dating violence and abuse. This component will include, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

D. for students in grades 6 through 12, an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy.

E. for students in grades 6 through 12, the social, emotional, and physical effects of social media. This component must include, but need not be limited to, the negative effects of social media on mental health, including addiction; the distribution of misinformation on social media; how social media manipulates behavior; the permanency of sharing materials online; how to maintain personal security and identify cyberbullying, predatory behavior, and human trafficking on the Internet; and how to report suspicious behavior encountered on the Internet.

Additionally, the District shall notify parents of students of the availability of the Florida Department of Education's online instructional material.

The health education and life skills instruction and materials may not contradict the principles enumerated in F.S. 1003.42.

~~However, classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in prekindergarten through grade 8, except when required by F.S. 1003.42 and F.S. 1003.46. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with State standards.~~

Instruction will include basic training in first aid, including cardiopulmonary resuscitation (CPR), once in middle school in a physical education or health class and once in high school in a physical education or health class. Instruction in the use of cardiopulmonary resuscitation must allow students to practice the psychomotor skills associated with performing cardiopulmonary resuscitation and include the use of an automated external defibrillator (AED).

Instruction in Acquired Immune Deficiency Syndrome, Sexually Transmitted Diseases, or Health Education

The Board shall provide instruction in acquired immune deficiency syndrome education as a specific area of health education in accordance with the requirements of F.S. 1003.46. Such instruction may include, but is not limited to, the known modes of transmission, signs and symptoms, risk factors associated with acquired immune deficiency syndrome, and means used to control the spread of acquired immune deficiency syndrome. The instruction shall be appropriate for the grade and age of the student and shall reflect current theory, knowledge, and practice regarding acquired immune deficiency syndrome and its prevention.

Throughout instruction in acquired immune deficiency syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, schools shall:

A. classify males and females as provided in F.S. 1000.21 and teach that biological males impregnate biological females by fertilizing the female egg with male sperm; that the female then gestates the offspring; and that these reproductive roles are binary, stable, and unchangeable;

B. teach abstinence from sexual activity outside of marriage as the expected standard for all school-age students while teaching the benefits of monogamous heterosexual marriage;

C. emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including acquired immune deficiency syndrome, and other associated health problems;

D. teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others; and,

E. provide instruction and material that is appropriate for the grade and age of the student.

This instruction shall enable students to master the standards set forth in the State academic standards.

The health education instruction will include basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction for students in grades 9 and 11. The CPR training will be based on a nationally recognized program that uses current evidence-based emergency cardiovascular care guidelines. The instruction will allow students to practice the psychomotor skills associated with performing CPR. Students will be provided instruction in the use of an automated external defibrillator when available.

Health education materials shall, at all times, reflect current theory, knowledge, and practice, and shall be evidence-based and proven effective. The materials shall be available for review at each school site.

Parent Opt-Out

Any student whose parent makes a written request to the school principal shall be permitted to opt-out from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption and shall be given alternative assignments during this time.

Parents shall be notified of their right and the process to request an exemption. The District's website homepage includes a link for a student's parent to access and review the instructional materials, as defined in F.S. 1006.29, to teach the curriculum.

The District shall annually review and confirm that the information provided on the District's website homepage is accurate and up to date and shall notify parents by physical or electronic means any time revisions are made to such information.

Florida Department of Education Approved Materials

The Florida Department of Education shall approve all materials used by the Board to teach reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment, as part of the courses referenced in F.S. 1003.42.

Instructional Personnel Training

Personnel providing instruction in human sexuality shall receive training based on District approved standards, prior to presenting such instruction.

Instruction in CPR/AED

The Board further requires that the comprehensive health education curriculum include cardiopulmonary resuscitation (CPR) instruction, which includes psychomotor and automated external defibrillator (AED) skills, to all students.

The Board requires that the curriculum content on which this instruction is based be developed by the American Heart Association, American Red Cross or a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines for CPR. This curriculum content shall include at least the following:

A. Classroom instruction about the appropriate use of an automated external defibrillator (AED), which may be taught digitally (e.g., video, webinar, et cetera) and about the proper use of CPR.

B. Hands-on practice of the psychomotor skills of CPR to enhance the students' understanding of the cognitive knowledge presented.

This curriculum shall be taught beginning in grades 6 and 8 and continue throughout high school and successful completion of the high school comprehensive health curriculum, which includes CPR instruction, is required for graduation. Although all students will be afforded the opportunity to earn CPR/AED certification, earning such certification shall not be required to demonstrate successful completion of the program of instruction at either the middle or high school levels.

Revised 11/14/23

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Legal F.S. 1003.42
F.S. 1003.453
F.S. 1003.46

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF
Code	*po3130 fsj 2/1/26
Status	
Adopted	June 27, 2017
Last Revised	October 22, 2024

3130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

Appointment and Assignment

When developing ~~his/her recommendation~~their recommendations for appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to ~~his/her~~the principal's school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

The Board shall act not later than three (3) weeks following the receipt of Statewide mandated test scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s).

Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of inexperienced teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the District average. As used in this policy, "inexperienced teacher" means a teacher who has been teaching for three (3) years or less. Such assignments shall be consistent with the collective bargaining agreement.

A newly hired instructional staff member may be assigned to a school that has earned a grade of "F' in the previous year, or any combination of three (3) consecutive grades of "D" or "F" in the previous years, if the individual:

A. has received an "effective" or "highly effective" rating in the immediate prior year's performance evaluation;

B. has successfully completed or is enrolled in a teacher preparation program, is provided with high-quality mentoring during the first two (2) years of employment, holds a professional certificate and holds a probationary contract; or

C. holds a probationary contract, holds a professional certificate and has successful teaching experience, and if, in the judgment of the school principal students would benefit from the placement of that individual.

The Superintendent will annually certify to the Commission of Education that these requirements are being met.

Assignment to Teacher Preparation Programs

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in which candidates demonstrate an impact on student learning growth must have evidence of "clinical educator" training, a valid professional certificate and at least three (3) years K-12 teaching experience and must have earned an "effective" or "highly effective" rating on the prior year's performance evaluation or be a peer evaluator under the District's evaluation system. All instructional personnel who supervise or direct teacher preparation students during internships in kindergarten through third grade or who are enrolled in a teacher preparation program for a certificate area identified pursuant to F.S. 1012.585(3)(f) must have a certificate or endorsement in reading.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in another state, in which a candidate demonstrates an impact on student learning growth, through a Florida online or distance program must have received "clinical educator" training or its equivalent in that state, hold a valid professional certificate issued by the state in which the field experience takes place, and have at least three (3) years ofPre K-12 teaching experience.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships, in which a candidate demonstrates an impact on student learning growth, on a United States military base in another country through a Florida online or distance program must have received "clinical educator" training or its equivalent, hold a valid professional certificate issued by the United States Department of Defense or a state or territory of the United States, and have at least three (3) years of PreK-12 teaching experience.

Teachers Teaching Out-of-Field

"Out-of-field" means a teacher is assigned to a course covering subject matter outside the field for which the teacher holds a certificate pursuant to F.S. 1012.55 or for which the teacher has not demonstrated sufficient subject matter expertise pursuant to F.S. 1012.42 and as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

A. Out-of-Field Teacher Plan

The Superintendent shall prepare a plan to assist any teacher teaching out-of-field with priority consideration to be given in professional development activities.

The plan must include provisions that require out-of-field teachers to participate in a certification or staff development program designed to provide the teachers with the competencies required for their assigned duties.

The plan must also include duties of administrative personnel and other instructional personnel to provide students with instructional services.

The plan shall be reviewed and considered for adoption by the Board during a publicly-noticed meeting.

B. Approval of Out-of-Field Teachers

A teacher considered out-of-field per F.A.C. 6A-1.0503, (1)(c), shall be approved by the Board to teach out-of-field after a determination that a teacher with appropriate certification coverage is not available. All evidence of such qualifications and approval must be reflected in the individual's official personnel record; however, such approval may be granted by the Board only under one (1) of the conditions listed in F.A.C. 6A-1.0503, (3) (a)-(c).

C. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant's minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by the State Board of Education rule (F.A.C. 6A-1.0503), the parents of all students in the class shall be notified in writing of such assignment.

The Board shall report out-of-field teachers on the District's website within thirty (30) days before the beginning of each semester.

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 through the process set forth in Policy 5780.

Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to State law.

Before transferring an instructional staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the teacher will be assigned and allow the principal the opportunity to review the teacher's records, including student performance demonstrated under F.S. 1012.34, and interview the teacher. If, in the judgment of the principal, students would not benefit from the placement, an alternative placement may be sought. A principal may refuse to accept the Superintendent's assignment or transfer of an instructional staff member who holds a professional teaching certificate to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of instructional staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an instructional staff member for good cause.

Required Reporting

The Superintendent must annually notify the parent of any student who is assigned to a classroom with a teacher having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory.

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of instructional personnel.

A. Instructional staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.

B. Instructional staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Instructional staff members shall not permit their family members or friends by their presence to interfere with performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135 [ ], which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same administrative unit except by permission of the Superintendent. In the event that an instructional staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the instructional staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the educational advantage of the school.

B. Under no circumstances shall a person supervise the work of a close relative.

All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

Fraternization

It shall be the policy of the Board that the District supervisory structure and administrative chain of command not be compromised, or appear to be compromised, by personal relationships between District personnel.

A. Board members, officers, or employees shall not engage in or maintain a romantic or sexual relationship with any employee they manage, supervise, direct, or control, or with any employee over whom they exercise the authority to promote, demote, transfer, or grant, deny, or alter compensation. Employees who become involved in such a relationship must notify their supervisor within forty-eight (48) hours of the commencement of the relationship. The supervisor shall in turn notify the Director of Human Resources in writing. The supervisor, Director of Human Resources, and other appropriate administrators will confer to evaluate and determine an appropriate resolution to ensure compliance with this policy. In such instances, personnel action to ensure compliance with this policy must be taken within ninety (90) days of the initial notice.

B. Violation of this policy shall constitute just cause for discipline up to and including termination of one or both employees. As an alternative to discipline, one or both employees may be reassigned or alternatively required to seek other employment, as the Board is under no obligation to reassign one or both employees.

C. Personal relationships of any kind between supervisors and other employees in their private lives shall not influence work-related decisions or personnel actions. Accordingly, no supervisor shall engage in any personal relationship, romantic or otherwise, with any employee that:

1. compromises, or reasonably appears to compromise, the integrity of supervisory authority or the administrative chain of command;

2. involves, or reasonably appears to involve, the improper use of position for personal gain;

3. is, or is reasonably perceived to be, exploitative or coercive in nature; or

4. creates an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the District to accomplish its mission.

Subject to Collective Bargaining Agreement.

Revised 2/13/18
Revised 8/11/20
Revised 10/22/24

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Legal

F.S. 112.3135
F.S. 1001.32
F.S. 1004.04
F.S. 1012.22
F.S. 1012.23
F.S. 1012.2315
F.S. 1012.27
F.S. 1012.28
F.S. 1012.42
F.S. 1012.795
F.S. 1012.796

F.A.C. 6A-1.0503

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of Revised Policy - Vol. 26, No. 1, July 2025 - ABSENCES FOR RELIGIOUS INSTRUCTION
Code	*po5223 fsj 2/2/26 NO POLICY IN MANATEE Please see my note
Status	

Revised Policy - Vol. 26, No. 1

[NOTE: This policy is required by State law and the Florida Administrative Code.]

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION**

It is the policy of the School Board to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements set forth in the State-mandated Student Progression Plan.

Upon receipt of a signed, written request (Form 5223 F1) from the parent/guardian or adult student, the Board will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

A. a statement attesting that the religious instruction is not provided at a time that ~~does not conflict~~conflicts with the student's attendance at school;

B. a statement of acceptance by the parent/guardian or adult student for any liability that might arise as a result of the student's conduct while on this release; and,

C. a statement of acknowledgement by the parent/guardian that the~~indemnifying and holding harmless the District and~~ District is not responsible for any harm to the student or student's property~~personnel for any liability arising from conduct by the student~~ that ~~does not occur~~occurs while the student is away from Board property during the release. ~~on property under the District's control~~

Upon receipt of the signed, written request and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction.

Prior to approving the request, the principal shall confirm that the student is enrolled in sufficient courses to allow for promotion or graduation and that the student's grades are adequate for promotion or graduation.

The principal may terminate the student's permission for non-attendance. The parent/guardian or adult student may appeal the principal's decisions to terminate permission for the student to be released for religious instruction to the Superintendent.

The religious instruction shall be the responsibility of the religious group, church, or denomination and transportation shall be the responsibility of the parent/guardian, adult student, or the religious institution.

No solicitation for attendance at religious instruction shall be permitted on District premises. No staff member shall encourage or discourage participation in any religious instructional program.

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Legal	F.S. 1003.21
	F.A.C. 6A-1.09514

Book	Policy Manual
Section	V 26 N1 REVISED
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Code	*po5330.01 2/3/26 fsj
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Last Revised	October 22, 2024

5330.01 - **SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE**

A student may carry and self-administer a short-acting bronchodilator, epinephrine auto-injector, prescribed pancreatic enzyme supplement and/or may carry diabetic supplies and equipment to manage and care for their diabetes provided the student's parent or guardian provides the following:

A. For self-administration of a short-acting bronchodilator, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and physician. The written approval by the physician must include the following:

1. name of the medication in the metered dose inhaler;

2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and

4. any other special related information regarding the administration of the metered dose inhaler.

B. For self-administration of an epinephrine auto-injector, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and the physician. The written approval by the physician must include:

1. the times or the special circumstances under which the medication is to be administered; and

2. any other special related information regarding the administration of the epinephrine auto-injected.

C. For self-administration of prescribed pancreatic enzyme supplements, the parent or guardian must provide the District with a written authorization that is signed and dated and provide the prescription label containing the following:

1. name of the medication;

2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and

4. any other special related information regarding the administration of the medication.

D. For the use of a diabetic supplies and equipment, the parent or guardian must submit written authorization from the student's physician, containing the following:

1. an identification of the diabetic supplies and equipment the student is authorized to carry;

2. a description of which activities the child is capable of performing without assistance;

3. the times or the special circumstances under which the medication is to be administered;

4. any other special related information regarding the administration of the medication.

When providing the District with written authorization that is signed and dated by both the parent or guardian and the physician as required by State law and this policy, that written authorization must also include indemnification by the parent or guardian of the District, county health department, public-private partner, and their employees and volunteers for any and all liability for a student who does any of the following:

A. self-administer an epinephrine auto-injector;

B. carries diabetic supplies and equipment on their person and attends 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; or

C. use prescribed pancreatic enzyme supplements.

Emergency Allergy Treatment Educational Training Programs

Educational training programs in the District pertaining to emergency allergy treatment required by State law must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the Department of Health. The curriculum must include at a minimum:

A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and

B. the proper administration of an epinephrine auto-injector.

see also Policy 5780 - *Student/Parent Rights*)

Revised 10/23/18
Revised 10/22/24

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Legal F.S. 381.88
F.S. 1002.20
F.A.C. 6A-6.0251, Use of Epinephrine Auto-Injectors
F.A.C. 6A-6.0252, Use of Prescribed Pancreatic Enzyme Supplements
F.A.C. 6A-6.0253, Diabetes Management

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5500 - **STUDENT CONDUCT**

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.

Before the expiration of an expulsion period, the Superintendent shall determine, based upon the determination of the threat management team, whether the expulsion period should be extended and, if the expulsion period is extended, what educational services will be provided. A recommendation to extend the expulsion period must be provided to the student and their parents in accordance with F.S. 1006.08.

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 (FLDOE) 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 Battery (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 their~~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 theirhis/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 $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.

Student conduct shall be governed by the rules and provisions set forth in the Code of Student Conduct which is reviewed and adopted annually 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
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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 their~~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, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her 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 his/her 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. The Principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. 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 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 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.

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. Inhaler Use

Asthmatic students whose parent and physician provide their approval to the school Principal may carry a metered dose inhaler 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*)

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 and F.S. 1002.20. 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. An authorized health care practitioner as defined in F.S. 1002.20 may prescribe glucagon in the name of the District or student's school for use in accordance with F.S. 1002.20, and a licensed pharmacist may dispense glucagon pursuant to a prescription issued in the name of the District or student's school in accordance with F.S. 1002.20. Undesignated glucagon that is able to

be administered as ordered in a student's diabetes medical management plan or health care practitioner's orders shall be made available at the student's school.

A school nurse or trained school personnel shall administer glucagon to students only if they have completed training and believe in good faith that the student is experiencing a hypoglycemic emergency. Immediately after undesignated glucagon has been administered to a student, **[ ]** the Principal **[** X**]** an employee at the student's school **[END OF OPTION]** shall call for emergency assistance, notify the school nurse, and notify the student's parent or guardian or emergency contact.

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. A school nurse or school personnel trained in the administration of glucagon who administers or attempts to administer glucagon in compliance with F.S. 1002.20 and F.S. 768.13, and the District, are immune from civil or criminal liability as a result of such administration or attempted administration of glucagon.

~~**[ ]** Schools **[END OF OPTION]**~~

~~d (FDA) **[END OF OPTION]**~~

~~**[END OF OPTION]**~~

(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~~ FDA~~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 agent or 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 his/her 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. Emergency Opioid Antagonist ~~Naloxone~~ Use and Supply

Schools shall purchase a supply of an emergency ~~the~~ opioid antagonist (e.g., Naloxone) ~~naloxone~~ approved by the FDA 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~~ an FDA-approved emergency opioid antagonist at fair-market, free, or reduced prices for use in the event that a student has an opioid overdose. The FDA-approved emergency opioid antagonist ~~naloxone~~ must be maintained in a secure location on the school's premises.

A District employee who administers an approved emergency opioid antagonist to a student in compliance with F.S. 381.887 and 768.13 is immune from civil liability under F.S. 768.13.

Q.

R. 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.

Discipline

A. Suspension

B. 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. (see also Policy 5610 - *Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of

Education rules.

C. 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. (see also Policy 5610 - *Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*)

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 - *Educational Options*, Policy 2370.01 - *Virtual Instruction*, and Policy 5113 - *School Choice Options Provided by ~~the No Child Left Behind Act~~Federal Law*)

B. Parental/Other School Choices

Parents may seek private educational choices.

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.

C. 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.

By September 30th of each year, the District will notify the parent of each eligible student in kindergarten through grade 5 who has a substantial reading deficiency identified under F.S. 1008.25(5)(a) or scored below a Level 3 on the Statewide, standardized ELA assessment in the prior school year of the process to request and receive a reading scholarship, subject to available funds.

D. 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 and provided to the School Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or designee. Within two (2) weeks of receiving a request, 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.

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

Students with ~~Reading~~ Deficiencies

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 and Policy 5410.01 - *Promotion, Acceleration, Placement, and Retention*.

~~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 his or her 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.

B. A student is not required to provide his/her social security number as a condition for enrollment or graduation.

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.

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 s/he 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.

C.

D. Electrocardiogram

Beginning in the 2026-2027 school year and thereafter, and applicable under State law, students must receive an electrocardiogram before participating in athletics, unless the parent objects in writing based on religious tenets or practices or secures a certificate of medical exception or the District is unable to obtain a public or private partnership for the provisions of an electrocardiogram pursuant to F.S. 1006.165. (see also Policy 2431 - *Interscholastic Athletics*)

E.

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

C. Home education students, including those in a full-time virtual instruction program under F.S. 1002.45, 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.

D. Charter School Students

Charter school students, including full-time virtual 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. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

E. 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. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

Instructional Materials

A. Core Courses

Each student is entitled to sufficient 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. (FLDOE)

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

D. 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*)

E.

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.

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Revised 11/14/23
Revised 4/23/24

F.S. 1006.165

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.A.C. 6A-6.0521

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. 1006.09

F.S. 1006.13

F.S. 1006.15

F.S. 1006.165

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

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of DISTRICT BUDGET
Code	*po6233 fsj 2/3/26
Status	
Adopted	June 27, 2017
Last Revised	January 16, 2024

6233 - **DISTRICT BUDGET**

A. Preparation

The budget shall be prepared and administered in accordance with Florida statutes and in accordance with Policy 6220.

B. Implementation of Budget

Implementation of the official District budget shall give appropriations and reserves therein the force and effect of fixed appropriations and reserves, and the same shall not be altered, amended, or exceeded except as authorized.

The School Board shall monitor the budget on a monthly basis.

Expenditures may exceed the amount budgeted by function or object provided the Board approves the expenditures and amends the budget no later than the annual due date established by the State Department of Education for submitting the District's annual financial report.

Pursuant to State law, if the Board finds and declares in a resolution adopted at a regular meeting of the Board that the funds received for any of the following categorical appropriations are urgently needed to maintain Board-specified academic classroom instruction, or improve school safety the Board may consider and approve an amendment to the School District operating budget transferring the identified amount of the categorical funds to the appropriate account for expenditure:

1. funds for student transportation;
2. funds for supplemental academic instruction Educational Enrichment allocation as provided in F.S. 1011.62(1)(f);
3. funds for the guaranteed allocation related to exceptional education students as provided in F.S. 1011.62(1)(e)2;
4. funds for library media;
5. funds for instructional materials if all instructional material purchases necessary to provide updated materials that are aligned with applicable state standards and course descriptions and that meet statutory requirements of content and learning have been completed for that fiscal year, but no sooner than March 1st;

   Funds available after March 1st may be used to purchase computers and device hardware for student instruction that comply with the requirements of F.S. 1001.20(4)(a)1.b.
6. class size reduction as provided in F.S. 1001.685;
7. guaranteed allocation;
8. Federally connected students supplement as provided in F.S. 1011.62(10).

The Board shall monitor the budget on a monthly basis.

C. General Fund Ending Fund Balance

The Constitution of the State of Florida requires that the District operate under a balanced budget. The Board understands that there may be unforeseen circumstances that can result in increases or decreases in revenue and/or expenditures. These circumstances would thereby impact the financial stability of the District.

An adequate fund balance reserve is necessary to cover unforeseen events (e.g., revenue shortfalls, student enrollment under projections, etc.). During the annual budget development process. the Superintendent shall plan for a general fund reserve not classified as restricted, committed, or nonspendable of at least five percent (5%) to include a three percent (3%) statutory reserve and a two percent (2%) strategic reserve and an additional contingency fund of up to three and one-half percent (3.5%) or provide the Board a written report explaining why these targets are not feasible. During the fiscal year, the Board shall maintain a general fund reserve of ending fund balance not classified as restricted, committed, or nonspendable of up to five percent (5%) of recurring general fund revenues, but no less than three percent (3%) but preferably at least five percent (5%).

1. If at the end of any fiscal year the General Fund Reserve ending fund balance not classified as restricted, committed, or non-spendable falls below three percent (3%) of actual revenues, excluding transfers, the Superintendent shall develop and submit to the Board for approval a plan to restore the ending fund balance to three percent (3%) of projected general fund revenues.

2. The Superintendent shall provide written notification to the Board and the Commissioner of Education if the portion of the general fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget is projected to fall below three percent (3%) of projected general fund revenues during the current fiscal year.

The Superintendent shall submit to the Board for approval a plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

If such a financial condition exists for two (2) consecutive fiscal years, the Superintendent will reduce the District's administrative expenditures reported pursuant to F.S. 1010.215 in proportion to the reduction in the general fund's ending balance or the reduction in student enrollment, whichever is greater, as part of the plan submitted to the Board to avoid a financial emergency as determined pursuant to F.S. 218.503.

The Superintendent shall also submit to the Commissioner of Education the Board-approved plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

D. **(X)** Emergency Financial Plan

The Chief Financial Officer shall prepare and present to the Board for approval an emergency financial plan in accordance with F.S. 252.391 for major natural disasters that may impact the Board's jurisdiction including, but not limited to, hurricanes, tornadoes, floods, and wildfires. The emergency financial plan must be based on the likely frequency of the disaster's occurence and include a calculation of the costs for the natural disaster event and a determination of the financial resources available to the Board. If insufficient funds are available to address the disaster event, the emergency financial plan should identify strategies to close the gap between the disaster event costs and the Board's financial capacity. Such strategies may include rainy day funds, reprioritizing the Board's annual budget, and borrowing.

The Board shall annually review the emergency financial plan to address any changes in conditions.

E. Loans to Schools

The Board may authorize loans from the General Fund to schools subject to the following provisions:

1. The purpose for which loans are made shall be for valid public education purposes.

2. Such loans shall be for the direct benefit of students.

3. All requests for loans must be made by the Principal and approved by the Superintendent and Associate Superintendent of Finance.

4. The Principal shall be directly responsible for the expenditure and repayment of such loans. If a payment is missed, the principal shall be given a period of one (1) calendar year from the date the payment is due to make said payment plus six percent (6%) interest on the amount due. No more than one (1) such annual payment may be allowed to be in arrears at one time.

5. The expenditure of loan proceeds shall be in accordance with all applicable laws, rules, regulations, and procedures.

F.S. 252.391

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Revised 7/27/21
Revised 12/13/22
Revised 1/16/24

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F.S. 1001.42

F.S. 1001.43

F.S. 1011.01

F.S. 1011.035

F.S. 1011.051

F.S. 1011.62

Book	Policy Manual
Section	V 26 N1 REVISED
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Status	
Adopted	October 23, 2018
Last Revised	November 14, 2023

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff including District approved volunteers and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are strictly prohibited for all uses and which ones may be appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes.

Students are prohibited from accessing social media platforms through the use of Internet access provided by the District except when expressly directed by a teacher solely for educational purposes.

It is critical that students be taught the dangers of social media and how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication.

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as District-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. However, the use of TikTok or any successor platform is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any District school, school-sponsored club, extra-curricular organization, or athletic team. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, , Policy 7540.03/AP 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites must comply with Florida Department of Management Services's current list of prohibited applications and shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AP 8310A – Requests for Public Records).

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, X (formerly Twitter), etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative procedures. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative procedures, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative procedure will be reviewed and updated as necessary.

Revised 11/14/23

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Legal

F.S. 112.22

F.S. Chapter 119

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.S. 1002.221

F.S. 1003.42

F.A.C. 6A-10.081

20 U.S.C. 1232g

34 C.F.R. Part 99

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children s Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of SAFE-SCHOOL OFFICERS
Code	*po8407 2/5/26 fsj
Status	
Adopted	October 23, 2018
Last Revised	June 10, 2025

8407 - **SAFE-SCHOOL OFFICERS**

For the protection and safety of students, school personnel, visitors, and property, the District shall partner with local law enforcement agencies to establish or assign one or more Safe-School Officers at each school facility in the District, including charter schools. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (See, Policy 8210 - *School Calendar*).

Definitions

"Safe-School officer" means a school resource officer, a school safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

A. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single-school facility.

B. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.

C. A school facility does not include:

1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;

2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;

3. schools that provide only prekindergarten or adult education;

4. technical centers under F.S. 1004.91; and

5. private schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.

Training

Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Limitations

An individual must satisfy background screening, psychological evaluation, and drug test requirements and be approved by the Manatee County Sheriff before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

School Resource Officers

The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers shall:

A. undergo criminal background checks, drug testing, and a psychological evaluation; and

B. abide by Board policies and consult with and coordinate activities through school principals.

With respect to matters relating to employment, school resource officers shall be responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools shall be under the direction of school principals.

The powers and duties of law enforcement officers shall continue throughout school resource officers' tenure.

School Guardians(The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program)

The Board utilizes school guardians pursuant to The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program.

The Superintendent shall be responsible for appointing school guardians. Prior to appointing school guardians, the Superintendent must verify through evidence provided by the Manatee County Sheriff that potential school guardians have met all the requirements set forth in F.S. 30.15.

The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises.

~~The District must report to the Florida Department of Law Enforcement (FDLE) the name, date of birth, and appointment date of each person appointed as a guardian, as well as the date of separation if a guardian leaves the assignment.~~

School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident.

In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:

A. a District employee or personnel as defined under F.S. 1002.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or

B. a District employee who is hired for the specific purpose of serving as a school guardian.

Prior to appointing school guardians, the Superintendent must provide the Board with evidence from the Manatee County Sheriff demonstrating that potential school guardians have met all the requirements set forth in F.S. 30.15.

Pursuant to Florida State Board of Education Rule 6A-1.0018, Florida schools are also required to establish a policy for safe-school officer assignment outside the regular school day, including during, before, and after school, summer school, during extracurricular activities, and for school-sponsored events.

School administration is responsible for determining if safe-school officers are needed for extracurricular activities and after-school events. School administration will consider the number of persons present, the ratio of staff members to students, and any other safety and security measures available.

The School Safety Specialist, in consultation with the Chief of Safety & Security, Law Enforcement, and the learning community and/or Executive Directory of Secondary Schools, may require schools to add or implement additional safety and security measures for extracurricular activities and after-school events.

Safe-School officers will be assigned during the summer session based on the availability of resources.

Notification of Incidents Involving Safe-School Officer Discipline, Dismissal or Discharge of a Firearm

A. Discharge of a Weapon

"Discharge" means to fire a gun or firearm.

The Superintendent must notice the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the Manatee County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

C. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the Manatee County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

D. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

Crisis Intervention Training

Each Safe-School Officer who is also a sworn law enforcement officer must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training must improve the officer's knowledge and skills as a first responder to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Each Safe-School Officer who is not a sworn law enforcement officer must receive training to improve the officer's knowledge and skills necessary to respond to and de-escalate incidents on school premises.

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Legal F.S. 30.15
F.S. 1006.12
F.A.C. 6A-1.0018

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8415 - **EMERGENCY AND CRISIS MANAGEMENT**

The School Board recognizes that the use of its facilities and transportation services can be invaluable to this community in a crisis or emergency. Therefore, in the event of a local or State emergency and upon the request of the local emergency management agency, the District shall participate in the emergency management effort by providing its facilities for use as emergency congregate shelters and by providing personnel necessary to access them or perform other duties related to the facilities as may be required pursuant to the county emergency management plan and program. Additionally, if needed, the District shall coordinate the use of its vehicles and transportation personnel with the local emergency management agency to facilitate an emergency evacuation or for other related purposes.

The Board authorizes the Superintendent to establish a crisis management team whose members shall be trained in various emergency procedures.

If a life-threatening emergency is anticipated in or near the District, crisis management team members, as well as the principals and other designated personnel of schools serving as emergency congregate shelters, shall make themselves available as needed. Unless otherwise designated, the principal of each school serving as a congregate shelter shall be the "shelter manager" and shall be responsible for all aspects of the operation of the emergency congregate shelter.

The Board recognizes that exempt and non-exempt employees who serve on the crisis management team and who staff the congregate shelters during a declared emergency will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty. In addition to receiving their regular pay in accordance with the Board-adopted salary schedule for their position, the Board shall pay compensation ~~supplements~~ to those employees who perform duties in direct support of the District's congregate sheltering and emergency operations on days when other District employees are not required to be on duty in accordance with the schedule for such emergency service that is adopted by the Board. Nonexempt staff members who receive such ~~supplements~~ compensation shall also receive one and one-half (1 1/2) times the established rate in the Board-approved schedule for such emergency service for hours worked beyond forty (40) hours in a seven (7) day period. In any case, the pay received shall be considered extra compensation and shall not be part of the employee's base salary prospectively. Prior to an impending storm, the Superintendent or designee, shall determine time and services required for employee(s) physically working the sheltering and emergency operations.

Following the use of District facilities as congregate shelters, the Superintendent shall calculate the amount spent during the period the facilities were used for congregate shelters that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:

A. utilities (e.g., power, water, and telephone),

B. generator usage (rental costs and/or fuel required),

C. costs related to use of buses and other vehicles, excluding operator costs.

The Superintendent is authorized to submit the itemized total expended by the District for extra compensation for exempt and nonexempt staff, as well as the additional amount expended for the operation of the District facilities used as congregate shelters, to the Federal Emergency Management Agency (FEMA) for reimbursement. The Board shall be informed of the amount of reimbursement requested from FEMA at the next regularly scheduled Board meeting.

During local or State emergency, based upon the health, safety, and welfare to the employee and others, the Superintendent is authorized to direct an employee to shelter in place. The employee will be fully compensated their normal rate of pay and any shift differential in pay during such time period.

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Legal

F.S. 252.38
F.S. 252.385
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1006.07
F.S. 1013.10
F.S. 1013.372

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8420 - **EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES**

Emergency Management and Emergency Preparedness

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited, fires; natural disasters; bomb threats; weapon-use, hostage and active assailant situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning. Such procedures shall meet the requirements of the State Board of Education rules.

Policies and procedures for emergency drills and fire drills shall be developed in consultation with the appropriate public safety agencies, including at a minimum, law enforcement, fire service, and emergency management.

The active assailant situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.

Pursuant to Policy 8405 - *School Safety and Security*, the Superintendent (in conjunction with the School Safety Specialist) shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules, and fire protection codes (such drills shall include accommodations conducted at exceptional student education centers);

B. the health and safety of students and staff are safeguarded;

C. embraces a collaborative effort with community emergency responders;

D. the time necessary for instructional purposes is not unduly diverted;

E. minimum disruption to the educational program occurs;

F. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;

G. the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1001.42;

H. evacuation drills should represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;

I. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);

J. drills for active assailant and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules and

Law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills. The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting active assailant emergency drills at which such law enforcement officers are expected to attend.

K. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

The District shall comply with the school safety requirements, which apply from thirty (30) minutes before the school start time until thirty (30) minutes after the end of the school day, in accordance with F.S. 1006.07(6)(f), including the following:

A. All gates or other access points that restrict ingress to or egress from the exclusive zone of a school campus shall remain closed and locked when students are on campus. "Exclusive zone" means the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry. A gate or ~~other campus~~ access point to the exclusive zone may only~~not~~ be open or unlocked if one of the following conditions is met~~, regardless of whether it is during normal school hours, unless~~:

1. It is attended or actively staffed ~~by a person~~ when students are on campus;
2. T~~t~~he use complies~~is in accordance~~ with a shared use agreement pursuant to F.S. 1013.101;
3. Another closed and locked gate or access point separates the open or unlocked gate from the areas occupied by students; or,
4. the School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools (OSS) that the gate or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate

This paragraph does not apply to the nonexclusive zone of a school campus. "Nonexclusive zone" means the area outside of the exclusive zone, but contained on school property. Nonexclusive zones may include, but are not limited to, such spaces as parking lots, athletic fields and stadiums, mechanical buildings, playgrounds, bus ramps, agricultural spaces, and other areas that do not give direct, unimpeded access to the exclusive zone.

B. All school classrooms and other instructional spaces must be locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door. All school classrooms and other instructional spaces with a permanently installed door lock may also use temporary door locks during an active assailant incident. The temporary door lock must be able to be engaged or removed without opening the door; must be easily removed in a single operation from the egress side of the door without the use of a key and from the ingress side of the door with the use of a key or other credential; may be installed at any height; must otherwise be in compliance with the Florida Fire Prevention Code; and must be integrated into the active assailant response plan.

Instructional spaces for career and technical education that are designed as open areas, for which compliance with the requirements in paragraph B. above would affect the health and safety of students, may be exempted from compliance with that paragraph by the school safety specialist. To be exempt, the school safety specialist, or designee, must document in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the instructional space is exempt from these requirements due to negative impacts to student health and safety and the presence of other safety measures at the school that prevent egress from the instructional space to hallways or other classrooms or instructional spaces.

Common areas on a school campus, including but not limited to, cafeterias, auditoriums and media centers, when used for instructional time or student testing, must meet the requirements of paragraph B. only when such areas are being used for instructional time or student testing.

C. For schools that do not have a secure exclusive zone, a~~A~~ll campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless

1. ~~A~~a person is actively entering or exiting the door, gate, or other access point;
2. The door, gate, or access point is actively staffed by school personnel to prevent unauthorized entry; or
3. ~~the~~The School Safety Specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the open and unlocked door, gate, or other access point is not subject to this requirement based upon other safety measures at the school. The office may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such determination is appropriate. All campus access doors, gates, and other access points may be electronically or manually controlled by school personnel to allow access by authorized visitors, students, and school personnel.

There must be at least one (1) locked barrier between classrooms and instructional spaces and open school campus.

D. All school classrooms and other instructional spaces must clearly and conspicuously mark the safest areas in each classroom or other instructional space where students must shelter in place during an emergency. Students must be notified of these safe areas within the first ten (10) days of the school year. If it is not feasible to clearly and conspicuously mark the safest areas in a classroom or other instructional space, the school safety specialist, or designee, must document such determination in the Florida Safe Schools Assessment Tool portal maintained by the OSS, identifying where affected students must shelter in place. The OSS shall assist the School Safety Specialist with compliance during the inspection required under F.S. 1001.212(14).

Persons who are aware of a violation of the requirements must report the violation to the Principal. The Principal must report the violation to the school safety specialist no later than the next business day after receiving such report. If the person who violated this paragraph is the Principal or charter school administrator, the report must be made directly to the Superintendent or charter school governing board, as applicable.

Instructional and administrative personnel **[x]** as well as educational support employees and managers ~~**END OF OPTION**~~ as defined in F.S. 1012.01 who knowingly violate school safety requirements shall be subject to progressive discipline which may include, but is not limited to, verbal warning up to termination of employment. The seriousness of the employee's violation of a school safety requirement and any prior disciplinary offenses will be taken into consideration in determining the appropriate discipline to be implemented.
This is where the section that you do not have in

~~This is where that section that is missing ends.~~
All threats to the safety of District facilities, students, and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.

Substitute Teachers

Each substitute teacher must be provided all school safety protocols and policies before beginning their first day of substitute teaching at a school.

Emergency Communication Systems

The Superintendent, as part of the development of the emergency preparedness plan and procedures, shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses.

Completion of emergency drills shall be documented at all school facilities in the District.

Drills

An after-action report must be completed following each emergency drill and fire drill. After-action reports must:

A. identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies;

B. describe actions taken by participants;

C. analyze areas of success and areas where improvement is needed;

D. include input from public safety agencies; and,

E. include a plan for corrective action.

After-action reports must be submitted to the District school safety specialist for review fifteen (15) calendar days following completion of the drill.

Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the District shall implement a mobile panic alert system. The District will select a system under contract with FL DOE or procure a different system. The District will maintain current listings of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided to the Office of Safe Schools via email by August 1, 2022, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The District's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the District will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

Parents of District students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts and 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, hostage, and active assailant situations;

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.

The information in this section shall be part of the School Safety and Security Plan, and, therefore, confidential.

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Revised 8/11/20
Revised 7/27/21
Revised 5/24/22
Revised 12/13/22
Revised 4/23/24

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Legal

Florida Fire Prevention Code (F.S. 633.202)

F.S. 1001.43

F.S. 1006.07

F.S. 1013.13

Fire Code (NFPA 1)

Life Safety Code (NFPA 101)

F.A.C. 6A-1.0018

Book	Policy Manual
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8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

~~The School Board has determined that Florida law authorizes the placement of an automated external defibrillator (AED) in school buildings owned or leased by the District for the purpose of saving the life of a person in cardiac arrest. The location of each AED shall be registered with a local emergency medical services medical director.~~

An automated external defibrillator (AED) is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore the heart rhythm to normal. Ventricular fibrillation is the uncoordinated heart rhythm most often responsible for sudden cardiac arrest. Sudden cardiac arrest occurs when ventricular fibrillation takes place or when the heart stops beating altogether. Without medical attention, the victim collapses, loses consciousness, becomes unresponsive, and dies. Many victims have no prior history of heart disease and are stricken without warning.

Each District school shall develop a plan for urgent life-saving emergencies (PULSE) that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds. Each PULSE must integrate evidence-based core elements and consider those elements recommended by the American Heart Association for schools responding to cardiac emergencies. District officials shall work directly with local emergency service providers to integrate the PULSE into the community's emergency responder protocols.

No later than July 1, 2027, each District school shall have at least one (1) operational AED on school grounds. The AED must be available in a clearly marked and publicized location. Schools must maintain the AED according to the manufacturer's recommendations and maintain all verification records for such defibrillators.The School Board has determined that Florida law authorizes the placement of an automated external defibrillator (AED) in school buildings owned or leased by the District for the purpose of saving the life of a person in cardiac arrest. The location of each AED shall be registered with a local emergency medical services medical director.

In addition to the one (1) operational AED that must be on school grounds, Eeach public school in the District that is a member of the Florida High School Athletic Association (FHSAA) must have a separate operational AED on school grounds in a clearly marked and publicized location for each athletic contest, practice, workout, or conditioning session, including those conducted outside of the school year. ~~:~~

~~An AED is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore the heart rhythm to normal. Ventricular fibrillation is the uncoordinated heart rhythm most often responsible for sudden cardiac arrest. Sudden cardiac arrest occurs when ventricular fibrillation takes place or when the heart stops beating altogether. Without medical attention, the victim collapses, loses consciousness, becomes unresponsive, and dies. Many victims have no prior history of heart disease and are stricken without warning.~~

All employees or volunteers who are reasonably expected to use an AED will be required to complete appropriate training, including completion of a course in cardiopulmonary resuscitation (CPR) or a basic first aid course that includes CPR and demonstrated proficiency in the use of an AED. All employees or volunteers who are reasonably expected to use an AED shall be notified annually of the location of each AED on school grounds~~, which shall be available in a clearly marked and publicized location for each athletic activity~~. The location of each AED must also be registered with a local emergency medical services medical director.

In accordance with State law, any person, including District employees or volunteers who uses or attempts to use an AED on a victim of a perceived medical emergency, without objection of the victim of the perceived medical emergency, is immune from civil liability for any harm resulting from the use or attempted use of such AED, subject to certain exceptions set forth in Florida law.

If an AED device is placed in a building, the Board directs the Superintendent to develop procedures that govern AEDs, including, but not limited to, the use of the AED, placement of the AED, training, and maintenance and testing of the devices. In promulgating these procedures, the Superintendent shall follow the procedures and recommendations developed pursuant to State law by the Secretary of the Department of Health.

F.S. 1003.457

Revised 5/24/22

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21 C.F.R. 801.109

F.S. 401.2915

F.S. 768.13

F.S. 768.1325

F.S. 1003.457

F.S. 1006.165

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8470 -

~~COMMUNITY NOTIFICATION OF~~ REGISTERED SEXUAL PREDATORS/SEX OFFENDERS

The School Board is committed to assisting the sheriff and chiefs of police with their statutory requirement for mandatory community notification of sexual predators and optional community notification with regard to sex offenders as required by the Public Safety Information Act, 1997. The Board is further committed to implementing Florida laws relating to the presence of individuals convicted of certain sex-related crimes on school property.

Distribution of Information Provided to School

A. All posters and/or other information provided directly to schools by the sheriff or chief of police will be maintained by the school for review by parents, students, and other members of the public. The principal will maintain an updated binder system of offenders for review by parents, students, and other members of the public. This is the primary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction.

B. All posters and/or other information provided directly to the Office of Professional Standards/Director of Safety and Security by the sheriff or chief of police will be distributed to all schools within the District. The principal will also include this information of offenders in the updated binder system of offenders for review by parents, students, and other members of the public. This is a secondary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction and is meant to be supplemental.

Resource Information

The District will provide a supplemental pamphlet to assist parents, students, and other members of the public with phone numbers, websites, addresses of law enforcement agencies, and other appropriate governmental organizations to provide more detail concerning sex offender/sexual predator identification.

Public Posting of Sex Offender/Sexual Predator Information

A. An information poster placed in the public area of the school will alert all members of the community that the sheriff and/or chief of police has provided to the school, posters or other information concerning sex offenders, as required by law. The poster will direct members of the public to the updated binder system of offenders, which is maintained in the public area of the school office.

B. School(s) will not display the actual posters of sex offenders/sexual predators in any area of the school.

Public Meetings

School(s) will assist law enforcement jurisdictions with public meetings with regard to community notification by providing space for the meetings when such facilities are requested of the principal. The content and general conduct of the meeting is the responsibility of the local law enforcement jurisdiction.

Direct Public Notification by Schools

A. It is the legislated responsibility of the sheriff or chief of police to make direct community notification, with regard to sex offenders and/or sexual predators. In an effort to be consistent with the statute, neither the District office nor the schools will engage in direct public notification.

B. Schools will continue to use newsletters and other informational sources to alert parents and students with regard to issues of student safety.

Presence of Individuals Convicted of Certain Sex-Related Crimes on School Property

In accordance with Florida law, except those who have been removed from the requirement to register as a sexual offender or sexual predator pursuant to Florida law, an individual convicted of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses identified in F.S. 847.022 is prohibited from knowingly be present in any child care facility or school containing any students in pre-K through grade 12 or on real property comprising any child care facility or school containing any students in pre-K through grade 12 when the child care facility or school is in operation, if such individual fails to:

A. provide written notification of their intent to be present to the School Board, Superintendent, Principal, or child care facility owner;

B. notify the child care facility owner or the school Principal's office when they arrive and depart the child care facility or school; or,

C. remain under direct supervision of a school official or designated chaperone when present in the vicinity of children.

As used in this paragraph, the term "school official" means a Principal, a school resource officer, a teacher, or any other employee of the school, the Superintendent, a member of the Board, a child care facility owner, or a child care provider.

Any individual who fails to adhere to the notice requirements herein will be immediately reported to a school resource officer or other law enforcement agency and be subject to notification that future presence on District property will be considered trespassing.

The notice requirements herein do not apply in the following situations:

A. The child care facility or school is a voting location and the individual is present for the purpose of voting during the hours designated for voting; or,

B. The individual is only dropping off or picking up their own children or grandchildren at the child care facility or school.

F.S. 856.022

Revised 10/23/18

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Legal

F.S. 775.21

F.S. 775.25

F.S. 856.022

F.S. 943.0435

F.S. 944.606

F.S. 1006.695

Book	Policy Manual
Section	V 26 N1 REVISED
Title	Copy of CHARTER SCHOOLS
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Status	
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Last Revised	October 22, 2024

9800 - **CHARTER SCHOOLS**

F.S. 1002.33 empowers the School Board with oversight responsibility for all charter schools situated within Manatee County, Florida. The Board designates the Superintendent to receive and review all charter applications. The Superintendent shall recommend to the Board the approval or denial of each charter application and charter contract as required by State law. The Board shall have final authority, by majority vote, to approve or deny any application and charter contract submitted to the Board within the time frame set forth in State law.

Approved charter schools are public schools and shall receive goods and services from the Board as required by law and/or specified through a contract with the Board.

If approved, the initial charter shall be for a term of five (5) years, excluding two (2) planning years. The Board may renew charters under the conditions and for terms as set forth in State law.

In addition, a charter school that satisfied the requirements set forth in State law for designation as a high-performing charter school may receive a modification of its term to fifteen (15) years or a fifteen (15) year charter renewal. The charter may be modified or renewed for a shorter term at the option of the high-performing charter school.

The Board shall enter into a charter with a charter school utilizing the State-approved Florida Standard Charter Contract. The Board, as sponsor, shall perform the duties provided in F.S. 1002.33 and as otherwise required by law.

Charter contracts may be non-renewed or terminated as set forth in the charter contract or as otherwise permitted under State law. Such conditions may include, but are not necessarily limited to, when a charter school:

A. fails to participate in the State's education accountability system created in F.S. 1008.31, or fails to meet the requirement for student performance as specified in the charter;

B. fails to meet generally accepted standards of fiscal management due to deteriorating financial conditions or financial emergencies determined pursuant to F.S. 1002.345; and/or

C. materially violates the law.

Application Procedure

Potential applicants should send letters notifying the Board of their intent to submit an application to open a public charter school not later than July 1st. Such correspondence should be directed to the Department of District Support. Failing to send the letter of intent will in no way negatively impact the application.

Applicants must submit the State-approved Standard Charter School Application along with all documents required by State law.

Applicants anticipating a request for District services (i.e., transportation, payroll services, use of facilities, etc.) must include a proposed contract for each service desired.

School Governance/Management

A. Charter schools shall organize or be operated by a not-for-profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.

B. Charter School's Governing Board Requirements

1. The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.

   As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative must reside in the District and may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website. Governing board members are not required to reside in the District if the charter school otherwise complies with the terms of this paragraph.

   The charter school's governing board shall hold at least two (2) public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting. Members of the governing board or any member of a committee formed or designated by the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under F.S. Chapter 120.

2. Governing board members must:

   a. notify the Board of changes in membership within forty-eight (48) hours of change; and

   b. successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.

   Costs of background screening shall not be borne by the charter school.

3. Governing board members must develop and approve by-laws that govern the operations of the board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.

4. Governing board members and their spouses are prohibited by State law from serving as an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.
5. A landlord of a charter school or their spouse or an officer, a director, or an employee of an entity that is a landlord of a charter school or spouse may not be a member of a governing board of a charter school unless the charter school was established pursuant to F.S. 1002.33.
6. Governing board members must participate in FLDOE-sponsored charter school governance training to ensure that each board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A 6.0784:

   a. Each governing board member must complete a minimum of four (4) hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four (4) hour training, each member is required, within the subsequent three (3) years and for each three (3) year period after that to complete a two (2) hour refresher training on the four (4) topics above in order to retain his/her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.

   b. New members joining a charter school board must complete the four (4) hour training within ninety (90) days of appointment to the board.

7. Dispute Procedures (Board versus Charter School Governing Board)

   Application, nonrenewal, and termination decisions are not subject to this dispute resolution process and must follow the procedures in F.S. 1002.33, Board policy, and the charter contract. Nothing contained herein shall operate to limit a charter school's rights to utilize the dispute resolution procedures set forth in F.S. 1002.33.

   a. The Board and the charter school agree that the existence and the details of a dispute notwithstanding, both parties shall continue without delay their performance under the charter contract, except for any performance, which may be directly affected by such dispute.

   b. Either party shall notify the other party that a dispute exists between them. The notification shall be in writing and shall identify the article and section of the contract that is in dispute and the grounds for the position that such article and section is in dispute. The matter shall be immediately submitted to the Board and the charter school's director for further consideration and discussion to attempt to resolve the dispute.

   c. Should the representatives named in paragraph b above be unable to resolve the dispute within ten (10) days of receipt of written notification by one to the other of the existence of such dispute, then the matter may be submitted by either party to the Superintendent and to the school's governing board chair for further consideration and discussion to attempt to resolve the dispute.

   d. Should the parties still be unable to resolve their dispute within thirty (30) days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.

8. Conflict Resolution (Charter School versus Parents/Legal Guardians, Employees, and Vendors)

   a. All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board. The procedures for handling such conflicts must be set forth in the charter contract.

   b. Evidence of each parent's acknowledgment of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.

   c. All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.

   d. All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.

   e. The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.

C. Management Companies

1. If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten (10) days before any payment is made to any of the entities.

2. Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.

3. All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the

terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.

4. Neither employees of the management company nor relatives of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the charter school.

D. Voluntary Closure of Charter School

A charter may be terminated by a charter school's governing board through voluntary closure. The decision to cease operations must be determined at a public meeting. The governing board shall notify the parents and Board of the public meeting in writing before the public meeting. The governing board must notify the Board, parents of enrolled students, and FLDOE in writing within twenty-four (24) hours after the public meeting of its determination. The notice shall state the charter school's intent to continue operations or the reason for the closure and acknowledge that the governing board agrees to follow the procedures for dissolution and reversion of public funds pursuant to Florida law.

Employees of Charter Schools

A charter school shall employ or contract with employees who have undergone background screening as provided in F.S. 1012.32. Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in F.S. 1012.32 upon appointment to the governing board.

A charter school shall disqualify instructional personnel and school administrators, as defined in F.S. 1012.01, from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment under F.S. 1012.315.

Charter school personnel may not appoint, employ, promote, or advance any relative, or advocate for appointment, employment, promotion, or advancement of any relative to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member. For purposes of this policy, the definition of relative shall be as it is defined in F.S. 1002.33(24)(a)(2).

Full disclosure of the identity of all relatives employed by the charter school shall be in accordance with F.S. 1002.33.

The governing board of a charter school shall adopt policies establishing standards of ethical conduct for instructional personnel and school administrators.

Resolution of Student Health, Safety, or Welfare Complaints

In the event a parent of a student in a District charter school is unable to resolve a student health, safety, or welfare complaint under F.S. 1001.42(8)(c) with the charter school's principal or designee, the following procedures shall be utilized to resolve the dispute:

The School District of Manatee County General Counsel shall be responsible for responding to inquiries from the FLDOE regarding a request for an appointment of a Special Magistrate for charter school student complaints.

Within five (5) days of receipt of notice that a parent has requested the appointment of a Special Magistrate pursuant to F.A.C. 6A-6.0791, the District will provide to the FLDOE a statement addressing whether any of the grounds for dismissal as described in F.A.C. 6A-6.0791(7)(b) apply to the parental request for appointment of a Special Magistrate.

Additionally, the District will expeditiously contract for payment of a Special Magistrate appointed by the Commissioner of Education and notify the FLDOE within no more than twenty (20) days after receiving notice of the appointment of a Special Magistrate that an agreement has been reached for payment with the appointed Special Magistrate.

All costs incurred by the District for revising and responding to a parent complaint under this section is a service provided by the District to the charter school. The charter school shall be responsible for the District's actual costs unless a different amount is mutually agreed to by the District and charter school in a contract negotiated separately from the charter.

Board Annual Report Submission

The Board shall submit an annual report to the FLDOE in a web-based format to be determined by the FLDOE. The report shall include the:

A. number of applications received during the school year and up to August 1st and each applicant's contact information;

B. date each application was approved, denied, or withdrawn; and

C. date each final contract was executed.

Each year, by November 1, the Board shall submit to the FLDOE the information set forth in A through C for the previous year.

Facilities

No later than January 1st, the FLDOE shall annually provide to the District a list of all underused, vacant, or surplus facilities owned or operated by the District as reported in the Florida Inventory of School Houses. The District may provide evidence to FL DOE that the list contains errors or omissions within thirty (30) days after receipt of the list. By each April 1st, FLDOE shall update and publish a final list of all underused, vacant, or surplus facilities owned or operated by the District, based upon updated information provided by the District. A hope operator establishing a school of hope may use an educational facility identified in this section as prescribed in F.S. 1002.33(7)(d).

Services

The Board will provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services, exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the National School Lunch Program, consistent with the needs of the charter school, are provided by the Board at the request of the charter school, that any funds due to the charter school under the National School Lunch Program be paid to the charter school as soon as the charter school begins serving food under the National School Lunch Program and that the charter school is paid at the same time and in the same manner under the National School Lunch Program as other public schools serviced by the Board; test administration services, including payment of the costs of State-required or Board-required student assessments; processing of teacher certificate data services; and information services, including equal access to the sponsor's student information systems that are used by public schools in the District. Access to the District's student information system by the charter school and/or its contractor will be provided unless prohibited by State or Federal laws. Student performance data for each student in a charter school, including, but not limited to, State-mandated testing scores, standardized test scores, coordinated screening and progress monitoring student results, previous public school student report cards, and student performance measures, shall be provided by the Board to a charter school in the same manner provided to other public schools in the District.

The District will provide training to charter schools on systems the District requires charter schools to use.

The Board may withhold an administrative fee for the provision of such services which shall be a percentage of the available funds defined in F.S. 1002.33(17)(b) calculated based on weighted full-time equivalent students. If the charter school services seventy-five percent (75%) or more exceptional education students as defined in F.S. 1003.01(3), the percentage shall be calculated based on unweighted full-time equivalent students. The administrative fee shall be calculated as follows:

A. Up to five percent (5%) for the following:

1. enrollment of up to and including 250 students in a charter school as defined in F.S. 1002.33(20);

2. enrollment of up to and including 500 students within a charter school system which meets all of the following:

a. includes conversion charter schools and nonconversion charter schools;

b. has all of its schools located in the same county;

c. has a total enrollment exceeding the total enrollment of at least one school district in Florida;

d. has the same governing board for all of its schools; or

e. does not contract with a for-profit service provider for management of school operations;

3. enrollment of up to and including 250 students in a virtual charter school; and,

4. Up to two percent (2%) for enrollment of up to and including 250 students in an exceptional student education center that meets the requirements of the rules adopted by the State Board of Education pursuant to F.S. 1008.3415(3).

B. Up to two percent (2%) for enrollment of up to and including 250 students in a high-performing charter school as defined in F.S. 1002.331.

The Board will not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum percentage of administrative fees withheld pursuant to this policy. The Board will not charge or withhold any administrative fee against a charter school any funds specifically allocated by the Legislature for teacher compensation.

The Board shall provide the FLDOE by no later than September 15th of each year the total amount of funding withheld from charter schools pursuant to this policy and Florida law for the prior fiscal year.

By September 15th of each year, the Board shall provide a report to the charter schools it sponsors and the FLDOE on what services are being rendered from the District's portion of the administrative fee, including a list of the services.

If goods and services are made available to the charter school through the contract with the Board, they shall be provided to the charter school at a rate no greater than the Board's actual cost unless mutually agreed upon by the charter school and the Board in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made to an administrative law judge appointed by the Division of Administrative Hearings. The administrative law judge has final order authority to rule on the dispute. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the mediation process, administrative proceeding, and any appeals to be paid by the party whom the administrative law judge rule against. To maximize the use of State funds, the Board shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.

The governing body of the charter school may provide transportation through an agreement or contract with the Board. The charter school and the Board shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

School Safety Requirements

Each charter school in the District must comply with the requirements of F.A.C. 6A-1.0018 and Florida law pertaining to school safety, including the requirement that charter schools coordinate with the District's School Safety Specialist. See also, Board Policy 8405 (*School Safety and Security*) and Policy 8407 (*Safe-School Officers*).

Funding

By July 1 of each year, the Board will provide charter schools the following information pertaining to shared revenues generated by a discretionary half-cent sales surtax, voted District school operating millage, and nonvoted District school capital improvement millage:

A. The estimated total revenue to be received from each tax;

B. The estimated per-student allocation to charter schools from each tax and the methodology used to determine the estimate;

C. The estimated timeframe within which the charter school will receive funds from each tax; and,

D. A detailed explanation for each revenue transmission at the time funds are transferred.

By March 31 of each year, the District shall provide the FLDOE a summary report, by charter school, of distributed revenues, by revenue source, and shall post the report on the District's website.

Interpretation

In the event that an existing charter school contract provision is found to be inconsistent with this policy, the charter contract provision prevails.

Revised 10/23/18
Revised 8/11/20
Revised 3/28/23
Revised 11/14/23
Revised 10/22/24

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Legal

F.S. 39.203
F.S. Chapter 120
F.S. 218.39
F.S. 218.391
F.S. 218.503
F.S. 286.23
F.S. 768.095
F.S. 1001.10
F.S. 1001.41
F.S. 1002.31
F.S. 1002.33
F.S. 1002.3301
F.S. 1002.345
F.S. 1008.31
F.S. 1008.34
F.S. 1011.60
F.S. 1012.01
F.S. 1012.315
F.S. 1012.32
F.S. 1013.12
F.A.C. 6A-1.0081
F.A.C. 6A-1.099827
F.A.C. 6A-2.0020
F.A.C. 6A-6.0781
F.A.C. 6A-6.0784
F.A.C. 6A-6.0786
F.A.C. 6A-6.07862
F.A.C. 6A-6.0787

AGENDA ITEM NO. 13.2

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Budget Amendments for February 2026 (No Financial Impact)

Executive Summary

State Board of Administration Rule 6A-1.007(2) states, "The School Board shall approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board for the budget form are changed in the original budget approved by the School Board."

The following table reflects changes in fund balance by fund for the month of February 2026

	General Fund	Debt Service	Capital Projects	Federal Funds	Food Service	Internal Service *	Trust & Agency
Budgeted Ending Fund Balance 01/31/2026	$54,088,826	$15,326,657	$84,247,418	$0	$10,471,745	$13,160,310	$0
Fiscal Impact	$(329,102)	$46,850	$7,680,530	$0	$(200)	$0	$0
Budgeted Ending Fund Balance 02/28/2026	$53,759,724	$15,373,507	$91,927,948	$0	$10,471,545	$13,160,310	$0

* Self-insurance Health Fund and Worker's Compensation Fund

General Fund budgeted ending fund balance decreased by $329,102 primarily due to purchase of hospital homebound instructional materials $80,000, school staffing additions and adjustments $79,303, and new construction non-capital items $32,161.

Debt Service Fund budgeted ending fund balance increased by $46,850 due to interest on investments and changes in fair market value.

Capital Projects Fund budgeted ending fund balance increased by $7,680,530 due mainly to a higher estimate for impact fee revenues $5 million, refinancing of the 2016 certificate of participation at a lower interest rate $3,352,760, construction project closeouts $1,118,369, and higher estimate for income on investment revenue $599,965 partially offset by the timing of interest payments on the 2026 certificate of participation beginning in 2025-26 $2,478,565.

There were no other significant changes to the budgeted ending fund balances.

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 budget amendments for February 2026 (No Financial Impact).

Financial Impact
The General Fund budgeted ending assigned/unassigned fund balance as of February 2026 is 8.22%. This represents a decrease versus January 2026 of 0.06%.

Contact
Submitting Department: Budget Department
Initiated By: Gina Maliniak, Budget Director

Attachments:
February 2026 Budget Amendment Summary
Combined February Budget Amendments

Year	2026
Posting Period	8
Entry Type	(All)

Row Labels	Sum of YTD Current
1	**$329,102**
3	
10101 General Fund	($382,320)
10102 General Fund Grants	($60,000)
4	
10101 General Fund	$711,422
10102 General Fund Grants	$60,000
2	**($46,850)**
3	
29123 Lease Purchase Bond 2023	($354)
29190 Lease Purchase Bond 2015	($18)
29193 Lease Purchase Bond 2017	($44)
29196 Lease Purchase Bond 2016	$3,583,440
29125 Lease Purchase Bond 2025	($490)
29901 QSCB 2010	($45,883)
29116 Least Purchase Bond 2026B-2016	($230,740)
29126 Lease Purchase Bond 2026A	($2,478,565)
4	
29196 Lease Purchase Bond 2016	($3,583,500)
29116 Least Purchase Bond 2026B-2016	$230,740
29126 Lease Purchase Bond 2026A	$2,478,565
3	**($7,680,530)**
3	
39123 COPS Series 2023A	($79,466)
39125 COPS Series 2025A	($349,131)
39192 Sales Tax Proceeds	($81,634)
39197 Impact Fees	($5,089,734)
4	
39123 COPS Series 2023A	$2,599
37024 Local Capital Improvement 2024	($500,248)
37025 Local Capital Improvement 2025	($950,344)
37026 Local Capital Improvement 2026	($88,000)
37023 Local Capital Improvement 2023	($6,088)
39125 COPS Series 2025A	$0
39192 Sales Tax Proceeds	($5,002,599)
39197 Impact Fees	$4,464,114
39198 Ed Facilities Security Grants	$0
4	**$200**
3	
41001 Food Services	$88
42101 Federal Cash Advance	($36,075)
42201 Federal Non Cash Advance	($358,306)
4	
41001 Food Services	$112
42101 Federal Cash Advance	$36,075
42201 Federal Non Cash Advance	$358,306
7	**$0**
4	
71101 Self-Insurance - Health	$0
71201 Self-Insurance - Workers Compe	$0
8	**$0**
3	
85002 Donations & Scholarship Fund	($1,077)
4	
85002 Donations & Scholarship Fund	$1,077
89101 School Internal Funds	$0
Grand Total	**($7,398,077)**

General Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(120,728,572)	(120,728,572)	-	0.00%	
3XX	Revenues	(591,395,890)	(591,838,210)	(442,320)	0.07%	
3XX	Transfers In and Other Funding Sources	(27,780,304)	(27,780,304)	-	0.00%	
5XX	Instructional	441,527,685	442,155,599	627,914	0.14%	
61X	Student Support Services	30,409,133	30,307,943	(101,190)	-0.33%	
62X	Instructional Media Services	6,190,251	6,242,846	52,595	0.85%	
63X	Instruction and Curriculum Development	12,708,071	12,833,061	124,990	0.98%	
64X	Instructional Staff Training	5,093,763	5,021,885	(71,878)	-1.41%	
65X	Instructional Technology	7	7	-	0.00%	
71X	Board	1,646,578	1,642,636	(3,942)	-0.24%	
72X	General Admin Superintendent	4,769,381	4,766,109	(3,272)	-0.07%	
73X	School Administration	40,029,557	40,733,104	703,547	1.76%	
74X	Facility Acquisition and Construction	9,861,069	9,784,907	(76,161)	-0.77%	
75X	Fiscal Services	4,137,545	4,122,650	(14,895)	-0.36%	
76X	Food Services	28	-	(28)	-100.00%	1
77X	Central Services	19,672,894	19,706,407	33,513	0.17%	
78X	Transportation	21,633,207	21,598,441	(34,766)	-0.16%	
79X	Operation of Plant	56,550,387	56,146,670	(403,717)	-0.71%	
81X	Maintenance of Plant	13,091,756	13,084,456	(7,300)	-0.06%	
82X	Administrative Technology	9,628,064	9,574,778	(53,285)	-0.55%	
91X	Community Services	7,847,217	7,846,516	(701)	-0.01%	
92X	Debt Service	1,019,345	1,019,345	-	0.00%	
97X	Transfer Out	-	-	-	n/a	
9XX	Budgeted Fund Balance	54,088,826	53,759,724	(329,102)	-0.61%	

Reference 1 - Comments for Functional Changes over 5%:	Budget Amendment
Other misc adjustments	(28)
Total	(28)

General Fund
February 2026 Budget Amendment Summary

Reference	Posting Period	Ledger	Unit	Entry Type	Bd Hdr Status	Fund	FundDescr	Function	FunctionDescr	Object	ObjectDescr	Cost Ctr	Program	Program Description	PC Bus Unit	Project	Activity	Descr	Journal ID	Budget Amendment
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	439002	Printing	2011	00000	Discretionary				Food Service printing error correction	0000142967	(27.93)
1																		Total		(27.93)

Debt Service Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance*	(14,906,156)	(14,906,156)	-	0.00%	
3XX	Revenues	(1,783,871)	(1,830,720)	(46,850)	2.63%	
3XX	Transfers In	(44,991,372)	(44,117,176)	874,196	-1.94%	
92X	Debt Service	46,354,741	45,480,546	(874,196)	-1.89%	
9XX	Budgeted Fund Balance	15,326,657	15,373,507	46,850	0.31%	

Capital Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(317,735,276)	(317,735,276)	-	0.00%	
3XX	Revenues	(228,154,847)	(233,754,812)	(5,599,965)	2.45%	
3XX	Transfers In and Other Funding Sources	(231,221,599)	(231,221,599)	-	0.00%	
74X	Facility Acquisition and Construction	620,401,764	619,287,325	(1,114,439)	-0.18%	
92X	Debt Service	1,645,369	1,553,440	(91,930)	-5.59%	**1**
97X	Transfer Out	70,817,169	69,942,973	(874,196)	-1.23%	
9XX	Budgeted Fund Balance	84,247,418	91,927,948	7,680,530	9.12%	**2**

Reference 1 - Comments for Functional Changes over 5%:	Budget Amendment
Adj Auto leasing budget-no longer leasing	(88,000)
Other misc adjustments	(3,930)
Total	(91,930)

Reference 2 - Comments for Functional Changes over 5%:	Budget Amendment
Increase Revenue estimate for 25/26 Impact Fees	(5,000,000)
Adj Debt Service Budget for Refunding on COPS 2016	(3,352,760)
To record increase in interest Feb 2026	(599,965)
Manatee ES HVAC Water Lines Project Complete	(576,183)
Buffalo Creek -close CM agreement	(534,619)
Adj Auto leasing budget-no longer leasing	(88,000)
Budget for 25/26 Debt Service for new COPS 2026A	2,478,565
Other misc adjustments	(7,567)
Total	(7,680,530)

Capital Fund
February 2026 Budget Amendment Summary

Reference	Posting Period	Ledger	Unit	Entry Type	Bd Hdr Status	Fund	FundDescr	Function	FunctionDescr	Object	ObjectDescr	Cost Ctr	Program	Program Description	PC Bus Unit	Project	Activity	Descr	Journal ID	Budget Amendment
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37026	Local Capital Improvement 2026	92010	Debt Service	471001	Redemption of Principal	9513	38764	Vehicle Leases				Adj Auto leasing budget-no longer leasing	0000143230	(88,000.00)
1	8	KK_DET_BUD	SDMC1	Transfer Adjustment	Posted	37026	Local Capital Improvement 2026	92010	Debt Service	471001	Redemption of Principal	9513	38764	Vehicle Leases				Class budget to int and maint objects for vehicles leases	0000143866	(94,895.22)
1	8	KK_DET_BUD	SDMC1	Transfer Adjustment	Posted	37026	Local Capital Improvement 2026	92010	Debt Service	472001	Interest	9513	38764	Vehicle Leases				Class budget to int and maint objects for vehicles leases	0000143866	90,965.36
1																				**(91,929.86)**

Reference	Posting Period	Ledger	Unit	Entry Type	Bd Hdr Status	Fund	FundDescr	Function	FunctionDescr	Object	ObjectDescr	Cost Ctr	Program	Program Description	PC Bus Unit	Project	Activity	Descr	Journal ID	Budget Amendment
2	8	KK_REV_BUD	SDMC1	Adjustment	Posted	39197	Impact Fees	30000	Revenue	349601	Impact Fees		00000	Discretionary				Increase Revenue estimate for 25/26 Impact Fees	0000142653	(5,000,000.00)
2	8	KK_REV_BUD	SDMC1	Adjustment	Posted	39123	COPS Series 2023A	30000	Revenue	343101	Interest on Investments		00000	Discretionary				To record increase in interest Feb 2026	0000143862	(79,466.49)
2	8	KK_REV_BUD	SDMC1	Adjustment	Posted	39125	COPS Series 2025A	30000	Revenue	343101	Interest on Investments		00000	Discretionary				To record increase in interest Feb 2026	0000143862	(349,130.78)
2	8	KK_REV_BUD	SDMC1	Adjustment	Posted	39192	Sales Tax Proceeds	30000	Revenue	343101	Interest on Investments		00000	Discretionary				To record increase in interest Feb 2026	0000143862	(81,633.94)
2	8	KK_REV_BUD	SDMC1	Adjustment	Posted	39197	Impact Fees	30000	Revenue	343101	Interest on Investments		00000	Discretionary				To record increase in interest Feb 2026	0000143862	(89,733.53)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37023	Local Capital Improvement 2023	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951520095	3000000200	SIHS Science Building Project Complete	0000141840	(6,087.57)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37025	Local Capital Improvement 2025	74010	Facilities Acquisition and Con	468101	Remodeling & Renovations-Cap	9515	30001	Capital Projects	SDMC3	3951532500	3000000200	Manatee ES HVAC Water Lines Project Complete	0000141982	(576,182.69)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	39197	Impact Fees	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951539849	3000000200	PCHS Addition Project Close	0000142067	(1,266.83)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37025	Local Capital Improvement 2025	74010	Facilities Acquisition and Con	468201	Remodeling & Renovations-NonCa	9512	30001	Capital Projects	SDMC3	3951201473	3951201473	Budget clean up	0000142518	(212.71)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	39192	Sales Tax Proceeds	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951531131	3000000200	Move LMK8 Budget from Sales Tax to Impact fees due to increase in impact fee revenue estimate	0000142902	(5,000,000.00)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	39197	Impact Fees	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951531131	3000000200	Move LMK8 Budget from Sales Tax to Impact fees due to increase in impact fee revenue estimate	0000142902	5,000,000.00
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	39123	COPS Series 2023A	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951539860	3000000200	To correct fund on journal 141281	0000143041	2,598.79
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	39192	Sales Tax Proceeds	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951539860	3000000200	To correct fund on journal 141281	0000143041	(2,598.79)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	39197	Impact Fees	74010	Facilities Acquisition and Con	463001	Building & Fixed Equipment	9515	30001	Capital Projects	SDMC3	3951575980	3000000200	Buffalo Creek -close CM agreement	0000143197	(534,619.25)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37026	Local Capital Improvement 2026	92010	Debt Service	471001	Redemption of Principal	9513	38764	Vehicle Leases				Adj Auto leasing budget-no longer leasing	0000143230	(88,000.00)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37023	Local Capital Improvement 2023	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39096	2016 Series COPS				Move DS Budget to use prior year funding	0000141944	(735,563.49)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37023	Local Capital Improvement 2023	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39123	2023 Series COPS				Move DS Budget to use prior year funding	0000141944	735,563.49
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37024	Local Capital Improvement 2024	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39096	2016 Series COPS				Move DS Budget to use prior year funding	0000141944	735,563.49
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37024	Local Capital Improvement 2024	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39123	2023 Series COPS				Move DS Budget to use prior year funding	0000141944	(735,563.49)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37024	Local Capital Improvement 2024	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39096	2016 Series COPS				Adj DS Budget for Refunding on COPS 2016	0000143270	(730,987.19)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37024	Local Capital Improvement 2024	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39116	2026B COPS, REFUNDS 2016A				Adj DS Budget for Refunding on COPS 2016	0000143270	230,739.58
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37025	Local Capital Improvement 2025	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39096	2016 Series COPS				Adj DS Budget for Refunding on COPS 2016	0000143270	(2,852,512.81)
2	8	KK_DET_BUD	SDMC1	Adjustment	Posted	37025	Local Capital Improvement 2025	97010	Transfers	492001	Transfers to Debt Service Fund	9798	39126	2026 Series COPS				Budget for 25/26 DS for new COPS 2026A	0000143284	2,478,564.59
2																		Total		(7,680,529.62)

Food Service Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(11,369,626)	(11,369,626)	-	0.00%	
3XX	Revenues	(38,452,929)	(38,452,929)	-	0.00%	
3XX	Other Funding Source	(1,288)	(1,200)	88	-6.87%	**1**
76X	Food Services	39,352,099	39,352,210	112	0.00%	
97xx	Transfers Out	-	-	-	n/a	
9XX	Budgeted Fund Balance	10,471,745	10,471,545	(200)	0.00%	

Reference 1 - Comments for Functional Changes over 5%:	Budget Amendment
Other misc adjustments	88
Total	88

Food Service Fund
February 2026 Budget Amendment Details

Reference	Posting Period	Ledger	Unit	Entry Type	Bd Hdr Status	Fund	FundDescr	Function	FunctionDescr	Object	ObjectDescr	Cost Ctr	Program	Program Description	PC Bus Unit	Project	Activity	Descr	Journal ID	Budget Amendment
1	8	KK_REV_BUD	SDMC1	Adjustment	Posted	41001	Food Services	30000	Revenue	374201	Other Loss Recovery	9516	00000	Discretionary				FNS - Court Ordered Payment Budget	0000142784	88.46
1																		Total		88.46

Special Revenue Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	-	-	-	n/a	
3XX	Revenues	(42,372,307)	(42,766,687)	(394,381)	0.93%	
3XX	Transfers In and Other Funding Sources	-	-	-	n/a	
5XX	Instructional	21,743,344	22,136,378	393,034	1.81%	
61X	Student Support Services	2,389,874	2,390,374	500	0.02%	
62X	Instructional Media Services	48,000	48,000	-	0.00%	
63X	Instruction and Curriculum Development	11,354,373	11,355,229	856	0.01%	
64X	Instructional Staff Training	4,379,233	4,379,233	-	0.00%	
65X	Instructional Technology	2,454	2,454	-	0.00%	
71X	Board	-	-	-	n/a	
72X	General Admin Superintendent	1,879,276	1,879,267	(9)	0.00%	
73X	School Administration	25,500	25,500	-	0.00%	
74X	Facility Acquisition and Construction	-	-	-	n/a	
75X	Fiscal Services	60,045	60,045	-	0.00%	
77X	Central Services	43,807	43,807	-	0.00%	
78X	Transportation	446,400	446,400	-	0.00%	
79X	Operation of Plant	-	-	-	n/a	
81X	Maintenance of Plant	-	-	-	n/a	
82X	Administrative Technology	-	-	-	n/a	
91X	Community Services	-	-	-	n/a	
97X	Transfer Out	-	-	-	n/a	
9XX	Budgeted Fund Balance	-	-	-	n/a	

Health Insurance Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(13,017,764)	(13,017,764)	-	0.00%	
3XX	Revenues	(61,552,000)	(61,552,000)	-	0.00%	
3XX	Transfers In			-	n/a	
77X	Central Services	65,633,538	65,633,538	-	0.00%	
9XX	Budgeted Fund Balance	8,936,226	8,936,226	-	0.00%	

Workers Comp Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(5,049,323)	(5,049,323)	-	0.00%	
3XX	Revenues	(3,000,000)	(3,000,000)	-	0.00%	
77X	Central Services	3,825,239	3,825,239	-	0.00%	
9XX	Budgeted Fund Balance	4,224,084	4,224,084	-	0.00%	

Trust & Agency Fund
February 2026 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(1,726,764)	(1,726,764)	-	0.00%	
3XX	Revenues	(860,457)	(861,534)	(1,077)	0.13%	
5XX	Instructional	2,533,796	2,533,796	-	0.00%	
61X	Student Support Services	1,374	1,374	-	0.00%	
63X	Instruction and Curriculum Development			-	n/a	
72X	General Admin Superintendent	16,900	16,900	-	0.00%	
76X	Food Services			-	n/a	
77X	Central Services	6,184	6,184	-	0.00%	
78X	Transportation			-	n/a	
79X	Operation of Plant	6,753	7,830	1,077	15.94%	1
91X	Community Services	22,214	22,214	-	0.00%	
9XX	Budgeted Fund Balance	0	0	(0)	0.00%	

Reference 1 - Comments for Functional Changes over 5%:	Budget Amendment
FNS Donations	1,077
Other misc adjustments	-
Total	1,077

Trust & Agency Fund

February 2026 Budget Amendment Details

Reference	Posting Period	Ledger	Unit	Entry Type	Bd Hdr Status	Fund	FundDescr	Function	FunctionDescr	Object	ObjectDescr	Cost Ctr	Program	Program Description	PC Bus Unit	Project	Activity	Descr	Journal ID	Budget Amendment
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	85002	Donations & Scholarship Fund	79010	Operation of Plant	451001	Supplies	9516	14259	FNS Donations				Rev Rec Offset Feb 2026	0000144078	1076.630
1																		Total		1,076.63

AGENDA ITEM NO. 14.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Florida School Board Association (FSBA) Annual Membership Dues (General Fund)

Executive Summary
Annually the Board reviews the invoice from the Florida School Boards Association (FSBA). There is no requirement to be a part of the FSBA, and if a singular Board Member does not wish to hold an FSBA membership, the invoice would be reduced by 1/5th.

There was no increase in dues from 2025/2026.

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 Board Chair will make a recommendation regarding the FSBA Membership.

Financial Impact
The funding for the annual dues for FSBA are already budgeted from the General Fund.

Contact
Submitting Department: School Board
Initiated by: Laura Cox

Attachments:
2026-2027 FSBA Annual Dues Invoice.

FLORIDA SCHOOL BOARDS ASSOCIATION, INC.
203 SOUTH MONROE STREET
TALLAHASSEE, FL 32301
U.S.A.

Voice: 850-414-2578
Fax: 850-414-2585

INVOICE

Invoice Number: 13474
Invoice Date: Mar 3, 2026
Page: 1

Bill To:	Ship to:
MANATEE CO SCHOOL BOARD P.O. BOX 9069 BRADENTON, FL 34206-9069	MANATEE CO SCHOOL BOARD P.O. BOX 9069 BRADENTON, FL 34206-9069

Customer ID	Customer PO	Payment Terms	
MANATEE		Net 30 Days	
Sales Rep ID	**Shipping Method**	**Ship Date**	**Due Date**
	Courier		4/2/26

Quantity	Item	Description	Unit Price	Amount
1.00	DUES	2026-27 Annual FSBA Dues (7/1/2026 - 6/30/2027) Should an individual board member wish to invoke 617.221 (2) F.S., please adjust invoice accordingly.	23,765.00	23,765.00

Subtotal	23,765.00
Sales Tax	
Total Invoice Amount	23,765.00
Payment/Credit Applied	
TOTAL	**23,765.00**

Check/Credit Memo No:

AGENDA ITEM NO. 14.2

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Annual Discussion and Appointment of Board Member and Alternate to the Florida School Board Association (FSBA) Advocacy Committee (No Financial Impact)

Executive Summary
Annual Discussion and Appointment of Board Member and Alternate to the Florida School Board Association (FSBA) Advocacy Committee.

Current Representative: Board Member Felton
Alternate Representative: Board Member Tatem

FSBA has requested selection and report of the Advocacy Committee Member and Alternate by June 1, 2026.

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

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The School Board will recommend and vote on a primary and alternate representative for the FSBA Advocacy Member.

Financial Impact
No Financial Impact

Contact
Submitting Department: School Board

AGENDA ITEM NO. 14.3

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Discussion and Appointment of Value Adjustment Board Members (No Financial Impact)

Executive Summary
Chair Spray requests the annual discussion related to the School Board's appointments to the Value Adjustment Board. Based on the discussion the Board may move to appoint or reappoint representative(s).
Current Primary: Cindy Spray
Current Alternate: Richard Tatem
Current Civilian: Brady Chapman

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
School Board may move to recommend representative(s) to the Value Adjustment Board.

Financial Impact
There is no Financial Impact.

Contact
Submitting Department: School Board

AGENDA ITEM NO. 14.4

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Internal Audit Report - Referendum - Ad Valorem Millage - FY 2025-2026

Executive Summary
On March 5, 2026 the Citizen Financial Audit Committee voted and approved to send the presented Referendum - Ad Valorem Millage Report from the Internal Auditor, RSM, to the School Board for approval.

During the March 31, 2026, School Board Workshop, Mr. James Daniel, Audit Committee Chair, will provide an update to the Board and discuss the Referendum - Ad Valorem Millage Report.

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

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Board recommends approval of the 2025-2026 Referendum - Ad Valorem Millage Audit Report.

Financial Impact
All costs associated with the Audit are included in the FY 2025-2026 General Fund budget.

Contact
Submitting Department: Deputy Superintendent of Business Services
Initiated by: Rachel Sellers

Attachments:
Internal Audit Report - Fiscal Year 2026 Millage - FINAL

Internal Audit Report: Referendum - Ad Valorem Millage

School District of Manatee County, Florida

February 12, 2026

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TRANSMITTAL LETTER

February 12, 2026

The School Board of
Manatee County Schools, Florida
215 Manatee Ave. W
Bradenton, Florida 34205

Pursuant to our executed Statement of Work agreement dated March 14, 2025, with Manatee County Schools ("the District," "MCPS"), we hereby present our Internal Audit Report of Referendum - Ad Valorem Millage. Our report is organized in the following sections:

Executive Summary	This provides a high-level overview and summary of the observations noted in our internal audit of the Ad Valorem Millage processes.
Overview	This provides an overview of the function, as well as relevant background information.
Objectives and Approach	The internal audit objectives are expanded upon in this section, as well as a summation of the various phases of our approach.
Process Improvement Opportunities	This section includes a description of the observations noted during our internal audit and recommended actions, as well as Management's response, including the responsible party, and estimated completion date.

We would like to thank the staff and all those involved in assisting our firm with this internal audit.

Respectfully Submitted,

RSM US LLP

RSM US LLP

EXECUTIVE SUMMARY

Background

On March 20, 2018, the citizens of Manatee County voted 51.38% to authorize a one-mill ad valorem millage ("millage") to the School District to support student achievement, teacher and staff recruitment and retention, career and technical education, and STEM ("Science, Technology, Engineering, and Mathematics") and arts programming. It was renewed in 2024 through an 83% in-favor vote to include additional funding for early literacy, school safety, and athletics. This latest millage is effective for a four (4) year period beginning July 1, 2025, through June 30, 2029.

Millage revenue is collected through the property-tax process administered by the County. The Property Appraiser determines property values, the Tax Collector issues annual tax bills, and the District receives monthly distributions net of the statutory 2% administrative fee imposed by the Tax Collector. Revenues are then recorded in the District's Millage Fund.

In FY 2025, the District collected $75.1 million in Millage funds and expended $77.1 million. Instructional staff compensation was the largest spend category at $39 million, followed by charter school allocations at $14.2 million, and STEM/CTE programs at $7.4 million.

The Finance Department is responsible for confirming expenditures conform to the referendum's usage parameters via a requisition review process, and all invoices receive review and approval by designated staff members within the District's ERP system, Peoplesoft. The Curriculum and Instruction Department also plays a vital role in reviewing the spending plans submitted by individual schools, and collaborating with educators to use referendum dollars responsibly and effectively. Oversight of millage activity is performed via the annual budget process, regular budget-to-actual review by the Finance and Budget teams, and independent review from the Citizen Financial Audit Committee ("CFAC").

Overall Summary / Highlights

Internal audits provide insight into an organization's culture, policies, and procedures and aids the School Board and Management in oversight by verifying internal controls are operating effectively, and adequately mitigating risk, and are in compliance with relevant laws, regulations, and policies.

There were not reportable observations identified during this review. The process improvement opportunities detailed in the pages that follow represent only the instances where opportunities for process were noted. For each process improvement opportunity, we discuss the relevant risks, which may include financial, operational, and/or compliance, as well as public perception or 'brand' risks.

Objectives and Approach

The primary objective of this internal audit was to obtain an understanding of the District's one-mill ad valorem millage program and to perform an assessment of the data collection, reconciling, reporting, and monitoring processes, including the process by which data is obtained and distributed to oversight committees. We performed detailed testing to validate whether information provided to the Board and public is complete and accurate, and we also performed testing of related procurements and expenditures for compliance with applicable fund usage parameters.

Our approach included the following:

- Conducted interviews with representatives of the Finance and Curriculum departments to gain an understanding of the in-scope processes.
- Reviewed applicable policies, procedures, and reports related to this project, including the millage referendum.
- Selected a sample of millage revenues and expenditures and their related reporting and procurements to assess millage transactions, including monitoring, recording, and accounting procedures.
- Evaluated compliance with reporting, legal, and regulatory requirements.
- Review and verify the forecasting, budgeting, and reporting processes Verified that oversight controls are designed and functioning appropriately.

We conducted interviews and walkthroughs with key District stakeholders to obtain an understanding of the District's current operating policies and procedures, administration, and monitoring functions as they relate to the ad valorem millage processes within our scope. Our fieldwork testing was conducted using sampling and other auditing techniques to meet our audit objectives outlined above.

The audit period was July 2024, through June 2025. Fieldwork was performed October 2025, through December 2025.

Summary of Observation Ratings
(See page 3 for risk rating definitions)

	High	Moderate	Low
Observations	-	-	-
Process Improvement Opportunities	2		

EXECUTIVE SUMMARY (CONTINUED)

Observations Summary

No observations were identified during this internal audit. Definitions of the rating scale are included below. Two (2) process improvement opportunities have been provided following the detailed observations section.

Summary of Process Improvement Opportunities
Process Improvement Opportunity
1. Prioritization of Pullback Funds
2. Millage Performance Metrics

Risk Rating Definitions

Provided below are the observation risk rating definitions for the detailed observations.

Observation Risk Rating Definitions	
Rating	**Definition**
Low	Observation presents a low risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of low importance to business success/achievement of goals.
Moderate	Observation presents a moderate risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of moderate importance to business success/achievement of goals. Action should be in the near term.
High	Observation presents a high risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of high importance to business success/achievement of goals. Action should be taken immediately.

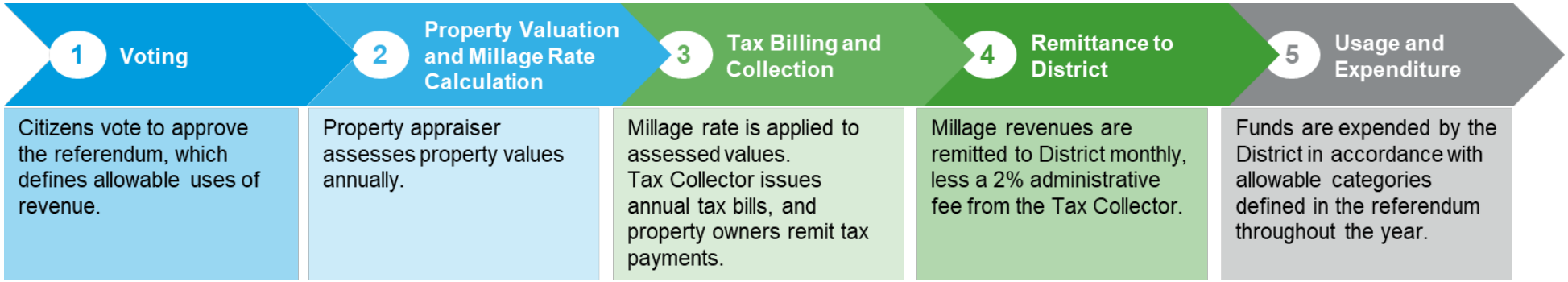
BACKGROUND

Overview

In March 2018, Manatee County voters approved a one-mill ad valorem property tax to support targeted instructional and operational priorities within District for four (4) initial years. The millage was introduced to provide a stable, recurring revenue source for initiatives that the District identified as strategically important but not fully funded through other state and local revenue streams. Primary millage goals included improving student achievement outcomes, recruiting and retaining qualified instructional personnel through compensation supplements, expanding Career and Technical Education ("CTE") programs, and strengthening STEM ("Science, Technology, Engineering, and Mathematics"), visual, and performing arts program offerings across the District. The referendum was voted on again in 2024 for renewal. Voters again approved the millage, and the District expanded the allowable use categories to include early literacy initiatives, school safety activities, and support for athletics, reflecting evolving instructional and operational priorities communicated throughout the renewal campaign.

The millage functions as an ad valorem tax levied on real property within Manatee County. The Manatee County Property Appraiser is responsible for determining the taxable assessed value of each parcel on an annual basis. These valuations represent the basis upon which all ad valorem taxes, including the District's voter-approved one-mill levy, are calculated. Under Florida's millage structure, one (1) mill is equivalent to one (1) dollar of tax for every $1,000 assessed value. The Manatee County Tax Collector incorporates the District's millage rate into the annual property tax bills issued to county residents and businesses. Property owners remit payments directly to the Tax Collector, who is responsible for collecting and distributing the tax proceeds to the District. The Tax Collector retains a statutory two-percent (2%) administration fee. At fiscal year-end, if millage revenues exceed actual operating costs, the surplus is returned proportionally to the contributing governmental units, including the District. After the administration fee is applied, the Tax Collector remits the net millage proceeds to the District on a monthly basis.

The District establishes a budget for the projected funding, which includes allocations for payroll supplements, charter school allocations, Districtwide millage project initiatives, and an allocation for the Curriculum and Instruction Department to further divide amongst each school, based on student enrollment in millage eligible programs. Upon receipt of funds, the District accounts for the millage as operating revenue and allocates the funds based on the commitments outlined in the referendum language and subsequent renewal, and the Board approved budget. Distribution of funds is subject to state requirements, including the obligation to allocate a proportional share of millage revenues to charter schools based on their full-time equivalent ("FTE") student enrollment. FTE counts serve as the basis for determining each school's proportional allocation, promoting equitably distributed funding across both District-operated and charter institutions.



BACKGROUND (CONTINUED)

Ad Valorem Millage Expenditure Allowability

The voter-approved one-mill ad valorem millage referendum provides the District with a defined set of uses that must align directly with the commitments presented during the referendum cycles. These allowable uses define how the additional property tax revenue should support instructional quality, workforce stability, and program enhancements that extend beyond the District's baseline operating resources. The allowable categories were first established in the 2018 referendum and were refined and expanded during the 2024 renewal to address evolving academic and operational priorities. One of the primary allowable use categories is recruiting and retaining high-quality instructional personnel. To that end, millage revenue has been used for compensation supplements and to provide salary enhancements or stipends for teachers and instructional staff, recognizing the competitive pressures the District faces in attracting and maintaining a stable, qualified workforce.

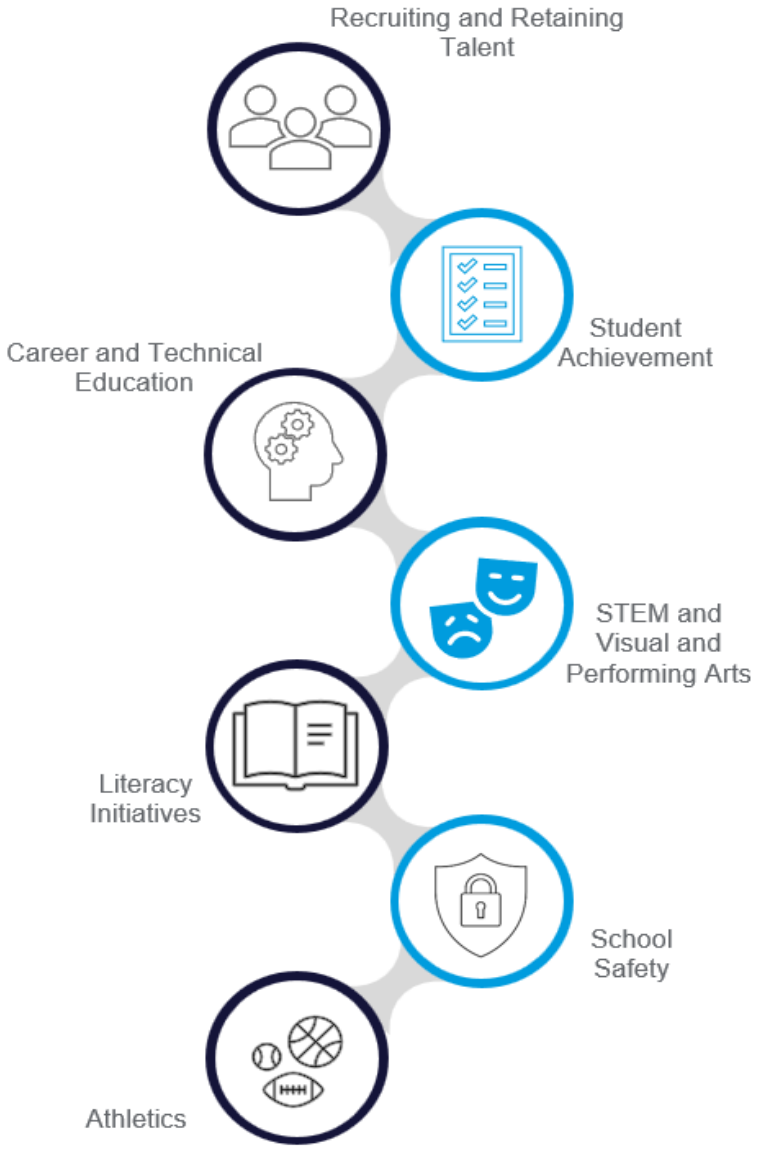
In addition to staffing supplements, the millage is authorized to support programmatic investments intended to improve student achievement. This includes targeted instructional programming designed to support academic growth and performance across grade levels. The District is allowed to apply millage resources to expand or strengthen academic interventions, enrichment opportunities, and support structures that contribute to measurable student outcomes.

The referendum also authorizes investments in Career and Technical Education ("CTE"). Millage funds support the expansion of CTE pathways, acquisition of equipment, enhancement of workforce-aligned programs, and development of partnerships necessary to prepare students for postsecondary and career readiness. This includes programs in high-demand fields such as health sciences, engineering, manufacturing, and digital technologies.

Another allowable use established is the enhancement of STEM and visual and performing arts programs. Millage proceeds may support curriculum expansion, instructional materials, specialized staffing, and equipment aligned with these programs. This category encompasses a wide spectrum of activities - from strengthening elementary-level arts exposure to providing advanced STEM learning opportunities at the secondary level.

Upon renewal in 2024, voters approved an expanded scope of allowable uses that reflected updated community priorities. This included the addition of early literacy initiatives, recognizing the critical role that foundational reading skills play in long-term academic success. Millage funding may now be used to support reading interventionists, literacy coaches, instructional materials, athletics, and programmatic efforts aimed at improving early grade reading proficiency.

The 2024 renewal also authorized the use of millage revenue for school safety. This category allows the District to apply funds toward safety personnel, protective equipment, training, and operational systems that contribute to secure school environments. Safety-related expenditures must align with statutory requirements and internal policies governing school security practices.



BACKGROUND (CONTINUED)

School Spending Plans

At the start of each school year, the Curriculum and Instruction Department coordinates the process for developing school-level spending plans tied to the millage allocation. The Department provides each school principal with an electronic packet containing planning sheets, practical guidance for compliant spending, and suggested approaches for each funding category. The intent is to give schools a clear framework to work within and to confirm plans align with the millage's allowable uses. To support consistency, Curriculum issues a list of eligible purchases in advance so that schools can draft their plans with an accurate understanding of what the funding can be used for. Spending plans are submitted and approved by the Curriculum and Instruction Department through standardized forms and uploaded to a digital file for tracking purposes. Once all submissions are approved, the Finance Department coordinates an annual transfer of funds that establishes each school's initial budget.

Last year marked the first time the District allocated millage funds to schools through this approach. The shift is intended to create more consistency in how plans are submitted and monitored. While the primary planning cycle occurs at the beginning of the year, the Curriculum and Instruction Department updates a spend tracking document throughout the year when schools adjust their plans or submit revisions.

Roles and Responsibilities

Management of the District's voter-approved millage funds are coordinated across several departments, with oversight from the Board and the independent Citizen Financial Audit Committee ("CFAC"). The list below identifies additional key roles and responsibilities associated with the management of ad valorem funds.

Budget Department

The Budget Department is responsible for translating projected millage revenues into the annual operating budget. The Budget Department collaborates with the Curriculum and Instruction Department, the Finance Department, and the Superintendent to align budget to strategic goals and allowable uses. Budget staff load millage budgets into the financial system.

Finance Department

The Finance Department plays a central role in the administration and financial management of the one-mill referendum. As part of its responsibilities, the Department is tasked with the tracking and reporting of all revenues and expenditures throughout the District and manages millage funds in accordance with the scope and limitations defined by the referendum and applicable Florida Statutes. The Department prepares financial information used for public reporting and internal management reviews. In addition, Finance personnel are included in the requisition workflow, specifically reviewing proposed purchases for allowability with referendum parameters. District requisitioners are required to justify the expenditure through a narrative, which is included in the system requisition notes for future reference. The Finance Department supports schools and departments in understanding their allocation levels and monitor spending patterns throughout the year.

Curriculum and Instruction Department

The Curriculum and Instruction Department ("Curriculum") plays a central operational role in administering a significant portion of millage-funded initiatives. Curriculum is tasked with overseeing how instructional program dollars should be allocated to individual schools based on enrollment, programmatic needs, and voter-approved expenditure categories. At the start of each budget cycle, Curriculum develops an allocation framework that distributes funds to schools for items such as early literacy supports, STEM and arts programming, and districtwide academic initiatives tied to millage commitments. This allocation is performed as a pro-rata calculation based on the number of FTE enrolled in millage supported programs. Once allocations are determined, Curriculum requires each school to develop an annual school-level expenditure plan outlining how millage funds will be utilized during the year. These plans must demonstrate alignment with allowable uses and reflect the school's instructional priorities. Curriculum staff review each plan for compliance, adequacy, and strategic alignment before approval. Throughout the year, Curriculum monitors spending activity to confirm funds are being used as intended and provides guidance when schools request reprogramming of funds.

BACKGROUND (CONTINUED)

Roles and Responsibilities (Continued)

Human Resources Department

The Human Resources Department assists in managing components of millage funding tied to staffing and compensation. Responsibilities include coordinating with Budget and Payroll, coordinating with bargaining units, and confirming stipend-eligible positions. HR also monitors personnel changes that may affect school-level allocations or program funding levels.

Citizen Financial Audit Committee

The Citizen Financial Audit Committee ("CFAC") was formed through a merger of the original Citizens' Financial Oversight Committee ("CFOC") and the audit committee. Historically, the District established the CFOC specifically to monitor expenditures of the voter-approved one-mill referendum funds. Concurrently, the District maintained an Audit Committee to oversee broader financial, compliance and operational auditing functions of the District, as provided under District policy and best-practice governance models. On October 7, 2025, the Audit Committee and the Citizens' Financial Oversight Committee were combined into one entity, newly titled the Citizen Financial Audit Committee. This merger consolidated oversight of both the referendum funds and broader audit functions under a single committee structure. It is composed of independent professionals appointed by Board members, selected for their expertise in financial management, accounting, and public sector operations.

Budget Department

- Manages annual budget process
- Responsible for loading the annual budget into the District's ERP system

Finance Department

- Verifies appropriateness of requisitions
- Records revenues and expenditures
- Participates in reporting

Curriculum and Instruction Department

- Reviews operating plans for school millage funding allocations
- Assists in determining need and programmatic priorities

Human Resources Department

- Assists in distributing salary and pay supplements
- Identifies personnel eligible for millage-based pay and updates the system for personnel changes

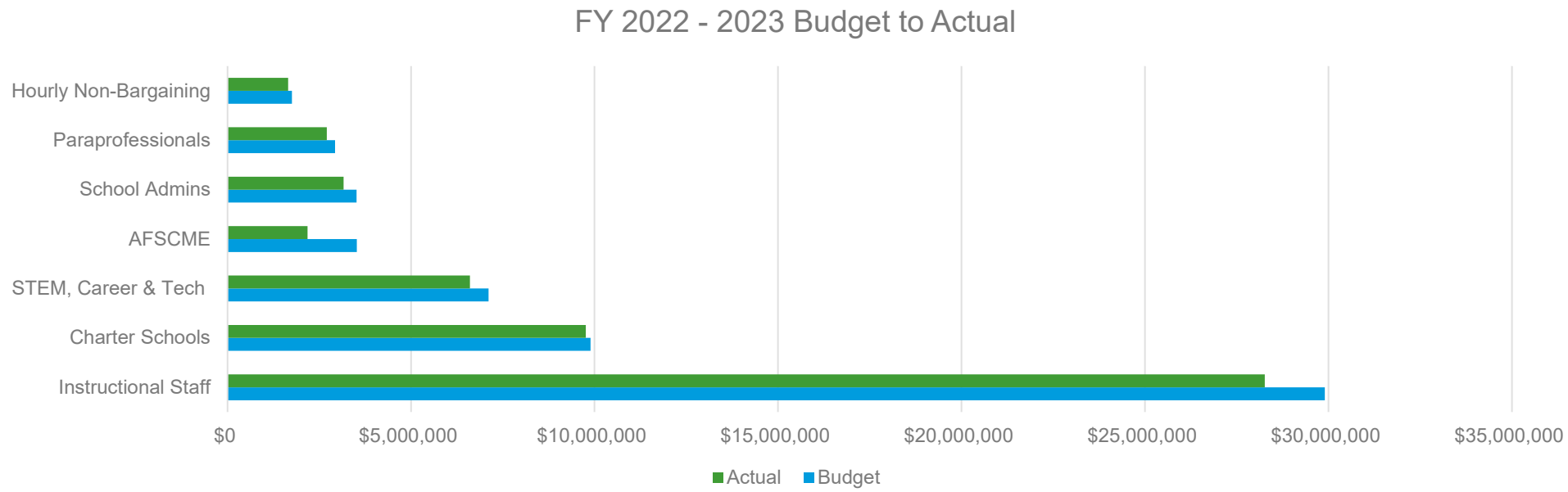
Citizen Financial Audit Committee

- Provides independent oversight of millage revenues and expenditures

BACKGROUND (CONTINUED)

FY 2022-2023 Budget to Actual Expenditures

The chart and table below depict the budgeted versus actual expenditure for ad valorem millage projects for the 2023 fiscal year, by expenditure category.



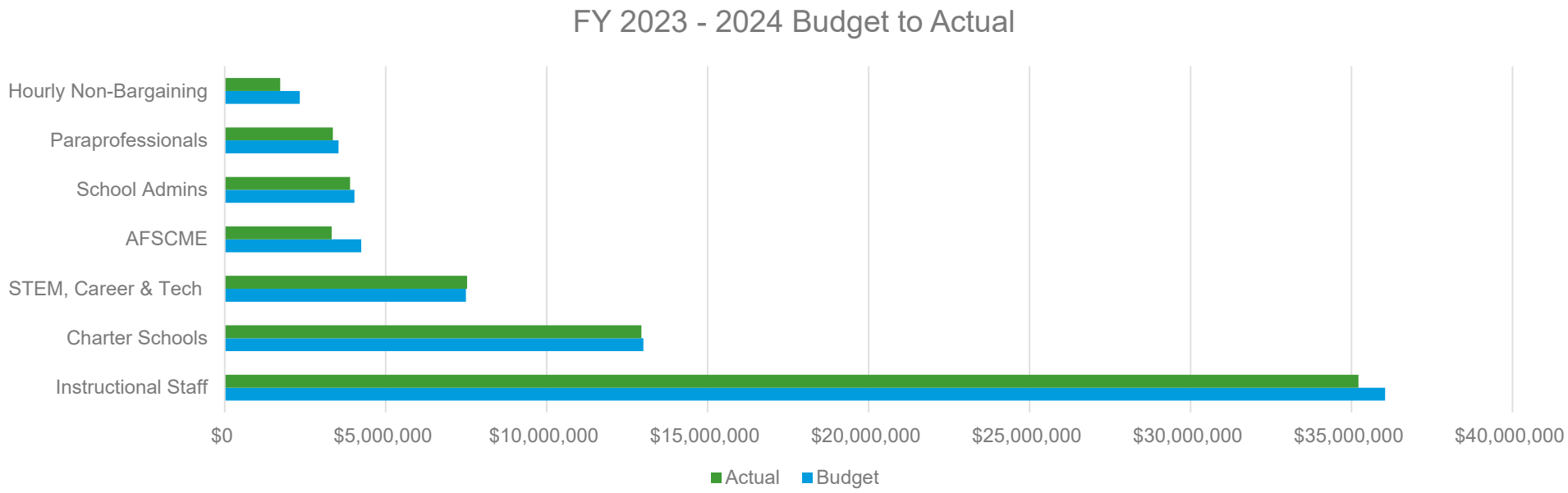
Category	Budget	Actual	Variance	Variance Percentage
Instructional Staff	29,899,138	28,263,312	(1,635,826)	-5.5%
Charter Schools	9,890,109	9,763,086	(127,023)	-1.3%
STEM, Career & Tech	7,111,465	6,604,741	(506,724)	-7.1%
AFSCME	3,521,546	2,179,003	(1,342,543)	-38.1%
School Admins	3,517,546	3,161,798	(355,748)	-10.1%
Paraprofessionals	2,931,288	2,703,565	(227,723)	-7.8%
Hourly Non-Bargaining	1,754,668	1,652,965	(101,703)	-5.8%
Total	**$ 58,625,760**	**$ 54,328,470**	**$ (4,297,290)**	**-7.3%**

Data source: Published referendum figures on District website as export from the District ERP system. Data is unaudited.

BACKGROUND (CONTINUED)

FY 2023-2024 Budget to Actual Expenditures

The chart and table below depict the budgeted versus actual expenditure for ad valorem millage projects for the 2024 fiscal year, by expenditure category.



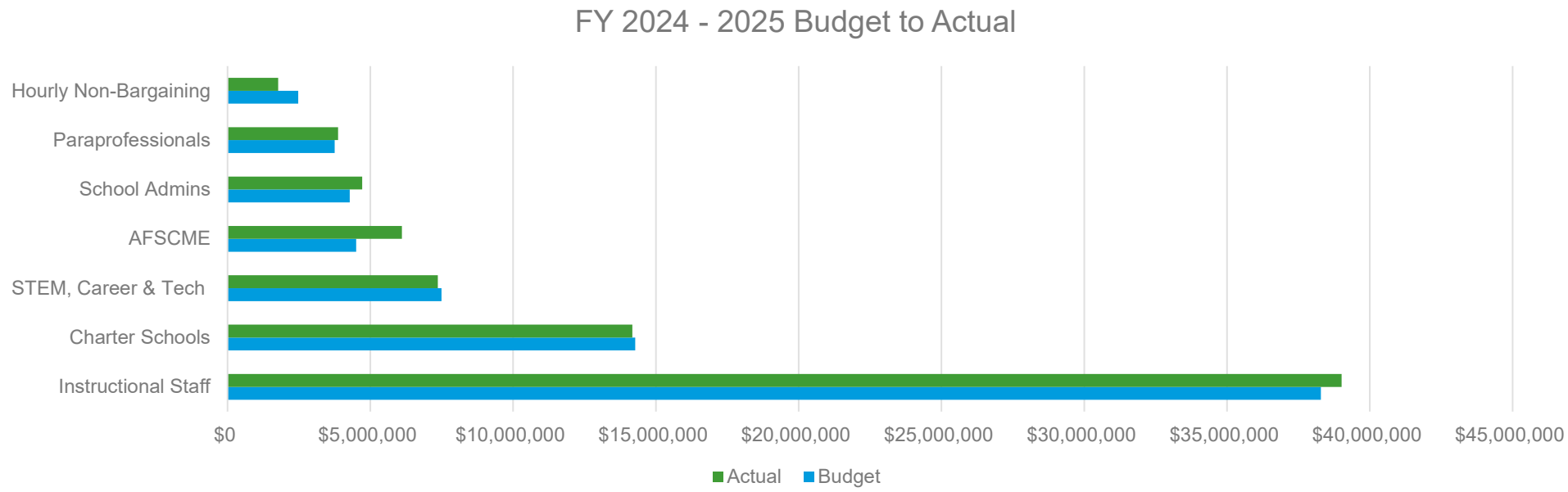
Category	Budget	Actual	Variance	Variance Percentage
Instructional Staff	36,043,438	35,215,070	(828,368)	-2.3%
Charter Schools	13,004,548	12,943,939	(60,609)	-0.5%
STEM, Career & Tech	7,490,740	7,527,288	36,548	0.5%
AFSCME	4,240,404	3,322,091	(918,313)	-21.7%
School Admins	4,028,384	3,893,617	(134,767)	-3.3%
Paraprofessionals	3,533,670	3,360,152	(173,518)	-4.9%
Hourly Non-Bargaining	2,332,222	1,724,559	(607,663)	-26.1%
Total	**$ 70,673,406**	**$ 67,986,716**	**$ 2,686,690**	**3.8%**

Data source: Published referendum figures on District website as export from the District ERP system. Data is unaudited.

BACKGROUND (CONTINUED)

FY 2024-2025 Budget to Actual Expenditures

The chart and table below depict the budgeted versus actual expenditure for ad valorem millage projects for the 2025 fiscal year, by expenditure category.



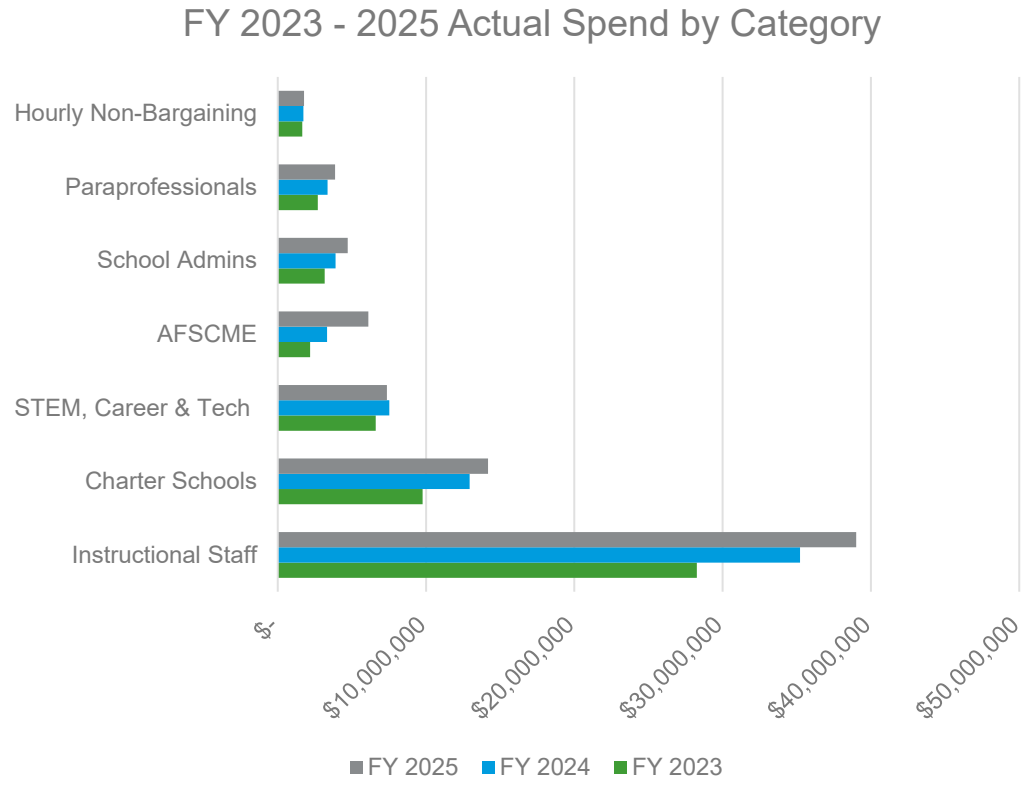
Category	Budget	Actual	Variance	Variance Percentage
Instructional Staff	38,285,677	39,009,115	723,438	1.9%
Charter Schools	14,278,305	14,175,111	(103,194)	-0.7%
STEM, Career & Tech	7,491,981	7,364,523	(127,458)	-1.7%
AFSCME	4,504,197	6,106,367	1,602,170	35.6%
School Admins	4,278,987	4,714,157	435,170	10.2%
Paraprofessionals	3,753,498	3,870,826	117,328	3.1%
Hourly Non-Bargaining	2,477,309	1,771,500	(705,809)	-28.5%
Total	**$ 75,069,954**	**$ 77,011,599**	**$ 1,941,645**	**19.8%**

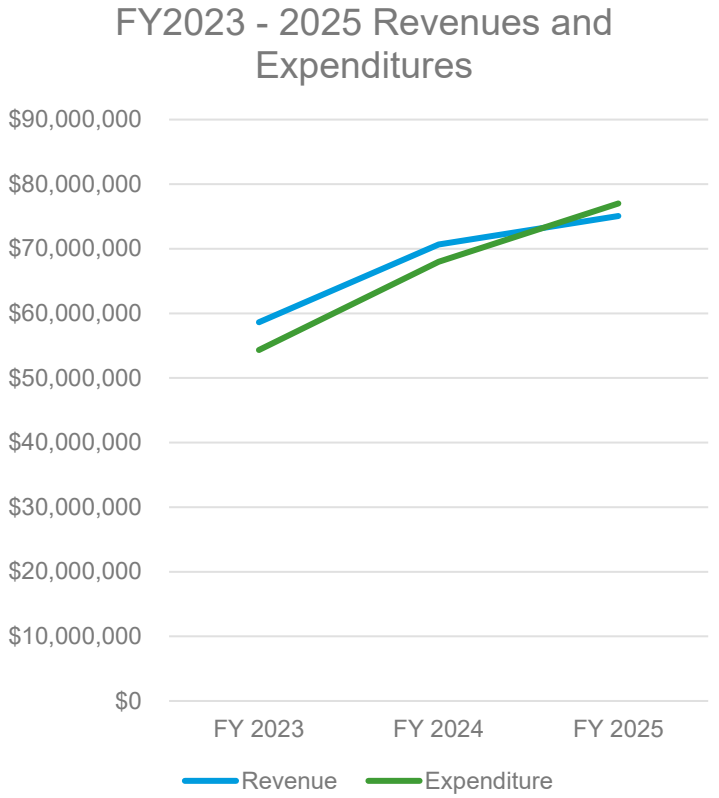
Data source: Published referendum figures on District website as export from the District ERP system. Data is unaudited.

BACKGROUND (CONTINUED)

FY 2022-2025 Cummulative Data

The chart below depicts the actual spend, by category, for the last three (3) fiscal years; FY 2023, FY 2024, and FY2025. The final table on this page depicts the net revenue carry forward starting in FY 2023, and the subsequent revenues and expenditures each year through FY 2025.





Fiscal Year	Date Range	Beg. Balance	Revenues	Expenditures*	Transfers	End Balance
FY2023	July 2022 - June 2023	$2,029,559	$58,625,760	$54,328,470	$376,822	$5,950,027
FY2024	July 2023 - June 2024	$5,950,027	$70,673,406	$67,986,716	$1,758,773	$10,395,490
FY2025	July 2024 - June 2025	$10,395,490	$75,069,954	$77,011,599	-	$8,453,844
Total Collections and Expenditures FY2023 – FY2025			$204,369,120	$199,326,785		

Data source: Published referendum figures on District website as export from the District ERP system. Data is unaudited.

OBJECTIVES AND APPROACH

Objective

The objective of this internal audit was to obtain an understanding of the District's one-mill ad valorem millage program and perform an assessment of the data collection, reconciling, reporting, and monitoring processes, including the process by which data is obtained and distributed to oversight committees. We performed detailed testing to validate whether information provided to the Board and public is complete and accurate and performed testing of related procurements and expenditures for compliance with applicable fund usage parameters.

Approach

Understanding and Documentation of the Process

The first phase of this audit consisted primarily of inquiry and walkthroughs in an effort to obtain an understanding of the District's current operating policies and procedures, monitoring functions, and control structures as they relate to the processes within our scope. The following was performed as part of this phase:

- Obtained and reviewed key documents, including policies and procedures related to the function, as well as relevant state and District regulations, reporting, and any other relevant information as deemed necessary.
- Conducted interviews with personnel from key departments (including, but not limited to Procurement Services, Budget, and Finance) to obtain an understanding of the in-scope processes.
- Reviewed the applicable policies, procedures, agreements, and reports related to this program.
- Performed walkthroughs to gain a detailed understanding of the function and assess the design of the process.
- Developed a risk-based work plan for the evaluation of the design and operating effectiveness of processes and controls based on the information obtained through our review, inquiry, and walkthrough procedures.

Evaluation of the Process and Controls Design and Testing of Operating Effectiveness

The purpose of this phase was to evaluate and assess the design of the current operating processes and to test the operating effectiveness of key internal controls. Our fieldwork testing was conducted utilizing sampling and other auditing techniques to meet our audit objectives outlined above. Procedures include, but are not limited to, the following:

- Selected a sample of five (5) monthly Millage referendum collections and related reporting to assess surrounding revenues, including monitoring, recording, and accounting.
- Selected a sample of forty (40) referendum expenditures and related reporting to assess controls surrounding spend, including monitoring, recording, and accounting. Specifically:
    - Verified the completeness, timeliness, and accuracy of source documentation such as invoices, purchase orders, and proof of payments.
    - Verified expenditures were allowable per the funding requirements and that each received adequate approval prior to transaction date.
    - Assessed millage expenditures related to payroll, assessing proper approval and intent for spend was outlaid prior to disbursement.
- Assessed referendum expenditures for compliance with procurement regulations, and with relevant policies and procedures, and referendum language.
- Assessed fulfillment of any pre-election commitments made by the District to the community and documented in the referendum that was voted on in November 2024 and adopted in March 2024.
- Reviewed the reporting process delivered to the oversight committee for accuracy.
- Verified that oversight controls are designed and functioning appropriately.
- Identified process improvement opportunities and recommend internal control enhancements to improve the overall process.

Reporting

During the final phase, we summarized the results of the project and reviewed them with applicable representatives. Observations, recommendations, and opportunities for improvement were developed based on the testing and analysis conducted. We have included these findings and management's response in this report.

PROCESS IMPROVEMENT OPPORTUNITIES

1. Prioritization of Pullback Funds

During our review, we noted that Curriculum has not established a documented methodology to reallocate residual school-level millage funds ("pullback funds"). While Management articulated the considerations made in their approach, the criteria, pre-requisites, and decision framework used to evaluate competing instructional needs are not memorialized in written guidance or procedures.

Initial millage allocations to individual schools are determined using fixed calculations based on each school's student full-time equivalent ("FTE") counts in the beginning of the year. Schools are required to submit spending plans outlining their intended use of these funds, which are reviewed by the Curriculum Department prior to the release of funding. In instances where schools do not fully exhaust their approved allocations, remaining balances are pulled back by Curriculum and subsequently reallocated to support other instructional priorities. Management described their approach to these reallocations, which includes prioritizing expenditures expected to benefit the greatest number of students and, when appropriate, obtaining input from schools to identify high-impact needs. In prior fiscal years, these efforts have included surveys and input forms distributed to schools and stakeholders alongside other information gathering on an informal basis. However, this approach is not formalized and adopted into a documented framework that defines how needs are identified, assessed, weighed, and ultimately prioritized.

To determine where funds provide the most impact, there is a level of subjectivity based on professional judgement and the Curriculum Department's collaborative relationships with schools. However, a documented methodology detailing what information should be collected to identify needs from all schools, and how needs are evaluated against each other, has not yet been developed. In the absence of a documented methodology, the basis for evaluating instructional needs and reviewing competing funding requests may not be applied consistently. A defined framework may help establish clear parameters for assessing need, prioritizing expenditures, and making allocation decisions in a manner that is transparent and equitable. Without such documentation, the process remains, in part, dependent on institutional knowledge and professional judgment, which may limit transparency to stakeholders and create challenges for continuity if key personnel or roles change.

We recommend the District develop and implement a consistent methodology to guide the reallocation of unexpended school-level millage funds ("pullback funds") funds. At a minimum, the methodology should define the key criteria used to assess instructional needs, establish principles for prioritizing competing funding requests (e.g., student impact, alignment with District instructional goals, urgency, and equity considerations), and outline roles and responsibilities for review and approval.

To enhance transparency and consistency, the documented framework should also describe how input from schools may be obtained and considered. While the methodology should not eliminate the use of professional judgment, documenting the underlying decision framework would support consistent application over time, reduce reliance on institutional knowledge, and provide stakeholders with greater clarity regarding how funding decisions are made when initial school-level allocations are not fully expended.

PROCESS IMPROVEMENT OPPORTUNITIES (CONTINUED)

2. Millage Performance Metrics

During our review, we noted that the District has not established defined performance metrics to evaluate outcomes associated with millage-funded initiatives.

The 2024 resolution (effective beginning in FY 2026) states that revenues generated by the additional one-mill *"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 public charter schools."* Referendum language also states the Board's primary goal of *"the continued improvement of the education provided to the students attending its public schools, including public charter schools."*

Although these commitments define clear programmatic priorities, the District has not developed structured key performance indicators ("KPIs") or a return on investment ("ROI") framework to measure progress in these areas. While the most recent referendum language asserts that, since the first year millage funds were utilized, the District's statewide ranking improved - from 33rd to 25th – data is not routinely reviewed to measure millage expenditures against accomplishments or progress towards goals (i.e., analysis of millage investment compared to recruitment, retention, or vacancy data).

In the absence of defined KPIs aligned to the purposes stated in the referendum, such as student achievement supports, staffing stability, early literacy outcomes, or program participation levels, the District has limited ability to convey the impact of millage investments or communicate progress toward voter-approved commitments. Without a standardized KPI framework, opportunities to enhance transparency, support performance monitoring, and strengthen the District's ability to communicate results to stakeholders may be missed.

We recommend the District consider establishing KPIs for the primary goals stated in the referendum. KPIs should be measurable, repeatable, and quantifiable. These metrics can be used to review year-over-year progress and holistic trends over the lifecycle of the levy and should be reviewed during the annual budget process to inform decision making.

We recommend the District explore opportunities to utilize available data already housed in the student information system, ERP system, and supplemental HR data that may be monitored to identify hiring and recruiting efforts to reduce administrative time associated with managing data. Other sources of data may include surveys and documented, quantifiable feedback.

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AGENDA ITEM NO. 16.1

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing

Title
Year-to-Date Financial Statements Through February 28, 2026 (No Financial Impact)

Executive Summary
Florida Administrative Code Rule 6A-1.008, requires the Superintendent to submit a financial statement to the Board at least monthly.

General Fund - Revenues exceeded expenditures and transfers by approximately $61.3 million through the month of February. Revenues have increased 2.3% and expenditures have increased 8.8% over February 2025.

The beginning unassigned fund balance as of July 1, 2025, was $58.6 million. The District's unassigned fund balance is projected to be a positive $48.6 million by June 30, 2026.

Capital Projects Funds - Expenditures exceeded revenue by $20.6 million through the month of February 2026. The expenses are in line with the amounts budgeted for ongoing Capital projects.

Food Service Fund - Expenditures exceeded revenues by $1.4 million through the month of February, resulting in an ending fund balance of $10 million at the end of February 2026. Expenditures exceeded revenues due to the additional materials and supplies for the beginning of the year.

Internal Service Funds - Expenditures exceeded revenues by approximately $953,524 through the month of February 2026.

- Health Insurance Fund - Expenditures exceeded revenues by approximately $727,673 through the month of February, resulting in an ending net position of $12.3 million at the end of February 2026.
- Workers' Compensation Fund - Expenditures exceeded revenues by approximately $225,851 through the month of February, resulting in an ending net position of $4.8 million at the end of February 2026. Expenditures are in line with prior year claims and amounts budgeted through February 2026.

Contact
Submitting Department: Finance
Initiated By: Cathy Miley, Director of Finance

Attachments:
Financial Statements February 2026



The School District of Manatee County

Year to Date Financial Report

through the

Period Ending February 28, 2026

(Unaudited)

School District of Manatee County, Florida
Balance Sheet (Unaudited)
February 28, 2026

	General Fund	Debt Service Funds	Capital Projects Funds	Food Service Fund	Other Special Revenue Funds *	Internal Service Funds	Trust & Agency Funds	Total February 2026	Total February 2025
Assets									
Current Assets									
Cash	$ 220,505,561	$ 15,710,367	$ 299,429,706	$ 7,212,766	$ -	$ 32,715,873	$ 2,060,731	$ 577,635,004	556,798,513
Taxes Receivable	-	-	-	-	-	-	-	-	-
Accounts Receivable	1,660,963	-	-		1,284	43,693	78,444	1,784,384	2,879,159
Due From/(To)	2,771,424	-	-	-	(2,771,424)	-		-	-
Inventory	501,982	-	-	707,677		-	-	1,209,660	1,216,868
Investments	-	26,439	-	-	-	-	-	26,439	33,736
Other Current Assets									
Deposits Receivable	-	-	-		-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-
Due From Other Agencies	30,631	-	5,795,632	2,785,956	2,893,563	69,572	-	11,575,354	12,661,215
Total Assets	**$ 225,470,562**	**$ 15,736,807**	**$ 305,225,338**	**$ 10,706,399**	**$ 123,422**	**$ 32,829,138**	**$ 2,139,175**	**$ 592,230,841**	**573,589,491**
Liabilities									
Current Liabilities									
Salaries & Wages Payable	29,968,873	-	-	-	-	-	-	29,968,873	24,554,547
Payroll Deductions & WH	12,599,465	-	-	-	-	-	-	12,599,465	11,424,626
Accounts Payable	869,873	-	1,029,414	488,610	123,422	1,307,493	2,516	3,821,328	3,238,133
Construction Payable	-	-	78,179	-	-	-	-	78,179	2,138,893
Retainage Payable	-	-	-	-	-	-	-	-	-
Other Current Liabilities					-				
Matured Bond/Interest Payable	-	-	-	-	-	-	-	-	-
Accrued Interest Payable	-	-	-	-	-	-	-	-	-
Due To Other Agencies	-	-	-	-	-	-	-	-	-
Sales Tax Payable	58	-	-	-	-	-	-	58	3,292
Estimated Unpaid Claims	-	-	-	-	-	14,408,082	-	14,408,082	16,143,342
Long-Term Liabilities	-	-	-	-	-	-	-	-	-
Other Credits									
Section 1011.13 Loan	-	-	-	-	-	-	-	-	-
Unearned Revenue	(7,425)	-	2,200,000	207,188	-	-	-	2,399,764	26,081
Deferred Revenue	-	-	4,815,951	-	-	-	-	4,815,951	6,705,525
Total Liabilities	**$ 43,430,844**	**$ -**	**$ 8,123,545**	**$ 695,798**	**$ 123,422**	**$ 15,715,575**	**$ 2,516**	**$ 68,091,701**	**64,234,439**
				-					
Fund Balances									
Revenues Over (Under) Expenditures	61,311,145	830,651	(20,633,482)	(1,359,025)	-	(953,524)	409,895	39,605,660	50,078,103
Nonspendable									
Inventories	574,555	-	-	589,054	-	-	-	1,163,609	1,167,914
Restricted									
State Required Carryover	11,122,986	-	-	-	-	-	-	11,122,986	9,077,460
Food Services	-	-	-	10,780,571	-	-	-	10,780,571	11,938,429
Debt Service	-	14,906,156	-	-	-	-	-	14,906,156	13,864,339
Capital Projects	-	-	317,735,276	-	-	-	-	317,735,276	303,480,407
Other Purposes	17,909,866	-	-	-	-	18,067,087	1,726,764	37,703,717	31,674,687
Assigned									
Encumbrances	2,089,771	-	-	-	-	-	-	2,089,771	1,534,954
School and Local Programs	1,214,299	-	-	-	-	-	-	1,214,299	2,156,312
Unassigned	87,817,095	-	-	-	-	-	-	87,817,095	84,382,446
Total Fund Balances	182,039,718	15,736,807	297,101,794	10,010,600	-	17,113,563	2,136,659	524,139,140	509,355,052
Total Liabilities & Fund Balances	**$ 225,470,562**	**$ 15,736,807**	**$ 305,225,338**	**$ 10,706,399**	**$ 123,422**	**$ 32,829,138**	**$ 2,139,175**	**$ 592,230,841**	**573,589,491**

*Fund 49101 - School Internal Funds excluded, will be reported at fiscal year-end. Monthly reports on file with SDMC.

School District of Manatee County, Florida
Statement of Revenues, Expenditures and Changes in Fund Balance (Unaudited)
For Month Ended February 28, 2026

	General Fund	Debt Service Funds	Capital Projects Funds	Food Service Fund	Other Special Revenue Funds*	Internal Service Funds	Trust & Agency Funds	Total February 2026	Total February 2025
REVENUES									
Federal Direct	$ 439,987	$ 477,856	$ -	$ -	$ 1,997,010	$ -	$ 163,730	$ 3,078,584	2,730,537
Federal Through State	1,796,929	-	-	18,680,652	23,948,369	-	-	44,425,950	60,009,029
State	133,168,425	-	6,539,884	150,054	-	-	-	139,858,364	132,428,573
Local	357,040,893	436,525	170,703,606	5,122,130	-	44,003,065	510,419	577,816,638	558,929,783
Total Revenues	492,446,234	914,382	177,243,491	23,952,836	25,945,379	44,003,065	674,148	765,179,535	754,097,922
EXPENDITURES									
Instruction	281,279,881	-	-	-	13,757,467	-	260,175	295,297,524	290,632,657
Student Support Services	19,994,171	-	-	-	1,256,819	-	324	21,251,314	20,622,814
Instructional Media Services	4,241,835	-	-	-	-	-	1,737	4,243,572	3,944,375
Instruction & Curriculum Development	7,570,230	-	-	-	6,804,136	-	-	14,374,367	13,689,572
Instructional Staff Training Services	3,319,685	-	-	-	2,825,950	-	-	6,145,635	4,954,902
Instruction Related Technology	-	-	-	-	-	-	-	-	145
School Board	767,404	-	-	-	-	-	-	767,404	607,767
General Administration	2,939,845	-	-	-	1,093,509	-	629	4,033,983	3,968,637
School Administration	26,300,763	-	-	-	67,725	-	-	26,368,488	24,465,534
Facilities Acquisition & Construction	5,607,390	-	172,325,996	-	-	-	-	177,933,387	187,106,001
Fiscal Services	2,392,553	-	-	-	32	-	-	2,392,585	2,405,548
Food Services	-	-	-	25,312,811	-	-	-	25,312,811	24,094,989
Central Services	12,133,610	-	-	-	16,673	44,956,589	-	57,106,873	51,236,945
Student Transportation	14,359,701	-	-	-	123,067	-	-	14,482,768	12,432,746
Operation of Plant	36,727,756	-	-	-	-	-	-	36,727,756	32,509,447
Maintenance of Plant	8,188,642	-	-	-	-	-	-	8,188,642	6,783,695
Administrative Technology Services	6,192,949	-	-	-	-	-	1,388	6,194,337	5,799,655
Community Services	5,141,269	-	-	-	-	-	-	5,141,269	5,187,902
Debt Service	1,015,617	21,147,131	1,125,469	-	-	-	-	23,288,217	18,151,011
Total Expenditures	438,173,301	21,147,131	173,451,465	25,312,811	25,945,379	44,956,589	264,254	729,250,931	708,594,343
Excess (Deficiency) of Revenue Over (Under) Expenditures	54,272,933	(20,232,750)	3,792,026	(1,359,975)	-	(953,524)	409,895	35,928,604	45,503,579
Other Financing Sources (Uses)									
Other Financing Sources	1,954,507	-	1,721,599	950	-	-	-	3,677,055	4,574,524
Other Financing Uses	-	-	-	-	-	-	-	-	-
Transfers In	5,083,706	21,063,400	-	-	-	-	-	26,147,106	31,206,731
Transfers Out	-	-	(26,147,106)	-	-	-	-	(26,147,106)	(31,206,731)
Total Other Financing Sources (Uses)	7,038,213	21,063,400	(24,425,508)	950	-	-	-	3,677,055	4,574,524
Net Change in Fund Balance	61,311,145	830,651	(20,633,482)	(1,359,025)	-	(953,524)	409,895	39,605,660	50,078,103
Fund Balances, Beginning	120,728,572	14,906,156	317,735,276	11,369,626	-	18,067,087	1,726,764	484,533,481	459,276,949
Fund Balances, Ending	$ 182,039,718	$ 15,736,807	$ 297,101,794	$ 10,010,600	$ -	$ 17,113,563	$ 2,136,659	$ 524,139,140	509,355,052

*Fund 49101 - School Internal Funds excluded, will be reported at fiscal year-end. Monthly reports on file with SDMC.

Expenditures by Function
All Funds

Instruction	40.49%
Facilities Acquisition & Construction	24.40%
Central Services	7.83%
Operation of Plant	5.04%
School Administration	3.62%
Food Services	3.47%
Debt Service	3.19%
Student Support Services	2.91%
Student Transportation	1.99%
Instruction & Curriculum Development	1.97%
Maintenance of Plant	1.12%
Administrative Technology Services	0.85%
Instructional Staff Training Services	0.84%
Community Services	0.71%
Instructional Media Services	0.58%
General Administration	0.55%
Fiscal Services	0.33%
School Board	0.11%
Instruction Related Technology	0.00%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
General Fund
For Month Ending February 28, 2026

	Original Budget	Current Budget	YTD Actual	Variance with Current Budget Positive (Negative)	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Federal Direct:						
Reserve Officers Training Corps (ROTC)	$ 720,000	$ 720,000	439,987	$ (280,013)	61%	$ 445,467
Miscellaneous Federal Direct	-	-	-	-		780
Total Federal Direct	720,000	720,000	439,987	(280,013)	61%	446,247
Federal Through State:						
Vocational Education Act	-	17,503	12,456	(5,047)	71%	11,249
Medicaid	905,000	911,615	519,576	(392,039)	57%	650,639
Individuals with Disabilities	128,000	225,000	156,464	(68,536)	70%	193,655
Miscellaneous Federal Through State	428,000	1,268,730	1,108,433	(160,298)	87%	986,132
Total Federal Through State	1,461,000	2,422,848	1,796,929	(625,919)	74%	1,841,675
State:						
Florida Education Finance Program (FEFP)	130,545,995	118,989,428	85,393,716	(33,595,712)	72%	79,113,796
Workforce Development	10,511,121	10,511,121	7,007,408	(3,503,713)	67%	6,898,112
Workforce Education Performance Incentive	690,638	385,045	192,522	(192,523)	50%	351,822
CO&DS Withheld for Administrative Expenditures	31,200	31,200	-	(31,200)	0%	-
State License Tax	360,000	360,000	253,335	(106,665)	70%	254,905
Discretionary Lottery	-	-	-	-		-
Categorical Programs:						
Class Size Reduction Operating Funds	52,530,186	50,988,145	34,711,719	(16,276,426)	68%	33,600,216
Florida School Recognition Funds	-	1,931,965	1,931,965	-	100%	3,176,777
Voluntary Prekindergarten Program	2,414,880	2,414,880	1,565,141	(849,739)	65%	1,557,467
Other Miscellaneous State Revenue	407,325	2,694,619	2,112,619	(582,000)	78%	1,853,714
Total State	197,491,345	188,306,403	133,168,425	(55,137,978)	71%	126,806,808
Local:						
Required Local Effort & District Nonvoted Operatir	293,809,996	293,809,996	265,946,606	(27,863,390)	91%	258,938,479
District Voted Additional Operating Tax	77,237,118	77,711,974	70,371,954	(7,340,020)	91%	67,138,438
After School Tax Collector Fee	-	(1,544,742)	(1,394,694)	150,048	90%	-
Lease Revenue	265,000	291,000	239,015	(51,985)	82%	220,767
Interest on Investments	9,100,000	9,290,598	6,529,976	(2,760,622)	70%	9,216,771
Net Increase (Decrease) in Fair Value	-	858	858	-	100%	1,292
Gifts, Grants and Bequests	-	2,982	2,880	(101)	97%	2,518
Student Fees:						
Adult Gen Ed Course Fees	179,707	179,707	117,040	(62,667)	65%	163,295
Post Secondary Vocational Ed Course Fees	2,813,910	2,813,910	1,692,555	(1,121,355)	60%	2,564,610
Continuing Workforce Education Course Fees	70,018	70,018	50,035	(19,983)	71%	76,726
Capital Improvement Fees	250,478	250,478	214,740	(35,738)	86%	228,114
Post Secondary Lab Fees	1,695,510	1,695,503	1,505,177	(190,325)	89%	1,531,280
Lifelong Learning Fees	1,300	1,300	785	(515)	60%	1,318
GED Testing Fees	12,000	12,456	12,456	-	100%	11,211
Other Student Fees	998,266	988,560	755,731	(232,829)	76%	920,495
Other Fees:						
Preschool Program Fees	948,420	948,420	782,886	(165,534)	83%	676,791
School Age Child Care Fees	7,308,975	6,945,417	4,817,843	(2,127,573)	69%	4,436,616
Other Schools, Courses and Classes Fees	8,200	21,375	22,125	750	104%	8,668
Miscellaneous Local:						
Bus Fees	65,000	65,491	65,491	-	100%	57,989
Transportation Services Rendered for School Activ	35,000	35,000	22,103	(12,898)	63%	15,934
Sale of Junk	-	79,769	79,769	-	100%	95,730
Receipt of Federal Indirect Cost Rate	1,400,000	1,400,000	1,104,291	(295,709)	79%	1,731,302
Other Miscellaneous Local Sources	2,291,369	3,318,891	2,365,156	(953,735)	71%	2,740,929
Refund of Prior Year's Expenditures	-	-	3,215	3,215		(7,725)
Collections for Lost, Damaged and Sold Textbook	-	-	-	-		2,165
Receipt of Food Service Indirect Costs	2,000,000	2,000,000	1,732,899	(267,101)	87%	1,507,833
Total Local	400,490,266	400,388,959	357,040,893	(43,348,066)	89%	352,281,546
Total Revenues	600,162,611	591,838,210	492,446,234	(99,391,976)	83%	481,376,277
Expenditures (by Function)						
Current:						
Instruction	444,114,162	442,155,599	281,279,881	160,875,718	64%	265,530,071
Student Support Services	30,090,443	30,307,943	19,994,171	10,313,773	66%	17,535,056
Instructional Media Services	6,002,483	6,242,846	4,241,835	2,001,011	68%	3,943,052
Instruction & Curriculum Development Services	12,196,449	12,833,061	7,570,230	5,262,831	59%	6,179,892
Instructional Staff Training Services	5,670,883	5,021,885	3,319,685	1,702,199	66%	981,933
Instruction-Related Technology	7	7	-	7	0%	27
School Board	1,577,882	1,642,636	767,404	875,231	47%	607,767
General Administration	4,330,652	4,766,109	2,939,845	1,826,265	62%	2,241,703
School Administration	40,399,725	40,733,104	26,300,763	14,432,341	65%	24,309,218
Facilities Acquisition & Construction	9,413,576	9,784,907	5,607,390	4,177,517	57%	5,330,902
Fiscal Services	4,216,388	4,122,650	2,392,553	1,730,098	58%	2,349,754
Food Services	-	-	-	-		-
Central Services	18,680,939	19,706,407	12,133,610	7,572,796	62%	10,463,476
Student Transportation Services	21,124,595	21,598,441	14,359,701	7,238,740	66%	12,312,216
Operation of Plant	55,703,833	56,146,670	36,727,756	19,418,914	65%	32,317,011
Maintenance of Plant	12,865,818	13,084,456	8,188,642	4,895,814	63%	6,783,695
Administrative Technology Services	9,327,047	9,574,778	6,192,949	3,381,829	65%	5,799,655
Community Services	7,442,185	7,846,516	5,141,269	2,705,247	66%	5,176,539
Debt Service	1,211,533	1,019,345	1,015,617	3,728	100%	819,552
Total Expenditures	684,368,598	686,587,362	438,173,301	248,414,061	64%	402,681,519
Excess (Deficiency) of Revenues Over (Under) Expenditures	(84,205,987)	(94,749,152)	54,272,933	149,022,085		78,694,758
OTHER FINANCING SOURCES (USES)						
Lease Agreements and SBITAs	1,418,417	1,422,487	1,422,487	-	100%	-
Other Loss Recovery	-	532,020	532,020	-	100%	-
Transfers In:						
From Capital Project Funds	25,825,797	25,825,797	5,083,706	(20,742,092)	20%	14,709,590
From Special Revenue Funds	-	-	-	-		5,926
Transfers Out:						
To Capital Project Funds	-	-	-	-		(578,780)
To Internal Service Funds		-	-	-		-
Total Other Financing Sources (Uses)	27,244,215	27,780,304	7,038,213	(20,742,092)	25%	14,136,737
Net Change in Fund Balance	(56,961,772)	(66,968,848)	61,311,145	128,279,993		92,831,495
Fund Balance, Beginning	120,728,572	120,728,572	120,728,572	-		112,741,820
Nonspendable	574,555	574,555		-		-
Restricted	4,561,108	4,561,108		-		-
Assigned	-	-		-		-
Unassigned	58,631,137	48,624,062		-		
Fund Balance, Ending	$ 63,766,800	$ 53,759,724	182,039,718	$ 128,279,993		$ 205,573,315

Expenditures by Function
General Fund

Instruction	64.19%
Operation of Plant	8.38%
School Administration	6.00%
Student Support Services	4.56%
Student Transportation Services	3.28%
Central Services	2.77%
Maintenance of Plant	1.87%
Instruction & Curriculum Development Services	1.73%
Administrative Technology Services	1.41%
Facilities Acquisition & Construction	1.28%
Community Services	1.17%
Instructional Media Services	0.97%
Instructional Staff Training Services	0.76%
General Administration	0.67%
Fiscal Services	0.55%
Debt Service	0.23%
School Board	0.18%
Food Services	0.00%
Instruction-Related Technology	0.00%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Debt Service Funds
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actuals	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Federal Direct:						
Miscellaneous Federal Direct	$ 1,005,960	$ 1,005,960	$ 477,856	$ (528,104)	48%	$ 480,361
Total Federal Direct	1,005,960	1,005,960	477,856	(528,104)		480,361
State:						
CO&DS Withheld for Bonds	346,650	346,650	-	(346,650)	0%	-
SBE/COBI Bond Interest	1,400	1,400	-	(1,400)	0%	-
Total State	348,050	348,050	-	(348,050)	0%	-
Local:						
Interest on Investments	400,000	390,828	304,760	(86,068)	78%	282,326
Net Increase (Decrease) in the Fair Value	-	85,882	131,765	45,883	153%	140,158
Total Local	400,000	476,710	436,525	(40,185)	92%	422,484
Total Revenues	1,754,010	1,830,720	914,382	(916,339)	50%	902,845
EXPENDITURES						
Current:						
Redemption of Principal	23,235,363	19,965,363	8,580,000	11,385,363	43%	8,175,000
Interest	23,093,659	25,489,463	12,544,686	12,944,777	49%	7,714,776
Dues and Fees	16,360	25,720	22,445	3,275	87%	12,860
Other Debt Service	-	-	-	-		-
Total Debt Service	46,345,382	45,480,546	21,147,131	24,333,414	46%	15,902,636
Total Expenditures	46,345,382	45,480,546	21,147,131	24,333,414	46%	15,902,636
Excess (Deficiency) of Revenues Over (Under) Expenditures	(44,591,372)	(43,649,825)	(20,232,750)	23,417,076		(14,999,791)
OTHER FINANCING SOURCES (USES)						
Transfers In:						
From Capital Project Funds	44,991,372	44,709,520	21,063,400	(23,646,119)	47%	15,912,435
Other Financing Sources						
Fair Value of Refunding Bonds	-	-	-	-		-
Premium on Refunding Bonds	-	-	-	-		-
Other Financing Sources	-	-	-	-		-
Total Transfers In & Other Financing Sources	44,991,372	44,117,176	21,063,400	(23,646,119)		15,912,435
Total Other Financing Sources (Uses)	44,991,372	44,117,176	21,063,400	(23,646,119)	48%	15,912,435
Net Change in Fund Balances	400,000	467,351	830,651	363,300		912,644
Fund Balances, Beginning	14,914,703	14,906,156	14,906,156	-		13,864,339
Fund Balances, Ending	$ 15,314,703	$ 15,373,506	$ 15,736,807	$ 363,300		$ 14,776,982

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Capital Project Funds
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
State:						
CO&DS Distributed	$ 1,771,556	$ 1,771,556	$ -	$ 1,771,556	0%	$ -
Interest on CO&DS	55,566	55,566	-	55,566	0%	-
Public Education Capital Outlay PECO	5,276,120	5,276,120	1,654,237	3,621,883	31%	748,001
Charter School Cap Outlay PECO	6,712,833	6,712,833	4,479,423	2,233,410	67%	3,953,061
Other Miscellaneous State Revenue	1,599,733	1,599,733	406,224	1,193,508	25%	771,560
Total State Sources	15,415,807	15,415,807	6,539,884	8,875,923	42%	5,472,622
Local:						
District Capital Taxes	115,855,677	115,855,677	104,861,653	10,994,024	91%	102,113,246
Local Sales Tax	54,891,909	54,891,909	29,143,584	25,748,325	53%	28,063,065
Interest on Investments	4,200,000	5,823,728	5,823,728	-	100%	4,752,736
Sale of Junk	-	37,816	37,816	-	100%	-
Other Miscellaneous Local Sources	79,875	79,875	55,141	24,734	69%	18,028
Impact Fees	36,650,000	41,650,000	30,781,685	10,868,315	74%	24,708,182
Refund of Prior Year Expense	-	-	-	-		-
Total Local Sources	211,677,461	218,339,005	170,703,606	47,635,398	78%	159,655,256
Total Revenues	227,093,268	233,754,812	177,243,491	56,511,321	76%	165,127,877
EXPENDITURES						
Capital Outlay:						
Buildings and Fixed Equipment	495,634,088	476,079,673	102,798,542	373,281,132	22%	127,110,042
Furniture, Fixtures, and Equipment	25,251,488	26,961,220	15,002,795	11,958,425	56%	12,831,203
School Buses	3,326,217	3,326,217	3,326,217	-	100%	447,513
Motor Vehicles	350,000	800,000	332,595	467,405	42%	999,222
Land	5,450,000	5,450,000	1,797,461	3,652,539	33%	2,334,544
Improvements Other Than Buildings	6,540,321	7,387,767	4,168,293	3,219,473	56%	1,014,743
Remodeling and Renovation	80,990,688	81,612,979	30,681,962	50,931,017	38%	28,209,462
Computer Software	5,205,666	5,290,143	4,128,541	1,161,602	78%	3,637,840
Total Capital Outlay	622,748,467	606,907,999	162,236,405	444,671,594	27%	176,584,570
Other Expenses:						
Charter School Capital Outlay 1.5 M	8,354,546	8,008,769	8,008,769	-	100%	5,190,528
Charter School Capital Outlay Sales Tax	4,370,557	4,370,557	2,080,822	2,289,735	48%	-
Total Other Expenses	12,725,103	12,379,326	10,089,591	2,289,735		5,190,528
Debt Service:						
Redemption of Principal	1,648,608	1,405,619	977,648	427,971	70%	1,330,680
Interest	-	147,821	147,821	-	100%	91,536
Dues and Fees	-	-	-	-		6,607
Total Debt Service	1,648,608	1,553,440	1,125,469	427,971	72%	1,428,823
Total Expenditures	637,122,179	620,840,765	173,451,465	447,389,300	28%	183,203,921
Excess (Deficiency) of Revenues Over (Under) Expenditures	(410,028,910)	(387,085,953)	3,792,026	390,877,978		(18,076,044)
OTHER FINANCING SOURCES (USES)						
Loans	-	-	-	-		-
Lease Agreements and SBITAs	-	-	-	-		2,196,322
Insurance Loss Recovery	-	1,721,599	1,721,599	-	100%	2,377,212
Certificates of Participation Issued	229,500,000	229,500,000	-	229,500,000	0%	-
Premiums on Certificates of Participation Issued	-	-	-	-		-
Proceeds of Lease-Purchase Agreements	-	-	-	-		-
Transfers In:						
From General Fund	-	-	-	-		578,780
Transfers Out:						
To General Fund	(25,825,797)	(25,825,797)	(5,083,706)	(20,742,092)	20%	(14,709,590)
To Debt Service	(44,991,372)	(44,117,176)	(21,063,400)	(23,053,776)	48%	(15,912,435)
Total Transfers	(70,817,169)	(69,942,973)	(26,147,106)	(43,795,867)		(30,622,025)
Total Other Financing Sources (Uses)	158,682,831	161,278,625	(24,425,508)	(185,704,133)	-15%	(25,469,711)
Net Change in Fund Balances	(251,346,080)	(225,807,328)	(20,633,482)	205,173,846		(43,545,755)
Fund Balances, Beginning	317,619,648	317,735,276	317,735,276	-		303,480,407
Fund Balances, Ending	$ 66,273,569	$ 91,927,948	$ 297,101,794	$ 205,173,846		$ 259,934,652

Expenditures by Object
Capital Projects Funds

New Construction	63.36%
Remodeling and Renovation	18.91%
Furniture, Fixtures, and Equipment	9.25%
Improvements Other Than Buildings	2.57%
Computer Software	2.54%
School Buses	2.05%
Land	1.11%
Motor Vehicles	0.21%
Library Books	0.00%
Audio Visual Materials	0.00%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Food Service Funds
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Federal Through State:						
Fresh Fruit & Vegetables	$ -	$ -	$ -	$ -		$ 39,081
School Lunch Reimbursement	19,863,832	19,863,832	12,533,795	7,330,037	63%	12,442,811
School Breakfast Reimbursement	7,286,865	7,286,865	4,840,341	2,446,524	66%	4,597,887
After-School Snack Reimbursement	206,436	206,436	149,543	56,893	72%	126,530
Child Care Food Program	1,252,392	1,252,392	774,281	478,111	62%	795,801
USDA Donated Commodities	2,213,190	2,213,190	-	2,213,190	0%	-
Cash n Lieu of Donated	82,342	82,342	51,338	31,004	62%	53,892
Summer Food Service Program	-	-	327,522	(327,522)		-
Other Food Service Revenue	-	5,422	3,832	1,590	71%	25,217
Total Federal Through State	30,905,057	30,910,479	18,680,652	12,229,827	60%	18,081,218
State:						
School Breakfast Supplement	142,608	142,608	75,149	67,459	53%	71,304
School Lunch Supplement	155,678	155,678	74,905	80,773	48%	77,839
Other Miscellaneous State	-	-	-	-		-
Total State	298,286	298,286	150,054	148,232	50%	149,143
Local:						
Interest on Investments	201,500	201,500	167,005	34,495	83%	199,189
Student Lunches	4,254,964	4,254,964	3,235,629	1,019,334	76%	2,754,841
Student Breakfasts	-	-	-	-		-
Adult Breakfast/Lunch	190,200	190,200	80,569	109,631	42%	72,205
Student/Adult Ala Carte	2,400,000	2,400,000	1,513,987	886,013	63%	1,536,563
Catering/Special	47,500	47,500	32,725	14,775	69%	28,636
Other Food Sales	-	-	10	(10)		-
Vending Sales	-	-	-	-		-
Cash Over/(Short)	-	-	(311)	311		(349)
Sale of Junk	-	-	395	(395)		1,989
Other Miscellaneous Local Sources	150,000	150,000	92,121	57,879	61%	100,718
Refund of Prior Year Expense	-	-	-	-		-
Total Local	7,244,164	7,244,164	5,122,130	2,122,034	71%	4,693,791
Total Revenues	38,447,507	38,452,929	23,952,836	14,500,093	62%	22,924,152
EXPENDITURES						
Current:						
Salaries	10,113,772	10,113,772	6,806,968	3,306,804	67%	6,265,632
Employee Benefits	4,147,658	4,147,658	2,951,069	1,196,589	71%	2,717,343
Purchased Services	819,692	790,162	364,263	425,899	46%	329,848
Energy Services	640,000	640,000	406,843	233,158	64%	347,307
Materials and Supplies	20,908,806	20,933,372	12,712,106	8,221,266	61%	12,738,968
Capital Outlay	591,760	602,960	327,801	275,159	54%	176,177
Other Expenses	2,124,000	2,124,286	1,743,761	380,526	82%	1,519,714
Total Food Service	39,345,688	39,352,210	25,312,811	14,039,399	64%	24,094,989
Total Expenditures	39,345,688	39,352,210	25,312,811	14,039,399	64%	24,094,989
Excess (Deficiency) of Revenues Over (Under) Expenditures	(898,181)	(899,281)	(1,359,975)	460,694		(1,170,837)
OTHER FINANCING SOURCES (USES)						
Other Loss Recovery	150	1,200	950	(250)	79%	990
Transfers Out:						
To General Fund	-	-	-	-		(5,926)
	-	-	-	-		-
Total Other Financing Sources (Uses)	150	1,200	950	250		(4,936)
Net Change in Fund Balance	(898,031)	(898,081)	(1,359,025)	460,944		(1,175,773)
Fund Balance, Beginning	11,369,626	11,369,626	11,369,626	-		12,588,545
Fund Balance, Ending	$ 10,471,594	$ 10,471,544	$ 10,010,600	$ 460,944		$ 11,412,771

Expenditures by Object
Food Service Funds

Materials and Supplies	50.22%
Salaries	26.89%
Employee Benefits	11.66%
Other Expenses	6.89%
Energy Services	1.61%
Purchased Services	1.44%
Capital Outlay	1.30%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Other Special Revenue Funds*
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Federal Direct:						
Pell	$ -	$ 1,610,676	1,614,526	$ (3,851)	$ 1	$ 1,375,677
Miscellaneous Federal Direct	89,369	89,369	382,484	(293,115)	428%	222,939
Total Federal Direct	89,369	1,700,045	1,997,010	(296,966)	117%	1,598,615
Federal Through State:						
Career and Technical Education	-	880,638	664,766	215,872	75%	385,781
Teacher/Principal Training & Recruiting	-	1,761,606	1,316,608	444,998	75%	1,217,520
Adult Migrant Education	-	237,195	163,835	73,360	69%	201,725
Eng Lit and Civics Education	-	-	79,207	(79,207)		92,516
Individuals with Disabilities Education Act	16,906,727	17,535,607	10,400,503	7,135,104	59%	9,961,395
Elementary and Secondary Education Act Title I	11,682,456	16,055,518	8,283,123	7,772,395	52%	10,793,232
Language Instruction Title III	-	1,197,236	854,872	342,365	71%	792,605
Adult General Education	-	859,535	469,708	389,827	55%	551,086
21st Century Schools - Title IV	-	1,270,616	781,393	489,223	61%	751,005
Educational Stabilization Funds - K-12	-	-	(594)	594		14,910,285
Educational Stabilization Funds - Workforce		-	-	-		(529)
Other Federal Through State	679,243	1,268,692	934,948	333,744	74%	429,513
Total Federal Through State	29,268,426	41,066,643	23,948,369	17,118,274	58%	40,086,136
Total Revenues	29,357,795	42,766,687	25,945,379	16,821,308	61%	41,684,751
EXPENDITURES						
Current:						
Instruction	18,510,352	22,136,378	13,757,467	8,378,911	62%	24,815,203
Student Support Services	985,859	2,390,374	1,256,819	1,133,555	53%	3,087,264
Instructional Media Services	-	48,000	-	48,000	0%	-
Instruction and Curriculum Development Services	7,894,639	11,355,229	6,804,136	4,551,093	60%	7,507,300
Instructional Staff Training Services	1,185,475	4,379,233	2,825,950	1,553,283	65%	3,972,969
Board	-	-	-	-		-
Instruction Related Technology	2,454	2,454	-	2,454	0%	119
General Administration	708,725	1,879,267	1,093,509	785,758	58%	1,724,809
School Administration	-	25,500	67,725	(42,225)	266%	156,317
Facility Acquisition & Construction	-	-	-	-		-
Fiscal Services	-	60,045	32	60,013	0%	55,794
Food Services	-	-	-	-		-
Central Services	17,000	43,807	16,673	27,134	38%	40,647
Student Transportation Services	53,292	446,400	123,067	323,333	28%	120,530
Operation of Plant	-	-	-	-		192,436
Community Services	-	-	-	-		11,363
Total Expenditures	29,357,795	42,766,687	25,945,379	16,821,308	61%	41,684,751
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	-	-	-		-
OTHER FINANCING SOURCES (USES)						
Transfers Out:						
To General Fund	-	-	-	-		-
To Internal Service Fund	-	-	-	-		-
Total Other Financing Sources (Uses)	-	-	-	-		-
Net Change in Fund Balance	-	(0)	-	-		0
Fund Balance, Beginning	-	-	-	-		-
Fund Balance, Ending	$ -	$ (0)	-	$ (0)		$ 0

*Fund 49101 - School Internal Funds excluded, will be reported at fiscal year-end. Monthly reports on file with SDMC.
*The Special Revenue Fund Report does not reflect Current Budget for grants that cross fiscal years.

Expenditures by Function
Other Special Revenue Funds

Instruction	53.02%
Instruction and Curriculum Development Services	26.22%
Instructional Staff Training Services	10.89%
Student Support Services	4.84%
General Administration	4.21%
Student Transportation Services	0.47%
School Administration	0.26%
Central Services	0.06%
Fiscal Services	0.00%
Operation of Plant	0.00%
Instruction Related Technology	0.00%
Community Service	0.00%
Instructional Media Services	0.00%
Board	0.00%
Facility Acquisition & Construction	0.00%
Food Services	0.00%
Maintenance of Plant	0.00%
Admin Technology Services	0.00%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Internal Service Funds - Health
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Operating Revenues:						
Premium - Employer	$ 46,478,640	$ 45,809,000	$ 30,970,424	$ 14,838,576	68%	$ 28,151,177
Premium - Employee	14,426,360	14,181,000	9,661,059	4,519,941	68%	9,049,736
Premium - Retiree	1,195,000	1,195,000	894,273	300,727	75%	764,707
Premium - Leave/COBRA	367,000	367,000	202,759	164,241	55%	236,456
Miscellaneous Local Revenue	-	-	-	-		-
Refund of Prior Year Expenditure	-	-	-	-		(120,984)
Total Operating Revenues	62,467,000	61,552,000	41,728,514	19,823,486	68%	38,081,091
Total Revenues	62,467,000	61,552,000	41,728,514	19,823,486	68%	38,081,091
EXPENDITURES						
Operating Expenditures:						
Salaries	555,345	555,345	427,854	127,491	77%	398,008
Employee Benefits	346,935	189,986	63,957	126,028	34%	286,327
Purchased Services	3,567,065	3,570,557	2,141,975	1,428,582	60%	2,125,534
Materials and Supplies	3,650	3,650	1,829	1,821	50%	3,511
Capital Outlay	-	-	-	-		-
Other Expenses:						
Dues and Fees	25,000	25,000	25,000	-	100%	22,506
Subs for ATD	-	-	-	-		-
Claims Expense - Health	46,084,869	49,099,000	31,761,209	17,337,791	65%	30,148,764
Claims Expense - Prescriptions	12,293,000	13,110,786	8,886,574	4,224,212	68%	8,024,093
E&O Claims	-	-	-	-		-
Claims Refunds - Health	-	(100,000)	(31,426)	(68,574)	31%	(1,232,693)
Claims Refunds - Prescriptions	-	(820,786)	(820,786)	-	100%	(826,095)
Total Other Expenses	58,402,869	61,314,000	39,820,571	21,493,429	65%	36,136,575
Total Expenditures	62,875,864	65,633,538	42,456,187	23,177,351	65%	38,949,954
Operating Income (Loss)	(408,864)	(4,081,538)	(727,673)	3,353,865		(868,863)
Transfers In:						
From General Fund	-	-	-			-
From Special Revenue	-	-	-	-		-
Total Transfers		-	-			-
Change in Net Position	(408,864)	(4,081,538)	(727,673)	3,353,865		(868,863)
Net Position, Beginning	13,017,764	13,017,764	13,017,764	-		13,363,719
Net Position, Ending	$ 12,608,900	$ 8,936,226	$ 12,290,091	$ 3,353,865		$ 12,494,856

Expenditures by Object
Internal Service Funds
Health Insurance

Operating Expenditures:	
Other Expenses*	93.79%
Purchased Services	5.05%
Salaries	1.01%
Employee Benefits	0.15%
Materials and Supplies	0.00%
Capital Outlay	0.00%
	100.00%

*Other Expenses :	
Claims Expense - Health	79.76%
Claims Expense - Prescriptions	22.32%
Dues and Fees	0.06%
E&O Claims	0.00%
Subs for ATD	0.00%
Claims Refunds - Health	-0.08%
Claims Refunds - Prescriptions	-2.06%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Internal Service Funds - Workers Compensation
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Operating Revenues:						
Premium - Employer	$ 3,000,000	$ 3,000,000	$ 2,274,552	$ 725,448	76%	$ 3,216,038
Total Operating Revenues	3,000,000	3,000,000	2,274,552	725,448	76%	3,216,038
Total Revenues	3,000,000	3,000,000	2,274,552	725,448	76%	3,216,038
EXPENDITURES						
Operating Expenditures:						
Salaries	188,237	188,237	133,806	54,430	71%	128,058
Employee Benefits	103,826	103,826	64,313	39,513	62%	64,386
Purchased Services	-	-	-	-		-
Other Expenses:						
Dues and Fees	333,177	333,177	219,638	113,539	66%	239,713
Claims Expense - Workers' Comp	3,200,000	3,205,728	2,088,373	1,117,355	65%	1,354,208
Claims Refund	-	(5,728)	(5,728)	-	100%	(3,497)
Total Other Expenses	3,533,177	3,533,177	2,302,283	1,230,893	65%	1,590,424
Total Expenditures	3,825,239	3,825,239	2,500,403	1,324,837	65%	1,782,868
Operating Income (Loss)	(825,239)	(825,239)	(225,851)	599,388		1,433,170
Change in Net Position	(825,239)	(825,239)	(225,851)	599,388		1,433,170
Net Position, Beginning	3,729,319	5,049,323	5,049,323	-		1,991,038
Net Position, Ending	$ 2,904,080	$ 4,224,084	$ 4,823,472	$ 599,388		$ 3,424,208

Expenditures by Object
Internal Service Funds
Workers Compensation

Claims Expense - Workers Compensation	83.52%
Dues and Fees	8.78%
Salaries	5.35%
Employee Benefits	2.57%
Purchased Services	0.00%
Claims Refund - Workers Compensation	-0.23%
	100.00%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Trust and Agency Funds
For Month Ended February 28, 2026

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2025
REVENUES						
Miscellaneous Federal Direct:						
Federal Direct	$ 268,000	$ 268,000	$ 163,730	$ 104,270	61%	$ 205,314
Total Federal Direct	268,000	268,000	163,730	104,270	61%	205,314
Local:						
Gifts, Grants, & Bequests	-	8,009	8,009	-	100%	27,418
Financial Aid Fees	457,800	457,800	429,484	28,316	94%	456,232
Other Miscellaneous Local Sources	127,725	127,725	72,926	54,799	57%	95,926
Total Local	585,525	593,534	510,419	83,115	86%	579,576
Total Revenues	853,525	861,534	674,148	187,385	78%	784,890
EXPENDITURES						
Instruction	2,533,796	2,533,796	260,175	2,273,621	10%	287,383
Student Support Services	1,149	1,374	324	1,050	24%	493
Instructional & Curriculum Dev	-	-	-	-		2,380
Instructional Staff Training	-	-	-	-		-
General Administration	16,193	16,900	629	16,271	4%	2,125
Food Service	-	-	-	-		-
Central Services	5,184	6,184	1,737	4,447	28%	1,323
Student Transportation	-	-	-	-		-
Operation of Plant	1,753	7,830	-	7,830	0%	-
Admin. Technology Services	-	-	-	-		-
Community Services	22,214	22,214	1,388	20,826	6%	-
Total Expenditures	2,580,289	2,588,298	264,254	2,324,044	10%	293,704
Change in Net Position	(1,726,764)	(1,726,764)	409,895	2,136,659		491,185
Net Position, Beginning	1,726,764	1,726,764	1,726,764	-		1,247,081
Net Position, Ending	$ 0	$ 0	$ 2,136,659	$ 2,136,659		$ 1,738,266

Expenditures by Function
Trust and Agency Funds

Instruction	98.46%
Central Services	0.66%
Community Services	0.53%
General Administration	0.24%
Student Support Services	0.12%
Student Transportation	0.00%
Instructional & Curriculum Dev	0.00%
Instructional Staff Training	0.00%
Food Service	0.00%
Operation of Plant	0.00%
Admin. Technology Services	0.00%
	100.00%

AGENDA ITEM NO. 16.2

School Board of Manatee County
April 7, 2026 - Regular Board Meeting and Public Hearing

Title
Year-to-Date Charter School Financial Statement Summary Through February 28, 2026

Executive Summary
Unaudited year-to-date financial statements of the Charter Schools are submitted to the District each month or quarter, depending on each school's reporting requirements. These reports are filed in the District's administrative offices and are available upon request.

The District reviews and summarizes the financial statements; however, cannot certify as to their accuracy. The summary data is provided for information only purposes. Each charter school's Board is responsible for the accuracy of the monthly financial statements submitted to the District.

Note: Annual financial audits are conducted by independent CPAs for each Charter school following the fiscal year end.

Contact
Submitting Department: Business Services
Initiated By: Cathy Miley, Finance Director

Attachments:
2025-2026 Charter Schools Finance Report Summary - Consolidated

School District of Manatee County
Summary of Charter School Financial Reports
Fiscal Year 2025-26

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB
2101 - Manatee School for the Arts & Sciences (2)	**School Letter Grade: 2019 C; 2021 none; 2022 C; 2023 C; 2024 D; 2025 D**							
Fund Balance July 1, 2025	**$ 1,183,045.00**	**$ 1,183,045.00**	**$ 220,656.00**	**$ 220,656.00**	**$ 220,656.00**	**$ 220,656.00**	**$ 220,656.00**	**$ 220,656.00**
Revenue	79,792.00	179,050.00	298,767.00	404,016.00	571,471.00	687,479.00	882,720.00	1,003,940.00
Expense	(89,996.00)	(197,665.00)	(315,596.00)	(424,603.00)	(520,189.00)	(643,929.00)	(750,704.00)	(850,840.00)
Transfers			-	-	-	-	-	-
Fund Balance, Ending	**$ 1,172,841.00**	**$ 1,164,430.00**	**$ 203,827.00**	**$ 200,069.00**	**$ 271,938.00**	**$ 264,206.00**	**$ 352,672.00**	**$ 373,756.00**
Unrestricted/Unassigned General Fund Balance	$ 315,462.00	$ 326,590.00	$ 184,592.00	$ 184,575.00	$ 175,994.00	$ 182,249.00	$ 172,172.00	$ 96,982.00
2102 - Team Success (2)	**School Letter Grade: 2019 A; 2021 None; 2022 B; 2023 B; 2024 C; 2025 B**							
Fund Balance July 1, 2025			**$ 2,878,004.00**			**$ 2,878,004.00**		
Revenue			3,785,262.00			$ 7,716,247.00		
Expense			(4,341,451.00)			(8,247,911.00)		
Transfers			1,602,471.00			702,983.00		
Fund Balance, Ending			**$ 3,924,286.00**			**$ 3,049,323.00**		
Unrestricted/Unassigned General Fund Balance			$ 3,434,836.00			$ 2,587,291.00		
2104 - Manatee School for the Arts (2)	**School Letter Grade: 2019 B; 2021 None; 2022 B; 2023 B; 2024 B; 2025 B**							
Fund Balance July 1, 2025	**$ 5,870,462.00**	**$ 7,708,174.00**	**$ 7,708,174.00**	**$ 7,708,174.00**	**$ 7,708,174.00**	**$ 7,708,174.00**	**$ 7,708,174.00**	**$ 7,708,174.00**
Revenue	21,598,013.00	4,082,898.00	5,804,828.00	7,524,903.00	9,168,447.00	10,833,105.00	12,442,666.00	$ 14,144,766.00
Expense	(21,233,843.00)	(3,185,386.00)	(5,113,978.00)	(6,787,776.00)	(8,436,819.00)	(10,066,616.00)	(11,747,184.00)	(13,383,413.00)
Transfers			303,063.00	418,063.00	528,063.00	611,448.00	1,050,994.00	1,895,681.00
Fund Balance, Ending	**$ 6,234,632.00**	**$ 8,605,686.00**	**$ 8,702,087.00**	**$ 8,863,364.00**	**$ 8,967,865.00**	**$ 9,086,111.00**	**$ 9,454,650.00**	**$ 10,365,208.00**
Unrestricted/Unassigned General Fund Balance	$ 6,371,017.00	$ 8,591,484.00	$ 8,702,087.00	$ 8,863,364.00	$ 8,967,865.00	$ 9,086,111.00	$ 9,067,481.00	$ 9,883,352.00
2120 - Rowlett Middle Academy (2)	**School Letter Grade: 2019 A; 2021 none; 2022 A; 2023 A; 2024 A; 2025 A**							
Fund Balance July 1, 2025			**$ 966,001.00**			**$ 966,001.00**		
Revenue			1,689,227.61			3,459,268.24		
Expense			(1,598,135.40)			(3,300,252.80)		
Transfers			(208,243.14)			(371,350.05)		
Fund Balance, Ending			**$ 848,850.07**			**$ 753,666.39**		
Unrestricted/Unassigned General Fund Balance			$ 809,427.03			$ 714,243.35		
2121 - Manatee Charter School (2)	**School Letter Grade: 2019 C; 2021 C; 2022 C; 2023 C; 2024 C; 2025 B**							
Fund Balance July 1, 2025	**$ 679,364.79**	**$ 677,821.00**	**$ 677,821.00**	**$ 677,821.00**	**$ 677,821.00**	**$ 677,821.00**	**$ 677,821.00**	**$ 677,821.00**
Revenue	430,841.45	1,001,051.43	1,526,524.07	2,752,867.19	3,273,633.16	3,840,070.02	4,979,489.28	4,844,685.18
Expense	(209,084.15)	(734,781.53)	(1,389,857.38)	(1,920,358.18)	(2,409,061.42)	(2,886,742.66)	(3,272,679.51)	(3,689,893.56)
Transfers	(89,621.88)	(179,243.76)	(268,865.64)	(300,876.54)	(390,498.42)	(480,120.30)	(569,681.76)	(659,243.22)
Fund Balance, Ending	**$ 811,500.21**	**$ 764,847.14**	**$ 545,622.05**	**$ 1,209,453.47**	**$ 1,151,894.32**	**$ 1,151,028.06**	**$ 1,814,949.01**	**$ 1,173,369.40**
Unrestricted/Unassigned General Fund Balance	$ 685,091.86	$ 681,074.47	431,930.21	$ 1,044,694.32	$ 987,135.17	$986,268.91	$1,650,189.86	$1,008,610.25
2122 - Oasis Middle School (2)	**School Letter Grade: 2019 B; 2021 none; 2022 A; 2023 A; 2024 B; 2025 A**							
Fund Balance July 1, 2025	**$ (162,439.00)**	**$ (162,439.00)**	**$ (162,439.00)**	**$ (305,671.00)**	**$ (305,671.00)**	**$ (305,671.00)**	**$ (305,671.00)**	**$ (305,671.00)**
Revenue	118,152.00	189,790.00	263,332.00	311,305.00	399,965.00	479,153.00	539,524.00	607,001.00
Expense	(65,053.00)	(124,083.00)	(188,414.00)	(264,713.00)	(339,312.00)	(413,804.00)	(470,471.00)	(533,383.00)
Transfers				-	-	-	-	-
Fund Balance, Ending	**$ (109,340.00)**	**$ (96,732.00)**	**$ (87,521.00)**	**$ (259,079.00)**	**$ (245,018.00)**	**$ (240,322.00)**	**$ (236,618.00)**	**$ (232,053.00)**
Unrestricted/Unassigned General Fund Balance	$ (109,340.00)	$ (96,732.00)	$ (87,521.00)	$ (259,079.00)	$ (245,018.00)	$ (240,322.00)	$ (236,618.00)	$ (232,053.00)
2123 - Imagine Charter - North Manatee (2)	**School Letter Grade: 2019 C; 2021 B; 2022 C; 2023 B; 2024 C; 2025 A**							
Fund Balance July 1, 2025	**$ 1,131,404.00**	**$ 1,131,404.00**	**$ 169,068.00**	**$ 169,068.00**	**$ 169,068.00**	**$ 169,068.00**	**$ 169,068.00**	**$ 169,068.00**
Revenue	633,388.00	1,455,626.00	2,265,666.00	2,949,920.00	3,726,584.00	4,598,521.00	5,391,968.00	6,108,751.00
Expense	(461,218.00)	(1,262,696.00)	(2,174,574.00)	(2,901,533.00)	(3,567,832.00)	(4,229,609.00)	(4,912,676.00)	(5,626,237.00)
Transfers	(5,047.00)	(101,273.00)	565.00	(123,208.00)	(96,531.00)	(161,166.00)	523,331.00	599,051.00
Fund Balance, Ending	**$ 1,298,527.00**	**$ 1,223,061.00**	**$ 260,725.00**	**$ 94,247.00**	**$ 231,289.00**	**$ 376,814.00**	**$ 1,171,691.00**	**$ 1,250,633.00**
Unrestricted/Unassigned General Fund Balance	$ 1,298,527.00	$ 1,223,061.00	$ 260,725.00	$ 94,247.00	$ 231,289.00	$ 376,814.00	$ 1,171,691.00	$ 1,250,633.00
2124 - Imagine Charter- Lakewood Ranch (2)	**School Letter Grade: 2019 B; 2021 none; 2022 C; 2023 B; 2024 C; 2025 C**							
Fund Balance July 1, 2025	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**
Revenue	296,524.00	714,985.00	1,168,525.00	1,585,266.00	1,926,830.00	2,521,320.00	2,705,414.00	3,037,890.00
Expense	(285,065.00)	(703,526.00)	(1,168,525.00)	(1,585,266.00)	(1,926,830.00)	(2,521,320.00)	(2,947,045.00)	(3,419,505.00)
Transfers					-	-	241,631.00	381,615.00
Fund Balance, Ending	**$ 14,180.00**	**$ 14,180.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**
Unrestricted/Unassigned General Fund Balance	$ 14,180.00	$ 14,180.00	$ 2,721.00	$ 2,721.00	$ 2,721.00	$ 2,721.00	$ 2,721.00	$ 2,721.00
2131 - Palmetto Charter School (2)	**School Letter Grade: 2019 A; 2021 A; 2022 A; 2023 A; 2024 A; 2025 A**							
Fund Balance July 1, 2025			**$ 2,095,326.00**			**$ 2,095,326.00**		
Revenue			1,163,301.00			2,484,095.38		
Expense			(1,154,975.18)			(2,515,835.35)		
Transfers						-		
Fund Balance, Ending			**$ 2,103,651.82**			**$ 2,063,586.03**		
Unrestricted/Unassigned General Fund Balance			$ 2,103,651.82			$ 2,063,586.03		

School District of Manatee County
Summary of Charter School Financial Reports
Fiscal Year 2025-26

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB
2141 - State College of FL Collegiate School (2)	**School Letter Grade: 2019 A; 2021 A; 2022 A; 2023 A; 2024 A; 2025 A**							
Fund Balance July 1, 2025			**$ 2,275,089.00**			**$ 2,275,089.00**		
Revenue			1,088,178.00			2,234,134.00		
Expense			(810,195.00)			(2,011,980.00)		
Transfers						-		
Fund Balance, Ending			**$ 2,553,072.00**			**$ 2,497,243.00**		
Unrestricted/Unassigned General Fund Balance			$ 2,533,072.00			$ 2,497,243.00		
2161 - Visible Men Academy (2)	**School Letter Grade: 2019 B; 2021 none; 2022 F; 2023 C; 2024 C; 2025 A**							
Fund Balance July 1, 2025	**$ (2,115.36)**	**$ (2,115.36)**	**$ (18,259.68)**	**$ (18,259.68)**	**$ (18,259.68)**	**$ (18,259.68)**	**$ (18,259.68)**	**$ (18,259.68)**
Revenue	51,219.38	110,171.48	170,824.43	242,206.47	417,052.06	472,401.08	763,344.73	848,748.89
Expense	(121,380.10)	(212,838.20)	(290,636.70)	(495,223.25)	(671,622.12)	(804,219.38)	(847,802.00)	(964,302.60)
Transfers			9,661.00	12,453.00	15,224.00	23,281.00	55,364.00	56,743.00
Fund Balance, Ending	**$ (72,276.08)**	**$ (104,782.08)**	**$ (128,410.95)**	**$ (258,823.46)**	**$ (257,605.74)**	**$ (326,796.98)**	**$ (47,352.95)**	**$ (77,070.39)**
Unrestricted/Unassigned General Fund Balance	$ (114,055.40)	$ (146,561.40)	$ (154,045.95)	$ (258,823.46)	$ (257,605.74)	$ (326,796.98)	$ (47,352.95)	$ (77,070.39)
2171 - Rowlett Academy for Arts - Elementary (2)	**School Letter Grade: 2019 A; 2021 A; 2022 B; 2023 B; 2024 B; 2025 B**							
Fund Balance July 1, 2025			**$ 2,501,478.00**			**$ 2,501,478.00**		
Revenue			2,350,764.65			4,810,923.09		
Expense			(2,341,507.76)			(4,879,278.10)		
Transfers			(75,876.18)			(127,374.93)		
Fund Balance, Ending			**$ 2,434,858.71**			**$ 2,305,748.06**		
Unrestricted/Unassigned General Fund Balance			$ 2,411,931.71			$ 2,282,818.06		
2181 - Parrish Charter Academy (2)	**School Letter Grade: 2021 B; 2022 C; 2023 C; 2024 C; 2025 B**							
Fund Balance July 1, 2025	**$ 2,813,993.00**	**$ 1,867,234.00**	**$ 1,867,234.00**	**$ 1,867,234.00**	**$ 1,867,234.00**	**$ 1,867,234.00**	**$ 1,867,234.00**	**$ 1,867,234.00**
Revenue	768,452.00	1,734,283.00	2,793,493.00	3,758,228.00	4,716,573.00	5,927,138.00	6,898,298.00	7,849,573.00
Expense	(785,890.00)	(1,770,010.00)	(2,664,449.00)	(3,449,519.00)	(4,251,602.00)	(5,309,569.00)	(6,175,609.00)	(7,075,378.00)
Transfers	(165,553.00)	436,781.00	489,413.00	436,779.00	323,169.00	210,952.00	982,337.00	856,497.00
Fund Balance, Ending	**$ 2,631,002.00**	**$ 2,268,288.00**	**$ 2,485,691.00**	**$ 2,612,722.00**	**$ 2,655,374.00**	**$ 2,695,755.00**	**$ 3,572,260.00**	**$ 3,497,926.00**
Unrestricted/Unassigned General Fund Balance	$ 2,631,002.00	$ 2,263,288.00	$ 2,480,691.00	$ 2,607,722.00	$ 2,650,374.00	$ 2,690,755.00	$ 3,572,259.00	$ 3,492,926.00
2182 - Lakewood Ranch Prep Academy (2)	**School Letter Grade: 2023 A; 2024 A; 2025 A**							
Fund Balance July 1, 2025			**$ 1,275,939.00**			**$ 1,275,939.00**		
Revenue			3,534,810.42			7,105,398.09		
Expense			(2,495,074.49)			(5,547,090.01)		
Transfers			(1,187,834.73)			(2,420,157.15)		
Fund Balance, Ending	**$ -**		**$ 1,127,840.20**			**$ 414,089.93**		
Unrestricted/Unassigned General Fund Balance			$732,526.05			$ 75,737.22		
2192 Hola! At MSA (2) Open 23-24	**School Letter Grade: 2024 C; 2025 C**							
Fund Balance July 1, 2025	**$ 112,482.00**	**$ 112,482.00**	**$ 112,482.00**	**$ 112,482.00**	**$ 112,482.00**	**$ 112,482.00**	**$ 112,482.00**	**$ 112,482.00**
Revenue	422,832.00	964,535.00	1,490,460.00	1,999,585.00	2,497,922.00	3,209,377.00	3,687,294.00	4,075,147.00
Expense	(483,444.00)	(997,719.00)	(1,649,249.00)	(2,091,616.00)	(2,607,074.00)	(3,122,078.00)	(3,665,367.00)	(4,171,791.00)
Transfers	(40,523.00)	(60,605.00)	65,000.00	87,954.00	172,322.00	253,756.00	333,311.00	443,772.00
Fund Balance, Ending	**$ 11,347.00**	**$ 18,693.00**	**$ 18,693.00**	**$ 108,405.00**	**$ 175,651.00**	**$ 453,537.00**	**$ 467,720.00**	**$ 459,610.00**
Unrestricted/Unassigned General Fund Balance	$ 11,348.00	$ 18,693.00	$ 18,693.00	$ 108,405.00	$ 175,651.00	$ 453,537.00	$ 467,720.00	$ 459,610.00
2191 ALS dba Bradenton Bay Charter (2) Open 24-25	**School Letter Grade:**							
Fund Balance July 1, 2025	**$ 17,990.00**	**$ 17,990.00**	**$ 6,384.00**	**$ 6,384.00**	**$ 6,384.00**	**$ 6,384.00**	**$ 6,384.00**	**$ 6,384.00**
Revenue	159,512.00	302,533.00	561,993.00	789,936.00	1,006,454.00	1,292,406.00	1,726,825.00	1,938,372.00
Expense	(156,737.00)	(304,577.00)	(533,253.00)	(732,818.00)	(931,082.00)	(1,150,318.00)	(1,553,616.00)	(1,758,451.00)
Transfers	(17,036.00)	(45,483.00)	(54,628.00)	(77,886.00)	(89,598.00)	(101,337.00)	(98,762.00)	(98,762.00)
Fund Balance, Ending	**$ 3,729.00**	**$ (29,537.00)**	**$ (19,504.00)**	**$ (14,384.00)**	**$ (7,842.00)**	**$ 47,135.00**	**$ 80,831.00**	**$ 87,543.00**
Unrestricted/Unassigned General Fund Balance	$ 3,729.00	$ (29,537.00)	$ (19,504.00)	$ (14,384.00)	$ (7,842.00)	$ 47,135.00	$ 80,831.00	$ 87,543.00
2183 North River (2) Open 25-26	**School Letter Grade:**							
Fund Balance July 1, 2025	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Revenue	821,752.00	930,038.00	1,057,063.00	1,239,417.00	1,390,283.00	1,510,327.00	1,680,462.00	1,843,467.00
Expense	(142,904.00)	(346,616.00)	(486,296.00)	(623,438.00)	(757,446.00)	(886,624.00)	(1,031,012.00)	(1,177,286.00)
Transfers	(598,714.00)	(598,714.00)	(592,579.00)	(600,128.00)	(604,574.00)	(604,185.00)	(598,862.00)	(604,769.00)
Fund Balance, Ending	**$ 80,134.00**	**$ (15,292.00)**	**$ (21,812.00)**	**$ 15,851.00**	**$ 28,263.00**	**$ 19,518.00**	**$ 50,588.00**	**$ 61,412.00**
Unrestricted/Unassigned General Fund Balance	$ 80,134.00	$ (15,292.00)	$ (21,812.00)	$ 15,851.00	$ 28,263.00	$ 19,518.00	$ 50,588.00	$ 61,412.00

***Quarterly Reports/High Performing**

(1)Adjusted Charter school beginning fund balance to properly reflect the unaudited beginning fund balance as of 7/1/2025.
(2) Adjusted Charter school beginning fund balance to properly reflect the Audited Ending fund balance 6/30/25.
(3) Financial Statements need to be provided.
(4) Corrected Financials

* 2020 No School Grades; 2021 School Grades Opt-in only, 2023 Informational Baseline School Grades.
NOTE: This is a summary of the unaudited financial statements of the Charter Schools. For audited financial statements, please refer to Florida Department of Education.