Agenda

April 12, 2022

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. **INVOCATION | FATHER JOSEPH GATES**
3. **PLEDGE OF ALLEGIANCE**
4. **INFORMATION ONLY (No Board Action Required)**
    1. Leaves for April 12, 2022
    2. Year-to-Date Financial Statements Through February 28, 2022
    3. Year-to-Date Charter School Financial Statement Summary Through February 28, 2022
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF MINUTES**
    1. Approval of Minutes of March 8, 2022 Regular Meeting and Public Hearing
    2. Approval of Minutes of March 11, 2022 Board Workshop
7. **RECOGNITIONS**
    1. National School Library Month
    2. Books for Kids
8. **REPORTS AND PRESENTATIONS**
    1. Construction Update
9. **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 New Agreement Between the School Board of Manatee County and James Ittel, DMD, PLLC for Clinical Experience for Manatee Technical College (MTC) Dental Assisting Students for the 2022-2025 School Years, No Financial Impact

2. Approval of the New Agreement Between the School Board of Manatee County and Florida Orthopedic Foot & Ankle Center, LLC for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2022-2025 School Years, No Financial Impact

3. Approval of the Renewal Agreement Between the School Board of Manatee County and Braden River Dental, Inc. for Clinical Experience for Manatee Technical College (MTC) Dental Assisting Students for the 2022-2025 School Years, No Financial Impact

4. Approval of the Renewal Agreement Between the School Board of Manatee County and Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton for Clinical Experience for Manatee Technical College (MTC) Nursing Students for the 2022-2025 School Years, No Financial Impact

5. Approval to Apply, Accept and Expend the Title II, Part A: Supporting Effective Instruction Grant as well as Roll Forward Funds, in the Amount of $87,549.80, for a Total Projected Amount of $1,948,170.80

6. Approval to Apply, Accept, and Expend CARES Act Phase IV Emergency Funding for Early Learning Grant, in the Amount of 40,000.00

7. Approval to Apply for a 2021-2022 Job Growth Grant, in the Amount of $436,000.00

8. Approval of Lakewood Ranch High School - Classroom Addition - Amendment 1 - Partial Guaranteed Maximum Price, in the Amount of $131,807.00

9. Approval of Buffalo Creek Middle School - Classroom Wing and Media Addition - Agreement Between Owner and Skanska USA Building, Inc. - Amendment 1 - Partial Guaranteed Maximum Price, in the Amount of $332,761.00

10. Approval of Prine Elementary School and Bayshore Elementary School Office Renovations – Agreement Between Owner and Walbridge Aldringer, LLC. - Amendment 1 - Guaranteed Maximum Price, in the Amount of $479,596.00

11. Approval of Sea Breeze Elementary School - Roof Replacement - Agreement Between Owner and Manhattan Construction Company – Amendment 1 – Guaranteed Maximum Price, in the Amount of $2,291,368.00

12. Approval of Sea Breeze Elementary School Drainage Repairs - Substantial Completion, No Financial Impact

13. Approval of Manatee High School - Grandstands and Parking Renovation - Football Stadium Lighting - Agreement Between Owner and Creative Contractors, Inc. - Amendment 2 - Guaranteed Maximum Price, in the Amount of $502,092.00

14. Approval of Braden River Middle School - Renovations and Addition - Change Orders 1 and 2 - Agreement Between Owner and NDC Construction Company, Reduction in the Amount of $2,431,936.62

15. Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers

16. Approval of the Report of Teachers Out-of-Field Content, Reading, ESOL (English for Speakers of Other Languages) and/or Long-Term Substitutes

17. Approval to Purchase Student Accident Insurance & Ancillary Student Accident Insurance, SDMC No. 23-0003-RG

18. Approval of the Purchase of KFT Fire Trainer Equipment and Services, SDMC No. 23-0009-BS

19. Approval to Purchase and Continue Legal Services for Fiscal Year 2022-2023 from Rob Robinson

Attorney, PA, SDMC No. 23-0008-RG

20. Approval to Purchase and Continue Legal Services for Fiscal Year 2022-2023 from Blalock Walters, PA, SDMC No. 23-0008-RG
21. Approval of the Request for Proposal on Aquatic Control Services, SDMC No. 22-0117-MR
22. Approval of the Bid on Lift Station and Grease Trap Services, SDMC No. 22-0115-MR
23. Approval of the Use of the General Services Administration (GSA) Bid on Security and Protection Miscellaneous, SDMC No. 22-0120-BS
24. Approval to Purchase Animatronics and Robotics Station for Sugg and Nolan Middle Schools, an Additional $150,000.00, Not to Exceed $400,000.00 – Revised
25. Approval to Purchase ClassLink Licenses, SDMC No. 23-0004-RG
26. Approval for the Southeast High School Speech Team Winners to Compete in a National Debate May 27, 2022 through May 30, 2022 in Washington, D.C., No Financial Impact
27. Approval of Sole Source to Purchase BadgePass ID Card Machines, Supplies, Software and Service, SDMC No. 23-0006-RG
28. Approval to Purchase a LightSpeed Relay Filter Subscription, SDMC No. 23-0005-RG
29. Approval to Purchase Audiovisual Equipment, Accessories, and Service, SDMC No. 23-0012-RG
30. Approval to Continue to Purchase Schoology Enterprise Subscription and Professional Learning System Subscriptions and Upgrades, SDMC No. 23-0016-BS

10. PUBLIC HEARING

1. Public Hearing for 3-12 English Language Arts and K-12 Mathematics Instructional Materials Adoption for the 2022-2023 School Year
2. Approval of the 3-12 English Language Arts and K-12 Mathematics Instructional Materials Adoption for the 2022-2023 School Year
3. Public Hearing for Consideration to Adopt and Amend School Board Policies
4. Approval to Adopt New Policy and Amend School Board Policies

11. 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.

12. NEW BUSINESS (Discussion Items Pulled from Consent)

13. NEW BUSINESS (Non-Consent Items)

1. Approval of Palmetto High School - Partial Replacement Project - Phase I Plans - Schematic Design, No Financial Impact
2. Approval of Palmetto High School - Partial Replacement Project - Second Letters of Commitment from Schenkel & Shultz, Inc., and Gilbane Building Company, No Financial Impact
3. Approval of Palmetto High School - Partial Replacement Project - Agreement Between Owner and Gilbane Building Company - Amendment 1, in the Amount of $39,627.00
4. Approval of Palmetto High School - Partial Replacement Project - Agreement Between Owner and Schenkel & Shultz, Inc., Amendment 1, in the Amount of $436,575.00
5. Approval of the Budget Amendments for February 2022
6. Approval of a New Job Description and Position of Facilities Planner
7. Approval of a New Job Description and Position of Manager, Health Education, MTC Community Training Center
8. Approval of Advertising a Notice of Intent to Amend and Adopt School Board Policies and Setting a Public Hearing at the Board Meeting on May 24, 2022

14. NEW BUSINESS (No Superintendent Recommendation)

1. Approval of Travel Expense for School Board Member to Attend the Florida School Boards Association (FSBA) School Finance 2.0, April 27-29, 2022, in Howey-in-the-Hills, FL, Not to Exceed $1,000.00
2. Approval of Internal Auditor Reports
3. Approval of the Removal of an Audit Committee Member

15. WORKSHOP ITEMS REQUESTS

16. CONTINUED PUBLIC COMMENT (IF NECESARRY)

17. UPDATES
A. Legal Department Update
B. Instructional Update
C. Operations Update

18. SUPERINTENDENT REMARKS

19. BOARD COMMENTS

20. ADJOURNMENT

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing

Title
Leaves for April 12, 2022

Executive Summary
The list of personnel on leave due to Child Care, Illness, Illness in the Line of Duty, Military Duty, Personal Without Pay, Sick Leave Bank, and Worker's Compensation is attached for your information.

Contact
Submitting Department: Human Resources
Initiated By: Wendy Mungillo

Attachments:
LOA April 12 2022.pdf

Board Meeting 04/12/2022

Employee ID	Name	Type of Leave	Department	Absence Period
303283	DA	FMLA	Palmetto High School	2022-03-01 To 2022-05-31
237378	AA	FMLA	Southeast High School	2022-01-25 To 2022-05-27
27110	NB	SICK LEAVE	Instructional TV Programming	2022-03-14 To 2022-04-29
234690	BC	SICK LEAVE	Food & Nutrition Services	2022-03-21 To 2022-05-27
243451	DC	FMLA	Willis Elementary School	2022-02-02 To 2022-04-01
244567	JC	FMLA	Ballard Elementary School	2022-01-18 To 2022-05-27
301899	ED	SICK LEAVE	Food & Nutrition Services	2022-01-21 To 2022-04-04
304201	TD	SICK LEAVE	Southeast High School	2022-01-03 To 2022-06-03
245356	MD	SICK LEAVE	Bayshore High School	2022-02-11 To 2022-05-27
197893	VE	FMLA	Miller Elementary School	2022-02-28 To 2022-04-25
142685	WF	FMLA	Maintenance & Operations	2022-03-11 To 2022-06-03
302571	EF	FMLA	Buffalo Creek Middle School	2022-03-07 To 2022-05-27
154621	CF	FMLA	Palmetto High School	2022-01-12 To 2022-02-25
22984	AG	SICK LEAVE	Bayshore High School	2022-02-02 To 2022-05-27
28926	MG	FMLA	Moody Elementary School	2022-01-31 To 2022-05-27
303009	TH	FMLA	Willis Elementary School	2022-02-22 To 2022-04-04
188059	CH	FMLA	Miller Elementary School	2022-03-17 To 2022-05-26
104487	RK	SICK LEAVE	Johnson K-8 School of International Studies	2022-02-01 To 2022-05-27
166920	AM	FMLA	Palmetto Elementary School	2022-03-21 To 2022-05-27
198302	HN	FMLA	Mills Elementary School	2022-02-22 To 2022-05-27
304496	AP	SICK LEAVE	Samoset Elementary School	2022-01-29 To 2022-03-14
167703	LR	FMLA	Braden River High School	2022-02-22 To 2022-05-27
132977	MR	FMLA	Daughtrey Elementary School	2022-02-07 To 2022-05-27
186906	JS	FMLA	Buffalo Creek Middle School	2022-03-03 To 2022-04-18
133243	KS	FMLA	School Bus Transportation	2022-02-15 To 2022-05-27
80957	DS	FMLA	Maintenance & Operations	2022-12-06 To 2022-03-14
303135	TT	SICK LEAVE	Personnel	2022-02-08 To 2022-05-03
197772	CW	FMLA	Daughtrey Elementary School	2022-02-15 To 2022-05-27
21566	TW	SICK LEAVE	Tillman Elementary School	2022-01-31 To 2022-05-27
238447	AW	FMLA	Willis Elementary School	2022-02-14 To 2022-05-20
188301	LW	SICK LEAVE	Abel Elementary School	2022-02-22 To 2022-05-27

Rev. 03/29/22

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Year-to-Date Financial Statements Through February 28, 2022

Executive Summary
SBE Rule 6A-1.009, Florida Administrative Code, requires financial statements to be submitted to the Board at least monthly.

General Fund - Revenues exceeded expenditures and transfers by approximately $69.2 million through the month of February 2022. Revenues have increased 3.3% and expenditures increased 0.11% over February 2021.

The beginning unassigned fund balance as of July 1, 2021, was $23.5 million. The District's unassigned fund balance is projected to be a positive $21.8 million by June 30, 2022.

Debt Service Funds - Revenues exceeded expenditures by $36,158 through the month of February 2022.

Internal Service Funds - Expenditures exceeded revenues by $1.4 million through the month of February 2022.

Health Insurance Fund - Expenditures exceeded revenues by approximately $1.7 million for the month of February, resulting in an ending net position of $9.9 million at the end of February 2022.

Workers Compensation Fund - Revenues exceeded expenditures by approximately $324,608 for the month of February, resulting in an ending net position of $2.3 million at the end of February 2022. Expenditures are in line with prior year claims and amounts budgeted through February 2022.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Contact
Submitting Department: Finance
Initiated By: Cathy Miley

Attachments:
FS Feb 2022.pdf
Cert of Monthly Bank Recs for Feb 2022.pdf

THE SCHOOL DISTRICT OF MANATEE COUNTY

YEAR TO DATE FINANCIAL REPORT

THROUGH THE

PERIOD ENDING FEBRUARY 28, 2022

(UNAUDITED)

School District of Manatee County, Florida
Balance Sheet (Unaudited)
February 28, 2022

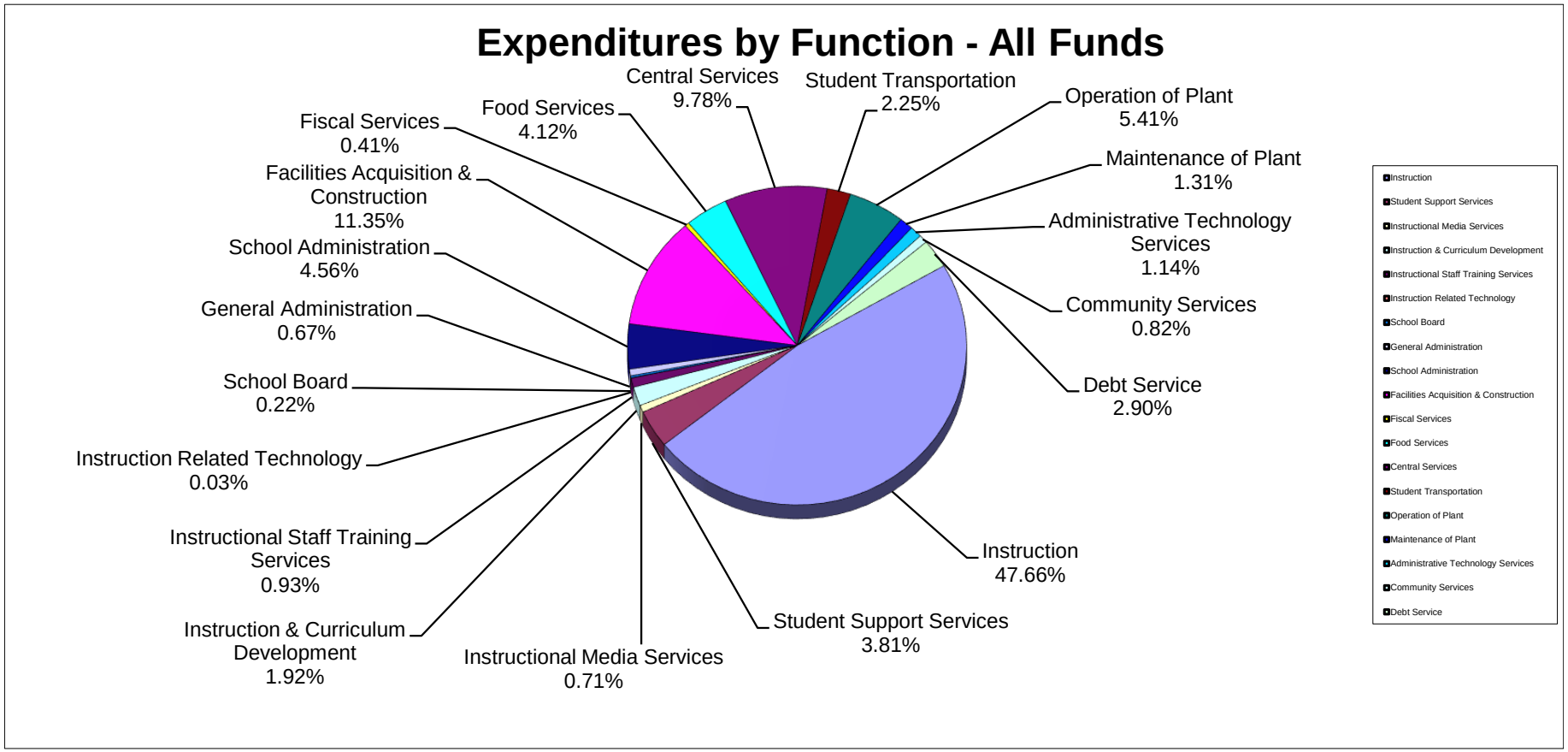
	General Fund	Debt Service Funds	Capital Projects Funds	Food Service Fund	Other Special Revenue Funds *	Internal Service Funds	Trust & Agency Funds	Total February 2022	Total February 2021
Assets									
Current Assets									
Cash	$ 121,049,069	$ 12,186,036	$ 129,215,382	$ 19,912,489	$ -	$ 24,941,974	$ 853,615	$ 308,158,565	$ 240,035,364
Taxes Receivable	-	-	-	-	-	-	-	$ -	
Accounts Receivable	973,913	-	-	-	3,367	3,703	58,697	1,039,680	1,066,593
Due From/(To)	21,164,792			(11,822,927)	(9,341,865)	-		-	-
Inventory	574,807	-	-	378,438		-	-	953,245	1,287,326
Investments		53,101	-	-	-	-	-	53,101	32,427,777
Other Current Assets									
Deposits Receivable	-	-	-		-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-
Due From Other Agencies	2,467,326	-	2,575,517	3,566,862	9,461,047	-	51,167	18,121,919	10,491,026
Total Assets	**$ 146,229,907**	**$ 12,239,137**	**$ 131,790,899**	**$ 12,034,862**	**$ 122,549**	**$ 24,945,677**	**$ 963,479**	**$ 328,326,510**	**$ 285,308,086**
Liabilities									
Current Liabilities									
Salaries & Wages Payable	18,095,339	-	-	-	-	-	-	18,095,339	28,342,020
Payroll Deductions & WH	7,991,163	-	-	112	-	-	-	7,991,275	(282,286)
Accounts Payable	8,686,671	-	695,190	1,224,691	122,549	2,651,515	30	13,380,646	8,597,582
Construction Payable	-	-	853,838	-	-	-	-	853,838	25,642
Retainage Payable	-	-	-	-	-	-	-	-	-
Other Current Liabilities					-				
Matured Bond/Interest Payable	-	-	-	-	-	-	-	-	-
Accrued Interest Payable	-	-	-	-	-	-	-	-	1,626
Due To Other Agencies	-	-	-	-	-	-	-	-	-
Sales Tax Payable	-	-	-	-	-	-	-	-	-
Estimated Unpaid Claims	-	-	-	-	-	9,968,847	-	9,968,847	8,671,365
Long-Term Liabilities	-	-	-	-	-	-	-	-	-
Other Credits									
Section 1011.13 Loan	-	-	-	-	-	-	-	-	-
Unearned Revenue	4,316	-	-	-	-	-	-	4,316	23,490
Deferred Revenue	-	-	-	41,939	-	-	-	41,939	-
Total Liabilities	34,777,489	-	1,549,028	1,266,742	122,549	12,620,362	30	50,336,200	45,379,439
Fund Balances									
Revenues Over (Under) Expenditures	69,192,232	36,158	36,320,389	3,854,672	-	(1,375,832)	362,695	108,390,314	99,836,731
Nonspendable									
Inventories	865,221	-	-	378,438	-	-	-	1,243,659	1,085,503
Restricted									
State Required Carryover	1,053,168	-	-	-	-	-	-	1,053,168	435,989
Food Services	-	-	-	6,535,010	-	-	-	6,535,010	2,602,139
Debt Service	-	12,202,979	-	-	-	-	-	12,202,979	11,100,580
Capital Projects	-	-	93,921,482	-	-	-	-	93,921,482	77,873,695
Other Purposes	11,664,595	-	-	-	-	13,701,147	600,754	25,966,496	30,312,002
Assigned									
Encumbrances	1,066,290	-	-	-	-	-	-	1,066,290	1,272,858
School and Local Programs	3,851,264	-	-	-	-	-	-	3,851,264	4,604,849
Unassigned	23,759,648	-	-	-	-	-	-	23,759,648	10,804,301
Total Fund Balances	111,452,418	12,239,137	130,241,871	10,768,120	-	12,325,315	963,449	277,990,310	239,928,647
Total Liabilities & Fund Balances	**$ 146,229,907**	**$ 12,239,137**	**$ 131,790,899**	**$ 12,034,862**	**$ 122,549**	**$ 24,945,677**	**$ 963,479**	**$ 328,326,510**	**$ 285,308,086**

*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, 2022

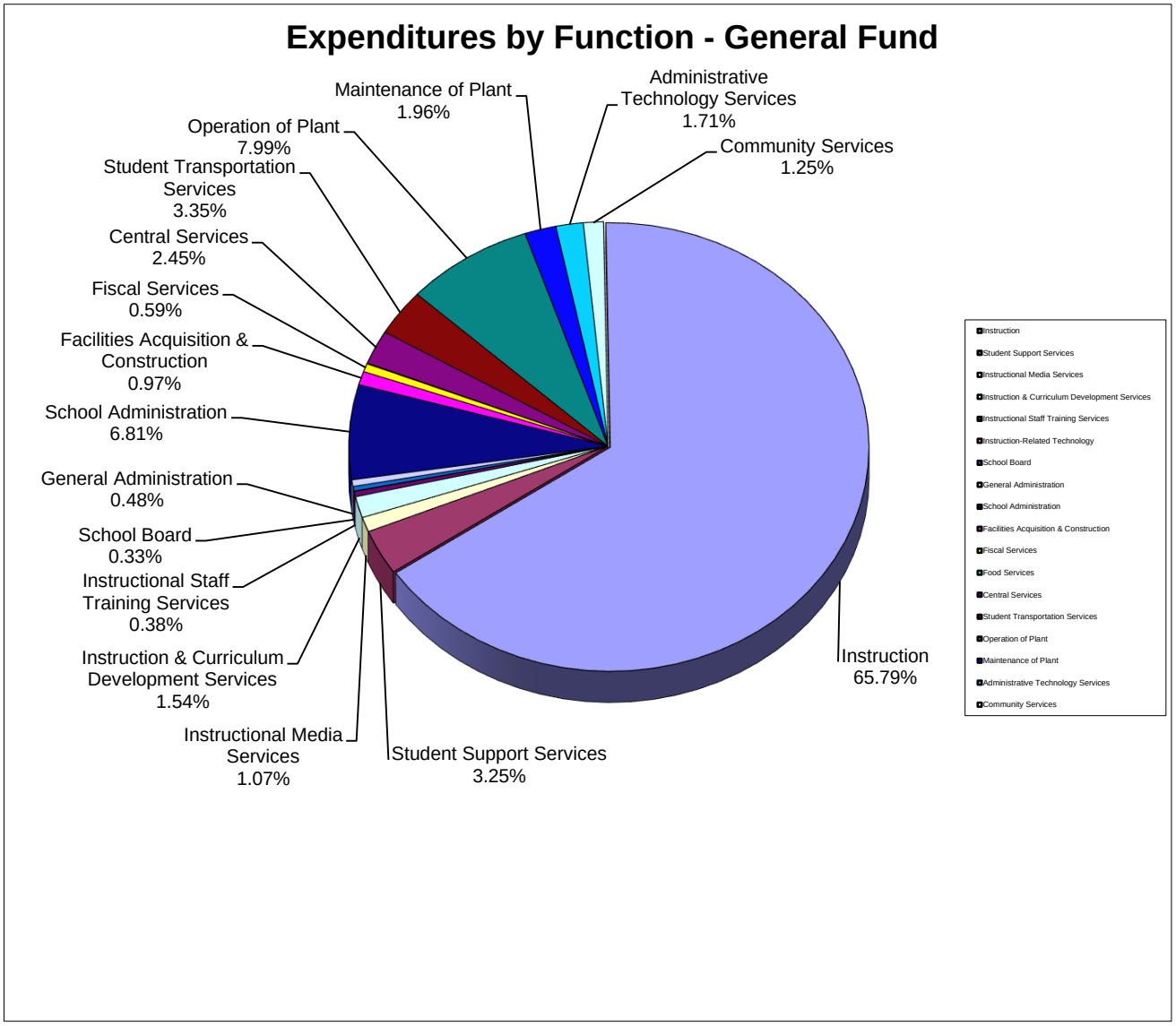
	General Fund	Debt Service Funds	Capital Projects Funds	Food Service Fund	Other Special Revenue Funds*	Internal Service Funds	Trust & Agency Funds	Total February 2022	Total February 2021
REVENUES									
Federal Direct	$ 435,682	$ 948,620	$ -	$ -	$ 2,461,743	$ -	$ 210,071	$ 4,056,116	$ 2,813,695
Federal Through State	1,052,303	-	-	21,970,544	42,873,521	-	-	65,896,368	41,032,317
State	122,733,614	-	4,956,532	-	-	-	-	127,690,146	138,640,218
Local	243,377,366	213,283	106,488,271	1,057,108	-	34,852,906	468,126	386,457,060	353,496,201
Total Revenues	367,598,965	1,161,903	111,444,803	23,027,652	45,335,264	34,852,906	678,197	584,099,690	535,982,431
EXPENDITURES									
Instruction	205,949,650	-	-	-	20,452,582	-	308,852	226,711,084	218,613,286
Student Support Services	10,188,049	-	-	-	7,946,238	-	3,337	18,137,624	17,655,363
Instructional Media Services	3,335,727	-	-	-	44,136	-	3,313	3,383,176	3,242,945
Instruction & Curriculum Development	4,822,913	-	-	-	4,322,148	-	-	9,145,061	8,426,924
Instructional Staff Training Services	1,187,704	-	-	-	3,234,333	-	-	4,422,037	4,517,004
Instruction Related Technology	86,937	-	-	-	54,591	-	-	141,528	156,512
School Board	1,048,350	-	-	-	1,077	-	-	1,049,427	940,469
General Administration	1,507,633	-	-	-	1,682,142	-	-	3,189,775	2,571,415
School Administration	21,330,787	-	-	-	339,970	-	-	21,670,757	21,040,130
Facilities Acquisition & Construction	3,045,254	-	50,926,536	-	10,381	-	-	53,982,171	35,825,156
Fiscal Services	1,859,713	-	-	-	77,074	-	-	1,936,787	2,074,925
Food Services	137,589	-	-	19,172,980	279,737	-	-	19,590,306	15,918,371
Central Services	7,668,240	-	-	-	145,959	38,728,738	-	46,542,937	43,571,116
Student Transportation	10,475,863	-	-	-	251,014	-	-	10,726,877	9,937,576
Operation of Plant	25,005,157	-	-	-	720,310	-	-	25,725,467	24,295,177
Maintenance of Plant	6,122,378	-	-	-	99,654	-	-	6,222,032	5,961,484
Administrative Technology Services	5,339,921	-	-	-	67,219	-	-	5,407,140	6,554,239
Community Services	3,909,066	-	-	-	1,077	-	-	3,910,143	2,998,999
Debt Service	64,667	13,371,793	378,587	-	-	-	-	13,815,047	12,720,033
Total Expenditures	313,085,598	13,371,793	51,305,123	19,172,980	39,729,642	38,728,738	315,502	475,709,376	437,021,124
Excess (Deficiency) of Revenue Over (Under) Expenditures	54,513,367	(12,209,890)	60,139,680	3,854,672	5,605,622	(3,875,832)	362,695	108,390,314	98,961,307
Other Financing Sources (Uses)									
Other Financing Sources	-	-	-	-	-	-	-	-	875,424
Other Financing Uses	-	-	-	-	-	-	-	-	-
Transfers In	14,678,865	12,246,048	-	-	-	2,500,000	-	29,424,913	30,260,089
Transfers Out	-	-	(23,819,291)	-	(5,605,622)	-	-	(29,424,913)	(30,260,089)
Total Other Financing Sources (Uses)	14,678,865	12,246,048	(23,819,291)	-	(5,605,622)	2,500,000	-	-	875,424
Net Change in Fund Balance	69,192,232	36,158	36,320,389	3,854,672	-	(1,375,832)	362,695	108,390,314	99,836,731
Fund Balances, Beginning	42,260,186	12,202,979	93,921,482	6,913,448	-	13,701,147	600,754	169,599,996	140,091,916
Fund Balances, Ending	$ 111,452,418	$ 12,239,137	$ 130,241,871	$ 10,768,120	$ -	$ 12,325,315	$ 963,449	$ 277,990,310	$ 239,928,647

*Fund 49101 - School Internal Funds excluded, will be reported at fiscal year-end. Monthly reports on file with SDMC.


Expenditures by Function - All Funds
Central Services 9.78%
Student Transportation 2.25%
Food Services 4.12%
Operation of Plant 5.41%
Fiscal Services 0.41%
Maintenance of Plant 1.31%
Facilities Acquisition & Construction 11.35%
Administrative Technology Services 1.14%
School Administration 4.56%
Community Services 0.82%
General Administration 0.67%
Debt Service 2.90%
School Board 0.22%
Instruction Related Technology 0.03%
Instruction 47.66%
Instructional Staff Training Services 0.93%
Student Support Services 3.81%
Instruction & Curriculum Development 1.92%
Instructional Media Services 0.71%
Instruction
Student Support Services
Instructional Media Services
Instruction & Curriculum Development
Instructional Staff Training Services
Instruction Related Technology
School Board
General Administration
School Administration
Facilities Acquisition & Construction
Fiscal Services
Food Services
Central Services
Student Transportation
Operation of Plant
Maintenance of Plant
Administrative Technology Services
Community Services
Debt Service

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
General Fund
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Variance with Current Budget Positive (Negative)	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Federal Direct:						
Reserve Officers Training Corps (ROTC)	$ 649,841	$ 649,841	$ 406,289	$ (243,552)	63%	$ 406,067
Miscellaneous Federal Direct	4,395	31,679	29,393	(2,286)	93%	4,395
Total Federal Direct	654,236	681,520	435,682	(245,838)	64%	410,462
Federal Through State:						
Vocational Education Act	-	-	-	-		11,000
Medicaid	2,231,335	2,231,335	605,945	(1,625,390)	27%	151,346
Individuals with Disabilities	-	326,902	44,734	(282,168)	14%	184,253
Educational Stabilization K-12	-	-	(10,990)	(10,990)		-
Miscellaneous Federal Through State	-	247,500	412,614	165,114	167%	-
Total Federal Through State	2,231,335	2,805,737	1,052,303	(1,753,434)	38%	346,599
State:						
Florida Education Finance Program (FEFP)	128,832,657	120,076,898	80,810,526	(39,266,372)	67%	88,455,566
Workforce Development	9,465,433	9,465,433	6,307,705	(3,157,728)	67%	6,310,288
Workforce Education Performance Incentive	200,000	355,000	184,216	(170,784)	52%	154,165
CO&DS Withheld for Administrative Expenditures	28,000	28,000	-	(28,000)	0%	-
State License Tax	340,481	340,481	246,909	(93,572)	73%	238,252
Discretionary Lottery	-	-	-	-		-
Categorical Programs:						
Class Size Reduction Operating Funds	49,534,825	49,960,527	33,165,118	(16,795,409)	66%	36,237,136
Florida School Recognition Funds	-	-	-	-		-
Voluntary Prekindergarten Program	1,548,720	1,516,947	1,058,289	(458,658)	70%	902,788
Other Miscellaneous State Revenue	957,800	1,274,949	960,851	(314,098)	75%	1,312,550
Total State	190,907,916	183,018,235	122,733,614	(60,284,621)	67%	133,610,745
Local:						
District School Taxes	245,462,135	245,462,135	230,023,555	(15,438,580)	94%	215,836,105
Rent	100,000	100,000	74,975	(25,025)	75%	72,499
Interest on Investments	350,000	366,378	101,829	(264,549)	28%	149,188
Student and Adult a la Carte	173,601	123,320	83,921	(39,399)	68%	-
Catering/Specials	-	5,773	3,341	(2,432)	58%	-
Net Increase (Decrease) in Fair Value	-	(100,901)	(105,809)	(4,908)	105%	53,572
Gifts, Grants and Bequests	-	1,100	950	(150)	86%	-
Vending Sales	-	129	94	(35)	73%	13
Student Fees:						
Adult Gen Ed Course Fees	-	95,000	41,928	(53,072)	44%	74,618
Post Secondary Vocational Ed Course Fees	3,651,811	2,326,732	2,112,889	(213,843)	91%	1,453,901
Continuing Workforce Education Course Fees	175,000	146,959	92,336	(54,623)	63%	73,050
Capital Improvement Fees	143,998	143,998	133,800	(10,198)	93%	85,623
Post Secondary Lab Fees	-	1,161,090	989,224	(171,866)	85%	778,368
Lifelong Learning Fees	-	3,280	3,280	-	100%	2,095
GED Testing Fees	-	25,000	7,044	(17,956)	28%	5,531
Other Student Fees	631,732	689,823	677,240	(12,583)	98%	502,868
Other Fees:						
Preschool Program Fees	-	481,773	481,773	-	100%	356,767
School Age Child Care Fees	4,725,000	5,600,000	3,957,032	(1,642,968)	71%	2,833,020
Other Schools, Courses and Classes Fees	35,000	16,772	7,977	(8,795)	48%	5,035
Miscellaneous Local:						
Bus Fees	37,813	37,813	6,706	(31,107)	18%	-
Transportation Services Rendered for School Activi	73,961	76,671	42,347	(34,324)	55%	11,304
Sale of Junk	128,000	128,000	52,442	(75,558)	41%	125,373
Receipt of Federal Indirect Cost Rate	3,630,417	3,441,996	1,681,250	(1,760,746)	49%	1,023,948
Other Miscellaneous Local Sources	1,844,085	2,359,947	1,764,007	(595,940)	75%	1,391,605
Refund of Prior Year's Expenditures	-	(233,965)	13,535	247,500	-6%	(4,498,721)
Collections for Lost, Damaged and Sold Textbooks	-	9,500	9,500	-	100%	1,551
Receipt of Food Service Indirect Costs	1,630,000	1,630,000	1,120,200	(509,800)	69%	1,121,135
Total Local	262,792,553	264,098,323	243,377,366	(20,720,957)	92%	221,458,448
Total Revenues	456,586,040	450,603,815	367,598,965	(83,004,850)	82%	355,826,254
Expenditures (by Function)						
Current:						
Instruction	333,527,763	321,936,964	205,949,650	115,987,314	64%	205,081,148
Student Support Services	15,544,672	15,761,838	10,188,049	5,573,789	65%	12,449,510
Instructional Media Services	5,205,492	5,162,037	3,335,727	1,826,310	65%	3,240,906
Instruction & Curriculum Development Services	7,059,025	8,066,114	4,822,913	3,243,201	60%	4,651,255
Instructional Staff Training Services	1,781,061	2,198,808	1,187,704	1,011,104	54%	1,359,142
Instruction-Related Technology	118,420	121,788	86,937	34,851	71%	111,532
School Board	1,762,099	1,928,159	1,048,350	879,809	54%	940,469
General Administration	3,107,286	2,917,903	1,507,633	1,410,270	52%	1,552,120
School Administration	33,357,595	33,571,325	21,330,787	12,240,538	64%	21,040,130
Facilities Acquisition & Construction	4,704,147	11,518,181	3,045,254	8,472,927	26%	3,395,434
Fiscal Services	3,154,490	3,108,264	1,859,713	1,248,551	60%	2,035,933
Food Services	176,262	202,202	137,589	64,613	68%	-
Central Services	12,825,362	12,355,594	7,668,240	4,687,354	62%	7,404,707
Student Transportation Services	17,953,469	17,097,935	10,475,863	6,622,072	61%	9,901,800
Operation of Plant	39,037,813	37,264,291	25,005,157	12,259,134	67%	23,948,733
Maintenance of Plant	9,337,710	9,751,064	6,122,378	3,628,686	63%	5,961,484
Administrative Technology Services	8,427,192	8,404,332	5,339,921	3,064,411	64%	6,549,989
Community Services	4,784,921	5,606,059	3,909,066	1,696,993	70%	2,998,999
Debt Service	280,881	70,800	64,667	6,133	91%	112,209
Total Expenditures	502,145,660	497,043,658	313,085,598	183,958,060	63%	312,735,500
Excess (Deficiency) of Revenues Over (Under) Expenditures	(45,559,620)	(46,439,843)	54,513,367	100,953,210		43,090,754
OTHER FINANCING SOURCES (USES)						
Transfers In:						
From Capital Project Funds	15,561,209	15,573,709	11,573,243	(4,000,466)	74%	17,923,934
From Special Revenue Funds	14,971,775	10,392,095	3,105,622	(7,286,473)	30%	-
Total Other Financing Sources (Uses)	30,532,984	25,965,804	14,678,865	(11,286,939)	57%	17,923,934
Net Change in Fund Balance	(15,026,636)	(20,474,039)	69,192,232	89,666,271		61,014,688
Fund Balance, Beginning	39,429,816	42,260,186	42,260,186	-		29,018,719
Nonspendable	865,222	-		-		-
Restricted	-	-		-		-
Assigned	-	-		-		-
Unassigned	23,537,958	21,786,147		-		-
Fund Balance, Ending	$ 24,403,180	$ 21,786,147	$ 111,452,418	$ 89,666,271		$ 90,033,407

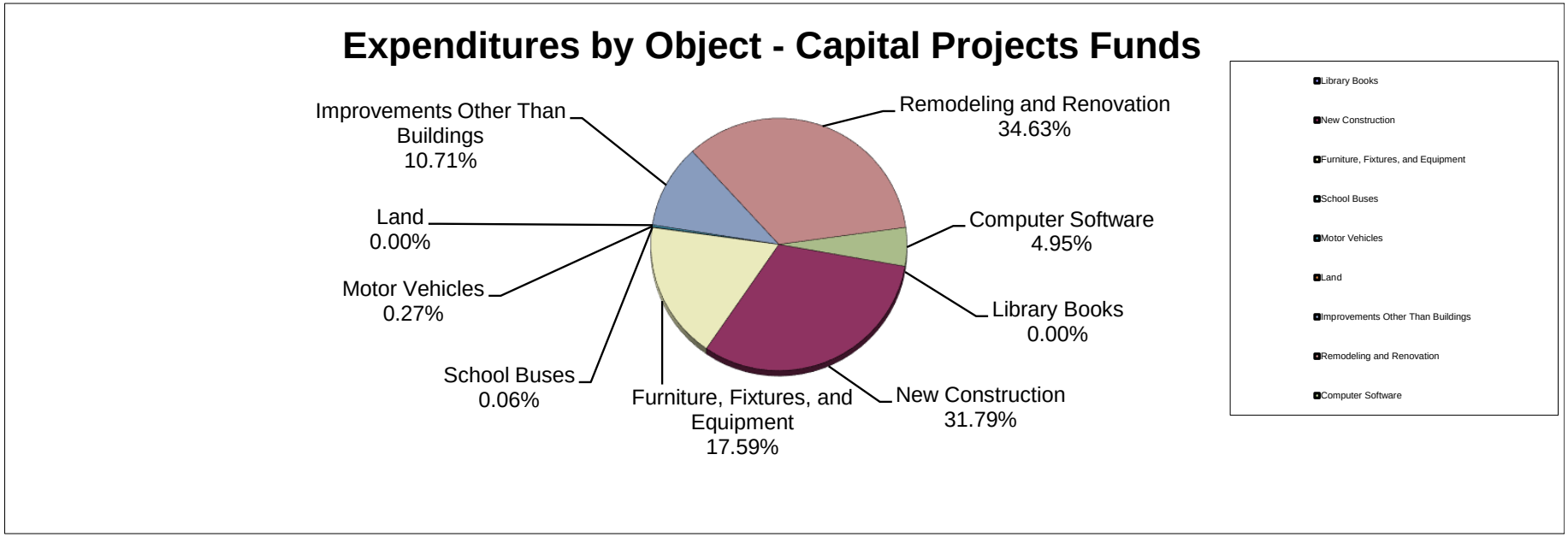

Expenditures by Function - General Fund
Maintenance of Plant 1.96%
Administrative Technology Services 1.71%
Operation of Plant 7.99%
Community Services 1.25%
Student Transportation Services 3.35%
Central Services 2.45%
Fiscal Services 0.59%
Facilities Acquisition & Construction 0.97%
School Administration 6.81%
General Administration 0.48%
School Board 0.33%
Instructional Staff Training Services 0.38%
Instruction & Curriculum Development Services 1.54%
Instructional Media Services 1.07%
Student Support Services 3.25%
Instruction 65.79%
Instruction
Student Support Services
Instructional Media Services
Instruction & Curriculum Development Services
Instructional Staff Training Services
Instruction-Related Technology
School Board
General Administration
School Administration
Facilities Acquisition & Construction
Fiscal Services
Food Services
Central Services
Student Transportation Services
Operation of Plant
Maintenance of Plant
Administrative Technology Services
Community Services

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Debt Service Funds
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Federal Direct:						
Miscellaneous Federal Direct	$ 945,000	$ 945,000	$ 948,620	$ 3,620	100%	$ 478,841
Total Federal Direct	945,000	945,000	948,620	3,620		478,841
State:						
CO&DS Withheld for Bonds	481,790	481,790	-	(481,790)	0%	-
SBE/COBI Bond Interest	-	-	-	-		-
Total State	481,790	481,790	-	(481,790)	0%	-
Local:						
Interest on Investments	-	407,926	215,742	(192,184)	53%	193,745
Net Increase (Decrease) in the Fair Value	427,530	19,604	(2,459)	(22,063)	-13%	9,538
Total Local	427,530	427,530	213,283	(214,247)	50%	203,283
Total Revenues	1,854,320	1,854,320	1,161,903	(692,417)	63%	682,124
EXPENDITURES						
Current:						
Redemption of Principal	22,100,408	22,100,408	8,387,454	13,712,954	38%	6,725,000
Interest	9,877,217	9,877,217	4,973,888	4,903,329	50%	5,348,855
Dues and Fees	17,239	17,953	10,451	7,502	58%	19,500
Other Debt Service	-	-	-	-		-
Total Debt Service	31,994,864	31,995,578	13,371,793	18,623,785	42%	12,093,355
Total Expenditures	31,994,864	31,995,578	13,371,793	18,623,785	42%	12,093,355
Excess (Deficiency) of Revenues Over (Under) Expenditures	(30,140,544)	(30,141,258)	(12,209,890)	17,931,368		(11,411,231)
OTHER FINANCING SOURCES (USES)						
Transfers In:						
From Capital Project Funds	29,247,989	29,247,275	12,246,048	(17,001,227)	42%	12,336,155
Other Financing Sources						
Fair Value of Refunding Bonds	-	-	-	-		-
Premium on Refunding Bonds	-	-	-	-		-
Other Financing Sources	-	-	-	-		-
Total Transfers In & Other Financing Sources	29,247,989	29,247,275	12,246,048	(17,001,227)		12,336,155
Total Other Financing Sources (Uses)	29,247,989	29,247,275	12,246,048	(17,001,227)	42%	12,336,155
Net Change in Fund Balances	(892,555)	(893,983)	36,158	930,141		924,924
Fund Balances, Beginning	12,202,979	12,202,979	12,202,979	-		11,100,580
Fund Balances, Ending	$ 11,310,424	$ 11,308,996	$ 12,239,137	$ 930,141		$ 12,025,504

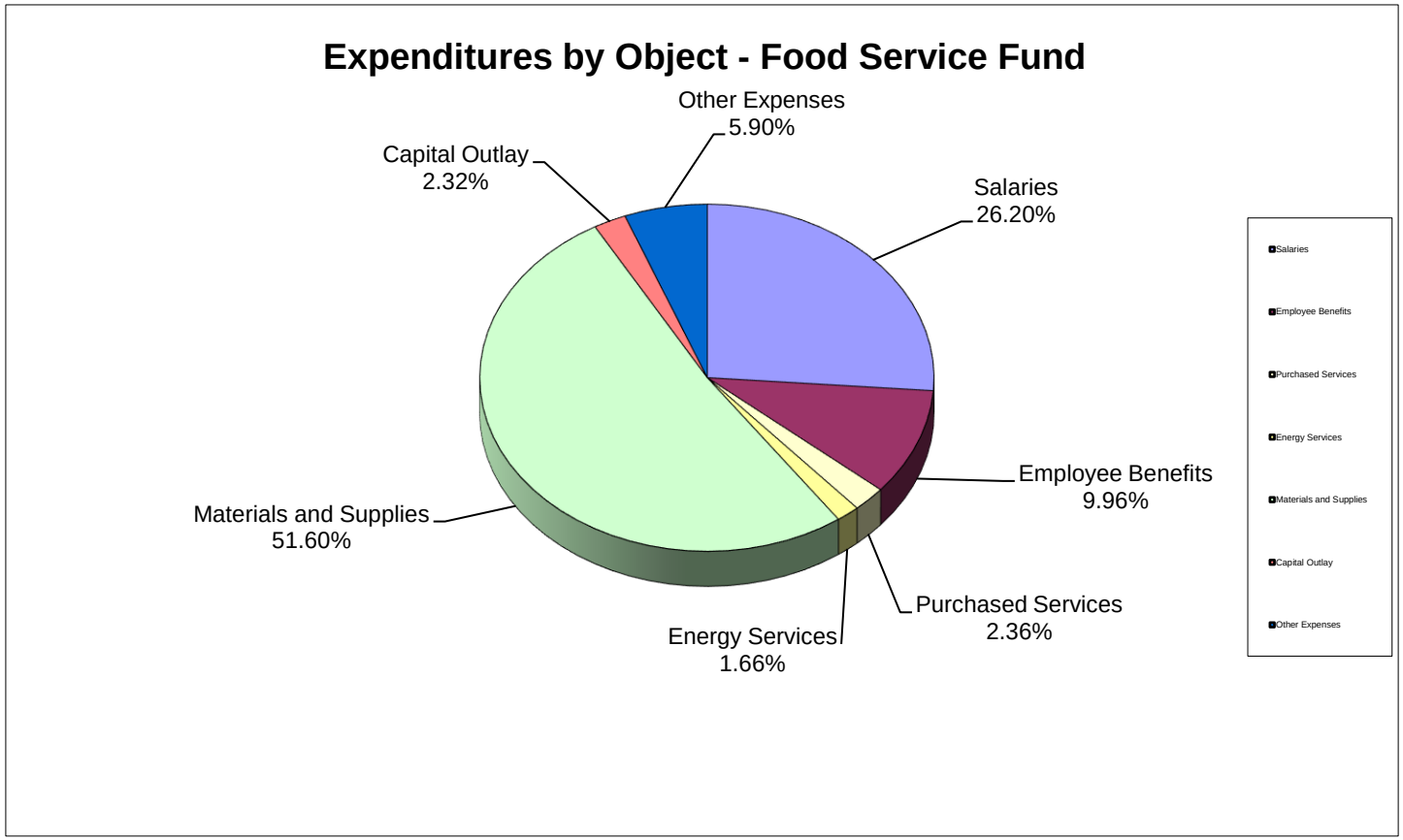
School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Capital Projects Funds
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
State:						
CO&DS Distributed	$ 1,293,177	$ 1,293,177	$ -	$ (1,293,177)	0%	$ -
Interest on CO&DS	54,155	54,155	-	(54,155)	0%	-
Public Education Capital Outlay PECO	2,000,000	2,000,000	2,000,000	-	100%	2,000,000
Charter School Cap Outlay PECO	3,427,342	3,427,342	2,207,650	(1,219,692)	64%	2,327,131
Other Miscellaneous State Revenue	748,882	748,882	748,882	-	100%	560,220
Total State Sources	7,523,556	7,523,556	4,956,532	(2,567,024)	66%	4,887,351
Local:						
District Capital Taxes	68,488,318	68,488,318	64,177,359	(4,310,959)	94%	59,163,972
Local Sales Tax	38,151,997	41,151,997	24,218,257	(16,933,740)	59%	19,597,424
Interest on Investments	193,500	193,500	20,412	(173,088)	11%	22,384
Other Miscellaneous Local Sources	79,875	79,876	55,177	(24,699)	69%	213,466
Impact Fees	22,689,836	30,189,836	18,017,066	(12,172,770)	60%	15,970,629
Refund of Prior Year Expense	-	-	-	-		-
Total Local Sources	129,603,526	140,103,527	106,488,271	(33,615,256)	76%	94,967,875
Total Revenues	137,127,082	147,627,083	111,444,803	(36,182,280)	75%	99,855,226
EXPENDITURES						
Capital Outlay:						
Library Books	-	-	-	-		-
Audio Visual Materials	-	-	-	-		-
Buildings and Fixed Equipment	104,731,117	173,651,983	15,794,798	157,857,185	9%	5,689,158
Furniture, Fixtures, and Equipment	13,369,707	13,261,358	8,740,486	4,520,872	66%	6,019,242
School Buses	1,700,146	1,700,146	27,867	1,672,279	2%	730,599
Motor Vehicles	841,978	850,600	133,672	716,928	16%	82,308
Land	-	-	-	-		32,835
Improvements Other Than Buildings	4,535,813	7,889,083	5,323,150	2,565,933	67%	2,386,353
Remodeling and Renovation	127,412,145	55,522,308	17,207,597	38,314,711	31%	16,493,151
Computer Software	2,871,203	2,836,663	2,457,350	379,313	87%	525,000
Total Capital Outlay	255,462,109	255,712,141	49,684,920	206,027,221	19%	31,958,646
Other Expenses:						
Charter School Capital Outlay Sales Tax	2,780,112	2,780,112	1,241,616	1,538,496	45%	471,076
Total Other Expenses	2,780,112	2,780,112	1,241,616	1,538,496		471,076
Debt Service:						
Redemption of Principal	1,900,079	1,900,079	361,718	1,538,361	19%	488,407
Interest	119,703	119,703	16,619	103,084	14%	26,062
Dues and Fees	-	250	250	-	100%	-
Total Debt Service	2,019,782	2,020,032	378,587	1,641,445	19%	514,469
Total Expenditures	260,262,003	260,512,285	51,305,123	209,207,162	20%	32,944,191
Excess (Deficiency) of Revenues Over (Under) Expenditures	(123,134,921)	(112,885,202)	60,139,680	173,024,882		66,911,035
OTHER FINANCING SOURCES (USES)						
Loans	-	-	-	-		-
Proceeds of Lease-Purchase Agreements	100,000,000	100,000,000	-	(100,000,000)	0%	875,424
Transfers Out:						
To General Fund	(15,561,209)	(15,573,709)	(11,573,243)	(4,000,466)	74%	(17,923,934)
To Debt Service	(29,247,989)	(29,247,275)	(12,246,048)	(17,001,227)	42%	(12,336,155)
Total Transfers	(44,809,198)	(44,820,984)	(23,819,291)	(21,001,693)		(30,260,089)
Total Other Financing Sources (Uses)	55,190,802	55,179,016	(23,819,291)	(78,998,307)	-43%	(29,384,665)
Net Change in Fund Balances	(67,944,119)	(57,706,186)	36,320,389	94,026,575		37,526,370
Fund Balances, Beginning	93,921,482	93,921,482	93,921,482	-		77,873,695
Fund Balances, Ending	$ 25,977,363	$ 36,215,296	$ 130,241,871	$ 94,026,575		$ 115,400,065


Expenditures by Object - Capital Projects Funds
Improvements Other Than Buildings 10.71%
Remodeling and Renovation 34.63%
Land 0.00%
Computer Software 4.95%
Motor Vehicles 0.27%
Library Books 0.00%
School Buses 0.06%
Furniture, Fixtures, and Equipment 17.59%
New Construction 31.79%
Library Books
New Construction
Furniture, Fixtures, and Equipment
School Buses
Motor Vehicles
Land
Improvements Other Than Buildings
Remodeling and Renovation
Computer Software

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Food Service Fund
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Federal Through State:						
Fresh Fruit & Vegetables	$ 651,560	$ 675,079	$ 23,519	$ (651,560)	3%	$ 54,874
School Lunch Reimbursement	17,700,000	17,700,000	16,273,420	(1,426,580)	92%	9,409,251
School Breakfast Reimbursement	5,300,000	5,300,000	4,574,940	(725,060)	86%	2,921,732
After-School Snack Reimbursement	365,000	365,000	-	(365,000)	0%	5,230
School Supper Reimbursement	425,000	425,000	620,538	195,538	146%	978,891
USDA Donated Commodities	1,720,000	1,720,000	-	(1,720,000)	0%	-
Cash n Lieu of Donated	30,000	30,000	24,525	(5,475)	82%	68,279
Summer Food Service Program	725,000	725,000	405,178	(319,822)	56%	2,262,980
Other Food Service Revenue	-	-	48,424	(48,424)		-
Total Federal Through State	26,916,560	26,940,079	21,970,544	(5,066,383)	82%	15,701,237
State:						
School Breakfast Supplement	136,000	136,000	-	(136,000)	0%	68,241
School Lunch Supplement	168,000	168,000	-	(168,000)	0%	73,881
Other Miscellaneous State	-	-	-	-		-
Total State	304,000	304,000	-	(304,000)	0%	142,122
Local:						
Interest on Investments	10,000	10,000	8,195	(1,805)	82%	3,297
Student Lunches	-	-	-	-		161,548
Student Breakfasts	-	-	-	-		-
Adult Breakfast/Lunch	194,000	194,000	79,540	(114,460)	41%	77,963
Student/Adult Ala Carte	2,000,000	2,000,000	900,644	(1,099,356)	45%	731,680
Catering/Special	48,000	48,000	14,652	(33,348)	31%	9,677
Other Food Sales	-	-	-	-		-
Vending Sales	-	-	-	-		-
Cash Over/(Short)	-	-	2,444	2,444		1,266
Other Miscellaneous Local Sources	123,500	123,500	51,633	(71,867)	42%	57,260
Refund of Prior Year Expense	-	-	-	-		-
Total Local	2,375,500	2,375,500	1,057,108	(1,318,392)	45%	1,042,691
Total Revenues	29,596,060	29,619,579	23,027,652	(6,688,775)	78%	16,886,050
EXPENDITURES						
Current:						
Salaries	10,512,260	7,527,178	5,024,070	2,503,108	67%	4,750,528
Employee Benefits	-	2,907,389	1,910,024	997,365	66%	1,708,686
Purchased Services	-	934,012	452,042	481,970	48%	417,819
Energy Services	4,569,126	452,000	318,524	133,476	70%	270,682
Materials and Supplies	14,009,000	15,351,076	9,893,222	5,457,854	64%	7,318,239
Capital Outlay	815,882	793,132	444,523	348,609	56%	320,185
Other Expenses	-	1,965,000	1,130,575	834,425	58%	1,132,232
Total Food Service	29,906,268	29,929,787	19,172,980	10,756,807	64%	15,918,371
Total Expenditures	29,906,268	29,929,787	19,172,980	10,756,807	64%	15,918,371
Net Change in Fund Balance	(310,208)	(310,208)	3,854,672	4,164,880		967,679
Fund Balance, Beginning	6,913,448	6,913,448	6,913,448	-		3,098,520
Fund Balance, Ending	$ 6,603,240	$ 6,603,240	$ 10,768,120	$ 4,164,880		$ 4,066,199

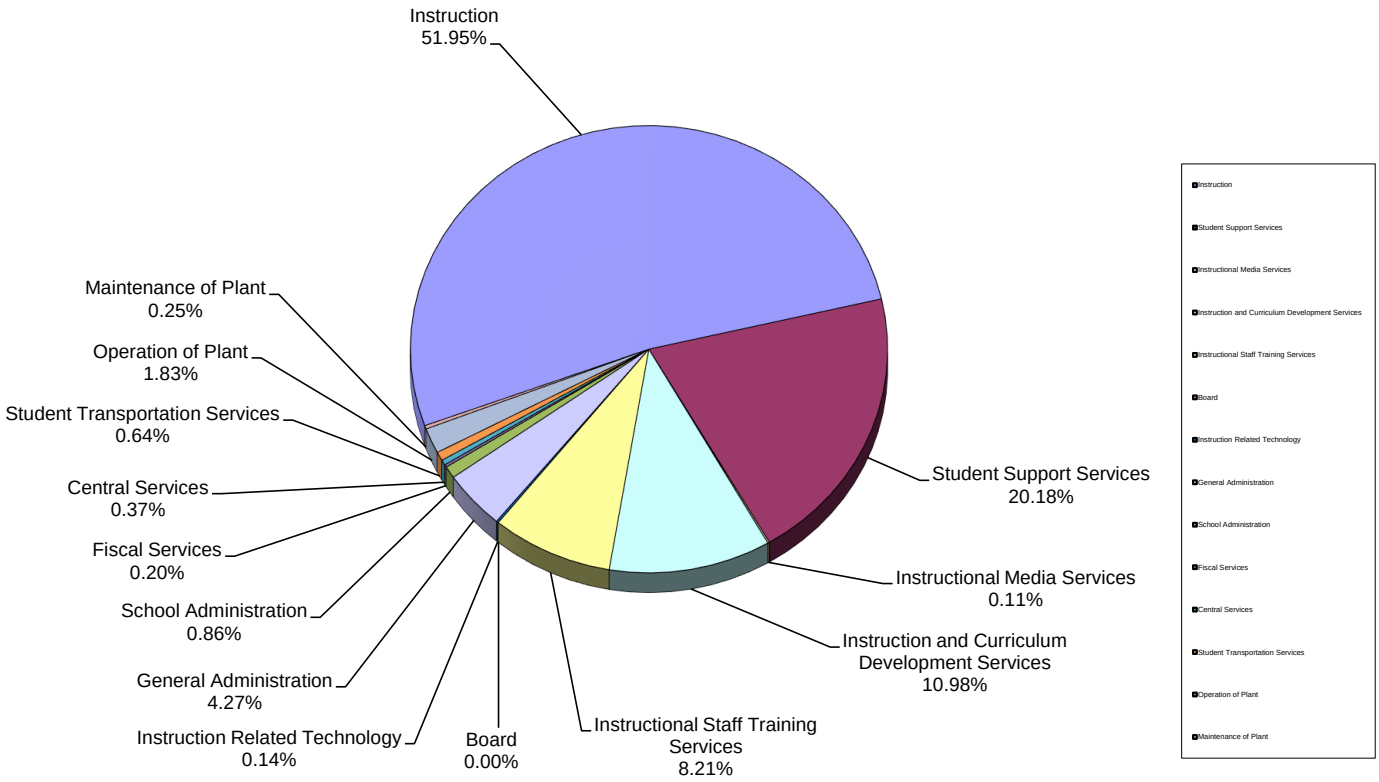

Expenditures by Object - Food Service Fund
Other Expenses
5.90%
Capital Outlay
2.32%
Salaries
26.20%
Employee Benefits
9.96%
Materials and Supplies
51.60%
Purchased Services
2.36%
Energy Services
1.66%
Salaries
Employee Benefits
Purchased Services
Energy Services
Materials and Supplies
Capital Outlay
Other Expenses

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance
Other Special Revenue Funds*
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Federal Direct:						
Other Federal Direct	$ -	$ -	$ -	$ -		$ -
Pell	-	1,855,392	1,863,635	(8,243)	100%	1,159,036
Miscellaneous Federal Direct	-	646,456	598,108	48,348	93%	555,853
Total Federal Direct	-	2,501,848	2,461,743	40,105	98%	1,714,889
Federal Through State:						
Career and Technical Education	-	960,634	518,956	441,678	54%	384,243
Teacher/Principal Training & Recruiting	-	1,860,621	960,554	900,067	52%	1,148,919
Adult Migrant Education	-	311,910	215,172	96,738	69%	215,116
Eng Lit and Civics Education	-	101,693	70,764	30,929	70%	56,769
Individuals with Disabilities Education Act	13,944,856	15,699,086	7,283,332	8,415,754	46%	7,142,409
Elementary and Secondary Education Act Title I	12,798,328	15,211,504	8,547,888	6,663,616	56%	8,762,573
Language Instruction Title III	-	1,124,723	801,850	322,873	71%	773,509
Adult General Education	-	580,828	371,953	208,875	64%	394,671
21st Century Schools - Title IV	-	789,804	515,501	274,303	65%	418,143
Educational Stabilization Funds - K-12	39,530,206	40,465,116	21,752,747	18,712,369	54%	5,397,806
Educational Stabilization Funds - Workforce		2,000,000	1,702,017	297,983	85%	6,602
Other Federal Through State	-	120,000	132,787	(12,787)	111%	283,721
Total Federal Through State	66,273,390	79,225,919	42,873,521	36,352,398	54%	24,984,481
Total Revenues	66,273,390	81,727,767	45,335,264	36,392,503	55%	26,699,370
EXPENDITURES						
Current:						
Instruction	26,667,294	35,173,763	20,452,582	14,721,181	58%	13,076,191
Student Support Services	10,732,492	13,333,865	7,946,238	5,387,627	60%	5,203,486
Instructional Media Services	-	44,136	44,136	-	100%	-
Instruction and Curriculum Development Services	4,468,674	7,595,391	4,322,148	3,273,243	57%	3,775,669
Instructional Staff Training Services	3,907,814	6,280,403	3,234,333	3,046,070	51%	3,157,862
Board	526,858	1,077	1,077	-	100%	-
Instruction Related Technology	2,921	90,827	54,591	36,236	60%	44,980
General Administration	3,188,960	3,363,351	1,682,142	1,681,209	50%	1,019,295
School Administration	-	339,970	339,970	-	100%	-
Facility Acquisition & Construction	-	10,765	10,381	384	96%	-
Fiscal Services	172,822	242,763	77,074	165,689	32%	38,992
Food Services	-	285,196	279,737	5,459	98%	-
Central Services	130,705	145,959	145,959	-	100%	675
Student Transportation Services	90,129	302,147	251,014	51,133	83%	35,776
Operation of Plant	191,991	720,310	720,310	-	100%	346,444
Maintenance of Plant	300,000	99,654	99,654	-	100%	-
Admin Technology Services	920,955	805,018	67,219	737,799	8%	-
Community Services	-	1,077	1,077	-	100%	-
Total Expenditures	51,301,615	68,835,672	39,729,642	29,106,030	58%	26,699,370
Excess (Deficiency) of Revenues Over (Under) Expenditures	14,971,775	12,892,095	5,605,622	7,286,473		-
OTHER FINANCING SOURCES (USES)						
Transfers Out:						
To General Fund	(14,971,775)	(10,392,095)	(3,105,622)	(7,286,473)	30%	-
To Internal Service Fund	-	(2,500,000)	(2,500,000)	-	100%	-
Total Other Financing Sources (Uses)	(14,971,775)	(12,892,095)	(5,605,622)	(7,286,473)		-
Net Change in Fund Balance	-	-	-	-		-
Fund Balance, Beginning	-	-	-	-		-
Fund Balance, Ending	$ -	$ -	$ -	$ -		$ -

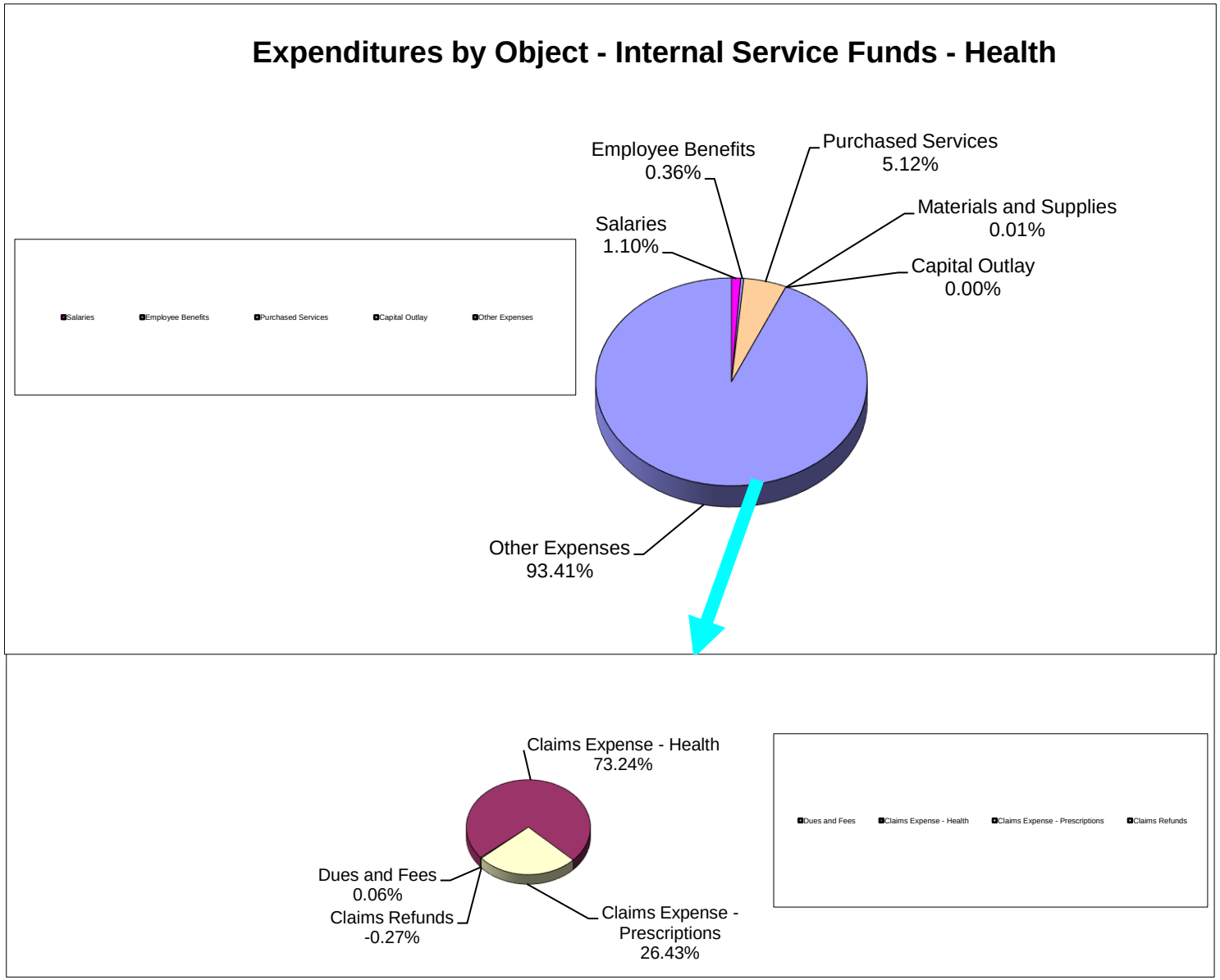
*Fund 49101 - School Internal Funds excluded, will be reported at fiscal year-end. Monthly reports on file with SDMC.

Expenditures by Function - Other Special Revenue Funds



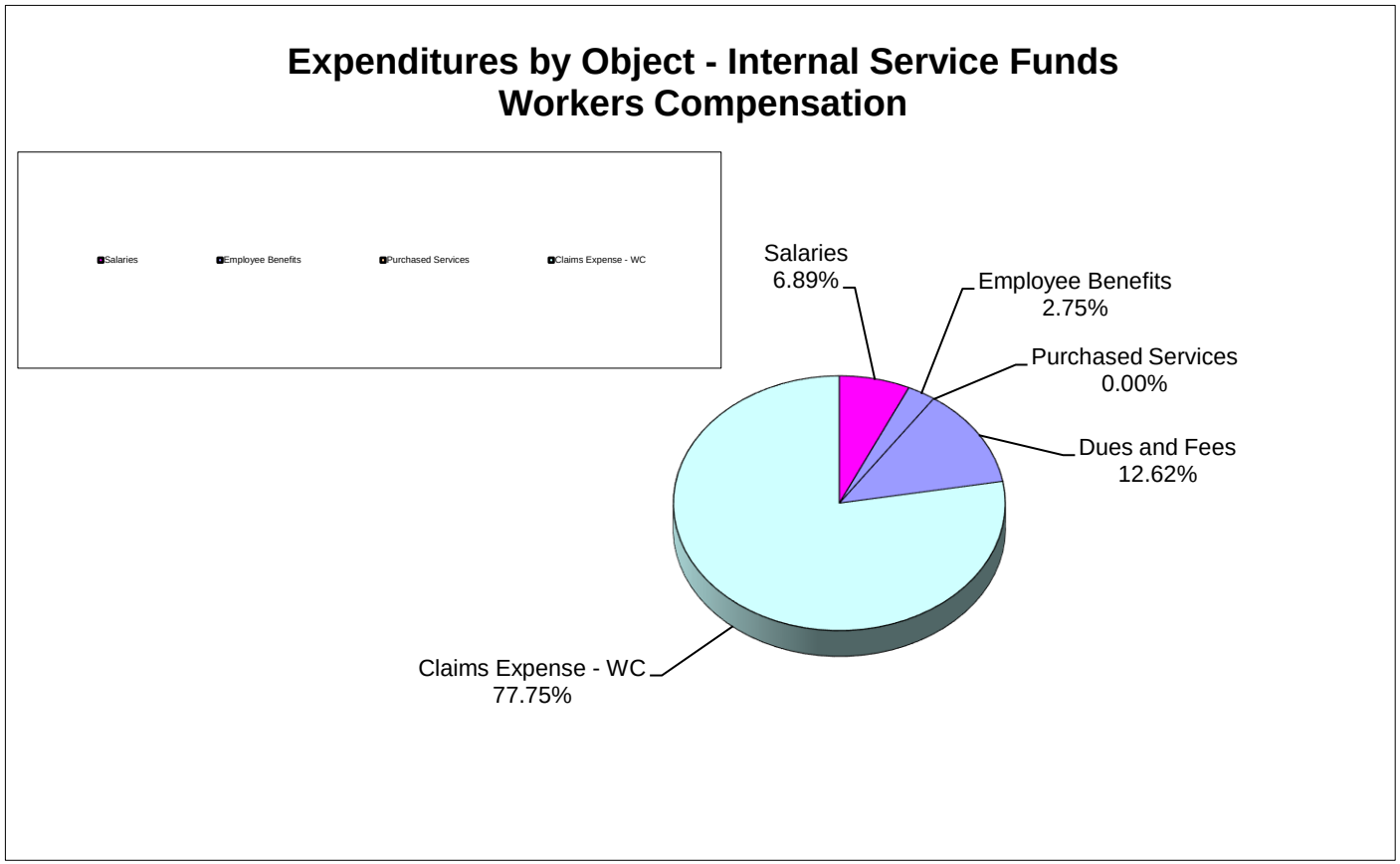
School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Net Position
Internal Service Funds - Health
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Operating Revenues:						
Premium - Employer	$ 47,461,000	$ 34,125,000	$ 23,545,892	$ (10,579,108)	69%	$ 21,640,979
Premium - Employee	-	11,486,000	8,225,129	(3,260,871)	72%	7,227,237
Premium - Retiree	-	1,450,000	898,012	(551,988)	62%	965,934
Premium - Leave/COBRA	-	400,000	307,093	(92,907)	77%	276,329
Miscellaneous Local Revenue	-	-	-	-		100,000
Refund of Prior Year Expenditure	-	-	-	-		4,374,746
Total Operating Revenues	47,461,000	47,461,000	32,976,126	(14,484,874)	69%	34,585,225
Total Revenues	47,461,000	47,461,000	32,976,126	(14,484,874)	69%	34,585,225
EXPENDITURES						
Operating Expenditures:						
Salaries		638,747	409,362	229,385	64%	402,526
Employee Benefits		402,801	133,468	269,333	33%	176,053
Purchased Services	4,669,964	3,789,684	1,904,492	1,885,192	50%	1,931,328
Materials and Supplies	-	3,500	2,213	1,287	63%	1,772
Capital Outlay	-	-	-	-		-
Other Expenses:						
Dues and Fees	-	40,000	19,782	20,218	49%	19,014
Subs for ATD	-	-	-	-		-
Claims Expense - Health	51,098,000	36,919,000	25,573,992	11,345,008	69%	23,582,937
Claims Expense - Prescriptions	-	14,074,446	9,228,703	4,845,743	66%	8,791,288
E&O Claims	-	-	-	-		-
Claims Refunds - Health	-	-	-	-		-
Claims Refunds - Prescriptions	-	(95,446)	(95,446)	-	100%	(67,901)
Total Other Expenses	51,098,000	50,938,000	34,727,031	16,210,969	68%	32,325,338
.						
Total Expenditures	55,767,964	55,772,732	37,176,566	18,596,166	67%	34,837,017
Operating Income (Loss)	(8,306,964)	(8,311,732)	(4,200,440)	4,111,292		(251,792)
Transfers In:						
From Special Revenue		2,500,000	2,500,000	-		-
Change in Net Position	(8,306,964)	(5,811,732)	(1,700,440)	4,111,292		(251,792)
Net Position, Beginning	11,678,999	11,678,999	11,678,999	-		14,614,914
Net Position, Ending	$ 3,372,035	$ 5,867,267	$ 9,978,559	$ 4,111,292		$ 14,363,122


Expenditures by Object - Internal Service Funds - Health
Salaries
Employee Benefits
Purchased Services
Capital Outlay
Other Expenses
Employee Benefits 0.36%
Purchased Services 5.12%
Materials and Supplies 0.01%
Salaries 1.10%
Capital Outlay 0.00%
Other Expenses 93.41%
Claims Expense - Health 73.24%
Dues and Fees 0.06%
Claims Refunds -0.27%
Claims Expense - Prescriptions 26.43%
Dues and Fees
Claims Expense - Health
Claims Expense - Prescriptions
Claims Refunds

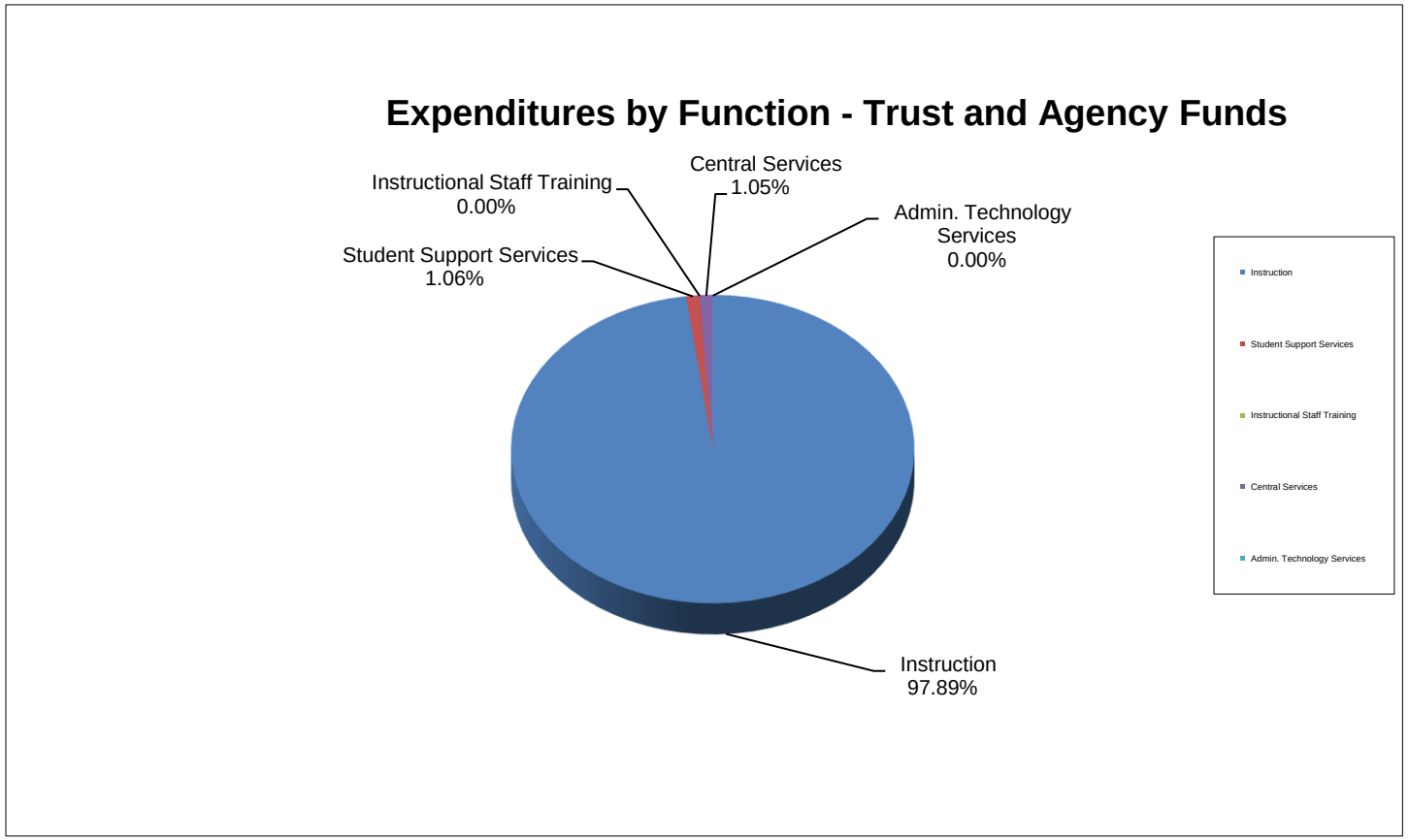
School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Net Position
Internal Service Funds - Workers Compensation
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Operating Revenues:						
Premium - Employer	$ 2,605,900	$ 2,605,900	$ 1,876,780	$ (729,120)	72%	$ 924,750
Total Operating Revenues	2,605,900	2,605,900	1,876,780	(729,120)	72%	924,750
Total Revenues	2,605,900	2,605,900	1,876,780	(729,120)	72%	924,750
EXPENDITURES						
Operating Expenditures:						
Salaries	-	224,835	117,178	107,657	52%	146,981
Employee Benefits	-	92,357	46,718	45,639	51%	52,265
Purchased Services	623,494	-	-	-		-
Other Expenses:						
Dues and Fees	-	325,000	214,622	110,378	66%	219,945
Claims Expense - Workers' Comp	2,000,000	2,127,683	1,322,730	804,953	62%	1,048,375
Claims Refund	-	(149,076)	(149,076)	-	100%	(138,849)
Total Other Expenses	2,000,000	2,303,607	1,388,276	915,331	60%	1,129,471
Total Expenditures	2,623,494	2,620,799	1,552,172	1,068,627	59%	1,328,717
Operating Income (Loss)	(17,594)	(14,899)	324,608	339,507		(403,967)
Change in Net Position	(17,594)	(14,899)	324,608	339,507		(403,967)
Net Position, Beginning	2,022,148	2,022,148	2,022,148	-		3,731,541
Net Position, Ending	$ 2,004,554	$ 2,007,249	$ 2,346,756	$ 339,507		$ 3,327,574


Expenditures by Object - Internal Service Funds
Workers Compensation
Salaries
Employee Benefits
Purchased Services
Claims Expense - WC
Salaries
6.89%
Employee Benefits
2.75%
Purchased Services
0.00%
Dues and Fees
12.62%
Claims Expense - WC
77.75%

School District of Manatee County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Net Position
Trust and Agency Funds
For Month Ended February 28, 2022

	Original Budget	Current Budget	YTD Actual	Under (Over) Collected/ Expended	% of YTD Actual to Current Budget	YTD Actual February 2021
REVENUES						
Miscellaneous Federal Direct:						
Federal Direct	$ 215,000	$ 215,000	$ 210,071	$ (4,929)	98%	$ 209,503
Total Federal Direct	215,000	215,000	210,071	(4,929)	98%	209,503
Local:						
Gifts, Grants, & Bequests	-	2,486	2,486	-	100%	2,210
Financial Aid Fees	287,996	297,138	267,599	(29,539)	90%	171,245
Other Miscellaneous Local Sources	115,000	198,041	198,041	-	100%	140,474
Total Local	402,996	497,665	468,126	(29,539)	94%	313,929
Total Revenues	617,996	712,665	678,197	(34,468)	95%	523,432
EXPENDITURES						
Instruction	619,280	696,413	308,852	387,561	44%	455,947
Student Support Services	39,610	41,335	3,337	37,998	8%	2,367
Instructional Staff Training	-	500	-	500	0%	-
Central Services	16,023	16,284	3,313	12,971	20%	2,039
Student Transportation Services	-	-	-	-		-
Admin. Technology Services	-	-	-	-		4,250
Total Expenditures	674,913	754,532	315,502	439,030	42%	464,603
Change in Net Position	(56,917)	(41,867)	362,695	404,562		58,829
Net Position, Beginning	600,754	600,754	600,754	-		653,947
Net Position, Ending	$ 543,837	$ 558,887	$ 963,449	$ 404,562		$ 712,776


Expenditures by Function - Trust and Agency Funds
Instructional Staff Training
0.00%
Central Services
1.05%
Admin. Technology
Services
0.00%
Student Support Services
1.06%
Instruction
97.89%
Instruction
Student Support Services
Instructional Staff Training
Central Services
Admin. Technology Services

SCHOOL DISTRICT OF MANATEE COUNTY

MEMORANDUM

DATE: 3/30/2022

TO: Cynthia Saunders, Superintendent

FROM: Tim Bargeron, Associate Superintendent of Finance

SUBJECT: Certification of Monthly Bank Reconciliation (02/28/22)

As a response to Audit Finding 2019-001, Finance staff developed the following internal control enhancement: District staff will complete monthly bank reconciliations, and a review with accounting staff will occur on the third Monday of every month, chaired by the Associate Superintendent of Finance. At completion of the monthly reconciliation review, the Associate Superintendent of Finance will certify the completion of the reconciliation to the Superintendent.

Also available (upon request) are the cash ledger and bank statement summaries that support the "book" and "bank" amounts in the reconciliation, and also screenshots, from the PeopleSoft Treasury module, proving that the February 28, 2022 book-to-bank reconciliation has been completed, with $0 variance.

SCHOOL BOARD

Rev. James Golden
Chair

Gina Messenger
Vice Chair

Chad Choate III
Mary Foreman
Charlie Kennedy

SUPERINTENDENT

Cynthia Saunders

P.O. Box 9069
Bradenton, FL 34206-9069
215 Manatee Avenue West
Bradenton, FL 34205
941.708.8770
www.manateeschools.net

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Year-to-Date Charter School Financial Statement Summary Through February 28, 2022

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 CPA's for each Charter school following the fiscal year end.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Contact
Submitting Department: Finance
Initiated By: Cathy Miley

Attachments:
Charter Schools Financial Rpt Summary 2021-2022 - Consolidated Feb 2022.pdf

School District of Manatee County
Summary of Charter School Financial Reports
Fiscal Year 2020-21
School District of Manatee County
Summary of Charter School Financial Reports
Fiscal Year 2021-22

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2101 - Manatee School for the Arts & Sciences												
Fund Balance July 1, 2021	**$ 356,761.00**	**$ 356,761.00**	**$ 356,761.00**	**$ 356,761.00**	**$ 356,761.00**	**$ 356,761.00**	**$ 356,761.00**	**$ 356,761.00**				
Revenue	78,383.00	175,042.00	270,223.00	385,348.00	486,517.00	579,353.00	685,849.00	742,881.00				
Expense	(8,391.00)	(119,131.00)	(219,533.00)	(343,427.00)	(460,003.00)	(566,851.00)	(669,695.00)	(770,230.00)				
Transfers												
Fund Balance, Ending	**$ 426,753.00**	**$ 412,672.00**	**$ 407,451.00**	**$ 398,682.00**	**$ 383,275.00**	**$ 369,263.00**	**$ 372,915.00**	**$ 329,412.00**	**$ -**	**$ -**	**$ -**	**$ -**
2102 - Team Success*												
Fund Balance July 1, 2021	**$ 2,141,546.00**	**$ 2,141,546.00**	**$ 2,141,546.00**	**$ 2,141,546.00**	**$ 2,141,546.00**	**$ 2,141,546.00**	*	*				
Revenue	-		2,084,748.00			$ 4,582,042.00						
Expense	-		(2,134,826.00)			(4,513,902.00)						
Transfers	-		(196,640.00)			(114,729.00)						
Fund Balance, Ending	**$ -**	**$ -**	**$ 1,894,828.00**	**$ -**	**$ -**	**$ 2,094,957.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
2104 - Manatee School for the Arts												
Fund Balance July 1, 2021	**$ 5,220,250.00**	**$ 5,220,250.00**	**$ 5,220,250.00**	**$ 5,220,250.00**	**$ 5,220,250.00**	**$ 5,220,250.00**	**$ 5,220,250.00**	**$ 5,220,250.00**				
Revenue	1,116,010.00	2,477,543.00	4,228,594.00	5,591,707.00	6,926,634.00	8,254,652.00	9,647,494.00	$ 11,096,435.00				
Expense	(416,767.00)	(1,482,865.00)	(2,800,038.00)	(4,161,323.00)	(6,000,589.00)	(6,587,277.00)	(7,841,048.00)	(9,099,957.00)				
Transfers												
Fund Balance, Ending	**$ 5,919,493.00**	**$ 6,214,928.00**	**$ 6,648,806.00**	**$ 6,650,634.00**	**$ 6,146,295.00**	**$ 6,887,625.00**	**$ 7,026,696.00**	**$ 7,216,728.00**	**$ -**	**$ -**	**$ -**	**$ -**
2120 - Rowlett Middle Academy												
Fund Balance July 1, 2021	**$ (28,103.00)**	**$ (28,103.00)**	**$ (28,103.00)**	**$ (28,103.00)**	**$ (28,103.00)**	**$ (28,103.00)**	**$ (28,103.00)**	**$ (28,103.00)**				
Revenue	373,630.62	817,002.27	1,383,319.62	1,825,173.77	2,392,315.37	2,849,026.27	3,478,703.13	4,014,589.16				
Expense	(390,325.94)	(829,850.51)	(1,322,286.85)	(1,746,548.46)	(2,279,765.05)	(2,766,157.26)	(3,355,145.37)	(3,763,939.43)				
Transfers	(79,631.43)	(45,182.20)	(10,163.89)	(22,742.18)	(24,628.77)	(21,613.19)	(18,843.75)	(7,711.77)				
Fund Balance, Ending	**$ (124,429.75)**	**$ (86,133.44)**	**$ 22,765.88**	**$ 27,780.13**	**$ 59,818.55**	**$ 33,152.82**	**$ 76,611.01**	**$ 214,834.96**	**$ -**	**$ -**	**$ -**	**$ -**
2121 - Manatee Charter School												
Fund Balance July 1, 2021	**$ 31,812.00**	**$ 31,812.00**	**$ 31,812.00**	**$ 31,812.00**	**$ 31,812.00**	**$ 31,812.00**	**$ 31,812.00**	**$ 31,812.00**				
Revenue	295,070.86	**$ 809,276.53**	1,479,479.72	1,486,521.72	1,940,804.71	2,360,187.81	2,871,063.19	3,168,006.96				
Expense	(228,884.10)	(694,227.96)	(1,176,827.28)	(1,183,869.28)	(1,548,353.31)	(1,877,937.45)	(2,299,013.87)	(2,492,932.35)				
Transfers	(66,006.96)	(129,673.92)	(219,472.88)	(309,271.84)	(399,070.80)	(488,869.76)	(578,668.72)	(672,906.78)				
Fund Balance, Ending	**$ 31,991.80**	**$ 17,186.65**	**$ 114,991.56**	**$ 25,192.60**	**$ 25,192.60**	**$ 25,192.60**	**$ 25,192.60**	**$ 33,979.83**	**$ -**	**$ -**	**$ -**	**$ -**
2122 - Oasis Middle School												
Fund Balance July 1, 2021	**$ 409,121.00**	**$ 409,121.00**	**$ 409,121.00**	**$ 409,121.00**	**$ 409,121.00**	**$ 409,121.00**	**$ 409,121.00**	**$ 409,121.00**				
Revenue	138,992.00	201,918.00	283,205.00	366,255.00	441,522.00	509,952.00	651,038.00	602,711.00				
Expense	(70,115.00)	(136,805.00)	(201,728.00)	(269,344.00)	(333,880.00)	(403,761.00)	(540,077.00)	(539,209.00)				
Transfers												
Fund Balance, Ending	**$ 477,998.00**	**$ 474,234.00**	**$ 490,598.00**	**$ 506,032.00**	**$ 516,763.00**	**$ 515,312.00**	**$ 520,082.00**	**$ 472,623.00**	**$ -**	**$ -**	**$ -**	**$ -**
2123 - Imagine Charter - North Manatee												
Fund Balance July 1, 2021	**$ 239,352.00**	**$ 239,352.00**	**$ 239,352.00**	**$ 239,352.00**	**$ 239,352.00**	**$ 239,352.00**	**$ 239,352.00**	**$ 239,352.00**				
Revenue	277,756.55	668,093.60	1,128,095.42	1,600,102.86	2,045,764.93	2,755,079.42	3,183,409.67	3,867,950.40				
Expense	(184,913.34)	(590,184.82)	(1,008,649.98)	(1,572,673.54)	(1,949,511.06)	(2,444,401.62)	(2,808,448.03)	(3,177,434.18)				
Transfers	(96,514.24)	(108,279.48)	(169,844.69)	(264,780.32)	(333,604.87)	(548,028.80)	(452,841.42)	(524,931.19)				
Fund Balance, Ending	**$ 235,680.97**	**$ 208,981.30**	**$ 188,952.75**	**$ 2,001.00**	**$ 2,001.00**	**$ 2,001.00**	**$ 161,472.22**	**$ 404,937.03**	**$ -**	**$ -**	**$ -**	**$ -**
2124 - Imagine Charter- Lakewood Ranch												
Fund Balance July 1, 2021	**$ 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	311,473.35	760,437.72	1,117,989.91	1,626,405.54	2,079,377.80	2,382,547.91	2,712,280.46	3,212,246.83				
Expense	(279,801.30)	(713,794.83)	(1,103,420.94)	(1,594,947.06)	(1,975,695.78)	(2,333,980.91)	(2,740,143.26)	(3,223,026.08)				
Transfers	(31,672.05)	(46,642.89)	(14,568.97)	(31,458.48)	(103,682.02)	(48,567.00)	27,863.80	10,779.93				
Fund Balance, Ending	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,721.00**	**$ 2,722.00**	**$ 2,721.68**	**$ -**	**$ -**	**$ -**	**$ -**
2131 - Palmetto Charter School*												
Fund Balance July 1, 2021	**$ 1,122,455.00**	**$ 1,122,455.00**	**$ 1,122,455.00**	**$ 1,122,455.00**	**$ 1,122,455.00**	**$ 1,122,455.00**	*	*				
Revenue	-	-	713,195.66	-	-	1,537,778.43						
Expense	-	-	(729,650.60)	-	-	(1,546,745.24)						
Transfers												
Fund Balance, Ending			**$ 1,106,000.06**	**$ -**	**$ -**	**$ 1,113,488.19**	**$ -**	**$ -**	**$ -**			**$ -**
2141 - State College of FL Collegiate School*												
Fund Balance July 1, 2021	**$ 1,651,680.00**	**$ 1,651,680.00**	**$ 1,651,680.00**	**$ 1,651,680.00**	**$ 1,651,680.00**	**$ 1,651,680.00**	*	*				
Revenue	-		898,901.00			1,812,802.00						
Expense	-		(627,880.00)			(1,589,893.00)						
Transfers	-											
Fund Balance, Ending		**$ -**	**$ 1,922,701.00**	**$ -**	**$ -**	**$ 1,874,589.00**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**
2161 - Visible Men Academy												
Fund Balance July 1, 2021	**$ 557,842.00**	**$ 557,842.00**	**$ 557,842.00**	**$ 557,842.00**	**$ 557,842.00**	**$ 557,842.00**	**$ 557,842.00**	**$ 557,842.00**				
Revenue	150,316.86	267,929.65	348,836.18	502,699.40	589,327.70	782,346.89	872,558.43	916,034.55				
Expense	(151,533.38)	(328,355.20)	(490,990.77)	(679,640.25)	(840,872.65)	(986,403.74)	(1,080,395.13)	(1,189,951.61)				
Transfers												
Fund Balance, Ending	**$ 556,625.48**	**$ 497,416.45**	**$ 415,687.41**	**$ 380,901.15**	**$ 306,297.05**	**$ 353,785.15**	**$ 350,005.30**	**$ 283,924.94**	**$ -**	**$ -**	**$ -**	**$ -**
2171 - Rowlett Academy for Arts - Elementary*												
Fund Balance July 1, 2021	**$ 778,101.00**	**$ 778,101.00**	**$ 778,101.00**	**$ 778,101.00**	**$ 778,101.00**	**$ 778,101.00**	*	*				
Revenue	557,277.06	1,204,201.05	1,872,796.90	2,560,396.52		3,850,968.83						
Expense	(789,817.59)	(1,422,559.35)	(2,241,878.93)	(2,940,787.33)		(4,292,910.62)						
Transfers	18,786.62	(36,816.75)	(89,101.19)	(100,737.71)		(106,614.00)						
Fund Balance, Ending	**$ 564,347.09**	**$ 522,925.95**	**$ 319,917.78**	**$ 296,972.48**	-	**$ 229,545.21**			**$ -**	**$ -**	**$ -**	**$ -**
2181 - Parrish Charter Academy												
Fund Balance July 1, 2021	**$ 453,198.00**	**$ 453,198.00**	**$ 453,198.00**	**$ 453,198.00**	**$ 453,198.00**	**$ 453,198.00**	**$ 453,198.00**	**$ 453,198.00**				
Revenue	325,806.00	677,053.00	1,042,919.00	1,402,635.00	1,758,856.00	2,123,608.00	2,718,507.00	3,056,775.00				
Expense	(317,622.00)	(647,991.00)	(1,029,765.00)	(1,343,097.00)	(1,655,603.00)	(2,070,898.00)	(2,578,701.00)	(2,848,353.00)				
Transfers	(132.00)	(412.00)	(636.00)	(844.00)	(1,091.00)	(1,380.00)	(1,677.00)	(1,908.00)				
Fund Balance, Ending	**$ 461,250.00**	**$ 481,848.00**	**$ 465,716.00**	**$ 511,892.00**	**$ 555,360.00**	**$ 504,528.00**	**$ 591,327.00**	**$ 659,712.00**	**$ -**	**$ -**	**$ -**	**$ -**

***Quarterly Reports/High Performing**

NOTE: This is a summary of the unaudited financial statements of the Charter Schools. For audited financial statements, please refer to the Florida Department of Education.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Minutes of March 8, 2022 Regular Meeting and Public Hearing

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

Inclusive Culture & Engagement | Goal 2
Improve internal and external communications.

Recommendation
The Superintendent recommends approval of the Minutes of the March 8, 2022 Regular Meeting and Public Hearing.

Attachments:
Minutes of March 8, 2022 Regular Meeting and Public Hearing.pdf

Minutes

March 8, 2022

Regular Meeting and Public Hearing - 10:00 AM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Chad Choate	Board Member	Present	
Mary Foreman	Board Member	Present	
James T. Golden	Chair	Present	
Charlie Kennedy	Board Member	Present	
Gina Messenger	Vice Chair	Present	
Cynthia Saunders	Superintendent	Present	
Doug Wagner	Dept Supt of Operations	Present	
Daniel Evans	Dept Supt of Instruction	Present	
Stephen R. Dye	Board Attorney	Present	
Mitchell Teitelbaum	General Counsel	Present	
Tim Bargeron	Assoc Supt of Finance	Present	
Amanda Means	Agency Clerk	Present	

Minutes: Chair Golden called the meeting to order at 10:00 AM.

1. Invocation | Rabbi Tuviah Schreiber
   Minutes: The invocation was given by Rabbi Tuviah Schreiber.
2. Pledge of Allegiance
   Minutes: Chair Golden led in the recitation of the Pledge of Allegiance.

INFORMATION ONLY (NO BOARD ACTION REQUIRED)

1. Year to Date Financial Statements Through January 31, 2022
2. Year-to-Date Charter School Financial Statement Summary Through January 31, 2022

APPROVAL OF THE AGENDA

1. Agenda Amendments
   Minutes: The Chair found good cause to amend the agenda to include:

   Agenda amended on Monday, March 7, 2022, to **update** attachment to Consent Agenda item,

Approval of 2021-2022 Salary Schedules for all Employee Groups and the 2022-2023 Payroll Period Schedule.

Agenda amended on Monday, March 7, 2022, to **update** attachments and Executive Summaries of Public Hearing items, *Public Hearing on Proposed New Policies and Proposed Amendments to the School Board Policies* and *Approval of Adoption of New Policies and Amendments to Policies*.

Agenda amended on Friday, March 4, 2022, to **add** attachment to New Business (Non-Consent) item, *Approval to Receive Return of Ownership from Manatee County of the Former Bradenton Middle School Property Located at 202 13th Avenue East, Bradenton, of Approximately 35.28 Acres*.

Agenda amended on Friday, March 4, 2022, to **add** Consent Agenda item, *Approval for Superintendent Saunders to Apply and Attend Leadership Florida 22-23 Education Class Cohort 7.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Charlie Kennedy, Board Member
SECONDER:	Gina Messenger, Vice Chair
AYES:	Choate, Foreman, Golden, Kennedy, Messenger

APPROVAL OF MINUTES

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Charlie Kennedy, Board Member
SECONDER:	Chad Choate, Board Member
AYES:	Choate, Foreman, Golden, Kennedy, Messenger

1. School Board - Board Workshop - Feb 14, 2022 9:00 AM
2. School Board - Regular Meeting - Feb 22, 2022 5:00 PM
3. School Board - Board Workshop - Feb 25, 2022 9:00 AM

RECOGNITIONS

1. The Patterson Foundation

   Minutes: Mr. Mike Barber, Director of Communications, Family and Community Engagement, spoke regarding community partners and introduced Dr. Sheila Halpin, the District's Campaign for Grade Level Reading and Volunteer Coordinator, and Mr. Jeramiah Bowman, Curriculum Specialist for the Visual and Performing Arts.

   Dr. Halpin spoke regarding the poster contest for attendance awareness and the Patterson Foundation's generosity. She spoke regarding the importance of attendance and recognized The Patterson Foundation and Ms. Beth Duda, Director of the Suncoast Campaign for Grade Level Reading, for strengthening the impact of the Suncoast Campaign for Grade Level Reading.

   Ms. Duda thanked the Board and Superintendent, and spoke regarding the Campaign for Grade Level Reading.

2. Communications Awards

Minutes: Mr. Mike Barber, Director of Communications, Family and Community Engagement, spoke regarding the "Mask Up Manatee!" Campaign during the COVID-19 Pandemic in 2020. He presented pictures and a video depicting the elements of the Campaign. The Mask Up Manatee Campaign won two prestigious Communications Awards: A 2021 Angel Award for Excellence in Public Service Advertising and a 2021 Golden Achievement Award from the National School Public Relations.

Also in attendance for the recognition were the following:

- Nick Azzara - Communications Manager at the Bradenton Area Convention and Visitors Bureau, formerly Communications Manager Manatee County
- Christopher Tittel - Communications Director, Florida Department of Health Manatee
- Dr. Edwin Hernandez - Clinical Director, Florida Department of Health Manatee
- Melissa Parker - Communications Specialist
- Damon May - District Marketing and Design Specialist
- Deborah Perry-Gambino - Community Engagement Specialist
- Matt Messenger - Supervisor, Manatee Schools Television (MSTV)
- Steven Opauski - Instructional TV & Program Manager MSTV
- Kimberly Henley - Communications/Public Records Associate

Mr. Azzara spoke regarding the collaborative efforts of the Campaign and thanked all involved. He recognized members of his staff. Mr. Tittel spoke regarding the partnerships, design, and distribution efforts.

3. Dr. Shirin Gibson Memorial Paraprofessional Scholarship

Minutes: Mr. Mike Barber, Director of Communications, Family and Community Engagement, introduced Ms. Wendy Mungillo, Director of Human Resources, and Ms. Mary Glass, Executive Director of the Manatee Education Foundation.

Ms. Mungillo spoke regarding Dr. Gibson's accomplishments and shared a video. She introduced Mr. Trent Jones, of Oneco Elementary School, and Ms. Hadda Kammou, of Moody Elementary School, and spoke regarding their accomplishments. Mr. Jones and Ms. Kammou received scholarships from the Dr. Shirin Gibson Memorial Paraprofessional Scholarship. Ms. Mungillo presented a video with additional details about the scholarships.

Mr. Jones and Ms. Kammou expressed gratitude for the scholarships. Mr. Billy Gibson, Dr. Gibson's husband, spoke regarding Dr. Gibson and shared stories of her contributions to education in Manatee County.

Chair Golden announced a recess at 10:46 AM and reconvened at 10:52 AM.

CONSENT ITEMS

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Charlie Kennedy, Board Member
SECONDER:	Gina Messenger, Vice Chair
AYES:	Choate, Foreman, Golden, Kennedy, Messenger

Contracts and Grants

1. Approval of the New Agreement Between the School Board of Manatee County and Renal Hypertension Center-NKP, LLC for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2022-2025 School Years, No Financial Impact
2. Approval to Apply, Accept, and Expend CARES V Emergency Funding for Early Learning, in the Amount of $247,500.00

Construction Services

3. Approval of Manatee High School - Grandstands & Parking Renovation - Substantial Completion, No Financial Impact
4. Approval of Sea Breeze Elementary School - Drainage Repairs - Change Orders 1 and 2 - Agreement Between Owner and Allstate Construction, Inc., Reduction in the Amount of $49,917.82
5. Approval of Sea Breeze Elementary School - Drainage Repairs - Change Orders 3 and 4 - Agreement Between Owner and Allstate Construction, Inc. - Return of Unspent Direct Material Purchase (DMP) Funds, in the Amount of $26,784.08
6. Approval of Southeast High School - New Science Building - Agreement Between Owner and Rowe Architects, Inc., in the Amount of $805,664.00
7. Approval of Southeast High School - New Science Building - Agreement Between Owner and P.J. Hayes, Inc., d.b.a. Tandem Construction - Preconstruction Services, in the Amount of $38,431.70
8. Approval of Florida Department of Education - Florida Inventory of School Houses (FISH) Certification of Facilities Data, No Financial Impact
9. Approval of Haile Middle School Construction Project - Authorization to Negotiate for Architect & Engineering Services (AE) and Construction Management at-Risk Services (CM), No Financial Impact

Human Resources

10. Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers
11. Approval of the Report of Teachers Out-of-Field Content, Reading, ESOL (English for Speakers of Other Languages) and/or Long-Term Substitutes
12. Approval of the Reclassification of the Job Description of Supervisor, Accountability and Technology, Food and Nutrition Services
13. Approval of the Reclassification of the Job Description of General Counsel
14. Approval of the Revisions to the Associate Superintendent for Finance Job Description
15. Approval of the Revisions to the Deputy Superintendent for Business Services and Operations Job Description

16. Approval of 2021-2022 Salary Schedules for all Employee Groups and the 2022-2023 Payroll Period Schedule

Miscellaneous Consent

17. Approval of Purchase(s) of Testing Materials and Advanced Placement Testing Materials, SDMC No. 23-0002-BS
18. Approval to Purchase Instructional Materials, Textbooks, Curriculum Software and Associated Professional Development, SDMC No. 23-0001-BS
19. Approval to Purchase Covered Play Structure, SDMC No. 22-0075-MR
20. Approval of Participation for Qualifying Middle, High and Post-Secondary Students and Advisors in the Technology Student Association (TSA) National in Dallas, TX June 26-30; Future Business Leaders of America (FBLA) National in Chicago, Il, June 29-July 2; HOSA-Future Health Professionals National, in Nashville, TN, June 22-25; Family, Career & Community Leaders of America (FCCLA) National in San Diego, CA, June 29-July 3; SkillsUSA National, in Atlanta, GA, June 20-24, 2022
21. Approval of Participation for Qualifying Elementary School Students and Advisors in the VEX IQ Robotics World Championship by the Northrop Grumman Foundation in Dallas, TX, May 9-13, 2022, and Approval of Participation for Qualifying Middle and High School Students and Advisors in the 2022 Regeneron International Science and Engineering Fair in Atlanta, GA, May 7-13, 2022
22. Approval to Purchase Animatronics and Robotics Station for Sugg Middle School, Not to Exceed $250,000.00
23. Approval for Superintendent Saunders to Apply and Attend Leadership Florida 22-23 Education Class Cohort 7

PUBLIC HEARING

1. Public Hearing on Proposed New Policies and Proposed Amendments to the School Board Policies

   Minutes: Chair Golden recessed the Regular Meeting to open the Public Hearing at 10:54 AM.

   Public Comment as follows:

   1. Glen Gibellina

   Chair Golden closed the Public Hearing and reconvened the Regular Meeting at 10:56 AM.

2. Approval of Adoption of New Policies and Amendments to Policies

   Minutes: At the request of Vice-Chair Messenger, Mr. Kevin Chapman, Executive Director of Administration, provided an overview of the new Policies and Policy amendments.

   Vice-Chair Messenger responded to a comment made during the Public Hearing and noted that she supports parent involvement at schools.

   Board Member Kennedy expressed concern with the language regarding the Pledge of Allegiance in Policy 5780. Chair Golden asked if there was a legal opinion. Mr. Stephen Dye, School Board Attorney, stated that the language is provided by Neola and that it follows State Statute regarding the Pledge of Allegiance. He explained that the language is giving a parent opt out, not a student opt out.

Chair Golden called for the vote.

Following the vote, Chair Golden invited Mr. Mike Barber forward. Chair Golden recognized Mr. Barber for his hard work and thanked him for his efforts. Following a question from Chair Golden, Mr. Barber shared additional information regarding the Award and thanked Chair Golden. He expressed appreciation for the leadership of the Superintendent and Board.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Gina Messenger, Vice Chair
SECONDER:	Mary Foreman, Board Member
AYES:	Choate, Foreman, Golden, Messenger
NAYS:	Kennedy

PUBLIC COMMENTS AND RESPONSES (UP TO 60 MINUTES)

Minutes: Public Comment as follows:

1. Glen Gibellina

2. Norman Nelson

3. Michael Hartman

4. Alice Newlon

5. Merrie Lynn Parker

6. Deanna Brinkley

7. Helen Andersen

Vice-Chair Messenger requested Superintendent Saunders respond to comments. Superintendent Saunders provided information regarding Social and Emotional Learning (SEL). She spoke regarding ESSER III dollars and noted the funds had not yet been received by any district in the State. She stated that the Board would hold a Workshop on mental health in April.

Vice-Chair Messenger thanked the League of Women Voters for attending the meeting. She commented about Public Comment and stated that it is not the time to have a dialogue with the Board. She noted that the Board Members are reachable via phone and email for dialogue.

Board Member Kennedy spoke regarding Social and Emotional Learning (SEL) and noted the purpose of helping students self-regulate and interact with peers. He discussed legislative matters.

Board Member Foreman spoke regarding information that can be found on the District website. She also encouraged the public to contact the Board Members with any questions or concerns they may have. She spoke in appreciation of teachers.

Board Member Choate spoke regarding communication dialogue and noted that community members can reach him via email or phone. He requested an update regarding the ESSER funds for transportation and air quality. Mr. Doug Wagner, Deputy Superintendent of Operations, provided an update on buses and noted supply chain considerations. Mr. Wagner also provided information regarding HVAC filters.

Board Member Choate thanked the League of Women Voters for their attendance. He also discussed

funding for education. Mr. Tim Bargeron, Deputy Superintendent of Business Services, spoke regarding the Budget Amendment process and transparency. He provided information regarding the various audits that are conducted annually.

Chair Golden spoke regarding communications with the public. He thanked the League of Women Voters for the topic they presented and shared a story regarding logic.

NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

NEW BUSINESS (NON-CONSENT ITEMS)

1. Approval of the Budget Amendments for January 2022

   Minutes: Mr. Tim Bargeron, Deputy Superintendent of Business Services, provided an overview of the Budget Amendments.

   Public Comment as follows:

   1. Norman Nelson

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Charlie Kennedy, Board Member
SECONDER:	Gina Messenger, Vice Chair
AYES:	Choate, Foreman, Golden, Kennedy, Messenger

2. Approval to Receive Return of Ownership from Manatee County of the Former Bradenton Middle School Property Located at 202 13th Avenue East, Bradenton, of Approximately 35.28 Acres

   Minutes: Mr. Stephen Dye, provided a brief overview of the item and stated that in 1996 there was a transfer of title and this is a transfer back of the title. He provided details of the transfer process.

   The Board held discussion regarding the order of the motion and public comment, and reached consensus to get a motion and second prior to receiving public comment.

   Public Comment as follows:

   1. Michael Hartman

   Board Member Kennedy spoke regarding the history of the property, noting the original purpose for the property. Following questions from Board member Kennedy, Mr. Dye discussed the process for the transfer and future steps involving the property.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Charlie Kennedy, Board Member
SECONDER:	Gina Messenger, Vice Chair
AYES:	Choate, Foreman, Golden, Kennedy, Messenger

WORKSHOP ITEM REQUESTS

Minutes: Board Member Foreman requested a workshop discussion of attendance rates and possibly tie the discussion into the Strategic Plan Update. She also requested a workshop item on transportation and the finances involved, noting concern with the increase in fuel costs. Chair Golden

inquired about an appropriate time to hold the workshop discussion. Mr. Doug Wagner, Deputy Superintendent of Operations, responded. Superintendent Saunders suggested scheduling the discussion for the first workshop in May.

Board Member Foreman requested the workshop topic for communication be scheduled and that staff guide the Board through the website and show what information is available on the website.

The Board held discussion regarding dates for specific topics.

Mr. Kevin Chapman, Executive Director of Administration, spoke regarding the date for the legislative update.

Board Member Kennedy spoke regarding Safety and Security audit work being conducted and requested a Shade session to receive information from the cybersecurity group, Sylint. Chair Golden discussed the timing for the workshop and considered the last meeting in May and the first meeting in June.

CONTINUED PUBLIC COMMENT (IF NECESSARY)

UPDATES

Legal Department Update

Minutes: Mr. Stephen Dye, School Board Attorney, updated on the Board on the following:

LMA Federal Case - stated that the Judge dismissed the State Department of Education from the litigation.

Instructional Update

Minutes: Dr. Dan Evans, Deputy Superintendent of Instruction, updated the Board on the following:

Curriculum - spoke regarding the conversation involving curriculum and Social Emotional Learning (SEL).

Thanks - thanked District families for their patience the last couple of years and shared that schools are welcoming parents back to campuses.

Awards Ceremonies - spoke regarding the number of students participating in special events and competitions.

Operations Update

Minutes: Mr. Doug Wagner, Deputy Superintendent of Operations, updated the Board on the following:

Payroll - recognized the Payroll and HR Departments for their efforts with distributing the retro checks for the pay raises.

Project Digitize - congratulated Sugg Middle School, Anna Maria Elementary School and Myakka

Elementary School for completing the digitizing of folders.

Job Fair - shared that a job fair would be held virtually on April 22 and in person on April 23 at Manatee Technical College.

STEM Awards - expressed appreciation for the support and attendance for the STEM Awards.

TSA Conference - recognized the teachers and students for their hard work.

SUPERINTENDENT REMARKS

Minutes: Superintendent Saunders updated the Board on the following:

Project Teach - spoke regarding Project T.E.A.C.H. (Teach Everyone About Career Horizons) in partnership with the Manatee County Chamber of Commerce on March 10; noted that the Project gives 4th grade students the opportunity to interact with community volunteers and school district staff.

8th Annual Manatee County ESE Agency Fair - spoke regarding the event and stated that it would be held on March 24 at Manatee Technical College's Main Campus.

End of Quarter 3 and Spring Break - shared that Spring Break would be March 14-18, and that Quarter 3 Report Cards would be distributed.

BOARD COMMENTS

Board Member Kennedy

Thanks - thanked the Board for the productive meeting and working together.

Dr. Shirin Gibson Memorial Fund - provided information about the fund and instructions on how to make a donation through the Manatee Education Foundation's website.

Project T.E.A.C.H. - spoke regarding Project T.E.A.C.H.

Board Member Choate

Thanks - thanked teachers.

Books for Kids - thanked the Lakewood Ranch Rotary Club for the Books for Kids Program and the donation of books.

Board Member Foreman

Thanks - thanked teachers, staff, and all for their continued work.

Read Across America - stated that she and her sister who is the director of school board training for the Missouri School Board Association enjoyed reading to students at Bayshore Elementary School.

Vice Chair Messenger

Read Across America - shared that she read to a third-grade class at Bayshore Elementary School.

Parent Involvement - shared that many parents have been joining their first-grade students for lunch.

Social Emotional Learning (SEL) - spoke regarding SEL and the impact the pandemic had on

emotional health.

Spring Break - wished everyone a wonderful Spring Break.

Chair Golden

Students - shared that he was moved by an Elementary Student Awards event at the Bishop Museum that he had attended.

Thanks - thanked the Superintendent and senior level management for their work and leading in the opening of schools during the pandemic.

ADJOURNMENT

Minutes: There being no further business to come before the Board, Chair Golden adjourned the meeting at 12:59 PM.

_____ _____

Cynthia Saunders, Ex Officio Secretary
and Superintendent of Schools

James T. Golden
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.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Minutes of March 11, 2022 Board Workshop

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

Inclusive Culture & Engagement | Goal 2
Improve internal and external communications.

Recommendation
The Superintendent recommends approval of the Minutes of the March 11, 2022 Board Workshop.

Attachments:
Minutes of March 11, 2022 Board Workshop.pdf

Minutes

March 11, 2022

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

Times Indicated Are Approximate

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Chad Choate	Board Member	Present	
Mary Foreman	Board Member	Present	
James T. Golden	Chair	Present	
Charlie Kennedy	Board Member	Present	
Gina Messenger	Vice Chair	Absent	
Cynthia Saunders	Superintendent	Present	
Doug Wagner	Dept Supt of Operations	Present	
Daniel Evans	Dept Supt of Instruction	Present	
Stephen R. Dye	Board Attorney	Present	
Mitchell Teitelbaum	General Counsel	Present	
Tim Bargeron	Dept Supt of Business Services	Present	
Amanda Means	Agency Clerk	Present	

Minutes: Chair Golden called the Workshop to order at 9:00 AM. He announced that he would need to leave the Workshop early and requested that the former Chair, Board Member Kennedy, lead the last portion of the Workshop.

Chair Golden moved Workshop item, *Department of Education (DOE) African American History Task Force (AAHTF) Overview*, forward on the agenda as the first Workshop item.

Chair Golden stated that an updated agenda software program would be implemented and that the Board would need to have a training session to learn how to use the new software. The Board discussed dates for the Training Session and reached consensus to hold the training either on Friday, April 8, 2022, or Monday, April 11, 2022 at 10:00 AM. Chair Golden requested the Workshop be scheduled for the date that would be convenient for Vice-Chair Messenger.

AGENDA AMENDMENTS

1. Agenda Amendments

Minutes: The Chair found good cause to amend the agenda to include:

Agenda amended on Wednesday, March 9, 2022, to **add** attachment to Workshop item, *Department of Education (DOE) African American History Task Force (AAHTF) Overview.*

WORKSHOP

1. Audit Committee Update

Minutes: Following the overview of the Department of Education African American History Task Force, Ms. Barbara Vedder, updated the Board on recent Audit Committee Meetings and read her attached Report.

Ms. Vedder also spoke regarding the need for Audit Committee Members. Chair Golden inquired about consideration of expanding the foundational qualifications required to be a member of the Audit Committee. Ms. Vedder stated that the Committee would prefer not to expand the qualifications, noting the importance of having Certified Public Accountants as members. She discussed the efforts to recruit new members.

Board Member Foreman provided suggestions for advertising for new Audit Committee Members. Board Member Kennedy stated that the media release was sent out earlier in the week and that they would be posting through the Florida Institute of Certified Public Accountants (FICPA). Superintendent Saunders provided information and confirmed that communications for the recruitment were being taken care of by staff.

Chair Golden discussed the timeline for applications. Board Member Foreman provided information regarding the process for reviewing applicants. Chair Golden stated that applications for membership would be accepted through April 26, 2022. The applications would be evaluated and the recommendation from the Audit Committee would be available by the second Board Meeting in May.

Board Member Kennedy spoke regarding the Board Staff Internal Auditor, noting that the contract for the current Auditor would expire March 12, 2022. He shared that he received a draft report from Mr. Stuart Grifel, Board Internal Auditor, earlier that morning. He recommended that the Board not continue to allow remote work.

Board Member Kennedy offered to serve on the Audit Committee once his Board Member term expires in November. Following a question from Chair Golden, Mr. Stephen Dye, School Board Attorney, stated that there was no legal issue with the offer.

Board Member Kennedy spoke regarding a shade meeting or workshop for the Safety and Security Audit Report and the Sylint Report. Mr. Dye stated that the Board could hold a Shade Meeting to discuss safety and security, rather than a Workshop. Board Member Kennedy suggested the date of the first workshop in May for the date of the Shade Meeting.

Ms. Vedder stated that Carr, Riggs, and Ingram (CRI), Internal Auditors, would be presenting their reports, noting that the Audit Committee had voted and approved of sending them to the Board for approval.

Board Member Kennedy requested Dr. Susan Agruso, come forward to provide information regarding the Audit Committee Procedures. Dr. Agruso provided an overview of the Procedures. She also spoke regarding the Auditor Selection Committee and the Committee's desire to eventually fill the position of the Board Internal Auditor.

The Board held discussion regarding an in-house internal audit function.

Superintendent Saunders stated that some of the work the Auditor was charged to do has not been completed. She noted the importance of the audit work and stated that portions need to be completed timely. She noted that in the past, some of the work had been done by CRI.

Board Member Foreman stated that CRI would need to come to the next Audit Committee Meeting with an increased budget that would need to be approved by the Board.

Ms. Lorri Kidder and Mr. Mark Smith, of CRI, provided an overview of the Agitech Post Audit Review (PAR) Report, the Sales Surtax Report, and the Budget Report.

The Board asked questions and held discussion throughout the presentation.

Following a recommendation for best practice from Mr. Smith, Superintendent Saunders stated that she is the backup for the allocation administration and noted she had been overseeing the process for seven years. She described the role of the staff members involved and the planned expansion of staff involved.

Board Member Foreman inquired about the utilization of spreadsheets and the modules of the ERP System. Ms. Kidder stated that the audit covered that aspect and that the spreadsheets are used to figure out the numbers, not to monitor the budget. Superintendent Saunders stated that software does not exist with the formula for the allocations with a formula driven by categorical funding. She noted that once the budget is done, it is put into the ERP System. Mr. Tim Bargeron, Deputy Superintendent of Business Services, stated that the spreadsheets serve as a tool to get the number that is going into the ERP System and provided a specific example.

Chair Golden requested clarification regarding the budget that is entered into the ERP system and the process. He also inquired about the School Board budget line items. The Board held discussion.

Chair Golden announced a brief recess at 11:12 AM and reconvened at 11:19 AM.

Following the recess, Chair Golden continued the discussion regarding the Board's budget. He stated that the Board Chair works with the Agency Clerk to input the Board's budget. He introduced the Agency Clerk and the Superintendent's Executive Assistant.

Chair Golden left the Board Room at 11:22 AM and asked Board Member Kennedy to lead the remainder of the Workshop.

2. Discussion of Citizens' Financial Oversight Committee (CFOC)

Minutes: Board Member Foreman stated that questions were sent to the Citizens' Financial Oversight Committee (CFOC) Members and spoke regarding input the Committee Members had provided. She stated there were Committee Members that felt the Committee was not functioning and others that felt the Committee needed more leeway. She stated that the CFOC is not an advisory committee and that it is an oversight committee, noting their input before monies are spent is problematic because she does not see that as part of the Charter. She also noted that Committee is having difficulty and discussed the responsibilities of the Committee including presenting a report to the Board.

Board Member Foreman requested the following changes for the CFOC Charter:

- Clarify language in the Charter to specify which Financial Report, the AFR (Annual Financial Report) or the ACFR (Annual Comprehensive Financial Report), the

Charter is referring to.

- Clarify oversight versus advisory to state that "the Committee is charged with oversight and is not considered an advisory committee. The Committee operates as a whole and no individual may represent the Committee without the approval of a majority of Committee Members".
- Add language to state that the Committee is charged to verify, comment and report compliance with the School Board's pledge of the use of funds from the ad valorem millage.

Board Member Foreman noted that procedures were needed to guide the Committee. She requested procedures to clarify whether they can still attend virtually and discussed the location of the meetings. She recommended that the Vice-Chair run the meeting if the Chair is unable to attend the meeting in person. She encouraged the Committee to put their procedures in writing and coordinate with Mr. Bargeron in terms of the information that they request.

Board Member Choate spoke regarding the need for procedures. He agreed with Board Member Foreman's statement regarding it being an oversight committee and not an advisory committee. He discussed the charge of the Committee. He spoke in support of requiring in person attendance. He also thanked the Committee Members for providing feedback to the Board.

Board Member Kennedy suggested moving the CFOC Meetings to a conference room in the School Support Center. He spoke in support of providing the Committee with written procedures. He also suggested that the Board have the Internal Auditors complete a report and present it to the Committee for the Committee to use. Board Member Choate agreed. The Board held discussion regarding the use of the Internal Auditors.

Board Member Foreman requested the Agency Clerk work with Chair Ballard to schedule an additional CFOC Meeting.

Superintendent Saunders spoke regarding the importance of having written procedures and offered to schedule a meeting with the Committee Chair, Liaison, and staff to provide guidance.

3. Department of Education (DOE) African American History Task Force (AAHTF) Overview

Minutes: Following the Agenda Amendments announcement, Chair Golden moved forward on the agenda to this topic.

Ms. Latrina Singleton, Director of Federal Programs and Grants, and Mr. Kevin Chapman, Executive Director of Administration, provided an overview of the Department of Education (DOE) African American History Task Force (AAHTF).

Ms. Singleton utilized the attached presentation to update the Board on the following:

- State Task Force
- Exemplary Status
- Purpose
- Alignment to Strategic Plan
- Alignment to Diversity, Equity, and Inclusion Policy

- Mission
- Goals
- Expected Outcomes
- Committees
- DRAFT Implementation Plan
- Timeline

Board Member Foreman noted that the Draft Implementation Plan was attached to the agenda for the public to review.

Chair Golden discussed the timeline and process for approving the Implementation Plan. Ms. Singleton provided additional information related to the timeline.

Board Member Kennedy displayed the State's website for the Commissioner of Education's African American History Task Force.

At the request of Board Member Choate, Dr. Dan Evans, Deputy Superintendent of Instruction, provided information regarding curriculum and State Standards. He spoke regarding measures utilized to ensure that the correct curriculum is being taught in schools.

PUBLIC COMMENTS

Minutes: Public Comment as follows:

1. Norman Nelson

ADJOURNMENT

Minutes: Board Member Kennedy adjourned the Workshop at 11:50 AM.

_____
Cynthia Saunders, Ex Officio Secretary
and Superintendent of Schools

_____
James T. Golden
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.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
National School Library Month

Executive Summary
April is School Library Month as designated by the American Association of School Librarians and by Florida Governor Ron DeSantis.

Each year, citizens across the country and here in the state of Florida take time to recognize the programs, services and resources provided by school libraries. This celebratory month provides opportunities across the state to highlight school library contributions to public education.

School library programs prepare students for lifelong learning, make a measurable difference in student academic achievement and enhance their reading enjoyment. Additionally, School Library Month coincides with National Library Week, which highlights the resources and contributions of all types of libraries.

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

Inclusive Culture & Engagement | Goal 4
Enhance parent and community engagement.

Contact
Submitting Department: Communications
Initiated By: Mike Barber

Attachments:
2022-04-12 National School Library Month Proclamation.pdf

PROCLAMATION

NATIONAL SCHOOL LIBRARY MONTH

Whereas, April 2022 has been designated the 37th annual national School Library Month; and

WHEREAS, school library media programs are an important asset in the education of our youth; and

WHEREAS, school library media programs significantly contribute to student achievement by providing instructional support resources and services; and

WHEREAS, school library media centers provide access to information in a variety of formats within the school, as well as digital resources outside the school; and

WHEREAS, learning to become effective users of information and ideas is essential as Florida's youth prepare for a future filled with challenges and changes; and

WHEREAS, promoting competencies in using new and emerging technologies is an integral part of school library programs; and

WHEREAS, school library media programs promote literacy and the enjoyment of reading; and

WHEREAS, school library media specialists are instructional partners and consultants in the teaching and learning process;

NOW, THEREFORE, BE IT RESOLVED that the School Board of Manatee County does hereby proclaim April 2022 as:

National School Library Month

Adopted with a quorum present and voting this 12th day of April 2022.

SCHOOL BOARD OF MANATEE COUNTY
MANATEE COUNTY, FLORIDA

_____
Rev. James T. Golden, Chair

_____

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Books for Kids

Executive Summary
The Suncoast Campaign for Grade Level Reading (SCGLR) helps children from birth through 3rd grade, especially those from asset-limited families, succeed in life by ensuring that they read on grade level. The focus is on key solutions that impact a child's ability to read, while strengthening support for children and families.

Books For Kids, a literacy project of the Lakewood Ranch Rotary Club, supports the SCGLR. The Books for Kids mission is to raise the reading levels of elementary school students by helping with reading comprehension and providing "Books For Kids." The goal is to improve the quality of life for boys and girls in underserved communities throughout Manatee County by increasing the number of books in home libraries.

Ted Lindenberg tirelessly volunteers his time and talents to coordinate the Books for Kids program at the "Big 10" Title I elementary schools. For 6 years the Lakewood Ranch Rotary Club has purchased books each month for 1st - 3rd grade students at Title I schools. A contingency of volunteers supports this outreach from labeling the books with "How to Read this Book with Your Child" stickers, leveling and shelving books, packaging leveled books for every classroom and distributing the books each month to each 1st - 3rd grade classroom at the "Big 10" Title I elementary schools.

The School Board will recognize Ted Linderberg and the Books for Kids program who have distributed over 100,000 books to support our most vulnerable children.

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

Inclusive Culture & Engagement | Goal 4
Enhance parent and community engagement.

Contact
Submitting Department: Communications
Initiated By: Mike Barber

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing

Title
Construction Update

Executive Summary
Mr. Bill Horton, Director of Construction Services, will present a construction project update on Palmetto High School.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
PHS Construction Update


04.01.2022
PALMETTO
HIGH SCHOOL

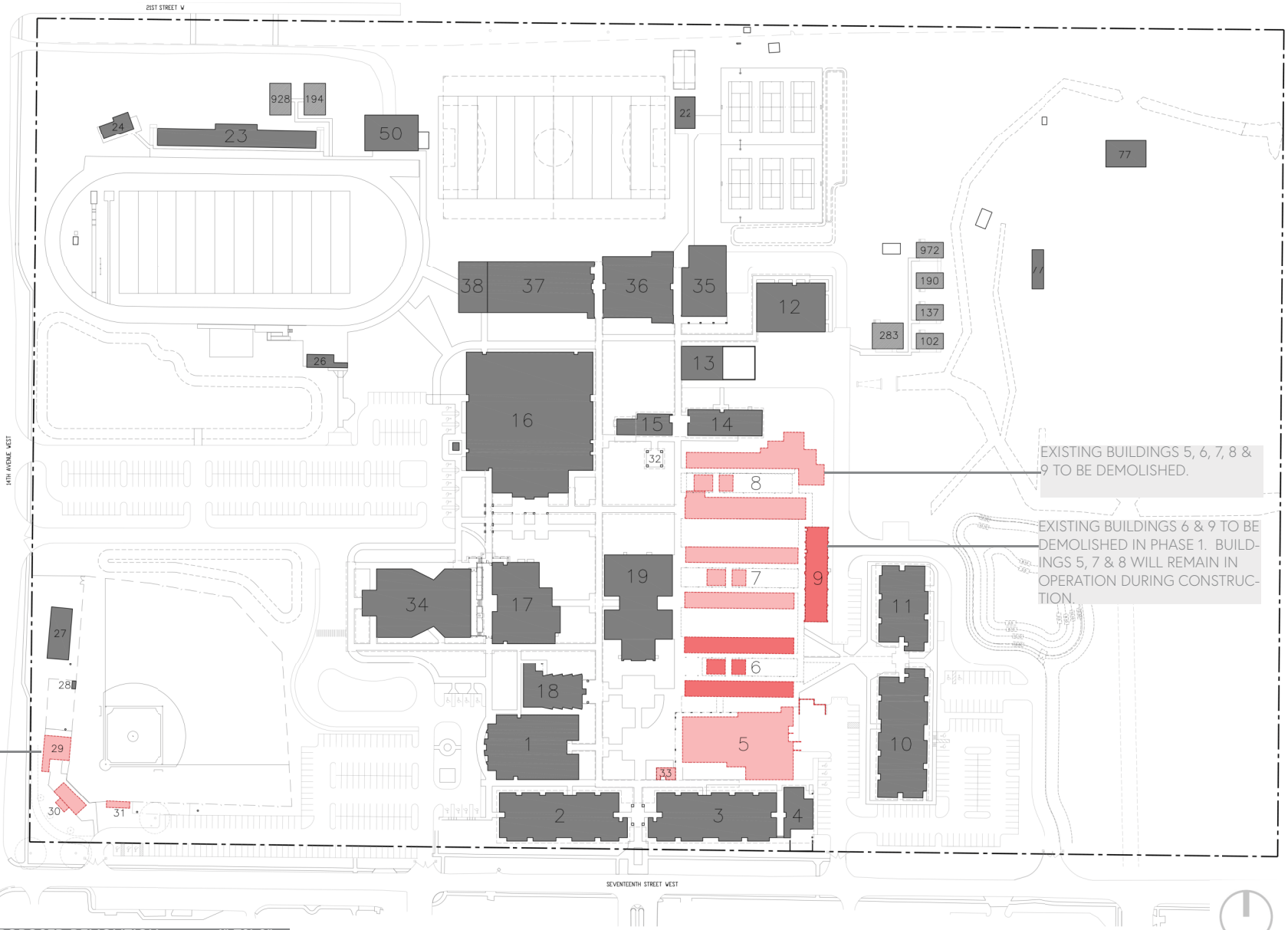
PALMETTO HIGH SCHOOL

1200 17TH STREET SW
PALMETTO, FLORIDA 34221

EXISTING SITE AREA:
59 ACRES (2,570,040 SF)

PROPOSED DEMOLITION AREA:
57,122 SF

(*COLOR SHADED AREAS DENOTE EXISTING BUILDINGS TO BE RAZED)



EXISTING BUILDINGS 5, 6, 7, 8 & 9 TO BE DEMOLISHED.

EXISTING BUILDINGS 6 & 9 TO BE DEMOLISHED IN PHASE 1. BUILDINGS 5, 7 & 8 WILL REMAIN IN OPERATION DURING CONSTRUCTION.

EXISTING DUGOUTS, BLEACHERS, PRESS BOX, LOCKERS & CONCESSIONS BUILDINGS TO BE DEMOLISHED

EXISTING SITE CONDITIONS & PROPOSED DEMOLITION 1":70'-0"

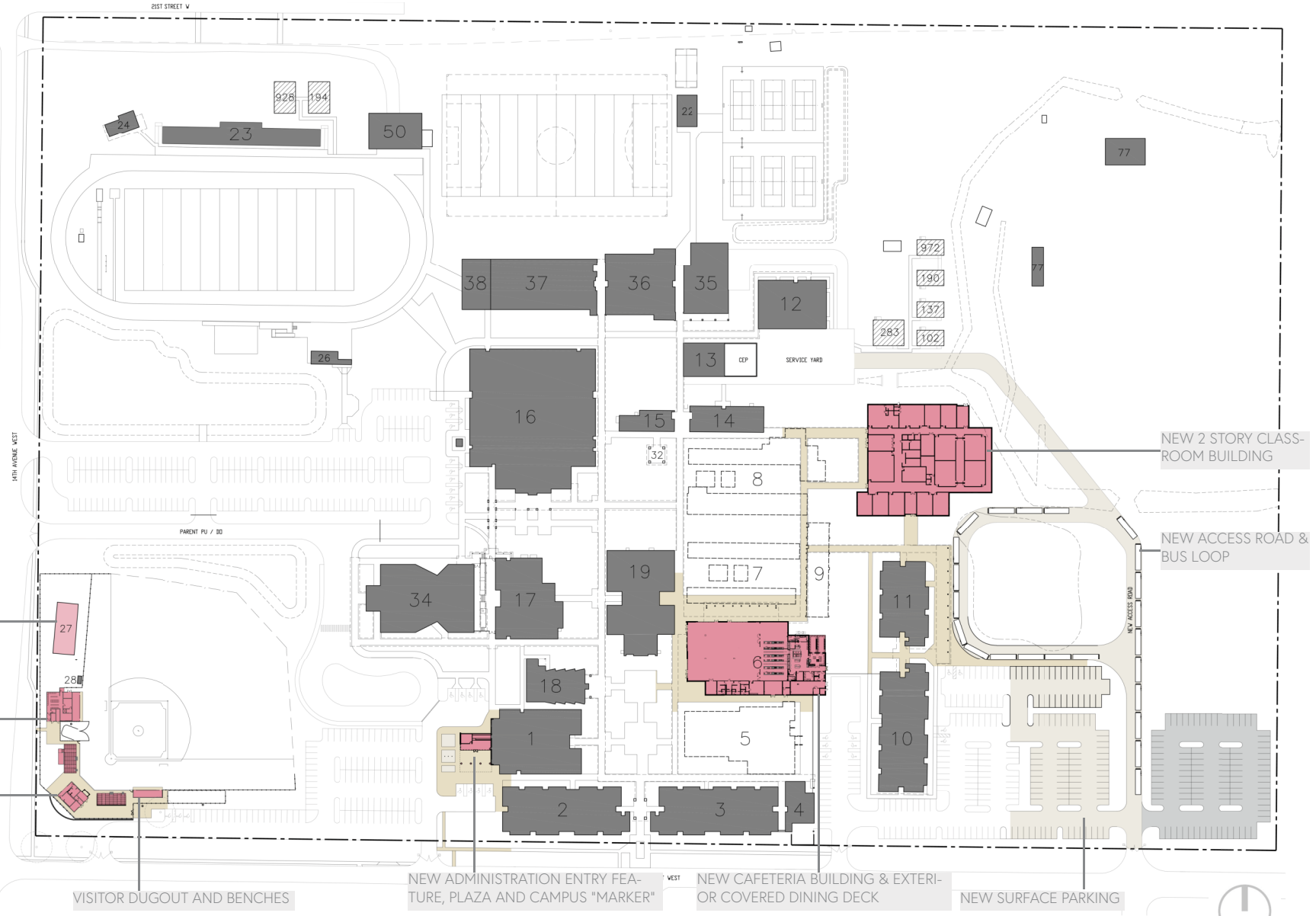
PALMETTO HIGH SCHOOL

1200 17TH STREET SW
PALMETTO, FLORIDA 34221

EXISTING SITE AREA:
59 ACRES (2,570,040 SF)

PROPOSED NEW AREA:
-CLASSROOM: +/- 60,000 SF
-CAFETERIA: +/- 22,600 SF
-MAIN ENTRY: +/- 1,200 SF
-BASEBALL: +/- 4,100 SF

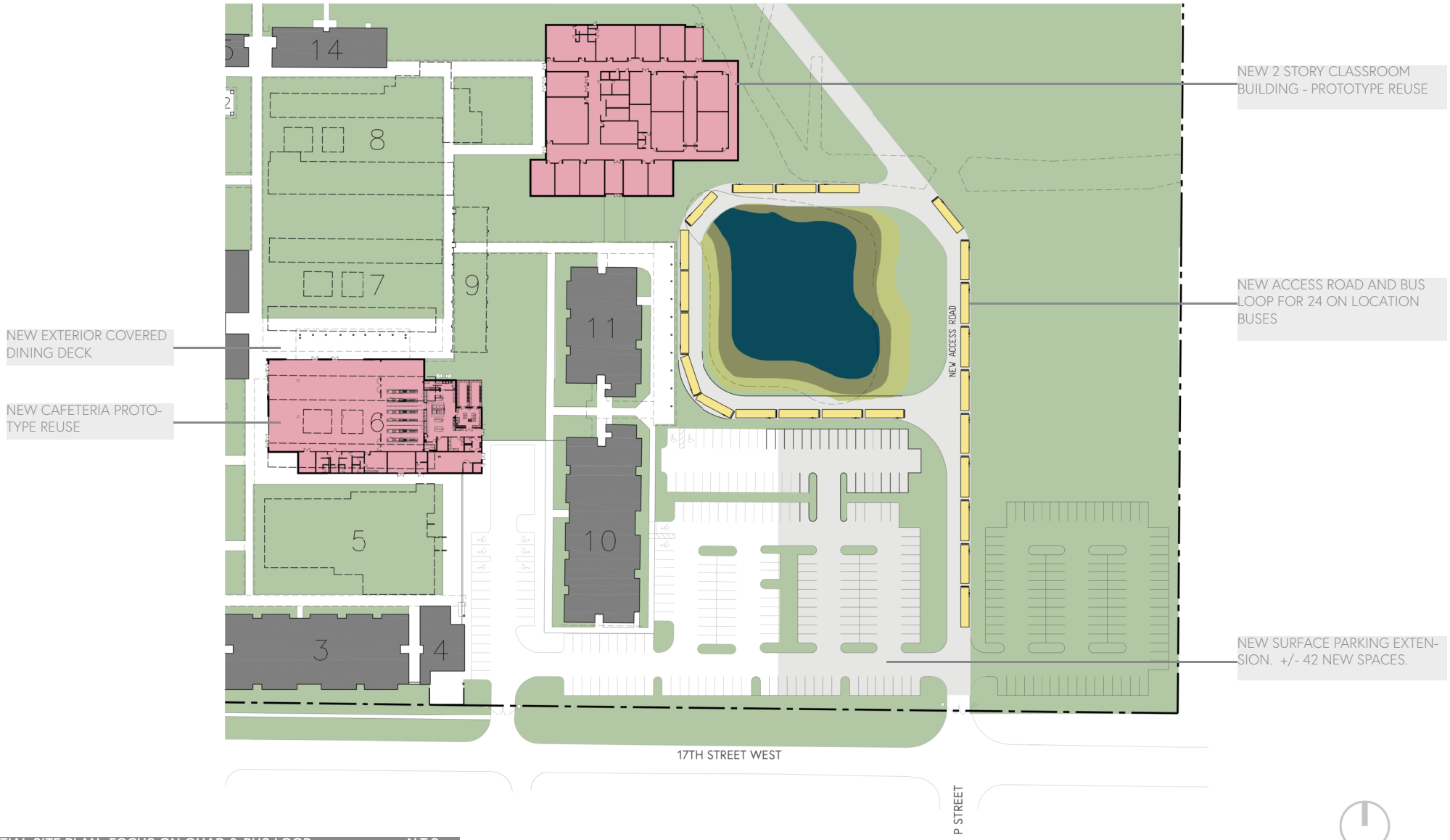
(*COLOR SHADED AREAS DENOTE FOOT-PRINTS OF PROPOSED CONSTRUCTION)



SITE PLAN - PROPOSED RENOVATIONS & NEW CONSTRUCTION 1":70'-0"

PALMETTO HIGH SCHOOL - PARTIAL RENOVATION
SCHEMATIC DESIGN - APRIL 01. 2022

SCHENKELSHULTZ . ARCHITECTURE



PARTIAL SITE PLAN -FOCUS ON QUAD & BUS LOOP N.T.S.



NEW 2 STORY CLASSROOM BLDG - FIRST FLOOR 1/16"=1'-0"



NEW 2 STORY CLASSROOM BLDG - SECOND FLOOR 1/16"=1'-0"







NEW 2 STORY CLASSROOM BLDG - ENTRY ELEVATION 1"=10'-0"











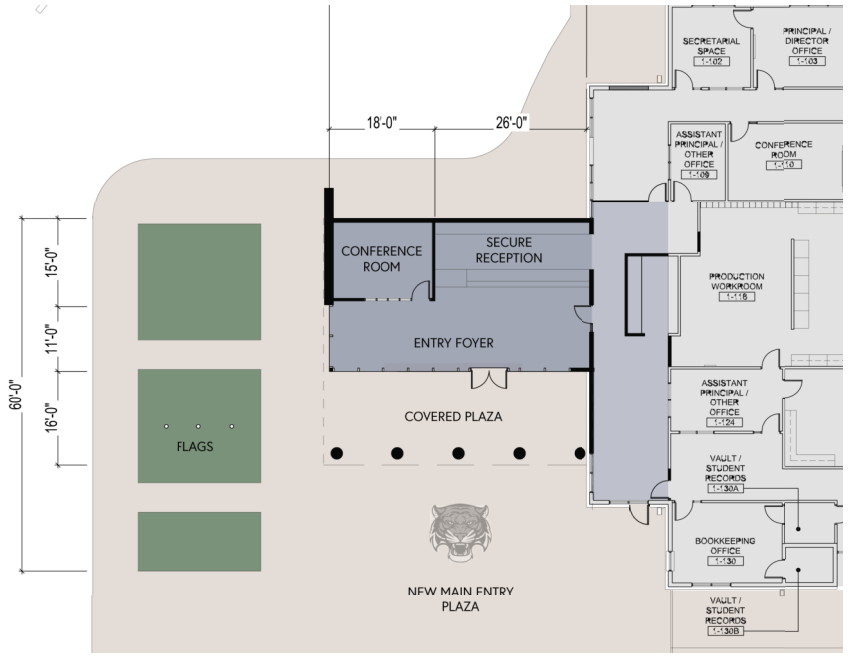
NEW CAFETERIA BUILDING - MAIN ELEVATION 1/16"=1'-0"



NEW CAFETERIA BUILDING - FIRST FLOOR 1/16"=1'-0"







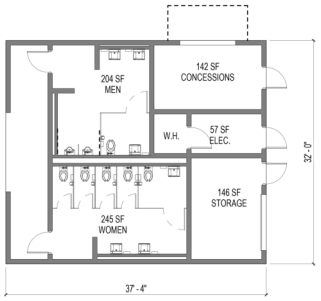


NEW ENTRY LOBBY AND FEATURE - RENOVATED [TBD] INTERIOR 1": 20'-0"

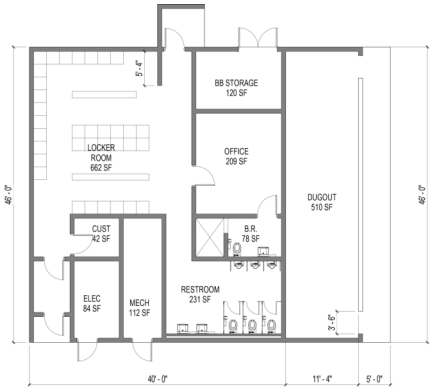


PARTIAL SITE PLAN - FOCUS BASEBALL FIELD IMPROVEMENTS 1"=30'-0"

PRE-FAB BLEACHERS & PRESS BOX



CONCESSIONS FLOOR PLAN N.T.S.



HOME LOCKERS FLOOR PLAN N.T.S.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the New Agreement Between the School Board of Manatee County and James Ittel, DMD, PLLC for Clinical Experience for Manatee Technical College (MTC) Dental Assisting Students for the 2022-2025 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 Dental Assisting:

James Ittel, DMD, PLLC
James Ittel, DMD, Owner

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

Manatee Technical College | Goal 1
Keep pace with the growth of Manatee County by expanding educational opportunities for students and business and industry.

Manatee Technical College | Goal 2
Expand workforce development education for high-skill, high-wage occupations to meet the local needs of our fast-growing economy.

Recommendation
The Superintendent recommends approval of the new agreement between the School Board of Manatee County and James Ittel, DMD, PLLC for clinical experience for Manatee Technical College (MTC) Dental Assisting students for the 2022-2025 school years, no financial impact.

Financial Impact
There is no cost to the school district for this clinical experience training over and above the insurance policies already in place.

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

Attachments:
James Ittel DMD PLLC Dental Affiliation Agreement 2022-2025

The School Board of Manatee County
d/b/a Manatee Technical College
Affiliation Agreement for Clinical Practice

AGREEMENT for affiliation with James Ittel, DMD, PLLC

Address: 3479 Precision Drive, Unit 109, North Venice, Florida 34275

This agreement is made this 13th day of April, 2022, between the School Board of Manatee County, Florida, d/b/a Manatee Technical College (hereafter called the School) and James Ittel, DMD, PLLC (hereafter called the Affiliating Site).

WHEREAS, it is of mutual interest and benefit that the students enrolled in the Manatee Technical College Health Science Program are provided the opportunity and benefit of the educational facilities of James Ittel, DMD, PLLC for clinical experience.

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, the Affiliating Site, the Health Science program, and the School hereby agree as follows:

RESPONSIBILITIES OF THE SCHOOL: The School shall perform all of the following duties and obligations with due diligence, due care and in good faith:

Provision to Provide Educational Services: The School shall provide to the Affiliating Site Health Science Education students who have demonstrated a basic level of proficiency and ability to perform technical skills as required by their specific program. School personnel shall also provide the requisite instruction, supervision and guidance required in this phase of the program. The School will assign a program coordinator to make periodic coordinating visits to the Affiliating Site. The program coordinator shall, 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 Affiliating Site. The School program coordinator will collaborate with assigned site personnel to ensure that students meet identified curriculum competencies, and has the authority--*after consultation with the Affiliating Site*--to discontinue the training of any student if deemed appropriate. The student, when in training at the Affiliating Site, will at all times be under the direct supervision of assigned personnel at the Affiliating Site, and that person(s) will complete the student evaluation record (efficiency rating) in collaboration with the School program coordinator.

Non Discrimination: Neither the School nor its personnel shall discriminate against any patient or other person on the basis of sex, sexual preference, race, creed, color, age, national origin or disability.

Patient Records: The School 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 Affiliating Site or any applicable Payor. All such records shall be delivered to and maintained by and in accordance with its

policies and procedures. The School shall ensure that its personnel and students at all times maintain the confidentiality of medical records in accordance with applicable laws and regulations.

Incident/Injury Reporting: The School shall be responsible for advising its personnel and students to report any incident/injury that occurs during the performance of any services by such personnel or students under this Agreement or that is witnessed as having occurred on the property of the Affiliating Site. The Affiliating Site shall be responsible for implementing the post-exposure protocol in Exhibit A. Neither the School, the program, its personnel, nor the Affiliating Site shall be responsible for any medical care, counseling or other necessary follow up as a consequence of such incident/injury. The School, its personnel and students shall be responsible for compliance with any State or Federal statutes, regulations, rulings or orders related to safe work practices and environment. The SCHOOL BOARD OF MANATEE COUNTY, the School, and the Affiliating Site will follow the post- exposure evaluation protocols established in Exhibit A.

INSURANCE: During the term of this Agreement and any extension thereof, the School shall maintain, at its own cost and expense, professional liability insurance 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 the School will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof. In addition, the School 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 the Affiliating Site, the School will provide a certificate of insurance verifying coverage, and the School will notify Affiliating Site in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If the School fails to obtain or maintain the insurance required hereunder, Affiliating Site at its option may terminate this Agreement.

Affiliating Site 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 the Affiliating Site and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to School annually unless requested earlier. Affiliating Site shall give School thirty (30) days prior written notice to the extent Affiliating Site has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify School. In the event that Affiliating Site maintains claims-made coverage, and Affiliating Site's coverage is terminated within three (3) years of the date on which School ceases to participate or have its Students or Faculty Members participate in Site Activities pursuant to this Agreement, Affiliating 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 School, a Student, or a Faculty Member participated in a Site Activity, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Section shall constitute a material default and the Agreement may be terminated by School.

RESPONSIBILITIES OF HEALTH CARE FACILITY (Affiliating Site) The Affiliating Site shall perform all of the following duties and obligations with due diligence, care, and in good faith.

1. The personnel of the Affiliating Site will recognize the student as a participant in an educational program, and will be willing to cooperate as appropriate to make arrangements for teaching situations for the student that will contribute to his growth and development of skills.

2. The Affiliating Site shall certify to the School that it is licensed and fully accredited by an appropriate accrediting body and that the individual responsible for direction of the student is licensed/certified in the State of Florida.

3. Students shall not receive compensation for their participation in the above educational experiences.

4. Adequate time will be allowed for orientation of the student to the Affiliating Site.

5. The student, when in training at the Affiliating Site, will at all times be under the direct supervision by designated personnel who is/are licensed/certified by the State of Florida.

6. Assignments in the Affiliating Site at no time will exceed that which permits good care for patients/clients, exceeds state statutes, ratios or guidelines, and good learning practice. It is recognized that the assignments may vary with the ability of the student and the conditions of the site.

7. At the end of the clinical experience, an evaluation will be completed for each student in terms of his personal characteristics, knowledge and performance of skills. The evaluation report will be developed-- in collaboration with the School coordinator-- by a designated person who has direct knowledge of the student's performance in the area in which the student gains experience.

8. The Affiliating Site will provide the student with emergency medical care (first-aid) in the event of an accident or injury. In the event of accident, injury, or serious illness of the student, the Affiliating Site will ***immediately*** notify the School Assistant Director and the School coordinator. The coordinator will notify the appropriate emergency contact for that student.

9. The student will be subject to the rules and regulations of the Affiliating Site. The Affiliating Site will have the right to discontinue the training of any student on its premises, upon consultation with the School coordinator.

10. The student may be scheduled for assignment during regular operating hours of the Affiliating Site.

Provision of Facilities and Equipment: The Affiliating Site shall provide appropriate space designated by the facility for the educational experience, plus any equipment, expendable supplies and services necessary for the proper operation of the educational experience. In connection with the foregoing, Affiliating Site 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.

Provision of Educational Experience: The Affiliating Site shall have adequate means for educational experiences, including:

- provide opportunities for observational and practice experiences in the patient units and clinics and in other departments
- assist in the orientation of the School personnel and students to the physical facilities, policies, and procedures of the facility, as required;
- allow the School personnel and students, at their own expense, to use cafeteria facilities, if available.
- retain overall responsibilities for quality of patient care;
- the facility shall certify to the School that it is licensed and fully accredited by an appropriate

accrediting body and the individual responsible for direction of the student is licensed in the State of Florida.

INDEPENDENCE OF THE PARTIES; NO CONNECTION TO REFERRALS: In the performance of their separate businesses, it is understood and agreed by Affiliating Site that the School and 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 the School and Affiliating Site 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.

TERM AND RENEWAL-- TERMINATION:

(a) **Term and Renewal:** This Agreement shall be in effect from the date of the signature of the School Board Chair for a period of three years, through __June 30, 2025__, upon which time the School and Affiliating Site have the option, without change to this Agreement, to extend this Agreement for a period of an additional three years.

(b) **Termination for Cause:** The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the Affiliating Site has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Affiliating Site in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Affiliating Site or recoveries by the School Board 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.

(c) Termination for Convenience: Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District of Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required.

(d) **Effect of Illegality or Reimbursement Changes:** 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 negotiate in good faith to amend this Agreement. If necessary, this Agreement shall be deemed suspended until such amendment can be accomplished. Otherwise, the parties agree, for a period of sixty (60) days, to restructure the practical conduct of this contractual arrangement in a manner that will eliminate the illegal or unenforceable aspects hereof.

CONSTRUCTION AND INTERPRETATION

Compliance with Jessica Lunsford Act: The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Providers, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with

Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at:
http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/Purchasing/Jessica_Lunsford_Act

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 contract may be cancelled by The School Board of Manatee County upon thirty days written notice and The School Board of Manatee County will be released of any and all obligations under this contract.

Third Party Beneficiaries: 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. No modification, amendment or waiver of any provision of this agreement will be effective unless in writing and signed by both parties.

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

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 School Board of Manatee County does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.

Indemnification: Affiliating Site with the School Board of Manatee County agrees to defend indemnify and hold harmless The School Board of Manatee County, their agents, employees, officers and Board Members against any and all third-party claims, loses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement. When pertaining to a services contract, the Affiliating Site, will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The School Board of Manatee County, their Board Members and School District Employees as an additional insured. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board of Manatee County, the election to immediately terminate this agreement.

Confidentiality: Confidentiality is subject to the Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non Discrimination Act of 2008.

Sovereign Immunity: The parties acknowledge and agree that the School Board of Manatee County, Florida, as a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

Contact with Students: Unless otherwise specified, the contracting party with The School Board of Manatee County will have no employees or independent contractors, material men, supplier or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.

Standards of Conduct: The contracting party with The School Board of Manatee County will be held to the same standards of conduct as employees of the School District of Manatee County while conducting business with the District. These standards, as defined in School Board Policies, will apply not only to employees of the vendor, but also to the employees of its sub-contractors.

Severability and Waiver: If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.

Force Majeure: The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 upon written notice.

Equal Opportunity: The Affiliating Site agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act. Said Affiliating Site further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, age or marital status.

Federal Debarment & Suspension Certification: This agreement is subject to the requirement by Executive Order 12549, Debarment and Suspension, 7CFR Part 3017.510 and/or 34 CFR Part 85, Section 85.510.

Compliance With Sunshine Act: The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et seq, and Fla. Stat. sec. 119.01 et. seq. The Affiliating Site with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

School District Policy: In accordance with School Board of Manatee County Policy and Procedures, no contract for providing supplies, equipment or services shall be effected with any individual or business entity in which any member of the School Board of Manatee County or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No School Board employee may directly or indirectly purchase or recommend for purchase of

goods or services from any business organization in which his/her spouse or child has a material interest as defined in F.S. 112.

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 the proposer will in no way be a cause for relief from responsibility. The proposer 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 contract. The successful proposer(s) must not be in violation of any zoning or other ordinances in the performance of this contract.

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

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

Other Provisions:

Possession of Firearms: Possession of firearms will not be tolerated on the project or any School District of Manatee County property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of the vendor/proposer, or any of its sub-contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by the vendor/proposer. If a sub-contractor fails to terminate said employee or independent contractor, the vendor/proposer shall terminate its agreement with the sub-contractor. If the vendor/proposer fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any destructive devise, or any machine gun. Powder actuated construction nailers and fasteners are excluded from this definition.

Criminal Acts: Employment on the project by the Affiliating Site, 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 will not be tolerated. If it is determined that any person with such criminal history is on the project site, the Affiliating Site agrees to take all steps necessary to remove such person from the project and the property. The School District of Manatee County shall have the right to terminate this agreement if the Affiliating Site does not comply with this provision.

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 Affiliating Site employees or independent contractors or its sub-contractors employees or independent contractors will not be tolerated on School 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 School District property, said employee or independent contractor shall be removed and terminated from the project by the Affiliating Site. If a sub-contractor fails to terminate said

employee or independent contractor, the Affiliating Site shall terminate its agreement with the sub-contractor. If the Affiliating Site fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County.

Entire Agreement: This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

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.

Custodian of Public Records: If the vendor has questions regarding the applicability of chapter 119, Florida statutes, to the contractor's duty to provide public records relating to this contract, contact the custodian of public records: Public Records Custodian 215 Manatee Avenue W. Bradenton, Florida, 34205 (941) 708-8770 publicrecords@manateeschools.net

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, James Ittel, DMD, PLLC and Manatee Technical College 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:

_____
Mitchell Teitelbaum, Esq. General Counsel

Date 2-17-2022 By:

_____
(Affiliating Site Authorized Signature)

Title: Owner

EXHIBIT A

POST - EXPOSURE PROTOCOLS FOR STUDENT EXPOSURES TO BLOODBORNE PATHOGENS AT THE (Affiliating Site)

Student Exposure to Bloodborne Pathogens

In the event a student is exposed to blood or other potentially infectious materials, the (Affiliating Site), business, or governmental entity shall immediately provide the attached ***Notification Letter for Adult Health Occupation Students*** to the exposed student to sign and date. The (Affiliating Site), shall immediately call the Adult Health Occupations Administrator and provide a copy of the signed attached ***Notification Letter for Adult Health Occupation Students*** to them and retain a copy for their records. The (Affiliating Site), 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 The (Affiliating Site), 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. The (Affiliating Site), 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 and the (Affiliating Site), 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 Board of Manatee County

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

Cynthia Saunders
SUPERINTENDENT
* * *
215 MANATEE AVENUE WEST
BRADENTON, FL 34205
TELEPHONE (941)708-8770
FAX (941)708-8686

SCHOOL BOARD
*Rev. James Golden, CHAIR**
Gina Messenger, Vice Chair
CHAD CHOATE III
MARY FOREMAN

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 01/12/2022

MTC 2021-22 rev. 008

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/07/2021

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 BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com
INSURED James Ittel DMD PLLC 4132 Hemingway Drive Venice, FL 34293-5248	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A: Berkshire Hathaway Direct Insurance Company 10391 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY [ ] PRO-JECT [ ] LOC X OTHER.			N9BP228906	06/12/2021	06/12/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS COMP/OP AGG	$ 2,000,000 $ 50,000 $ 5,000 $ Included $ 4,000,000 $ 4,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS 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 [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/ Aggregate	

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

Knights Associates, LLLP and Ian Black Real Estate, LLC and their respective affiliates, subsidaries, successors and assigns are listed as additional insured as it pertains to general liability (see endorsement attached)

CERTIFICATE HOLDER

Knights Associates, LLLP and Ian Black Real Estate, LLC and their respective affiliates, subsidaries, successors and assigns
and Ian Black Real Estate, LLC
1 S School Avenue, Suite 600
Sarasota, FL 34237

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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Knights Associates, LLLP and Ian Black Real Estate, LLC and their respective affiliates, subsidaries, successors and assigns

1 S School Avenue, Suite 600
Sarasota, FL 34237

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

A.	**Designation Of Premises (Part Leased To You):** 3479 Precision Drive Unit 109 Nokomis, FL 34275
B.	**Name Of Person Or Organization (Additional Insured):** Knights Associates, LLLP and Ian Black Real Estate, LLC 1 S School Avenue, Suite 600 Sarasota, FL 3 1 S school avenue suite 600 Sarasota, FL 34237
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. The following is added to Paragraph **C. Who Is An Insured** in **Section II – Liability:**

3. The person or organization shown in the Schedule is also an insured, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule.

B. The following exclusions are added to **Section II – Liability:**

This insurance does not apply to:

1. Any "occurrence" that takes place after you cease to be a tenant in the premises described in the Schedule.

2. Structural alterations, new construction or demolition operations performed by or for the person or organization designated in the Schedule.

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DIVISION of CORPORATIONS

Detail by Entity Name

Florida Limited Liability Company
JAMES ITTEL, DMD, PLLC

Filing Information

Document Number	L21000039650
FEI/EIN Number	NONE
Date Filed	02/04/2021
State	FL
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Principal Address

4132 HEMINGWAY DR
VENICE, FL 34293

Mailing Address

4132 HEMINGWAY DR
VENICE, FL 34293

Registered Agent Name & Address

BLALOCK WALTERS, P.A.
802 11TH ST WEST
BRADENTON, FL 34205

Authorized Person(s) Detail

Name & Address

Title MGR

ITTEL, JAMES, DMD
4132 HEMINGWAY DR
VENICE, FL 34293

Annual Reports

No Annual Reports Filed

Document Images

02/04/2021 -- Florida Limited Liability | View image in PDF format

E-Verify

Company ID Number: 1798168

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I
PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the James Ittel DMD PLLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II
RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

   a. Notice of E-Verify Participation

   b. Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.

3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note. Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between $550 and $1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13 The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21 The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see M-795 (Web)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,

ii. The employee's work authorization has not expired, and

iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

i The Employer cannot determine that Form I-9 complies with Article II.A.6,

ii The employee's basis for work authorization as attested in Section 1 has expired or changed, or

iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a Automated verification checks on alien employees by electronic means, and

b Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.

4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.

5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.

7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.

8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.

9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions

ARTICLE III
REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1 If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

case The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1 If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4 If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

a. Scanning and uploading the document, or

b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV
SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V
MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI
PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

E-Verify

Company ID Number: 1798168

Approved by:

Employer James Ittel DMD PLLC	
Name (Please Type or Print) James Ittel	Title
Signature Electronically Signed	Date 02/17/2022
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature Electronically Signed	Date

Company ID Number: 1798168

Information Required for the E-Verify Program **Information relating to your Company:**	
Company Name	James Ittel DMD PLLC
Company Facility Address	3479 Precision Drive Unit 109 North Venice, FL 34275
Company Alternate Address	
County or Parish	SARASOTA
Employer Identification Number	861967246
North American Industry Classification Systems Code	621
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

Company ID Number: 1798168

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA	1 site(s)

E-Verify

Company ID Number: 1798168

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Alexis Wishart
Phone Number	(941) 451 - 6972
Fax Number	
Email Address	office@nitrousdental com

Name	Elizabeth Bocanegra
Phone Number	(941) 451 - 6972
Fax Number	
Email Address	office@nitrousdental com

Name	James Ittel
Phone Number	(941) 451 - 6972
Fax Number	
Email Address	office@nitrousdental com

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School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the New Agreement Between the School Board of Manatee County and Florida Orthopedic Foot & Ankle Center, LLC for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2022-2025 School Years, No Financial Impact

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

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

A copy of the agreement is attached for review.

Clinical Providers for Medical Assisting:
Florida Orthopedic Foot & Ankle Center, LLC
Devin Cottom- Owner

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

Manatee Technical College | Goal 1
Keep pace with the growth of Manatee County by expanding educational opportunities for students and business and industry.

Manatee Technical College | Goal 2
Expand workforce development education for high-skill, high-wage occupations to meet the local needs of our fast-growing economy.

Recommendation

The Superintendent recommends approval of the new agreement between the School Board of Manatee County and Florida Orthopedic Foot & Ankle Center, LLC for clinical experience for Manatee Technical College (MTC) Medical Assisting students for the 2022-2025 school years, no financial impact.

Financial Impact
There is no cost to the school district for this clinical experience training over and above the insurance policies already in place.

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

Attachments:
Affiliation 1st Sig COI e-verify Florida Ortho

The School Board of Manatee County
d/b/a Manatee Technical College
Affiliation Agreement for Clinical Practice

AGREEMENT for affiliation with Florida Orthopedic Foot & Ankle Center, LLC

Address: 1630 S Tuttle Ave Suite A Sarasota, FL 34239

This agreement is made this 13th day of April, 2022, between the School Board of Manatee County, Florida, d/b/a Manatee Technical College (hereafter called the School) and Florida Orthopedic Foot & Ankle Center, LLC (hereafter called the Affiliating Site).

WHEREAS, it is of mutual interest and benefit that the students enrolled in the Manatee Technical College Health Science Program are provided the opportunity and benefit of the educational facilities of Florida Orthopedic Foot & Ankle Center, LLC for clinical experience.

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, the Affiliating Site, the Health Science program, and the School hereby agree as follows:

RESPONSIBILITIES OF THE SCHOOL: The School shall perform all of the following duties and obligations with due diligence, due care and in good faith.

Provision to Provide Educational Services: The School shall provide to the Affiliating Site Health Science Education students who have demonstrated a basic level of proficiency and ability to perform technical skills as required by their specific program. School personnel shall also provide the requisite instruction, supervision and guidance required in this phase of the program. The School will assign a program coordinator to make periodic coordinating visits to the Affiliating Site. The program coordinator shall, 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 Affiliating Site. The School program coordinator will collaborate with assigned site personnel to ensure that students meet identified curriculum competencies, and has the authority--*after consultation with the Affiliating Site*--to discontinue the training of any student if deemed appropriate. The student, when in training at the Affiliating Site, will at all times be under the direct supervision of assigned personnel at the Affiliating Site, and that person(s) will complete the student evaluation record (efficiency rating) in collaboration with the School program coordinator.

Non Discrimination: Neither the School nor its personnel shall discriminate against any patient or other person on the basis of sex, sexual preference, race, creed, color, age, national origin or disability.

Patient Records: The School 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 Affiliating Site or any applicable Payor. All such records shall be delivered to and maintained by and in accordance with its

Incident/Injury Reporting: The School shall be responsible for advising its personnel and students to report any incident/injury that occurs during the performance of any services by such personnel or students under this Agreement or that is witnessed as having occurred on the property of the Affiliating Site. The Affiliating Site shall be responsible for implementing the post-exposure protocol in Exhibit A. Neither the School, the program, its personnel, nor the Affiliating Site shall be responsible for any medical care, counseling or other necessary follow up as a consequence of such incident/injury. The School, its personnel and students shall be responsible for compliance with any State or Federal statutes, regulations, rulings or orders related to safe work practices and environment. The SCHOOL BOARD OF MANATEE COUNTY, the School, and the Affiliating Site will follow the post- exposure evaluation protocols established in Exhibit A.

INSURANCE: During the term of this Agreement and any extension thereof, the School shall maintain, at its own cost and expense, professional liability insurance 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 the School will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof. In addition, the School 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 the Affiliating Site, the School will provide a certificate of insurance verifying coverage, and the School will notify Affiliating Site in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If the School fails to obtain or maintain the insurance required hereunder, Affiliating Site at its option may terminate this Agreement.

Affiliating Site 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 the Affiliating Site and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to School annually unless requested earlier. Affiliating Site shall give School thirty (30) days prior written notice to the extent Affiliating Site has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify School. In the event that Affiliating Site maintains claims-made coverage, and Affiliating Site's coverage is terminated within three (3) years of the date on which School ceases to participate or have its Students or Faculty Members participate in Site Activities pursuant to this Agreement, Affiliating 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 School, a Student, or a Faculty Member participated in a Site Activity, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Section shall constitute a material default and the Agreement may be terminated by School.

RESPONSIBILITIES OF HEALTH CARE FACILITY (Affiliating Site) The Affiliating Site shall perform all of the following duties and obligations with due diligence, care, and in good faith.

1. The personnel of the Affiliating Site will recognize the student as a participant in an educational program, and will be willing to cooperate as appropriate to make arrangements for teaching situations for the student that will contribute to his growth and development of skills.

2. The Affiliating Site shall certify to the School that it is licensed and fully accredited by an appropriate accrediting body and that the individual responsible for direction of the student is licensed/certified in the State of Florida.

3. Students shall not receive compensation for their participation in the above educational experiences.

4. Adequate time will be allowed for orientation of the student to the Affiliating Site.

5. The student, when in training at the Affiliating Site, will at all times be under the direct supervision by designated personnel who is/are licensed/certified by the State of Florida.

6. Assignments in the Affiliating Site at no time will exceed that which permits good care for patients/clients, exceeds state statutes, ratios or guidelines, and good learning practice. It is recognized that the assignments may vary with the ability of the student and the conditions of the site.

7. At the end of the clinical experience, an evaluation will be completed for each student in terms of his personal characteristics, knowledge and performance of skills. The evaluation report will be developed-- in collaboration with the School coordinator-- by a designated person who has direct knowledge of the student's performance in the area in which the student gains experience.

8. The Affiliating Site will provide the student with emergency medical care (first-aid) in the event of an accident or injury. In the event of accident, injury, or serious illness of the student, the Affiliating Site will ***immediately*** notify the School Assistant Director and the School coordinator. The coordinator will notify the appropriate emergency contact for that student.

9. The student will be subject to the rules and regulations of the Affiliating Site. The Affiliating Site will have the right to discontinue the training of any student on its premises, upon consultation with the School coordinator.

10. The student may be scheduled for assignment during regular operating hours of the Affiliating Site.

Provision of Facilities and Equipment: The Affiliating Site shall provide appropriate space designated by the facility for the educational experience, plus any equipment, expendable supplies and services necessary for the proper operation of the educational experience. In connection with the foregoing, Affiliating Site 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.

Provision of Educational Experience: The Affiliating Site shall have adequate means for educational experiences, including:

- provide opportunities for observational and practice experiences in the patient units and clinics and in other departments
- assist in the orientation of the School personnel and students to the physical facilities, policies, and procedures of the facility, as required;
- allow the School personnel and students, at their own expense, to use cafeteria facilities, if available.
- retain overall responsibilities for quality of patient care;
- the facility shall certify to the School that it is licensed and fully accredited by an appropriate accrediting body and the individual responsible for direction of the student is licensed in the State of Florida.

INDEPENDENCE OF THE PARTIES; NO CONNECTION TO REFERRALS: In the performance of their separate businesses, it is understood and agreed by Affiliating Site that the School and 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 the School and Affiliating Site 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.

TERM AND RENEWAL-- TERMINATION:

(a) **Term and Renewal:** This Agreement shall be in effect from the date of the signature of the School Board Chair for a period of three years, through June 30, 2025, upon which time the School and Affiliating Site have the option, without change to this Agreement, to extend this Agreement for a period of an additional three years.

(b) **Termination for Cause:** The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the Affiliating Site has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Affiliating Site in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Affiliating Site or recoveries by the School Board 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.

(c) Termination for Convenience: Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District of Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required.

(d) **Effect of Illegality or Reimbursement Changes:** 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 negotiate in good faith to amend this Agreement. If necessary, this Agreement shall be deemed suspended until such amendment can be accomplished. Otherwise, the parties agree, for a period of sixty (60) days, to restructure the practical conduct of this contractual arrangement in a manner that will eliminate the illegal or unenforceable aspects hereof.

CONSTRUCTION AND INTERPRETATION

Compliance with Jessica Lunsford Act: The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Providers, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at:
http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/Purchasing/Jessica_Lunsford_Act

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

contract may be cancelled by The School Board of Manatee County upon thirty days written notice and The School Board of Manatee County will be released of any and all obligations under this contract.

Third Party Beneficiaries: 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. No modification, amendment or waiver of any provision of this agreement will be effective unless in writing and signed by both parties.

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

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 School Board of Manatee County does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.

Indemnification: Affiliating Site with the School Board of Manatee County agrees to defend indemnify and hold harmless The School Board of Manatee County, their agents, employees, officers and Board Members against any and all third-party claims, loses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement. When pertaining to a services contract, the Affiliating Site, will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The School Board of Manatee County, their Board Members and School District Employees as an additional insured. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board of Manatee County, the election to immediately terminate this agreement.

Confidentiality: Confidentiality is subject to the Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non Discrimination Act of 2008.

Sovereign Immunity: The parties acknowledge and agree that the School Board of Manatee County, Florida, as a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

Contact with Students: Unless otherwise specified, the contracting party with The School Board of Manatee County will have no employees or independent contractors, material men, supplier or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.

Standards of Conduct: The contracting party with The School Board of Manatee County will be held to the same standards of conduct as employees of the School District of Manatee County while conducting

business with the District. These standards, as defined in School Board Policies, will apply not only to employees of the vendor, but also to the employees of its sub-contractors.

Severability and Waiver: If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.

Force Majeure: The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 upon written notice.

Equal Opportunity: The Affiliating Site agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act. Said Affiliating Site further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, age or marital status.

Federal Debarment & Suspension Certification: This agreement is subject to the requirement by Executive Order 12549, Debarment and Suspension, 7CFR Part 3017.510 and/or 34 CFR Part 85, Section 85.510.

Compliance With Sunshine Act: The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et seq, and Fla. Stat. sec. 119.01 et. seq. The Affiliating Site with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

School District Policy: In accordance with School Board of Manatee County Policy and Procedures, no contract for providing supplies, equipment or services shall be effected with any individual or business entity in which any member of the School Board of Manatee County or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No School Board employee may directly or indirectly purchase or recommend for purchase of goods or services from any business organization in which his/her spouse or child has a material interest as defined in F.S. 112.

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 the proposer will in no way be a cause for relief from responsibility. The proposer 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 contract. The successful proposer(s) must not be in violation of any zoning or other ordinances in the performance of this contract.

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

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

Other Provisions:

Possession of Firearms: Possession of firearms will not be tolerated on the project or any School District of Manatee County property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of the vendor/proposer, or any of its sub-contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by the vendor/proposer. If a sub-contractor fails to terminate said employee or independent contractor, the vendor/proposer shall terminate its agreement with the sub-contractor. If the vendor/proposer fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any destructive devise, or any machine gun. Powder actuated construction nailers and fasteners are excluded from this definition.

Criminal Acts: Employment on the project by the Affiliating Site, 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 will not be tolerated. If it is determined that any person with such criminal history is on the project site, the Affiliating Site agrees to take all steps necessary to remove such person from the project and the property. The School District of Manatee County shall have the right to terminate this agreement if the Affiliating Site does not comply with this provision.

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 Affiliating Site employees or independent contractors or its sub-contractors employees or independent contractors will not be tolerated on School 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 School District property, said employee or independent contractor shall be removed and terminated from the project by the Affiliating Site. If a sub-contractor fails to terminate said employee or independent contractor, the Affiliating Site shall terminate its agreement with the sub-contractor. If the Affiliating Site fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County.

Entire Agreement: This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

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.

Custodian of Public Records: If the vendor has questions regarding the applicability of chapter 119, Florida statutes, to the contractor's duty to provide public records relating to this contract, contact the custodian of public records: Public Records Custodian 215 Manatee Avenue W. Bradenton, Florida, 34205 (941) 708-8770 publicrecords@manateeschools.net

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, Florida Orthopedic Foot & Ankle Center, LLC and Manatee Technical College 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:

_____
Mitchell Teitelbaum, Esq. General Counsel

Date Feb. 17th, 2022 By: Dewi D Cottern

(Affiliating Site Authorized Signature)

Title: Owner/Manager

EXHIBIT A

POST - EXPOSURE PROTOCOLS FOR STUDENT EXPOSURES TO BLOODBORNE PATHOGENS AT THE (Affiliating Site)

Student Exposure to Bloodborne Pathogens

In the event a student is exposed to blood or other potentially infectious materials, the (Affiliating Site), business, or governmental entity shall immediately provide the attached ***Notification Letter for Adult Health Occupation Students*** to the exposed student to sign and date. The (Affiliating Site), shall immediately call the Adult Health Occupations Administrator and provide a copy of the signed attached ***Notification Letter for Adult Health Occupation Students*** to them and retain a copy for their records. The (Affiliating Site), 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. The (Affiliating Site), 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. The (Affiliating Site), 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 and the (Affiliating Site), 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 Board of Manatee County

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

Cynthia Saunders
SUPERINTENDENT
* * *
215 MANATEE AVENUE WEST
BRADENTON, FL 34205
TELEPHONE (941)708-8770
FAX (941)708-8686

SCHOOL BOARD
Rev. James Golden, CHAIR*
Gina Messenger, Vice Chair
CHAD CHOATE III
MARY FOREMAN

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. 01/12/2022

PICA
A ProAssurance Company
3000 Meridian Blvd., Suite 400
Franklin, Tennessee 37067
picagroup.com • 800.251.5727

CERTIFICATE OF INSURANCE

Certificate Holder:

James Cottom DPM
1630 Tuttle Ave.
Sarasota, FL 34239

AUTHORIZED REPRESENTATIVE

THIS CERTIFICATE 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 POLICY BELOW.

ISSUE DATE:	**02/17/2022**
INSURED:	**James Cottom, DPM** **Florida Orthopedic Foot & Ankle Center** **1630 Tuttle Ave.** **Sarasota, FL 34239**
POLICYHOLDER (if different than the Insured):	
COMPANY AFFORDING COVERAGE:	**ProAssurance Insurance Company of America** **3000 Meridian Boulevard** **Suite 400** **Franklin, TN 37067**

THIS IS TO CERTIFY THAT THE POLICY OF INSURANCE LISTED BELOW HAS BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED:

TYPE OF INSURANCE: **Professional Liability - Claims-Made**

INSURED'S PROFESSION: **Podiatric**

POLICY TYPE: **Healthcare Professional**

POLICY NUMBER: **1PD0056272**

EFFECTIVE DATE: **01/11/2022** RETROACTIVE DATE: **01/11/2016**

EXPIRATION DATE. **01/11/2023** EXCLUSIONS: **None**

PRIMARY LIMITS OF LIABILITY: **$1,000,000/ $3,000,000** **Podiatry-Surgical**

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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on this document; by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 1798972

Demi D Catton

Signature of Contractor's Authorized Official

Manager / owner

Name and Title of Contractor's Authorized Official

2/21/2022

Date

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title

Approval of the Renewal Agreement Between the School Board of Manatee County and Braden River Dental, Inc. for Clinical Experience for Manatee Technical College (MTC) Dental Assisting Students for the 2022-2025 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 Dental Assisting:

Braden River Dental, Inc.

Tiffany Boyd, President/CEO

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

Manatee Technical College | Goal 1
Keep pace with the growth of Manatee County by expanding educational opportunities for students and business and industry.

Manatee Technical College | Goal 2
Expand workforce development education for high-skill, high-wage occupations to meet the local needs of our fast-growing economy.

Recommendation

The Superintendent recommends approval of the renewal agreement between the School Board of Manatee County and Braden River Dental, Inc. for clinical experience for Manatee Technical College (MTC) Dental Assisting students for the 2022-2025 school years, no financial impact.

Financial Impact

There is no cost to the school district for this clinical experience training over and above the insurance policies already in place.

Contact

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

Attachments:
Braden River Dental, Inc Affiliation Agreement 2022-2025 signed

The School Board of Manatee County
d/b/a Manatee Technical College
Affiliation Agreement for Clinical Practice

AGREEMENT for affiliation with Braden River Dental, Inc.

Address: 3750 53rd Avenue East, Bradenton, Florida 34203

This agreement is made this 13th day of April, 2022, between the School Board of Manatee County, Florida, d/b/a Manatee Technical College (hereafter called the School) and Braden River Dental, Inc. (hereafter called the Affiliating Site).

WHEREAS, it is of mutual interest and benefit that the students enrolled in the Manatee Technical College Health Science Program are provided the opportunity and benefit of the educational facilities of Braden River Dental, Inc. for clinical experience.

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, the Affiliating Site, the Health Science program, and the School hereby agree as follows:

RESPONSIBILITIES OF THE SCHOOL: The School shall perform all of the following duties and obligations with due diligence, due care and in good faith:

Provision to Provide Educational Services: The School shall provide to the Affiliating Site Health Science Education students who have demonstrated a basic level of proficiency and ability to perform technical skills as required by their specific program. School personnel shall also provide the requisite instruction, supervision and guidance required in this phase of the program. The School will assign a program coordinator to make periodic coordinating visits to the Affiliating Site. The program coordinator shall, 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 Affiliating Site. The School program coordinator will collaborate with assigned site personnel to ensure that students meet identified curriculum competencies, and has the authority--*after consultation with the Affiliating Site*--to discontinue the training of any student if deemed appropriate. The student, when in training at the Affiliating Site, will at all times be under the direct supervision of assigned personnel at the Affiliating Site, and that person(s) will complete the student evaluation record (efficiency rating) in collaboration with the School program coordinator.

Non Discrimination: Neither the School nor its personnel shall discriminate against any patient or other person on the basis of sex, sexual preference, race, creed, color, age, national origin or disability.

Patient Records: The School 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 Affiliating Site or any applicable Payor. All such records shall be delivered to and maintained by and in accordance with its

policies and procedures. The School shall ensure that its personnel and students at all times maintain the confidentiality of medical records in accordance with applicable laws and regulations.

Incident/Injury Reporting: The School shall be responsible for advising its personnel and students to report any incident/injury that occurs during the performance of any services by such personnel or students under this Agreement or that is witnessed as having occurred on the property of the Affiliating Site. The Affiliating Site shall be responsible for implementing the post-exposure protocol in Exhibit A. Neither the School, the program, its personnel, nor the Affiliating Site shall be responsible for any medical care, counseling or other necessary follow up as a consequence of such incident/injury. The School, its personnel and students shall be responsible for compliance with any State or Federal statutes, regulations, rulings or orders related to safe work practices and environment. The SCHOOL BOARD OF MANATEE COUNTY, the School, and the Affiliating Site will follow the post- exposure evaluation protocols established in Exhibit A.

INSURANCE: During the term of this Agreement and any extension thereof, the School shall maintain, at its own cost and expense, professional liability insurance 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 the School will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof. In addition, the School 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 the Affiliating Site, the School will provide a certificate of insurance verifying coverage, and the School will notify Affiliating Site in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If the School fails to obtain or maintain the insurance required hereunder, Affiliating Site at its option may terminate this Agreement.

Affiliating Site 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 the Affiliating Site and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to School annually unless requested earlier. Affiliating Site shall give School thirty (30) days prior written notice to the extent Affiliating Site has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify School. In the event that Affiliating Site maintains claims-made coverage, and Affiliating Site's coverage is terminated within three (3) years of the date on which School ceases to participate or have its Students or Faculty Members participate in Site Activities pursuant to this Agreement, Affiliating 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 School, a Student, or a Faculty Member participated in a Site Activity, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Section shall constitute a material default and the Agreement may be terminated by School.

RESPONSIBILITIES OF HEALTH CARE FACILITY (Affiliating Site) **The** Affiliating Site shall perform all of the following duties and obligations with due diligence, care, and in good faith.

1. The personnel of the Affiliating Site will recognize the student as a participant in an educational program, and will be willing to cooperate as appropriate to make arrangements for teaching situations for the student that will contribute to his growth and development of skills.

2. The Affiliating Site shall certify to the School that it is licensed and fully accredited by an appropriate accrediting body and that the individual responsible for direction of the student is licensed/certified in the State of Florida.

3. Students shall not receive compensation for their participation in the above educational experiences.

4. Adequate time will be allowed for orientation of the student to the Affiliating Site.

5. The student, when in training at the Affiliating Site, will at all times be under the direct supervision by designated personnel who is/are licensed/certified by the State of Florida.

6. Assignments in the Affiliating Site at no time will exceed that which permits good care for patients/clients, exceeds state statutes, ratios or guidelines, and good learning practice. It is recognized that the assignments may vary with the ability of the student and the conditions of the site.

7. At the end of the clinical experience, an evaluation will be completed for each student in terms of his personal characteristics, knowledge and performance of skills. The evaluation report will be developed-- in collaboration with the School coordinator-- by a designated person who has direct knowledge of the student's performance in the area in which the student gains experience.

8. The Affiliating Site will provide the student with emergency medical care (first-aid) in the event of an accident or injury. In the event of accident, injury, or serious illness of the student, the Affiliating Site will ***immediately*** notify the School Assistant Director and the School coordinator. The coordinator will notify the appropriate emergency contact for that student.

9. The student will be subject to the rules and regulations of the Affiliating Site. The Affiliating Site will have the right to discontinue the training of any student on its premises, upon consultation with the School coordinator.

10. The student may be scheduled for assignment during regular operating hours of the Affiliating Site.

Provision of Facilities and Equipment: The Affiliating Site shall provide appropriate space designated by the facility for the educational experience, plus any equipment, expendable supplies and services necessary for the proper operation of the educational experience. In connection with the foregoing, Affiliating Site 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.

Provision of Educational Experience: The Affiliating Site shall have adequate means for educational experiences, including:

- provide opportunities for observational and practice experiences in the patient units and clinics and in other departments
- assist in the orientation of the School personnel and students to the physical facilities, policies, and procedures of the facility, as required;
- allow the School personnel and students, at their own expense, to use cafeteria facilities, if available.
- retain overall responsibilities for quality of patient care;
- the facility shall certify to the School that it is licensed and fully accredited by an appropriate

accrediting body and the individual responsible for direction of the student is licensed in the State of Florida.

INDEPENDENCE OF THE PARTIES; NO CONNECTION TO REFERRALS: In the performance of their separate businesses, it is understood and agreed by Affiliating Site that the School and 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 the School and Affiliating Site 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.

TERM AND RENEWAL-- TERMINATION:

(a) **Term and Renewal:** This Agreement shall be in effect from the date of the signature of the School Board Chair for a period of three years, through __June 30, 2025__, upon which time the School and Affiliating Site have the option, without change to this Agreement, to extend this Agreement for a period of an additional three years.

(b) **Termination for Cause:** The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the Affiliating Site has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Affiliating Site in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Affiliating Site or recoveries by the School Board 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.

(c) Termination for Convenience: Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District of Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required.

(d) **Effect of Illegality or Reimbursement Changes:** 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 negotiate in good faith to amend this Agreement. If necessary, this Agreement shall be deemed suspended until such amendment can be accomplished. Otherwise, the parties agree, for a period of sixty (60) days, to restructure the practical conduct of this contractual arrangement in a manner that will eliminate the illegal or unenforceable aspects hereof.

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Compliance with Jessica Lunsford Act: The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Providers, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with

Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at:
http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/Purchasing/Jessica_Lunsford_Act

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 contract may be cancelled by The School Board of Manatee County upon thirty days written notice and The School Board of Manatee County will be released of any and all obligations under this contract.

Third Party Beneficiaries: 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. No modification, amendment or waiver of any provision of this agreement will be effective unless in writing and signed by both parties.

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

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 School Board of Manatee County does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.

Indemnification: Affiliating Site with the School Board of Manatee County agrees to defend indemnify and hold harmless The School Board of Manatee County, their agents, employees, officers and Board Members against any and all third-party claims, loses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement. When pertaining to a services contract, the Affiliating Site, will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The School Board of Manatee County, their Board Members and School District Employees as an additional insured. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board of Manatee County, the election to immediately terminate this agreement.

Confidentiality: Confidentiality is subject to the Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non Discrimination Act of 2008.

Sovereign Immunity: The parties acknowledge and agree that the School Board of Manatee County, Florida, as a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

Contact with Students: Unless otherwise specified, the contracting party with The School Board of Manatee County will have no employees or independent contractors, material men, supplier or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.

Standards of Conduct: The contracting party with The School Board of Manatee County will be held to the same standards of conduct as employees of the School District of Manatee County while conducting business with the District. These standards, as defined in School Board Policies, will apply not only to employees of the vendor, but also to the employees of its sub-contractors.

Severability and Waiver: If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.

Force Majeure: The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 upon written notice.

Equal Opportunity: The Affiliating Site agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act. Said Affiliating Site further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, age or marital status.

Federal Debarment & Suspension Certification: This agreement is subject to the requirement by Executive Order 12549, Debarment and Suspension, 7CFR Part 3017.510 and/or 34 CFR Part 85, Section 85.510.

Compliance With Sunshine Act: The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et seq, and Fla. Stat. sec. 119.01 et. seq. The Affiliating Site with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

School District Policy: In accordance with School Board of Manatee County Policy and Procedures, no contract for providing supplies, equipment or services shall be effected with any individual or business entity in which any member of the School Board of Manatee County or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No School Board employee may directly or indirectly purchase or recommend for purchase of

goods or services from any business organization in which his/her spouse or child has a material interest as defined in F.S. 112.

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 the proposer will in no way be a cause for relief from responsibility. The proposer 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 contract. The successful proposer(s) must not be in violation of any zoning or other ordinances in the performance of this contract.

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

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

Other Provisions:

Possession of Firearms: Possession of firearms will not be tolerated on the project or any School District of Manatee County property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of the vendor/proposer, or any of its sub-contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by the vendor/proposer. If a sub-contractor fails to terminate said employee or independent contractor, the vendor/proposer shall terminate its agreement with the sub-contractor. If the vendor/proposer fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any destructive devise, or any machine gun. Powder actuated construction nailers and fasteners are excluded from this definition.

Criminal Acts: Employment on the project by the Affiliating Site, 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 will not be tolerated. If it is determined that any person with such criminal history is on the project site, the Affiliating Site agrees to take all steps necessary to remove such person from the project and the property. The School District of Manatee County shall have the right to terminate this agreement if the Affiliating Site does not comply with this provision.

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 Affiliating Site employees or independent contractors or its sub-contractors employees or independent contractors will not be tolerated on School 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 School District property, said employee or independent contractor shall be removed and terminated from the project by the Affiliating Site. If a sub-contractor fails to terminate said

employee or independent contractor, the Affiliating Site shall terminate its agreement with the sub-contractor. If the Affiliating Site fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County.

Entire Agreement: This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

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.

Custodian of Public Records: If the vendor has questions regarding the applicability of chapter 119, Florida statutes, to the contractor's duty to provide public records relating to this contract, contact the custodian of public records: Public Records Custodian 215 Manatee Avenue W. Bradenton, Florida, 34205 (941) 708-8770 publicrecords@manateeschools.net

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, Braden River Dental, Inc. and Manatee Technical College 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:

Mitchell Teitelbaum, Esq. General Counsel

Date March 1, 2022 By: [signature]

(Affiliating Site Authorized Signature)

Title: President / CEO

EXHIBIT A

POST - EXPOSURE PROTOCOLS FOR STUDENT EXPOSURES TO BLOODBORNE PATHOGENS AT THE (Affiliating Site)

Student Exposure to Bloodborne Pathogens

In the event a student is exposed to blood or other potentially infectious materials, the (Affiliating Site), business, or governmental entity shall immediately provide the attached ***Notification Letter for Adult Health Occupation Students*** to the exposed student to sign and date. The (Affiliating Site), shall immediately call the Adult Health Occupations Administrator and provide a copy of the signed attached ***Notification Letter for Adult Health Occupation Students*** to them and retain a copy for their records. The (Affiliating Site), 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. The (Affiliating Site), 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. The (Affiliating Site), 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 and the (Affiliating Site), 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 Board of Manatee County

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

Cynthia Saunders
SUPERINTENDENT
* * *
215 MANATEE AVENUE WEST
BRADENTON, FL 34205
TELEPHONE (941)708-8770
FAX (941)708-8686

SCHOOL BOARD
*Rev. James Golden, CHAIR**
Gina Messenger, Vice Chair
CHAD CHOATE III
MARY FOREMAN

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 01/12/2022

THE DOCTORS COMPANY

CERTIFICATE OF INSURANCE	Issue Date: 12/06/2021
Effective Date: 02/05/2022	**A Claims-Made Professional Liability Policy**
First Named Insured: **Tiffany B Boyd DMD** **3720 53rd Avenue East** **Bradenton, FL 34203**	**IMPORTANT NOTICE:** This document is issued as a matter of information and does not confer rights to any recipient. This document is not binding, is not part of the Policy described below, and does not change or extend the coverage provided by that Policy.

Insured: **Tiffany B Boyd DMD**	
Specialty: **DDS01 - General Dentist**	
Policy Number:	Policy Period:
0930098	**From: 02/05/2022 To: 02/05/2023**
Retroactive Date:	Departure Period:
08/01/1998	**From: N/A To: N/A**
The Insured above is: ☒ A Named Insured ☐ A Locum Tenens ☐ An Additional Insured	Agency and Address: **FDA Services, Inc.** **545 John Knox Rd, Ste. 201** **Tallahassee, FL 32303** **(800)877-7597**

LIMITS OF LIABILITY

Claim Limit:	**$1,000,000**
Aggregate Limit:	**$3,000,000**

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

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

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

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

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

40.0930098.5.66.76691135

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

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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis gov/emp to verify the work authorization status of all newly hired employees. 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 on this document; by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 1801954

Tiffany Boyd MMD

Signature of Contractor's Authorized Official

Tiffany Boyd DMD/President/CEO

Name and Title of Contractor's Authorized Official

March 1, 2022

Date

E-Verify

Company ID Number: 1801954

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I
PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the Braden River Dental (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II
RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

   a. Notice of E-Verify Participation

   b. Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.

3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



Detail by Entity Name

Florida Profit Corporation
BRADEN RIVER DENTAL, INC.

Filing Information

Document Number	S64736
FEI/EIN Number	65-0306981
Date Filed	07/02/1991
State	FL
Status	ACTIVE

Principal Address

3720 53RD AVENUE EAST
BRADENTON, FL 34203

Changed 04/26/1995

Mailing Address

16528 N. DALE MABRY HIGHWAY
TAMPA, FL 33618

Changed 04/25/2005

Registered Agent Name & Address

SANDERS, BRIAN
16528 N. DALE MABRY HIGHWAY
TAMPA, FL 33618

Name Changed 05/26/2020

Address Changed 04/25/2005

Officer/Director Detail

Name & Address

Title PRES

BOYD, TIFFANY
6018 GLEN ABBEY LANE
BRADENTON, FL 34202

Annual Reports

Report Year	Filed Date
2019	03/13/2019
2020	05/26/2020
2021	04/14/2021

Document Images

04/14/2021 -- ANNUAL REPORT	View image in PDF format
05/26/2020 -- ANNUAL REPORT	View image in PDF format
03/13/2019 -- ANNUAL REPORT	View image in PDF format
01/15/2018 -- ANNUAL REPORT	View image in PDF format
01/12/2017 -- ANNUAL REPORT	View image in PDF format
02/12/2016 -- ANNUAL REPORT	View image in PDF format
02/10/2015 -- ANNUAL REPORT	View image in PDF format
04/20/2014 -- ANNUAL REPORT	View image in PDF format
04/19/2013 -- ANNUAL REPORT	View image in PDF format
10/24/2012 -- ANNUAL REPORT	View image in PDF format
04/23/2012 -- ANNUAL REPORT	View image in PDF format
04/23/2011 -- ANNUAL REPORT	View image in PDF format
02/10/2010 -- ANNUAL REPORT	View image in PDF format
04/03/2009 -- ANNUAL REPORT	View image in PDF format
05/05/2008 -- ANNUAL REPORT	View image in PDF format
05/01/2007 -- ANNUAL REPORT	View image in PDF format
03/10/2006 -- ANNUAL REPORT	View image in PDF format
04/25/2005 -- ANNUAL REPORT	View image in PDF format
04/21/2004 -- ANNUAL REPORT	View image in PDF format
02/10/2003 -- ANNUAL REPORT	View image in PDF format
03/24/2002 -- ANNUAL REPORT	View image in PDF format
09/25/2001 -- ANNUAL REPORT	View image in PDF format
04/18/2000 -- ANNUAL REPORT	View image in PDF format
03/04/1999 -- ANNUAL REPORT	View image in PDF format
04/14/1998 -- ANNUAL REPORT	View image in PDF format
02/18/1997 -- ANNUAL REPORT	View image in PDF format
04/10/1996 -- ANNUAL REPORT	View image in PDF format
04/26/1995 -- ANNUAL REPORT	View image in PDF format

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title

Approval of the Renewal Agreement Between the School Board of Manatee County and Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton for Clinical Experience for Manatee Technical College (MTC) Nursing Students for the 2022-2025 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:
Presbyterian Retirement Communities, Inc.
Jason Brunner-Health Services Administrator

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

Manatee Technical College | Goal 1
Keep pace with the growth of Manatee County by expanding educational opportunities for students and business and industry.

Manatee Technical College | Goal 2
Expand workforce development education for high-skill, high-wage occupations to meet the local needs of our fast-growing economy.

Recommendation

The Superintendent recommends approval of the renewal agreement between the School Board of Manatee County and Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton for clinical experience for Manatee Technical College (MTC) Nursing students for the 2022-2025 school years, no financial impact.

Financial Impact

There is no cost to the school district for this clinical experience training over and above the insurance policies already in place.

Contact

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

Attachments:
Westminster Manor Affiliation Agreement Renewal

The School Board of Manatee County
d/b/a Manatee Technical College
Affiliation Agreement for Clinical Practice

AGREEMENT for affiliation with Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton

Address: 80 West Lucerne Circle Orlando, FL 32801
1700 21st Ave West Bradenton, FL 34205

This agreement is made this _13th_ day of _April 2022__, between the School Board of Manatee County, Florida, d/b/a Manatee Technical College (hereafter called the School) and Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton (hereafter called the Affiliating Site).

WHEREAS, it is of mutual interest and benefit that the students enrolled in the Manatee Technical College Health Science Program are provided the opportunity and benefit of the educational facilities of Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton for clinical experience.

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, the Affiliating Site, the Health Science program, and the School hereby agree as follows:

RESPONSIBILITIES OF THE SCHOOL: The School shall perform all of the following duties and obligations with due diligence, due care and in good faith:

Provision to Provide Educational Services: The School shall provide to the Affiliating Site Health Science Education students who have demonstrated a basic level of proficiency and ability to perform technical skills as required by their specific program. School personnel shall also provide the requisite instruction, supervision and guidance required in this phase of the program. The School will assign a program coordinator to make periodic coordinating visits to the Affiliating Site. The program coordinator shall, 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 Affiliating Site. The School program coordinator will collaborate with assigned site personnel to ensure that students meet identified curriculum competencies, and has the authority--*after consultation with the Affiliating Site*--to discontinue the training of any student if deemed appropriate. The student, when in training at the Affiliating Site, will at all times be under the direct supervision of assigned personnel at the Affiliating Site, and that person(s) will complete the student evaluation record (efficiency rating) in collaboration with the School program coordinator.

Non Discrimination: Neither the School nor its personnel shall discriminate against any patient or other person on the basis of sex, sexual preference, race, creed, color, age, national origin or disability.

Patient Records: The School 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 Affiliating Site or any applicable Payor. All such records shall be delivered to and maintained by and in accordance with its policies and procedures. The School shall ensure that its personnel and students at all times maintain the confidentiality of medical records in accordance with applicable laws and regulations.

Incident/Injury Reporting: The School shall be responsible for advising its personnel and students to report any incident/injury that occurs during the performance of any services by such personnel or students under this Agreement or that is witnessed as having occurred on the property of the Affiliating Site. The Affiliating Site shall be responsible for implementing the post-exposure protocol in Exhibit A. Neither the School, the program, its personnel, nor the Affiliating Site shall be responsible for any medical care, counseling or other necessary follow up as a consequence of such incident/injury. The School, its personnel and students shall be responsible for compliance with any State or Federal statutes, regulations, rulings or orders related to safe work practices and environment. The SCHOOL BOARD OF MANATEE COUNTY, the School, and the Affiliating Site will follow the post- exposure evaluation protocols established in Exhibit A.

INSURANCE: During the term of this Agreement and any extension thereof, the School shall maintain, at its own cost and expense, professional liability insurance 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 the School will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof. In addition, the School 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 the Affiliating Site, the School will provide a certificate of insurance verifying coverage, and the School will notify Affiliating Site in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If the School fails to obtain or maintain the insurance required hereunder, Affiliating Site at its option may terminate this Agreement.

Affiliating Site 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 the Affiliating Site and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to School annually unless requested earlier. Affiliating Site shall give School thirty (30) days prior written notice to the extent Affiliating Site has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify School. In the event that Affiliating Site maintains claims-made coverage, and Affiliating Site's coverage is terminated within three (3) years of the date on which School ceases to participate or have its Students or Faculty Members participate in Site Activities pursuant to this Agreement, Affiliating 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 School, a Student, or a Faculty Member participated in a Site Activity, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Section shall constitute a material default and the Agreement may be terminated by School.

RESPONSIBILITIES OF HEALTH CARE FACILITY (Affiliating Site) The Affiliating Site shall perform all of the following duties and obligations with due diligence, care, and in good faith.

1. The personnel of the Affiliating Site will recognize the student as a participant in an educational program, and will be willing to cooperate as appropriate to make arrangements for teaching situations for the student that will contribute to his growth and development of skills.

2. The Affiliating Site shall certify to the School that it is licensed and fully accredited by an appropriate accrediting body and that the individual responsible for direction of the student is licensed/certified in the State of Florida.

3. Students shall not receive compensation for their participation in the above educational experiences.

4. Adequate time will be allowed for orientation of the student to the Affiliating Site.

5. The student, when in training at the Affiliating Site, will at all times be under the direct supervision by designated personnel who is/are licensed/certified by the State of Florida.

6. Assignments in the Affiliating Site at no time will exceed that which permits good care for patients/clients, exceeds state statutes, ratios or guidelines, and good learning practice. It is recognized that the assignments may vary with the ability of the student and the conditions of the site.

7. At the end of the clinical experience, an evaluation will be completed for each student in terms of his personal characteristics, knowledge and performance of skills. The evaluation report will be developed-- in collaboration with the School coordinator-- by a designated person who has direct knowledge of the student's performance in the area in which the student gains experience.

8. The Affiliating Site will provide the student with emergency medical care (first-aid) in the event of an accident or injury. In the event of accident, injury, or serious illness of the student, the Affiliating Site will ***immediately*** notify the School Assistant Director and the School coordinator. The coordinator will notify the appropriate emergency contact for that student.

9. The student will be subject to the rules and regulations of the Affiliating Site. The Affiliating Site will have the right to discontinue the training of any student on its premises, upon consultation with the School coordinator.

10. The student may be scheduled for assignment during regular operating hours of the Affiliating Site.

Provision of Facilities and Equipment: The Affiliating Site shall provide appropriate space designated by the facility for the educational experience, plus any equipment, expendable supplies and services necessary for the proper operation of the educational experience. In connection with the foregoing, Affiliating Site 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.

Provision of Educational Experience: The Affiliating Site shall have adequate means for educational experiences, including:

- provide opportunities for observational and practice experiences in the patient units and clinics and in other departments
- assist in the orientation of the School personnel and students to the physical facilities, policies, and procedures of the facility, as required;
- allow the School personnel and students, at their own expense, to use cafeteria facilities, if

available.

- retain overall responsibilities for quality of patient care;
- the facility shall certify to the School that it is licensed and fully accredited by an appropriate accrediting body and the individual responsible for direction of the student is licensed in the State of Florida.

INDEPENDENCE OF THE PARTIES; NO CONNECTION TO REFERRALS: In the performance of their separate businesses, it is understood and agreed by Affiliating Site that the School and 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 the School and Affiliating Site 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.

TERM AND RENEWAL-- TERMINATION:

(a) **Term and Renewal:** This Agreement shall be in effect from the date of the signature of the School Board Chair for a period of three years, through __June 30, 2025__, upon which time the School and Affiliating Site have the option, without change to this Agreement, to extend this Agreement for a period of an additional three years.

(b) **Termination for Cause:** The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the Affiliating Site has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Affiliating Site in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Affiliating Site or recoveries by the School Board 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.

(c) Termination for Convenience: Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District of Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required.

(d) **Effect of Illegality or Reimbursement Changes:** 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 negotiate in good faith to amend this Agreement. If necessary, this Agreement shall be deemed suspended until such amendment can be accomplished. Otherwise, the parties agree, for a period of sixty (60) days, to restructure the practical conduct of this contractual arrangement in a manner that will eliminate the illegal or unenforceable aspects hereof.

CONSTRUCTION AND INTERPRETATION

Compliance with Jessica Lunsford Act: The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Providers, individuals or entities under contract with the

School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at: http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/Purchasing/Jessica_Lunsford_Act

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 contract may be cancelled by The School Board of Manatee County upon thirty days written notice and The School Board of Manatee County will be released of any and all obligations under this contract.

Third Party Beneficiaries: 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. No modification, amendment or waiver of any provision of this agreement will be effective unless in writing and signed by both parties.

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

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 School Board of Manatee County does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.

Indemnification: Affiliating Site with the School Board of Manatee County agrees to defend indemnify and hold harmless The School Board of Manatee County, their agents, employees, officers and Board Members against any and all third-party claims, loses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement. When pertaining to a services contract, the Affiliating Site, will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The School Board of Manatee County, their Board Members and School District Employees as an additional insured. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board of Manatee County, the election to immediately terminate this agreement.

Confidentiality: Confidentiality is subject to the Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non Discrimination Act of 2008.

Sovereign Immunity: The parties acknowledge and agree that the School Board of Manatee County, Florida, as a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall

constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

Contact with Students: Unless otherwise specified, the contracting party with The School Board of Manatee County will have no employees or independent contractors, material men, supplier or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.

Standards of Conduct: The contracting party with The School Board of Manatee County will be held to the same standards of conduct as employees of the School District of Manatee County while conducting business with the District. These standards, as defined in School Board Policies, will apply not only to employees of the vendor, but also to the employees of its sub-contractors.

Severability and Waiver: If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.

Force Majeure: The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 upon written notice.

Equal Opportunity: The Affiliating Site agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act. Said Affiliating Site further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, age or marital status.

Federal Debarment & Suspension Certification: This agreement is subject to the requirement by Executive Order 12549, Debarment and Suspension, 7CFR Part 3017.510 and/or 34 CFR Part 85, Section 85.510.

Compliance With Sunshine Act: The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et seq, and Fla. Stat. sec. 119.01 et. seq. The Affiliating Site with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

School District Policy: In accordance with School Board of Manatee County Policy and Procedures, no contract for providing supplies, equipment or services shall be effected with any individual or business entity in which any member of the School Board of Manatee County or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the

Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No School Board employee may directly or indirectly purchase or recommend for purchase of goods or services from any business organization in which his/her spouse or child has a material interest as defined in F.S. 112.

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 the proposer will in no way be a cause for relief from responsibility. The proposer 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 contract. The successful proposer(s) must not be in violation of any zoning or other ordinances in the performance of this contract.

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

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

Other Provisions:

Possession of Firearms: Possession of firearms will not be tolerated on the project or any School District of Manatee County property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of the vendor/proposer, or any of its sub-contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by the vendor/proposer. If a sub-contractor fails to terminate said employee or independent contractor, the vendor/proposer shall terminate its agreement with the sub-contractor. If the vendor/proposer fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any destructive devise, or any machine gun. Powder actuated construction nailers and fasteners are excluded from this definition.

Criminal Acts: Employment on the project by the Affiliating Site, 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 will not be tolerated. If it is determined that any person with such criminal history is on the project site, the Affiliating Site agrees to take all steps necessary to remove such person from the project and the property. The School District of Manatee County shall have the right to terminate this agreement if the Affiliating Site does not comply with this provision.

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 Affiliating Site employees or independent contractors or its sub-contractors employees or independent contractors will not be tolerated on School 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 School District property, said employee or independent contractor shall be removed and terminated from the project by the Affiliating Site. If a sub-contractor fails to terminate said employee or independent contractor, the Affiliating Site shall terminate its agreement with the sub-contractor. If the Affiliating Site fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County.

Entire Agreement: This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

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.

Custodian of Public Records: If the vendor has questions regarding the applicability of chapter 119, Florida statutes, to the contractor's duty to provide public records relating to this contract, contact the custodian of public records: Public Records Custodian 215 Manatee Avenue W. Bradenton, Florida, 34205 (941) 708-8770 publicrecords@manateeschools.net

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, Presbyterian Retirement Communities, Inc. d/b/a Westminster Manor of Bradenton and Manatee Technical College 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:

_____
Mitchell Teitelbaum, Esq. General Counsel

Date 2/25/22 By: _____
(Affiliating Site Authorized Signature)

Title: Health Services Administrator

EXHIBIT A

POST - EXPOSURE PROTOCOLS FOR STUDENT EXPOSURES TO BLOODBORNE PATHOGENS AT THE (Affiliating Site)

Student Exposure to Bloodborne Pathogens

In the event a student is exposed to blood or other potentially infectious materials, the (Affiliating Site), business, or governmental entity shall immediately provide the attached ***Notification Letter for Adult Health Occupation Students*** to the exposed student to sign and date. The (Affiliating Site), shall immediately call the Adult Health Occupations Administrator and provide a copy of the signed attached ***Notification Letter for Adult Health Occupation Students*** to them and retain a copy for their records. The (Affiliating Site), 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. The (Affiliating Site), 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. The (Affiliating Site), 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 and the (Affiliating Site), 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 Board of Manatee County
P.O. Box 9069
Bradenton, Florida 34206-9069

Cynthia Saunders
SUPERINTENDENT
* * *
215 MANATEE AVENUE WEST
BRADENTON, FL 34205
TELEPHONE (941)708-8770
FAX (941)708-8686

SCHOOL BOARD
Rev. James Golden, CHAIR*
Gina Messenger, Vice Chair
CHAD CHOATE III
MARY FOREMAN

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. 01/12/2022

e-Verify Requirements

On June 2020, Florida Governor Ron Desantis signed into law a mandate requiring public employers and some private employers to use of E-Verify to confirm employee work eligibility. **The updated law is effective January 1, 2021, as such, employers and contractors have until then to begin verifying employment eligibility as required in the bill.**

By entering into a contract with the School District of Manatee County, you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Further, by your entering into a contract, you affirm and represent that you are registered with the E-Verify system and are using same, and will continue to use same as required by Section 448.095, Fla. Stat.

Compliance with Section 448.095, Fla. Stat., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien.

Excerpt – Public Employers:

Per F.S. 448.095(2) it states:

(2) PUBLIC EMPLOYERS, CONTRACTORS, AND SUBCONTRACTORS. -

(a) Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

Bill Name: SB 664
https://www.flsen ate.gov/Session/Bi ll/2020/664/BillT ext/er/PDF

Florida Statute No.: §448.095

Effective Date: January 1, 2021

E-Verify Link:
https://www.everify.gov/

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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on this document; by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 1110759

Mary Klein

Signature of Contractor's Authorized Official

Mary Klein, CHRO

Name and Title of Contractor's Authorized Official

2/25/2022

Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/15/2021

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 Caring Communities Shared Services LTD 1850 W. Winchester Road Suite 109 Libertyville IL 60048	CONTACT NAME: Underwriting Associate		
	PHONE (A/C, No, Ext): 847-549-8225	FAX (A/C, No): 847-549-8095	
	E-MAIL ADDRESS: Certificates@caringcomm.org		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Westminster Communities of FL Presbyterian Retirement Communities, Inc. Westminster Manor Bradenton 1700 21st Avenue West Bradenton FL 34205	INSURER A: Caring Communities, A Reciprocal RRG		12373
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			CCRRRG-0074-22	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 1,000,000.00
	CLAIMS MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000.00
	X Professional Liability-Claims Made						MED EXP (Any one person)	$ -
	X PL Retro Date 04/01/2021						PERSONAL & ADV INJURY	$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE	$ 3,000,000.00
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ incl
	OTHER							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR-GL						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS MADE-PL						AGGREGATE	$
								$
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
	OTHER							

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

12/15/2021 13:20:00

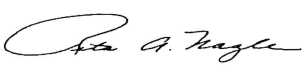
CERTIFICATE HOLDER

AHCA Long Term Care Unit
Mail Stop 33
2727 Mahan Dr.
Tallahassee FL 32308-5407

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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DIVISION OF CORPORATIONS



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Fictitious Name Detail

Fictitious Name

WESTMINSTER MANOR OF BRADENTON

Filing Information

Registration Number	G12000002846
Status	ACTIVE
Filed Date	01/09/2012
Expiration Date	12/31/2022
Current Owners	1
County	MULTIPLE
Total Pages	2
Events Filed	1
FEI/EIN Number	59-0931267

Mailing Address

80 WEST LUCERNE CIRCLE
ORLANDO, FL 32801

Owner Information

PRESBYTERIAN RETIREMENT COMMUNITIES. INC.
80 WEST LUCERNE CIRCLE
ORLANDO, FL 32801
FEI/EIN Number: 59-0931267
Document Number: 700111

Document Images

01/09/2012 -- Fictitious Name Filing View image in PDF format

07/05/2017 -- Fictitious Name Renewal Filing View image in PDF format

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School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title

Approval to Apply, Accept and Expend the Title II, Part A: Supporting Effective Instruction Grant as well as Roll Forward Funds, in the Amount of $87,549.80, for a Total Projected Amount of $1,948,170.80

Executive Summary

The Title II, Part A: Supporting Effective Instruction Grant is a federal entitlement grant that the District receives on an annual basis. The Title II, Part A: Supporting Effective Instruction Grant supports increasing student achievement and improving schools through the use of funds for professional development for teachers and administrators. The District is projected to receive additional funding from Title II, Part A: Supporting Effective Instruction roll forward funds in the amount of $87,549.80, for a total projected amount of $1,948,170.80.

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

Curriculum & Instruction | Goal 3
Establish professional learning systems to advance continuous academic improvements, promote collective responsibility for student achievement, and support alignment of educator goals, school improvement goals, and school district goals by August 2022.

Recommendation

The Superintendent recommends approval to apply, accept and expend the Title II, Part A: Supporting Effective Instruction Grant as well as roll forward funds, in the amount of $87,549.80, for a total projected amount of $1,948,170.80.

Financial Impact

There will be no cost to the General Fund. The District is projected to receive additional funding from Title II, Part A: Supporting Effective Instruction Grant as well as roll forward funds in the amount of $87,549.80, for a total projected amount of $1,948,170.80.

Contact

Submitting Department: Professional Learning
Initiated By: Dr. Melinda Lundy

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Apply, Accept, and Expend CARES Act Phase IV Emergency Funding for Early Learning Grant, in the Amount of 40,000.00

Executive Summary
The Florida Department of Education has made funding from the CARES Act available to the Early Learning Coalition to transmit to the District with an approved grant application.

The District agrees to expend funds in accordance with the grant application. These funds will be used for professional development, equipment, and health and safety supplies for 30 Voluntary Pre-Kindergarten classrooms.

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

Curriculum & Instruction | Goal 3
Establish professional learning systems to advance continuous academic improvements, promote collective responsibility for student achievement, and support alignment of educator goals, school improvement goals, and school district goals by August 2022.

Recommendation
The Superintendent recommends approval to apply, accept, and expend CARES Act Phase IV Emergency Funding for Early Learning Grant, in the amount of 40,000.00.

Financial Impact
There will be no cost to the general fund. The District is projected to receive funds through the CARES IV Grant, in the amount of $40,000.00.

Contact
Submitting Department: Early Learning
Initiated By: Dr. Robin Thompson

Attachments:
Application

Program Guidance 240.21 COVID-19 Crisis
Emergency Funding for Early Learning/Child Care Providers
Attachment 7

OFFICE OF Early Learning
LEARN EARLY, LEARN FOR LIFE.

Early Learning/Child Care Provider Eligibility Form – Phase IV Grants

Please print and fill out completely.

Early Learning/Child Care Provider

1. Provider Information

Legal Name of Provider and d/b/a as listed in the Provider Portal (if applicable):
School District of Manatee County

Physical Address: 6413 9th Street East

City/State/Zip: Bradenton ,FL 34203 County Manatee

Contact Person Robin Thompson Phone 941-753-0958 ext. 2009

License or Exemption # n/a Provider email address thompso2r@manateeschools.net

Provider Type (check all that apply): ☐ Licensed Center ☐ License-exempt Center ☑ Public/Non-Public School ☐ Licensed/Registered Home

Please check all forms of funding your location receives:

☐ Head Start ☐ Early Head Start ☐ Migrant Head Start ☐ Non ☐
☑ Title I ☑ IDEA ☐ CCAMPIS

Number of children licensed for 737 Number of children enrolled 702

2. Eligibility Criteria for each Early Learning/Child Care Provider

Does your program meet the following eligibility criteria requirements?

ALL PROVIDERS:

☑ Yes ☐ No Were you operational/open on October 15, 2020 and providing on-site[1] early learning services at time of application?

☑ Yes ☐ No Have you submitted an Expenditure Plan Narrative and Budget (may be completed below or included as separate attachment)?

[1] *In accordance with local ordinances or restrictions, if applicable*

NON-CONTRACTED PROVIDERS ONLY:

☐ Yes ☐ No Have you completed a Child Care Resource and Referral (CCR&R) profile in the Florida Early Learning Provider Services Portal?

☐ Yes ☐ No Are you under investigation or been convicted of child care fraud?

☐ Yes ☐ No Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?

☐ Yes ☐ No Have you had a contract with an early learning coalition terminated for cause within the past five years?

☐ Yes ☐ No Have you had any Class I DCF violations since July 1, 2019?

☐ Yes ☐ No Have you submitted W-9 and direct deposit forms for payment, if not previously completed?

SCHOOL DISTRICT PROVIDERS ONLY:

☑ Yes ☐ No Are you contracted with a local early learning coalition for SR and/or VPK services at time of application?

Responses to the above questions will determine provider eligibility for Phase IV CARES grant funding, based on eligibility criteria as defined in OEL Program Guidance 240.21.

3. Expenditure Plan Information (check here if submitting separate document ☐)

Expenditure Plan Narrative:

We plan to provide professional development to our teachers and paraprofessionals to build professional competence and ensure that teachers are able to provide developmentally appropriate teaching strategies tomeet the needs of the students based on the outcomes of the VPK Assessment and STAR Literacy. We will invite 72 teachers and paraprofessionals to a "day of learning" for 3 hours @ $15.00/hour to analyze data and develop action plans to address student needs. The remainder of the funds will be allocated to repair and replacement of both indoor classroom and outdoor classroom equipment, purchase of new educational enhancement equipment, and to provide additional health and safety supplies.

Budget:

Category	
Operations	
Salaries/Benefits	
Mortgage, Rent, etc.	
Minor Repairs	
Insurance	
Health and Safety Supplies	11,760.00
Equipment	25,000.00
Other (List)	
Professional Development	3,240.00
Total	40,000.00

NOTE: Food is an unallowable expense for purposes of these grants and cannot be included.

Early Learning/Child Care Provider Attestations

I am submitting this application to qualify for and receive the above-listed emergency/enhanced quality grant and understand all monies received must be used for the items/activities noted. I attest to the fact that the information I provide in this application is true and accurate and understand if my application is incomplete or incorrect it will be returned to me.

I have read this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative

Name _____ Date _____

Phone Robin Thompson 941-729-4874 Email thompso2r@manateeschools.net

I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Cynthia Saunders, Superintendent
School District of Manatee County

Date

Sections below – *for ELC/RCMA use only*

4. Application Information Provided to/Processed by – ***completed by ELC/RCMA staff***

☑ Yes ☐ No Is this application form complete?
☑ Yes ☐ No Does the provider meet the listed eligibility criteria?
☑ Yes ☐ No Is the provider not under investigation or been convicted of child care fraud?
☑ Yes ☐ No Did the provider submit or have a completed IRS Form W-9 on file?
☑ Yes ☐ No Have you verified your entity is the "home" coalition for this provider?

If all above responses are "yes," this application form can be accepted.

Signature of Coalition/RCMA Representative

Name PSParmenter Date 12/28/2020

Contact Phone 941-757-2900 x 2601 Email pparmenter@elc-manatee.org

Contact Entity ☑ Early Learning Coalition ☐ RCMA ☐ Other _____

Grant Award Amount 40,000.00

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Apply for a 2021-2022 Job Growth Grant, in the Amount of $436,000.00

Executive Summary
Florida Statute, Section 288.101, established the Florida Job Growth Grant Fund to promote economic opportunity by enhancing workforce training, to include grants to support programs offered at state colleges and technical centers. Manatee Technical College (MTC) is requesting $436,000.00 to add Diesel Systems Technology 1 to its career certificate program offerings, which will provide Manatee County residents additional opportunities to train for high skill, high wage employment in the rapidly expanding Transportation, Distribution, and Logistics business sector.

If the Governor selects the MTC Workforce Training Grant Proposal for the award from the Job Growth Grant Fund, the Florida Department of Economic Opportunity will create an agreement for which MTC will come back to the Board to request approval of the agreement and to accept and expend the award.

A copy of the grant application is attached for review.

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

Manatee Technical College | Goal 1
Keep pace with the growth of Manatee County by expanding educational opportunities for students and business and industry.

Manatee Technical College | Goal 2
Expand workforce development education for high-skill, high-wage occupations to meet the local needs of our fast-growing economy.

Recommendation
The Superintendent recommends approval to apply for a 2021-2022 Job Growth Grant, in the amount of $436,000.00.

Financial Impact
There is no cost to General Fund. All activities under this grant are funded by grant and tuition dollars at no material expense to the District. This grant will bring the District up to $436,000.00 for the period July 1, 2022 to June 30, 2023. Grant dollars will be spent on equipment and electrical upgrades to the facility (MTC Main Campus). Indirect costs are not allowed.

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

Attachments:
21-22-MTC-Job-Growth-Grant Proposal

FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

2021-2022 Florida Job Growth Grant Fund
Workforce Training Grant Proposal

Proposal Instructions: Please read this document carefully and provide the information requested below. Some questions may request that a separate narrative be completed. If additional space is needed, attach a word document with your entire answer.

Entity Information

Name of Entity: Manatee Technical College (School District of Manatee County)
Federal Employer Identification Number (if applicable): 59-6000728

Primary Contact Name: Dr. Valerie Viands
Title: Director, Manatee Technical College
Mailing Address: 6305 State Road 70 E.
Bradenton, FL 34203
Phone Number: 941-751-7900 x 1001
Email: viandsv@manateeschools.net

Secondary Contact Name: Justin Erickson
Title: Assistant Director, Manatee Technical College
Phone Number: 941-751-7900 x 1025

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

A. Provide the title and a detailed description of the proposed workforce training.

Diesel Systems Technology 1 for high skill, high wage employment (1,609 jobs/yr, mean salary over $50k/yr) in the rapidly expanding Transportation, Distribution and Logistics business sector. See attachment for details.

B. Describe how this proposal supports programs at state colleges or state technical centers.

Funding will allow Manatee Technical College to add Diesel Systems Technology 1 to enhance its career preparation offerings in the Transportation, Distribution and Logistics career cluster. See attachment for details.

C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

Skills taught will be applicable to regional employers in this business sector including PGT Innovations, Sunset Automotive Group, Manatee County Government, Manatee District Schools, and automobile and fleet dealers. Students will prepare for industry-standard ASE certifications. See attachment for details.

D. Describe how this proposal supports a program(s) that is offered to the public?

This proposal supports a postsecondary career certificate program which will be offered to the public through Manatee Technical College, the state technical college in Manatee County, serving adults age 18 and older (and 16-17 year-old dual-enrolled high school students in some programs). See attachment for details.

E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

Criteria on which this proposal is based include industry demand supported by State and Regional Demand Occupations Lists, Florida's Major Industries, the Bradenton Area Economic Development Corporation (EDC) Key Business Sectors, local business media, and employer surveys. See attachment for details.

F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

◉ Yes ○ No

This proposal TARGETS unemployed and underemployed individuals. See attachment for details.

G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

By enhancing workforce training in Transportation, Distribution and Logistics, this proposal promotes economic opportunity by providing training in an occupation relevant to the infrastructure and future growth of Florida Workforce Region 18 (Manatee and Sarasota counties) and the state of Florida. MTC anticipates 14 students per year will complete the training. The economic impact to this region alone will be over $500,000 per year. Metrics to measure success: 14 students per year will earn a credential. See attachment for details.

2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

A. Is this an expansion of an existing training program? ○ Yes ◉ No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

B. Does the proposal align with Florida's Targeted Industries?
(View Florida's Targeted Industries here.) ◉ Yes ○ No

If yes, please indicate the specific targeted industries with which the proposal aligns.
If no, with which industries does the proposal align?

Transportation, Logistics & Distribution

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List?
(View Florida's Demand Occupations Lists here.) ◉ Yes ○ No

If yes, please indicate the specific occupation(s) with which the proposal aligns.
If no, with which occupation does the proposal align?

Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional 2021-2022 Demand Occupations Lists with over 1,600 combined job openings per year in FL.

D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide, etc.) where the training will be available.

In-person. Classroom and lab based at Manatee Technical College, Main Campus, Bradenton. Industrial cooperative education (internships) with area employers.

E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.

MTC anticipates 16 students will enroll and 14 students will complete per year (87.5% overall completion rate).

(See sections 1G & 2H.)

F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: August 2022 End Date: June 2023

Diesel Systems Technician 1 (1050 clockhours / one school year).

G. Describe the plan to support the sustainability of the program after grant completion.

Tuition and fees will sustain the program after grant completion. Enrollment--see attached employer surveys.

H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

Diesel Systems Technology 1: Career Certificate, CIP 47.0613, 87.5% completion rate.

I. Does this project have a local match amount? ◉ Yes ○ No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

Manatee Technical College $66,152 (from Workforce Funds). Possible engine and engine scanner from a local dealership. Normally, dealerships are happy to make donations of vehicles to programs such as this. However, these are extraordinary times. Supply chain and distribution issues are causing such a strain on dealers, they do not have any inventory (new or used) to donate.

J. Provide any additional information or attachments to be considered for the proposal.

Employer surveys from Diesel employers. Letters of support from Manatee County Port Authority, PGT Innovations, Sunset Automotive Group, Bradenton Area EDC, CareerSource Suncoast, Sarasota-Manatee Area Manufacturers Association, CareerEdge, Woodruff & Sons Contractors, Superior Asphalt, Dobbs Equipment, and the School District of Manatee County.

3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) Total Amount Requested $436,000.00
Florida Job Growth Grant Fund

A. Other Workforce Training Project Funding Sources:

City/County	$	
Private Sources	$	
Other (grants, etc.)	$66,152.00	Please Specify: Workforce fund
Total Other Funding	$66,152.00	

B. Workforce Training Project Costs:

Equipment	$376,000.00	
Personnel	$66,152.00	
Facilities	$60,000.00	
Tuition	$	
Training Materials	$	
Other	$	Please Specify:
Total Project Costs	$502,152.00	

Note: The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in B.

C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

$376,000 Equipment (see attached cost list for details)
$60,000 Facilities electrical upgrade for Diesel lab
$66,152 Salary/Benefits for 1 FT instructor

Upon receipt of award notification, MTC will request approval from the School Board to expend the Workforce Training Grant funds. Steps include hiring instructors, developing the curriculum, ordering equipment, recruiting students. MTC will begin accepting applications for enrollment in the spring of 2022 for an August 2022 start date. Students pay tuition and fees per semester; it is anticipated 75% will qualify for federal financial aid.

---

4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g. approval of a board, commission or council)?

Approval from the School Board of Manatee County.

B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

i. Board meeting dates March-Aug 2022: 3/8, 4/12, 4/26, 5/10, 5/24, 6/14, 6/28, 7/26, 8/9, 8/23

ii. Special meetings may be called by the Superintendent by serving a written notice of the time, date, location, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting.

C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

The district school superintendent as executive officer has all necessary authority to execute proposals on behalf of the district school board (FS 1001.33 and FS 1001.51).

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Manatee Technical College, School District of Manatee County

Name and Title of Authorized Representative: Cynthia Saunders, Superintendent

Representative Signature: _____

Signature Date: Pending board approval.

2021-22 Florida Job Growth Grant Fund
Workforce Training Grant Proposal

Entity Information:

Name of Entity: **Manatee Technical College (School District of Manatee County)**

Federal Employer Identification Number: **59-6000728**

Primary Contact Name: **Dr. Valerie Viands**
Title: **Director, Manatee Technical College**
Mailing Address: **6305 E. State Road 70, Bradenton, FL 34203**
Phone Number: **941.751.7900 x 1001** *Email:* **viandsv@manateeschools.net**

Secondary Contact Name: **Justin Erickson**
Title: **Assistant Director, Manatee Technical College**
Phone Number: **941.751.7900 x 1025**

1. **Program Requirements:**

A. *Title and detailed description of the proposed workforce training:*

Manatee Technical College (MTC) proposes to offer workforce training within the targeted industry of **Transportation, Distribution and Logistics**. The proposed career certificate program is **Diesel Systems Technician 1** (T650100). In this career certificate program, participants will prepare for employment in the **Transportation, Distribution and Logistics industry** to fill a growing need in the Suncoast Workforce Region and the state of Florida.

Diesel Systems Technician 1 (T650100) is a 1,050-clockhour program. The program is composed of four courses with one primary SOC Code:
49-3031 – Bus and Truck Mechanics and Diesel Engine Specialists

Bus and Truck Mechanics and Diesel Engine Specialists are on the current year Statewide Demand Occupations List, the Regional Demand Occupations List, the Regional Targeted Occupations List, and is an occupation within a Targeted Industry (state and region). Per the 2021-22 Florida Demand Occupations List, **49-3031 – Bus and Truck Mechanics and Diesel Engine Specialists** is a High-Skill, High-Wage occupation with 295 annual openings in WR18; mean wage is $25.12, and entry wage is $16.82.

B. *Describe how this proposal supports programs at state colleges or state technical centers.*

Funding of this proposal will allow Manatee Technical College to add this career certificate program to enhance its program offerings in the Transportation career cluster and its line-up of over 50 career certificate programs. This proposal supports MTC in its ability to meet its mission to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce. The vision of MTC is to be recognized as a leader in transforming people's lives through quality education. MTC trains students in occupations relevant to the infrastructure and future growth of Florida Workforce Region 18 (Manatee and Sarasota counties) and the state of Florida. Thousands of students have entered the workforce and enhanced their personal and professional lives through the education they received at MTC. Local business and industry leaders contribute to the success of Manatee Technical College in meeting its mission, as is evidenced in the strong support being offered by PGT Innovations, Sunset Automotive Group, Bradenton Area EDC, CareerSource Suncoast, Sarasota-Manatee Area Manufacturers Association, CareerEdge, Dobbs Equipment, Woodruff and Sons, Superior Asphalt, Masella's Auto Repair, and the School District of Manatee County.

C. *Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.*

This proposal will provide participants with **transferable and sustainable workforce skills applicable to more than a single employer** in the Transportation, Manufacturing, and Logistics & Distribution major industries in Florida (Enterprise Florida), with Trade, Transportation & Utilities being the existing industry generating the most demand in FL Workforce Region 18 (CareerSource Suncoast).

Students who complete the **Diesel Systems Technician 1** (T650100) program will learn transferable, sustainable workforce skills in electrical & electronics, engines, and brakes applicable to **local employers** such as FedEx, Manatee County Government, the School District of Manatee County, Dobbs Equipment, PGT Innovations, Woodruff & Sons, Sunset Automotive Group, Superior Asphalt, Masella's Auto Repair, and diesel vehicle dealerships such as Mercedes, Chevrolet, Ford, GMC, Jeep, Land Rover, Cadillac, and Ram. Students will prepare for related ASE certifications.

The Diesel program offers a sequence of courses that provides participants coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in

the targeted industries. The program provides technical skill proficiency and includes competency-based applied learning that contributes to **transferable, sustainable workforce skills**: the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the industry. The program will prepare students for industry-standard Automobile Service Excellence (ASE) certifications.

D. *Describe how this proposal support a program(s) that is offered to the public.*

This proposal supports a postsecondary career certificate program which will be offered to the public through Manatee Technical College, the state technical college in Manatee County, serving adults age 18 and older. Manatee Technical College is a public postsecondary technical college. MTC is part of the School District of Manatee County, a Florida public school-district, and as such its programs are offered to the public. MTC is fully accredited by the Council on Occupational Education. MTC abides by all state and federal nondiscrimination laws. MTC provides equal access for special populations to CTE programs through its application, matriculation, and registration processes, as well as with laptops and assistive technology.

E. *Describe how this proposal is based on criteria established by the state colleges and state technical centers.*

MTC makes decisions to offer workforce-training programs based on state and community need and student demand. Criteria include State and Regional Demand Occupations Lists, High Skill/High Wage Occupations, Enterprise Florida Inc. Targeted Industries, Bureau of Labor Market Statistics Employment Projections, annual openings and average growth rate, help wanted online data, formal/informal surveys, employer input, and information obtained from the Bradenton Area Economic Development Corporation, CareerSource Suncoast, industry associations, and respected news media.

The Transportation industry has been especially hard-hit by supply-chain disruptions stemming from the Covid-19 pandemic.

A survey of local employers needing Diesel Mechanics (see attached) revealed the following information:

- 50% are looking to hire 1 – 5
- 33% are looking to hire 5 to 10
- 17% are looking to hire 20+
- 100% were interested in sending their current workforce for training
- Hourly wage ranges were $15-20 (28.5%), $20-30 (43%), $30+ (28.5%)

On November 9, 2021, online job sites promoted openings in diesel:

- 73 Diesel Mechanic jobs available in Manatee County on Indeed.com
- 59 Diesel Mechanic jobs available in Bradenton on SimplyHired.com

F. *Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?* **YES.**

This program will target unemployed and underemployed individuals. Most of the students attending Manatee Technical College are unemployed or underemployed. They are attending MTC for the improved possibilities of better employment and career opportunities. It is typical for around 75% of students to qualify for federal financial aid.

G. *Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.*

This proposal will promote economic opportunity by offering workforce training for an occupation that is **High-Skill, High-Wage** and **on the Demand Occupations List**. By enhancing workforce training in the Transportation industry, this proposal promotes economic opportunity by providing training in occupations relevant to the infrastructure and future growth of Florida Workforce Region 18 (Manatee and Sarasota counties) and the state of Florida. MTC anticipates 14 students (87.5%) per year will complete the training. The **economic impact** to this region alone will be over **$500,000 per year** based on a **graduate placement rate of 95%**. The metrics used to measure the success of the training will be **87.5% completion rate** with students achieving career certificates and or industry certifications to validate technical skill attainment, i.e., 14 students per year will earn a credential.

3.C.

DETAILED BUDGET NARRATIVE

$376,000	**Equipment** needed to offer the **Diesel** program (**see program cost list**)
$ 60,000	**Facilities** Electrical upgrades to support **Diesel** equipment
$ 50,498	**Salary** 1.0 FTE Instructor
$ 15,654	**Benefits** 1.0 FTE Instructor
$502,152	**TOTAL PROJECT COSTS**
- $66,152	**TOTAL OTHER FUNDING** (Workforce Funds)
$436,000	**TOTAL AMOUNT REQUESTED**

Capitalized purchases include a diesel instructor tool kit, diesel build-a-bay, alignment rack, tire changer/balancer, ADAs diagnostic system, diagnostic tools, and diesel tune. Capitalized purchases are estimated at $345,290 and account for most of the equipment list.

Manatee Technical College will pay for the instructor salary and benefits from Workforce Funds. Subsequent years will be supported by tuition and fees and workforce funding.

A Note on Other Funding: Possible engine and engine scanner from a local dealership. Supply chain and distribution issues are causing a strain on dealers; they do not have any inventory (new or used) to donate at this time.

DIESEL TECHNICIAN	
Capitalized Equipment	**Cost**
Diesel instructor tool kit w/ cert	114,000.00
Diesel Build a Bay	81,178.00
Alignment Rack	62,000.00
Tire Changer/Balancer	38,706.00
ADAs Diagnostic System	28,106.00
PRO-LINK® Edge Diagnostic Tool	16,000.00
Diesel Tune	5,300.00
Non-Capitalized Equipment	
Diff Vac	2,300.00
Graco oil king (need 2)	1,200.00
Leaktamer smoke machine	1,200.00
Adapters -coolant tester	900.00
Standard Flammable storage Cabinet	850.00
DEF Refractometers (need 3)	600.00
Graco coolant king	550.00
Battery/Engine starter (need at least 2)	500.00
cooling system pressur tester	300.00
Tire workstation organizer	263.00
spillcontainment workstation	200.00
Combustion leak tester	100.00
Hose reels, piping and drops	8,092.00
Additional tools	13,655.00
TOTAL EQUIPMENT COSTS	**$ 376,000.00**

Company Name	What is the estimated number of diesel technician job openings anticipated in the next 5 years?	What is the estimated average salary range of a technician per hour	How many incumbent workers are in need of training in this field over the next 5 years?
Dobbs Equipment	20+	$20-$30	I do not have an exact amount, but many!
PGT Innovations	5-10	$20-$30	10
Woodruff & Sons, Inc.	1-5	$15-$20	I would say all, Technology has really solidified itself within the diesel mechanic realm where as it seems like the first tool you go to anymore is a laptop. So continual training is beneficial more than ever.
SUPERIOR ASPHALT, INC.	1-5	$20-$30	3-4
Manatee County School District	5-10	$15-$20	5
Sunset Automotive Group	1-5	$30+	1-5
Masella's Auto Repair	5-10	$30+	1-5

CareerEdge
FUNDERS COLLABORATIVE

October 5, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

CareerEdge Funders Collaborative, the workforce development initiative of the Greater Sarasota Chamber of Commerce, strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high-wage careers.

The MTC project supports CareerEdge's goal to meet employer high demand, entry-level positions while providing a living wage, benefits, and career opportunities to local talent.

CareerEdge requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Kristi Hoskinson

Kristi Hoskinson
Vice President of CareerEdge | The Greater Sarasota Chamber of Commerce

CareerSource SUNCOAST

Eric Troyer
Chairman

Rick Mosholder
Vice Chair

Walter Spikes,Jr.
Treasurer

Ted Ehrlichman
President & CEO

October 05, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

CareerSource Suncoast strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I. Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

The MTC project completely supports the CareerSource Suncoast goal to recruit, train, and retain talent for employers in the Suncoast. CareerSource Suncoast requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Joshua Matlock

Joshua Matlock (Oct 5, 2021 10:37 EDT)

Joshua Matlock
EVP/Chief Operating Officer
CareerSource Suncoast
Direct: (941) 803-4568
Email: jmatlock@careersourcesc.com

CareerSource SUNCOAST

DOBBS EQUIPMENT

JOHN DEERE

October 19, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

Dobbs Equipment strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

Dobbs Equipment requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Joseph Delaney
Talent Acquisition Recruiter

Dobbs Equipment, LLC
2730 South Falkenburg Road | Riverview, FL 33578
(O) 813-620-1000 | (M) 813-538-4222 |
Joseph.Delaney@dobbsequipment.com

DOBBS EQUIPMENT | HITACHI LeeBoy TOPCON BOMAG FINN

PACESETTER INVESTORS
Lakewood Ranch Commercial
Truist

ELITE INVESTOR
Hancock Whitney Bank

LEADERSHIP INVESTORS
Air Products & Chemicals, Inc.
Bank of America
Benderson Development Company
FELD Entertainment
Fifth Third Bank of Florida
FPL
Herald-Tribune Media Group
IMG Academy
LECOM
Manatee Chamber of Commerce
MCR Health
Michael Saunders & Company
Peak Development Partners
PNC Bank
Sarasota Bradenton International Airport
SouthState Bank
SouthTech
Star2Star Communications
TECO Peoples Gas
University of South Florida Sarasota-Manatee

TRUSTEE INVESTORS
Anna Maria Island Chamber of Commerce
Atlas Building Company
The Bank of Tampa
Blalock Walters, P.A.
Cadence Bank
Carr, Riggs & Ingram, LLC
Conley Buick GMC
Gulfcoast Community Foundation
Halfacre Construction Company
It Works!
Manatee Healthcare Systems
Mauldin & Jenkins, LLC, CPA's
ME&S General Contractors, Inc.
Mictron LLC
Miller Enterprises, Inc.
Shumaker, Loop & Kendrick, LLP
Sun Hydraulics
SUNZ Holdings
Synovus Bank
The Mosaic Company
Tropicana Products
Vecenergy Resources
Willis A. Smith Construction, Inc.

PARTNERS
Bradenton Area Convention & Visitors Bureau
CareerSource Suncoast
City of Bradenton
City of Palmetto/Palmetto CRA
Manatee County Government
Manatee Technical College
Port Manatee
School District of Manatee County
Town of Longboat Key

BRADENTON AREA
ECONOMIC DEVELOPMENT CORPORATION
Anna Maria • Bradenton • Bradenton Beach • Ellenton • Holmes Beach • Lakewood Ranch • Longboat Key • Palmetto • Parrish

October 19, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

The Bradenton Area Economic Development Corporation(EDC), the lead organization for economic development in Manatee County, strongly supports Manatee Technical College's (MTC) application for a Florida Job's Growth Grant. This grant will assist in funding Workforce Training programs focused on the creation of a talent pipeline for the Transportation and Distribution & Logistics industry sectors in Manatee County.

Global Logistics & Supply Chain Technology and Diesel Systems Technician I are the proposed training programs. These programs will support the creation of a talent pipeline for Transportation, Storage & Distribution Managers, Bus & Truck Mechanics and Diesel Engine Specialists. They are classified as high-skill, high-wage occupations on both the state and regional demand occupations lists with over 2,100 job openings per year in Florida.

The workforce training MTC offers is critical as we endeavor to provide employers with skilled talent, as well as individuals with increased opportunities for high-skill, high- wage jobs. As such, the EDC enthusiastically supports MTC's application for this Jobs Growth Grant Fund request.

Sincerely,

Sharon Hillstrom
President & CEO
Bradenton Area Economic Development Corporation

PGT INNOVATIONS

1070 TECHNOLOGY DRIVE ▪ NORTH VENICE, FL 34275
PH: 941.480.1600 ▪ F: 941.480.2778
PGTINNOVATIONS.COM

October 18, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

PGT Innovations strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

The MTC project completely supports the PGT Innovation's goal to find local, qualified talent to fill our positions that require high skill in their respective trades.

PGT Innovations requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Bryant Underwood
Corporate Recruiter – Human Resources

THE PGT INNOVATIONS FAMILY OF BRANDS

Impact Resistant Windows & Doors WE'RE STRONGER
PGT CUSTOM WINDOWS + DOORS
WINDOOR
western window systems
eze breeze
CGIC Architectural Products
NewSouth WINDOW SOLUTIONS



October 5, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

Please know that the Sarasota-Manatee Area Manufacturers Association (SAMA) strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

The MTC project completely supports SAMA's goal to help create careers in high demand, supporting our regional manufacturers, and offering the graduate an above average livable wage.

The Sarasota-Manatee Area Manufacturers Association requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Rob Harris

Rob Harris, SAMA, Executive Director

Sarasota-Manatee Area Manufacturers Association * 11523 Palmbrush Trail, #110, Bradenton, FL 34202

SUNSET
AUTOMOTIVE GROUP
CONNECTED THROUGH COMMUNITY

October 6, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

Sunset Automotive Group strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

The MTC project completely supports the Sunset Automotive Group goal to diagnose and repair vehicles and trucks with diesel engine technology including several Chevrolet, GMC, and Cadillac trucks and work vans, Volkswagen passenger cars, and others in our dealership group.

Sunset Automotive Group requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Jennifer Gardner
Sunset Automotive Group

Superior Asphalt, Inc.

October 19, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

Superior Asphalt, Inc. strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

The MTC project completely supports Superior Asphalt's goal to hire highly skilled locally trained employees.

Superior Asphalt, Inc. requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Regards,

SUPERIOR ASPHALT, INC.

Al Mulvey, Vice President

P.O. Box 2489 • Oneco, FL 34264 • Ph: (941) 755-2850 • Fax: (941) 727-5980

Woodruff & Sons, Inc.
6450 - 31st St. E.
P.O. Box 10127
Bradenton, FL 34282-0127
Phone: 941-756-1871
Fax: 941-755-1379

Woodruff & Sons, Inc.
2125 U.S. 12
P.O. Box 450
Michigan City, IN 46361
Phone: 219-872-8605
Fax: 219-879-5339

www.woodruffandsons.com

October 19, 2021

Subject: Florida Job Growth Grant Fund-Workforce Training Project

To Whom It May Concern:

Woodruff & Sons, Inc. strongly supports the Manatee Technical College (MTC) application for a Florida Job Growth Grant to help fund a Workforce Training Project to open two new programs supporting the Transportation, Distribution & Logistics industries in Manatee County.

The workforce training programs are Global Logistics & Supply Chain Technology and Diesel Systems Technician I.

Transportation, Storage & Distribution Managers and Bus & Truck Mechanics and Diesel Engine Specialists are High-Skill, High-Wage occupations on both the State and Regional Demand Occupations Lists with over 2,100 job openings per year in Florida.

The workforce training Manatee Technical College offers is critical in Florida Workforce Region 18 to provide employers with skilled, productive, and competitive talent and to provide all individuals, including those with disabilities, with increased opportunities for self-sufficiency and high-skill, high- wage careers.

The MTC project completely supports the Woodruff & Sons, Inc. goal to hire additional trained and high-skilled diesel technicians.

Woodruff & Sons, Inc. requests the DEO's consideration to grant Manatee Technical College the funding necessary to open these three programs to meet our region' s need for high-skills training in Transportation, Distribution & Logistics.

Sincerely,

Chad A. Wakeman

Chad Wakeman

JOBS BY OCCUPATION

FLORIDA

SOC Code	SOC Title	Employment				Total Job Openings	2019 Median Hourly Wage ($)*	Education	
		2020	2028	Growth	Percent Growth			FL†	BLS†
00-0000	**Total, All Occupations**	9,321,946	10,500,053	1,178,107	12.6	10,332,256	-	-	-
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	3,266	3,535	269	8.2	2,638	25.88	PS	PS
49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	1,141	1,185	44	3.9	854	-	PS	PS
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles	472	480	8	1.7	449	17.31	PS	HS
49-2097	Electronic Home Entertainment Equipment Installers and Repairers	3,443	3,726	283	8.2	3,425	20.47	PS	PS
49-2098	Security and Fire Alarm Systems Installers	7,070	8,404	1,334	18.9	8,748	20.98	PS	HS
49-3000	*Vehicle and Mobile Equipment Mechanics, Installers, and Repairers*	114,920	124,785	9,865	8.6	101,698	-	-	-
49-3011	Aircraft Mechanics and Service Technicians	14,165	16,059	1,894	13.4	11,790	30.75	PS	PS
49-3021	Automotive Body and Related Repairers	9,726	10,710	984	10.1	8,831	19.22	PS	HS
49-3022	Automotive Glass Installers and Repairers	1,013	1,120	107	10.6	926	16.98	NR	HS
49-3023	Automotive Service Technicians and Mechanics	53,198	56,011	2,813	5.3	45,348	20.40	PS	PS
49-3031	Bus & Truck Mechanics & Diesel Engine Specialists	14,192	15,924	1,732	12.2	12,878	24.86	PS	HS
49-3041	Farm Equipment Mechanics and Service Technicians	1,358	1,420	62	4.6	1,168	17.58	PS	HS
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	6,662	7,326	664	10.0	6,231	24.34	PS	HS
49-3043	Rail Car Repairers	504	559	55	10.9	478	31.71	PS	HS
49-3051	Motorboat Mechanics and Service Technicians	3,475	3,990	515	14.8	3,493	24.18	PS	HS
49-3052	Motorcycle Mechanics	1,108	1,311	203	18.3	1,168	-	PS	PS
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics	2,306	2,620	314	13.6	2,280	19.94	A	HS
49-3091	Bicycle Repairers	279	301	22	7.9	277	13.29	NR	HS
49-3092	Recreational Vehicle Service Technicians	778	927	149	19.2	900	-	PS	HS
49-3093	Tire Repairers and Changers	6,156	6,507	351	5.7	5,930	14.32	NR	HS
49-9000	*Other Installation, Maintenance, and Repair Occupations*	199,787	224,363	24,576	12.3	192,508	-	-	-
49-9011	Mechanical Door Repairers	2,187	2,387	200	9.1	1,764	18.03	HS	HS
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door	1,328	1,419	91	6.9	1,030	21.48	HS	HS
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	34,777	38,091	3,314	9.5	31,771	20.73	PS	PS
49-9031	Home Appliance Repairers	3,414	3,775	361	10.6	3,460	19.84	PS	HS
49-9041	Industrial Machinery Mechanics	14,197	16,525	2,328	16.4	13,588	21.13	PS	HS
49-9043	Maintenance Workers, Machinery	1,554	1,729	175	11.3	1,364	18.82	PS	HS
49-9044	Millwrights	759	860	101	13.3	659	18.50	PS	HS
49-9051	Electrical Power-Line Installers and Repairers	5,874	6,372	498	8.5	4,612	23.02	PS	HS
49-9062	Medical Equipment Repairers	3,773	4,278	505	13.4	3,888	22.24	PS	A
49-9063	Musical Instrument Repairers and Tuners	224	222	-2	-0.9	185	-	HS	HS
49-9064	Watch Repairers	193	167	-26	-13.5	125	-	PS	HS
49-9069	Precision Instrument and Equipment Repairers, All Other	329	357	28	8.5	316	-	PS	HS
49-9071	Maintenance and Repair Workers, General	95,902	108,740	12,838	13.4	92,182	16.88	PS	HS
49-9092	Commercial Divers	420	486	66	15.7	455	-	A	PS
49-9094	Locksmiths and Safe Repairers	1,950	2,104	154	7.9	1,905	17.08	PS	HS
49-9095	Manufactured Building and Mobile Home Installers	278	253	-25	-9.0	132	-	PS	HS
49-9096	Riggers	873	978	105	12.0	817	23.72	NR	HS
49-9097	Signal and Track Switch Repairers	216	213	-3	-1.4	181	-	HS	HS
49-9098	Helpers--Installation, Maintenance, and Repair Workers	6,722	7,411	689	10.2	7,914	13.38	NR	HS
49-9099	Installation, Maintenance & Repair Workers, Other	17,219	19,704	2,485	14.4	18,338	17.33	HS	HS
51-0000	**Production Occupations**	317,426	337,333	19,907	6.3	324,755	-	-	-
51-1000	*Supervisors of Production Workers*	25,217	26,910	1,693	6.7	23,002	-	-	-
51-1011	First-Line Supervisors of Production and Operating Workers	25,217	26,910	1,693	6.7	23,002	26.75	PS	HS
51-2000	*Assemblers and Fabricators*	68,666	71,361	2,695	3.9	66,995	-	-	-
51-2011	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	1,453	1,329	-124	-8.5	851	33.20	PS	HS

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

2021-22 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Development Area 18 - Manatee and Sarasota Counties

Selection Criteria:

1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
2 30 annual openings and positive growth
3 Mean Wage of $15.24/hour and Entry Wage of $12.40/hour
4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of $23.89/hour and Entry Wage of $15.24/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2019 Hourly Wage Mean	2019 Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
132011	HSHW	Accountants and Auditors	1.51	260	32.43	19.88	5	Yes	R
113011	HSHW	Administrative Services Managers	1.55	1,537	44.46	25.26	4	Yes	S
493011	HSHW	Aircraft Mechanics and Service Technicians	1.67	1,474	31.54	16.75	3	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	1.44	610	113.51	69.15	4	Yes	S
274011		Audio and Video Equipment Technicians	3.23	869	23.38	14.44	4	Yes	S
493021		Automotive Body and Related Repairers	1.26	1,104	21.85	14.10	3	Yes	S
493023		Automotive Service Technicians and Mechanics	0.66	5,668	21.81	12.68	3	Yes	S
433031		Bookkeeping, Accounting, and Auditing Clerks	0.59	524	20.00	13.40	4	Yes	R
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	1.53	1,609	25.12	16.82	3	Yes	S
533021		Bus Drivers, Transit and Intercity	1.52	1,744	19.81	13.59	3	No	S
131199	HSHW	Business Operations Specialists, All Other	1.63	188	32.05	16.67	4	Yes	R
535021	HSHW	Captains, Mates, and Pilots of Water Vessels	2.09	742	29.34	18.11	3	Yes	S
472031		Carpenters	1.36	8,240	20.27	14.09	3	Yes	S
472051		Cement Masons and Concrete Finishers	1.22	1,755	19.31	14.49	3	Yes	S
351011	HSHW	Chefs and Head Cooks	4.03	1,939	27.41	15.75	3	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.26	2,070	30.92	20.07	3	Yes	S
532012	HSHW	Commercial Pilots	1.74	592	78.64	26.04	3	Yes	S
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.61	756	26.93	17.88	4	Yes	S
131041	HSHW	Compliance Officers	1.11	2,155	34.71	19.90	3	Yes	S
151143	HSHW	Computer Network Architects	1.57	979	51.96	34.03	3	Yes	S
151199	HSHW	Computer Occupations, All Other	1.49	1,118	37.67	17.86	3	Yes	S
151131	HSHW	Computer Programmers	2.17	1,169	41.69	23.31	3	Yes	S
151121	HSHW	Computer Systems Analysts	1.89	2,652	43.26	24.53	4	Yes	S
151151	HSHW	Computer User Support Specialists	2.08	127	25.35	16.30	3	Yes	R
119021	HSHW	Construction Managers	2.19	124	51.76	36.70	4	Yes	R
131051	HSHW	Cost Estimators	0.78	1,532	31.50	19.43	4	Yes	S
151141	HSHW	Database Administrators	1.52	669	45.51	27.69	4	Yes	S
319091		Dental Assistants	1.52	139	20.82	16.72	3	Yes	R
292021	HSHW	Dental Hygienists	1.42	1,022	28.14	18.37	4	Yes	S
292032	HSHW	Diagnostic Medical Sonographers	2.57	522	30.43	22.17	3	Yes	S
472111		Electricians	1.47	190	22.97	16.27	3	Yes	R

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research (WSER)

JOBS BY OCCUPATION

WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES

		Employment						Education	
SOC Code	SOC Title	2020	2028	Growth	Percent Growth	Total Job Openings	2019 Median Hourly Wage ($)*	FL**	BLS**
00-0000	**Total, All Occupations**	323,562	366,748	43,186	13.3	368,302	-	-	-
47-4021	Elevator Installers and Repairers	53	59	6	11.3	56	33.87	PS	HS
47-4051	Highway Maintenance Workers	76	78	2	2.6	71	14.45	PS	HS
47-4071	Septic Tank Servicers and Sewer Pipe Cleaners	24	27	3	12.5	26	18.72	HS	HS
47-4090	Miscellaneous Construction and Related Workers	520	618	98	18.8	663	16.01	-	-
49-0000	**Installation, Maintenance, and Repair Occupations**	14,550	16,434	1,884	12.9	14,120	-	-	-
49-1000	*Supervisors of Installation, Maintenance, and Repair Workers*	1,005	1,146	141	14.0	930	-	-	-
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	1,005	1,146	141	14.0	930	23.85	PS	HS
49-2000	*Electrical and Electronic Equipment Mechanics, Installers, and Repairers*	1,119	1,243	124	11.1	1,151	-	-	-
49-2011	Computer, Automated Teller, and Office Machine Repairers	228	259	31	13.6	238	19.11	PS	SC
49-2022	Telecommunications Equipment Installers & Repairers, Exc. Line Installers	687	759	72	10.5	709	23.15	PS	PS
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	45	48	3	6.7	36	17.44	PS	PS
49-2098	Security and Fire Alarm Systems Installers	77	94	17	22.1	99	23.69	PS	HS
49-3000	*Vehicle and Mobile Equipment Mechanics, Installers, and Repairers*	3,839	4,299	460	12.0	3,617	-	-	-
49-3011	Aircraft Mechanics and Service Technicians	176	217	41	23.3	170	31.60	PS	PS
49-3021	Automotive Body and Related Repairers	429	492	63	14.7	416	19.05	PS	HS
49-3023	Automotive Service Technicians and Mechanics	2,136	2,343	207	9.7	1,951	14.46	PS	PS
49-3031	Bus & Truck Mechanics & Diesel Engine Specialists	294	350	56	19.0	295	21.09	PS	HS
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	254	279	25	9.8	238	22.34	PS	HS
49-3051	Motorboat Mechanics and Service Technicians	197	232	35	17.8	206	14.83	PS	HS
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics	65	74	9	13.8	64	20.02	A	HS
49-3093	Tire Repairers and Changers	133	139	6	4.5	126	12.70	NR	HS
49-9000	*Other Installation, Maintenance, and Repair Occupations*	8,587	9,746	1,159	13.5	8,422	-	-	-
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1,534	1,763	229	14.9	1,517	19.91	PS	PS
49-9041	Industrial Machinery Mechanics	431	493	62	14.4	401	19.64	PS	HS
49-9043	Maintenance Workers, Machinery	107	120	13	12.1	95	12.51	PS	HS
49-9052	Telecommunications Line Installers and Repairers	351	394	43	12.3	375	19.66	PS	HS
49-9062	Medical Equipment Repairers	180	204	24	13.3	185	18.86	PS	A
49-9071	Maintenance and Repair Workers, General	3,841	4,369	528	13.7	3,711	16.19	PS	HS
49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers	14	15	1	7.1	15	12.08	HS	HS
49-9097	Signal and Track Switch Repairers	1	1	0	0.0	1	-	HS	HS
49-9098	Helpers--Installation, Maintenance, and Repair Workers	221	249	28	12.7	269	13.15	NR	HS
49-9099	Installation, Maintenance & Repair Workers, Other	1,083	1,249	166	15.3	1,167	14.85	HS	HS
51-0000	**Production Occupations**	13,206	13,832	626	4.7	13,088	-	-	-
51-1000	*Supervisors of Production Workers*	981	1,059	78	8.0	912	-	-	-
51-1011	First-Line Supervisors of Production and Operating Workers	981	1,059	78	8.0	912	25.85	PS	HS
51-2000	*Assemblers and Fabricators*	3,387	3,295	-92	-2.7	2,998	-	-	-
51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Workers, Tapers, and Finishers	379	360	-19	-5.0	317	15.23	-	-
51-2041	Structural Metal Fabricators and Fitters	163	164	1	0.6	138	17.91	PS	HS
51-2091	Fiberglass Laminators and Fabricators	151	172	21	13.9	172	16.13	PS	HS
51-2098	Assemblers and Fabricators, All Other, Including Team Assemblers	2,691	2,596	-95	-3.5	2,368	-	-	-
51-3000	*Food Processing Workers*	1,211	1,346	135	11.1	1,486	-	-	-
51-3011	Bakers	472	549	77	16.3	635	9.41	PS	NR
51-3021	Butchers and Meat Cutters	426	463	37	8.7	477	11.83	HS	NR
51-3022	Meat, Poultry, and Fish Cutters and Trimmers	85	92	7	8.2	95	11.66	NR	NR
51-3023	Slaughterers and Meat Packers	3	3	0	0.0	3	13.31	PS	NR
51-3092	Food Batchmakers	156	168	12	7.7	204	11.59	NR	HS

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

National Institute for AUTOMOTIVE SERVICE EXCELLENCE

TEST SERIES

Take a look under the hood: all the details you need on the ASE Test Series.

There are 52 ASE certification tests, covering almost every imaginable aspect of the automotive repair and service industry.

If you're learning about ASE certification tests for the first time, we recommend that you begin with the General Information page, which describes the tests in general, and then click on the individual Test Series links below to learn more about the individual tests available in each Test Series.

Registration
To take ASE tests, you must register and pay in advance. Click here to register for an ASE Certification Test.

ASE Certification Test Series
Click on the Test Series title to see details about that series.

English

Automobile & Light Truck Certification Tests (A Series)

Automobile & Light Truck Certification Tests (A1 - A9)

Objective:

To identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

Tests Offered:

- A1 – Engine Repair (50 scored questions)
- A2 – Automatic Transmission/Transaxle (50)
- A3 – Manual Drive Train & Axles (40)
- A4 – Suspension & Steering (40)
- A5 – Brakes (45)
- A6 – Electrical/Electronic Systems (50)
- A7 – Heating & Air Conditioning (50)
- A8 – Engine Performance (50)
- A9 – Light Vehicle Diesel Engines (50)

(For A-series accordion): **Tests A1-A8 are available in Spanish as well. Visit ASE.com/Spanish for more information.*

Master Status Requirements:

Those are certified in tests A1 – A8 are recognized as ASE-Certified Master Automobile Technicians. *NOTE: A9 is NOT a requirement for Master Automobile Technician Status.*

Recertification:

Technicians must retest every five years to retain their certification. The Automobile & Light Truck recertification tests (A1R – A8R) are about half as long as the initial certification tests.

English

Service Consultants:

Tests A1 through A9 are intended for technicians who perform vehicle repairs. ASE offers a separate C1 certification test specifically for service consultants, who work with repair technicians and car owners. Click here for more information on the C1 test.

Download the Study Guide:

Automobile & Light Truck Study Guide: Includes Tests A1 – A9, Automobile Service Consultant (C1), Alt. Fuels CNG (F1), and Exhaust Systems (X1).

This guide contains test specifications, tasks lists, sample test questions, and training resources.

Collision Repair & Refinish Certification Tests (B Series) +

Damage Analysis & Estimating Certification Test (B6) +

Automobile Service Consultant Certification Test (C1) +

Truck Equipment Certification Tests (E Series) +

Alternate Fuels Certification Test (F1) +

Auto Maintenance and Light Repair Certification Test (G1) +

Transit Bus Certification Tests (H Series) +

Advanced Engine Performance Specialist Certification Test (L1) +

Electronic Diesel Engine Diagnosis Specialist Certification Test (L2) +

Light Duty Hybrid/Electric Vehicle Specialist Test (L3) +

Parts Specialist Certification Tests (P Series) +

School Bus Certification Tests (S Series) +

Medium-Heavy Truck Certification Tests (T Series) -

Medium-Heavy Truck Certification Tests (T1 – T8)

Objective:

English

To identify and recognize those Medium and Heavy Truck Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair different systems of Class 4 through Class 8 trucks and tractors.

Tests Offered:

- T1 – Gasoline Engines (50 scored questions)
- T2 – Diesel Engines (55)
- T3 – Drive Train (40)
- T4 – Brakes (50)
- T5 – Suspension & Steering (50)
- T6 – Electrical/ Electronic Systems (50)
- T7 – Heating, Ventilation & Air Conditioning (HVAC) (40)
- T8 – Preventive Maintenance Inspection (50)

Master Certification Requirements:

Those who are certified in tests T2 – T8 are recognized as ASE Certified Master Medium-Heavy Truck Technicians. Master Truck Technicians who were current as of January 1, 2017, are exempt from the T8 test requirement until the first of their other truck certifications expires. When the time comes to recertify in any of the required truck tests, they will also need to take and pass the T8 test. *NOTE: T1 is not required for Master Medium-Heavy Truck Technician Status.*

Recertification:

Technicians must retest every five years to retain their certification. The Medium-Heavy Truck recertification tests (T1R – T8R) are about half as long as the initial certification tests.

Download the Study Guide:

Medium-Heavy Truck Study Guide - this guide contains test specifications, tasks lists, sample test questions, and training resources.

Undercar Specialist Exhaust Systems Test (X1) +

ASE Military Tactical Wheeled Vehicle Certification Tests (MIL Series) +

Non-Certification Assessments +

Master Status

Master Technician status is earned when you achieve certification in all required testing areas for that series. For example, technicians certified in tests A1 through A8 are Master Automobile Technicians. Those certified in tests T2 through T8 are Master Medium/Heavy Truck Technicians, and so forth. However, Master Technician status is not for life. You must keep each one of those certifications current to maintain Master Technician status. If you lose Master Technician status due to the lapse of one or more required certifications, it can be reinstated by taking and passing the Recertification Tests.

Who Writes the Test Questions?

ASE Certification tests are written in workshops by a national panel of seasoned automotive industry professionals and executives, including working technicians, automobile manufacturers, aftermarket manufacturers, and educators. Not by any single person at ASE.

Exams are segmented by sub-specialty such as automobile, medium/heavy truck, truck equipment, school bus, collision repair, and more. There are over 50 tests, each designed to discern the automotive service technician's knowledge of job-related skills. **Learn More**

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Florida Department of Education
Curriculum Framework

Program Title: **Diesel Systems Technician 1**
Program Type: **Career Preparatory**
Career Cluster: **Transportation, Distribution and Logistics**

Career Certificate Program – Career Preparatory	
Program Number	T650100
CIP Number	0647061305
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the **Program Structure** section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3031 – Bus and Truck Mechanics and Diesel Engine Specialists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

The course content should also include training in communication, leadership, human relations and employability skills; and safe efficient work practices.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of four occupational completion points.

The courses after the core (OCP-A) may be taken in any sequence.

Benchmarks identified with a designation of P-1, P-2, or P-3 are ASE tasks.

When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3) (b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	DIM0101	Diesel Engine Mechanic/Technician Helper	DIESEL MECH @7 7G	150 hours	49-9098
B	DIM0102	Diesel Electrical and Electronics Technician		300 hours	49-3031
C	DIM0104	Diesel Engine Technician		300 hours	49-3031
D	DIM0105	Diesel Brakes Technician		300 hours	49-3031

National Standards

Industry or National Standards corresponding to the standards and/or benchmarks for the Diesel Systems Technician program can be found using the following link:

http://www.aseeducation.org/program-accreditation

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

01.0 Proficiently explain and apply required shop and personal safety tasks.
02.0 Identify the basic diesel components and functions.
03.0 Explain and apply required tasks associated with the proper use and handling of tools and equipment.
04.0 Identify principles, assemblies, and systems of engine operation.
05.0 Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.
06.0 Demonstrate workplace employability skills related to personal standards and work habits/ethics.
07.0 Diagnose and repair General electrical systems.
08.0 Diagnose and repair Battery systems.
09.0 Diagnose and repair Starting systems.
10.0 Diagnose and repair Charging systems.
11.0 Diagnose and repair Lighting systems.
12.0 Diagnose and repair Gauges and warning devices.
13.0 Diagnose and repair related electrical systems.
14.0 General engine diagnosis and repair.
15.0 Cylinder head and valve train diagnosis and repair.
16.0 Engine block diagnosis and repair.
17.0 Lubrication systems diagnosis and repair.
18.0 Cooling system diagnosis and repair.
19.0 Air induction and exhaust systems diagnosis and repair.
20.0 Fuel system diagnosis and repair.
  20.01 Fuel supply system.
  20.02 Electronic fuel management system.
21.0 Diagnose and repair engine brakes.
22.0 Diagnose and repair air supply and service systems.
23.0 Diagnose and repair mechanical/foundation air brake systems.
24.0 Diagnose and repair parking brakes.
25.0 Diagnose and repair hydraulic systems.
26.0 Diagnose and repair mechanical/foundation hydraulic brake systems.
27.0 Diagnose and repair power assist units.
28.0 Diagnose and repair air and hydraulic antilock brake systems (ABS) and automatic traction control (ATC).
29.0 Diagnose and repair wheel bearings.

Florida Department of Education
Student Performance Standards

Program Title: Diesel Systems Technician 1
Career Certificate Program Number: T650100

Course Number: DIM0101
Occupational Completion Point: A
Diesel Engine Mechanic/Technician Helper – 150 Hours – SOC Code 49-3031

Course Description:
The Diesel Engine Mechanic/Technician Helper course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

ASE = Required Supplemental Tasks

CTE Standards and Benchmarks		Priority Number
01.0	Proficiently explain and apply required shop and personal safety tasks.--The student will be able to:	
01.01	Identify basic shop organization and management regulations.	
01.02	Identify and apply general and required shop safety rules and procedures.	ASE
01.03	Utilize safe procedures for handling of tools and equipment.	ASE
01.04	Identify and use proper placement of floor jacks and jack stands.	ASE
01.05	Identify and use proper procedures for safe lift operation.	ASE
01.06	Utilize proper ventilation procedures for working within the lab/shop area.	ASE
01.07	Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment.	ASE
01.08	Identify the location and use of eye wash stations.	ASE
01.09	Identify and comply with the required use of PPE during lab/shop activities.	ASE
01.10	Secure hair and jewelry for lab/shop activities.	ASE
01.11	Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.	ASE
01.12	Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.).	ASE

CTE Standards and Benchmarks		Priority Number
	01.13 Locate and demonstrate knowledge of Safety Data Sheets (SDS).	ASE
	01.14 Assist in activities and job tasks, in accordance with local, state, and federal safety and environmental regulations.	
	01.15 Identify and comply with personal and environmental safety practices associated with the handling, storage, and disposal of chemicals and hazardous materials.	
02.0	Identify the basic diesel components and functions.--The student will be able to:	
	02.01 Identify types of bearings and their uses.	
	02.02 Identify drive power train components and functions.	
	02.03 Identify threaded fasteners by size, type, thread series, thread classes, material hardness, and compatibility	
03.0	Explain and apply required tasks associated with the proper use and handling of tools and equipment.--The student will be able to:	
	03.01 Identify tools and demonstrate their proper usage.	ASE
	03.02 Identify standard and metric designation.	ASE
	03.03 Demonstrate proper cleaning, storage, and maintenance of tools and equipment.	ASE
	03.04 Demonstrate proper use of precision measuring tools (i.e. micrometer, dial-indicator, dial-caliper, etc.).	ASE
04.0	Identify principles, assemblies, and systems of engine operation.--The student will be able to:	
	04.01 Explain the basic principles in the operation of the four-stroke-cycle diesel engine	
	04.02 Identify engine assemblies and systems.	
	04.03 Identify the components of and explain the operating principles of two and four-stroke cycle engines.	
	04.04 Identify governor types and their operating principles.	
05.0	Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.--The student will be able to:	
	05.01 Identify information needed and the service requested on a repair order.	ASE
	05.02 Identify purpose and demonstrate proper use of fender covers, mats.	ASE
	05.03 Demonstrate use of the three C's (Concern, Cause, and Correction).	ASE
	05.04 Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.	ASE
	05.05 Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.)	ASE
06.0	Demonstrate workplace employability skills related to personal standards and work habits/ethics.--The student will be able to:	

CTE Standards and Benchmarks		Priority Number
06.01	Reports to work daily on time; able to take directions and motivated to accomplish the task at hand.	ASE
06.02	Dresses appropriately and uses language and manners suitable for the workplace.	ASE
06.03	Maintains appropriate personal hygiene.	ASE
06.04	Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc.	ASE
06.05	Demonstrates honesty, integrity and reliability.	ASE
06.06	Complies with workplace policies/laws	ASE
06.07	Contributes to the success of the team, assists others and requests help when needed.	ASE
06.08	Works well with all customers and coworkers.	ASE
06.09	Negotiates solutions to interpersonal and workplace conflicts.	ASE
06.10	Contributes ideas and initiative.	ASE
06.11	Follows directions.	ASE
06.12	Communicates (written and verbal) effectively with customers and coworkers.	ASE
06.13	Reads and interprets workplace documents; writes clearly and concisely.	ASE
06.14	Analyzes and resolves problems that arise in completing assigned tasks.	ASE
06.15	Organizes and implements a productive plan of work.	ASE
06.16	Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks.	ASE
06.17	Identifies and address the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed.	ASE

Florida Department of Education
Student Performance Standards

Course Number: DIM0102
Occupational Completion Point: B
Diesel Electrical and Electronics Technician – 300 Hours – SOC Code 49-3031

Course Description:
The Diesel Electrical and Electronics Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study general electrical systems, batteries, starting, charging, lighting, gauges, warning devices, and related electrical system diagnostics, service, and repair.

For every task in Diesel Electrical and Electronics Technician, the following safety task must be strictly enforced:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

The first task in Diesel Electrical and Electronics Technician is to listen to and verify the operator's concern, review past maintenance and repair documents, and determine necessary action.

EE Task List:	
P-1 =	38
P-2 =	15
P-3 =	12
Total	65

CTE Standards and Benchmarks		Priority Number
07.0	Diagnose and repair general electrical systems.--The student will be able to:	
07.01	Read and interpret electrical/electronic circuits using wiring diagrams.	P-1
07.02	Check continuity in electrical/electronic circuits using appropriate test equipment.	P-1
07.03	Check applied voltages, circuit voltages, and voltage drops in electrical/electronic circuits using appropriate test equipment.	P-1
07.04	Check current flow in electrical/electronic circuits and components using appropriate test equipment.	P-1
07.05	Check resistance in electrical/electronic circuits and components using appropriate test equipment.	P-1
07.06	Locate shorts, grounds, and opens in electrical/electronic circuits.	P-1
07.07	Diagnose parasitic (key-off) battery drain problems; perform tests; determine needed action.	P-1
07.08	Inspect and test fusible links, circuit breakers, relays, solenoids, and fuses; replace as needed.	P-1
07.09	Inspect and test spike suppression devices; replace as needed.	P-3
07.10	Check frequency and pulse width signal in electrical/electronic circuits using appropriate test equipment.	P-3

CTE Standards and Benchmarks		Priority Number
08.0	Diagnose and repair battery systems.--The student will be able to:	
08.01	Identify battery type; perform appropriate battery load test; determine needed action.	P-1
08.02	Determine battery state of charge using an open circuit voltage test.	P-1
08.03	Inspect, clean, and service battery; replace as needed.	P-1
08.04	Inspect and clean battery boxes, mounts, and hold downs; repair or replace as needed.	P-1
08.05	Charge battery using appropriate method for battery type.	P-1
08.06	Inspect, test, and clean battery cables and connectors; repair or replace as needed.	P-1
08.07	Jump start a vehicle using jumper cables and a booster battery or auxiliary power supply using proper safety procedures.	P-1
08.08	Perform battery capacitance test; determine needed action.	P-2
08.09	Identify and test low voltage disconnect (LVD) systems; determine needed repair.	P-2
09.0	Diagnose and repair starting systems.--The student will be able to:	
09.01	Perform starter circuit cranking voltage and voltage drop tests; determine needed action.	P-1
09.02	Inspect and test components (key switch, push button and/or magnetic switch) and wires and harnesses in the starter control circuit; replace as needed	P-2
09.03	Inspect and test starter relays and solenoids/switches; replace as needed.	P-1
09.04	Remove and replace starter; inspect flywheel ring gear or flex plate.	P-1
10.0	Diagnose and repair charging systems.--The student will be able to:	
10.01	Test instrument panel mounted volt meters and/or indicator lamps; determine needed action.	P-1
10.02	Identify causes of a no charge, low charge, or overcharge problems; determine needed action.	P-1
10.03	Inspect and replace alternator drive belts, pulleys, fans, tensioners, and mounting brackets; adjust drive belts and check alignment.	P-1
10.04	Perform charging system voltage and amperage output tests; perform AC ripple test; determine needed action.	P-1
10.05	Perform charging circuit voltage drop tests; determine needed action.	P-1
10.06	Remove and replace alternator.	P-1
10.07	Inspect, repair, or replace cables, wires, and connectors in the charging circuit.	P-1
11.0	Diagnose and repair lighting systems.--The student will be able to:	
11.01	Interface with vehicle's on-board computer; perform diagnostic procedures using recommended electronic service tool(s) (including PC based software and/or data scan tools); determine needed action.	P-1

CTE Standards and Benchmarks		Priority Number
11.02	Identify causes of brighter than normal, intermittent, dim, or no headlight and daytime running light (DRL) operation.	P-1
11.03	Test, aim, and replace headlights.	P-1
11.04	Test headlight and dimmer circuit switches, relays, wires, terminals, connectors, sockets, and control components/modules; repair or replace as needed.	P-1
11.05	Inspect and test switches, bulbs/LEDs, sockets, connectors, terminals, relays, and control components/modules of parking, clearance, and taillight circuits; repair or replace as needed.	P-1
11.06	Inspect and test instrument panel light circuit switches, relays, bulbs/LEDs, sockets, connectors, terminals, wires, and printed circuits/control modules; repair or replace as needed.	P-2
11.07	Inspect and test interior cab light circuit switches, bulbs/LEDs, sockets, low voltage disconnect (LVD), connectors, terminals, wires, and control components/modules; repair or replace as needed.	P-2
11.08	Inspect and test tractor-to-trailer multi-wire connector(s); repair or replace as needed.	P-1
11.09	Inspect, test, and adjust stoplight circuit switches, bulbs/LEDs, sockets, connectors, terminals, wires and control components/modules; repair or replace as needed.	P-1
11.10	Inspect and test turn signal and hazard circuit flasher(s), switches, relays, bulbs/LEDs, sockets, connectors, terminals, wires and control components/modules; repair or replace as needed.	P-1
11.11	Inspect and test reverse lights and warning device circuit switches, bulbs/LEDs, sockets, horns, buzzers, connectors, terminals, wires and control components/modules; repair or replace as needed.	P-1
12.0	Diagnose and repair gauges and warning devices.--The student will be able to:	
12.01	Interface with vehicle's on-board computer; perform diagnostic procedure, verify instrument cluster operations using recommended electronic service tool(s) (including PC based software and/or data scan tools); determine needed action.	P-1
12.02	Identify causes of intermittent, high, low, or no gauge readings; determine needed action.	P-2
12.03	Identify causes of data bus-driven gauge malfunctions; determine needed action.	P-3
12.04	Inspect and test gauge circuit sensor/sending units, gauges, connectors, terminals, and wires; repair or replace as needed.	P-2
12.05	Inspect and test warning devices (lights and audible) circuit sensor/sending units, bulbs/LEDs, sockets, connectors, wires, and control components/modules; repair or replace as needed.	P-1
12.06	Inspect, test, replace, and calibrate (if applicable) electronic speedometer, odometer, and tachometer systems.	P-2
13.0	Diagnose and repair related electrical systems.--The student will be able to:	
13.01	Interface with vehicle's on-board computer; perform diagnostic procedures using recommended electronic service tool(s) (including PC based software and/or data scan tools); determine needed action.	P-1
13.02	Identify causes of constant, intermittent, or no horn operation; determine needed action.	P-1
13.03	Inspect and test horn circuit relays, horns, switches, connectors, wires, clock springs, and control	P-2

CTE Standards and Benchmarks		Priority Number
	components/modules; repair or replace as needed.	
13.04	Identify causes of constant, intermittent, or no wiper operation; diagnose the cause of wiper speed control and/or park problems; determine needed action.	P-2
13.05	Inspect and test wiper motor, resistors, park switch, relays, switches, connectors, wires and control components/modules; repair or replace as needed.	P-2
13.06	Inspect wiper motor transmission linkage, arms, and blades; adjust or replace as needed.	P-2
13.07	Inspect and test windshield washer motor or pump/relay assembly, switches, connectors, terminals, wires, and control components/modules; repair or replace as needed.	P-3
13.08	Inspect and test side view mirror motors, heater circuit grids, relays, switches, connectors, terminals, wires, and control components/modules; repair or replace as needed.	P-3
13.09	Inspect and test heater and A/C electrical components including: A/C clutches, motors, resistors, relays, switches, connectors, terminals, wires, and control components/modules; repair or replace as needed.	P-3
13.10	Inspect and test auxiliary power outlet, integral fuse, connectors, terminals, wires, and control components/modules; repair or replace as needed.	P-3
13.11	Identify causes of slow, intermittent, or no power window operation; determine needed action.	P-3
13.12	Inspect and test motors, switches, relays, connectors, terminals, wires, and control components/modules of power window circuits; repair or replace as needed.	P-3
13.13	Inspect and test block heaters; determine needed repairs.	P-2
13.14	Inspect and test cruise control electrical components; repair or replace as needed.	P-3
13.15	Inspect and test switches, relays, controllers, actuator/solenoids, connectors, terminals, and wires of electric door lock circuits.	P-3
13.16	Inspect and test engine cooling fan electrical control components/modules, wiring; repair or replace as needed.	P-2
13.17	Identify causes of data bus communication problems; determine needed action.	P-2

Florida Department of Education
Student Performance Standards

Course Number: DIM0104
Occupational Completion Point: C
Diesel Engine Technician – 300 Hours – SOC Code 49-3031

Course Description:
The Diesel Engine Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, cylinder head, valve train, engine block, lubrication, cooling, air induction, exhaust, fuel, and engine brakes diagnostics, service, and repair.

For every task in Diesel Engine Technician, the following safety task must be strictly enforced:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

The first task in Diesel Engine Technician is to listen to and verify the operator's concern, review past maintenance and repair documents, and determine necessary action.

DE Task List:	
P-1 =	35
P-2 =	32
P-3 =	21
Total	88

CTE Standards and Benchmarks		Priority Number
14.0	General engine diagnosis and repair.--The student will be able to:	
14.01	Inspect fuel, oil, Diesel Exhaust Fluid (DEF), coolant levels, and condition; determine needed action.	P-1
14.02	Identify and diagnose the causes of engine fuel, oil, coolant, air, and other leaks; determine needed action.	P-1
14.03	Listen and interpret engine noises; determine needed action.	P-3
14.04	Observe engine exhaust smoke color and quantity; determine needed action.	P-2
14.05	Check and diagnose no cranking, cranks but fails to start, hard starting, and starts but does not continue to run problems; determine needed action.	P-1
14.06	Identify and diagnose causes of engine surging, rough operation, misfiring, low power, slow deceleration, slow acceleration, and shutdown problems; determine needed action.	P-1
14.07	Identify and diagnose engine vibration problems; determine needed action.	P-2
14.08	Check, record, and clear electronic diagnostic (fault) codes; monitor electronic data; determine needed action.	P-1
14.09	Perform air intake system restriction and leakage tests; determine needed action.	
14.10	Perform intake manifold pressure (boost) test; determine needed action.	

CTE Standards and Benchmarks		Priority Number
14.11	Perform exhaust pressure test; determine needed action for DPF.	
14.12	Perform cylinder contribution test; determine needed action.	
15.0	Cylinder head and valve train diagnosis and repair.--The student will be able to:	
15.01	Inspect cylinder head for cracks/damage; check mating surfaces for warpage; check condition of passages; inspect core/expansion and gallery plugs; determine needed action.	P-2
15.02	Disassemble head and inspect valves, guides, seats, springs, retainers, rotators, locks, and seals; determine needed action.	P-3
15.03	Measure valve head height relative to deck, valve face-to-seat contact; determine needed action.	P-3
15.04	Inspect valve train components; determine needed action.	P-1
15.05	Reassemble cylinder head.	P-3
15.06	Inspect, measure, and replace/reinstall overhead camshaft; measure/adjust end play and backlash.	P-3
15.07	Inspect electronic wiring harness and brackets for wear, bending, cracks, and looseness; determine needed action.	P-1
15.08	Inspect and adjust valve bridges (crossheads); adjust valve clearances and injector settings.	P-2
15.09	Remove, clean, inspect for visible damage, and replace cylinder head(s) assembly.	
15.10	Clean and inspect threaded holes, studs, and bolts for serviceability; determine needed action.	
15.11	Inspect pushrods, rocker arms, rocker arm shafts, and blocked oil passages; perform needed action.	
15.12	Inspect cam followers; perform needed action.	
16.0	Engine block diagnosis and repair.--The student will be able to:	
16.01	Perform crankcase pressure test; determine needed action	P-1
16.02	Remove, inspect, service, and install pans, covers, gaskets, seals, wear rings, and crankcase ventilation components.	P-2
16.03	Disassemble, clean, and inspect engine block for cracks/damage; measure mating surfaces for warpage; check condition of passages, core/expansion and gallery plugs; inspect threaded holes, studs, dowel pins, and bolts for serviceability; determine needed action.	P-2
16.04	Inspect cylinder sleeve counter bore and lower bore; check bore distortion; determine needed action.	P-2
16.05	Clean, inspect, and measure cylinder walls or liners for wear and damage; determine needed action.	P-2
16.06	Replace/reinstall cylinder liners and seals; check and adjust liner height (protrusion).	P-2
16.07	Inspect in-block camshaft bearings for wear and damage; determine needed action.	P-3
16.08	Clean and inspect crankshaft for surface cracks and journal damage; check condition of oil passages; check passage plugs; measure journal diameter; determine needed action.	P-2

CTE Standards and Benchmarks		Priority Number
16.09	Inspect main bearings for wear patterns and damage; replace as needed; check bearing clearances; check and correct crankshaft end play.	P-2
16.10	Inspect, install, and time gear train; measure gear backlash; determine needed action.	P-2
16.11	Inspect connecting rod and bearings for wear patterns; measure pistons, pins, retainers, and bushings; perform needed action.	P-3
16.12	Determine piston-to-cylinder wall clearance; check ring-to-groove fit and end gap; install rings on pistons.	P-3
16.13	Assemble pistons and connecting rods; install in block; install rod bearings and check clearances.	P-2
16.14	Check condition of piston cooling jets (nozzles); determine needed action.	P-2
16.15	Inspect and measure crankshaft vibration damper; determine needed action.	P-3
16.16	Install and align flywheel housing; inspect flywheel housing(s) to transmission housing/engine mating surface(s) and measure flywheel housing face and bore runout; determine needed action.	P-3
16.17	Inspect flywheel/flex-plate (including ring gear) and mounting surfaces for cracks and wear; measure runout; determine needed action.	P-2
17.0	Lubrication systems diagnosis and repair.--The student will be able to:	
17.01	Test engine oil pressure and check operation of pressure sensor, gauge, and/or sending unit, test engine oil temperature and check operation of temperature sensor; determine needed action.	P-1
17.02	Check engine oil level, condition, and consumption; determine needed action.	P-1
17.03	Inspect and measure oil pump, drives, inlet pipes, and pick-up screens; check drive gear clearances; determine needed action.	P-3
17.04	Inspect oil pressure regulator valve(s), by-pass and pressure relief valve(s), oil thermostat, and filters; determine needed action.	P-3
17.05	Inspect, clean, and test oil cooler and components; determine needed action.	P-3
17.06	Inspect turbocharger lubrication system; determine needed action.	P-2
17.07	Determine proper lubricant and perform oil and filter change.	P-1
18.0	Cooling system diagnosis and repair.--The student will be able to:	
18.01	Check engine coolant type, level, condition, and consumption; test coolant for freeze protection and additive package concentration; determine needed action.	P-1
18.02	Test coolant temperature and check operation of temperature and level sensors, gauge, and/or sending unit; determine needed action.	P-1
18.03	Inspect thermostat(s), by-passes, housing(s), and seals; replace as needed.	P-2
18.04	Recover coolant, flush, and refill with recommended coolant/additive package; bleed cooling system.	P-1
18.05	Inspect coolant conditioner/filter assembly for leaks; inspect valves, lines, and fittings; replace as needed (if equipped).	P-1

CTE Standards and Benchmarks			Priority Number
	18.06	Inspect water pump and hoses; replace as needed.	P-1
	18.07	Inspect, clean, and pressure test radiator. Pressure test cap, tank(s), and recovery systems; determine needed action.	P-1
	18.08	Inspect thermostatic cooling fan system (hydraulic, pneumatic, and electronic) and fan shroud; replace as needed.	P-1
	18.09	Inspect turbo charger cooling systems; determine needed action.	P-2
19.0	Air induction and exhaust systems diagnosis and repair.--The student will be able to:		
	19.01	Perform air intake system restriction and leakage test; determine needed action.	P-1
	19.02	Perform intake manifold pressure (boost) test; determine needed action.	P-3
	19.03	Check exhaust back pressure; determine needed action.	P-3
	19.04	Inspect turbocharger(s), wastegate, and piping systems; determine needed action.	P-2
	19.05	Inspect turbocharger(s) (variable ratio/geometry VGT), pneumatic, hydraulic, electronic controls, and actuators.	P-2
	19.06	Check air induction system: piping, hoses, clamps, and mounting; service or replace air filter as needed.	P-1
	19.07	Inspect intake manifold, gaskets, and connections; replace as needed.	P-3
	19.08	Inspect, clean, and test charge air cooler assemblies; replace as needed.	P-2
	19.09	Inspect exhaust manifold, piping, mufflers, and mounting hardware; repair or replace as needed.	P-2
	19.10	Inspect exhaust after treatment devices; determine necessary action.	P-2
	19.11	Inspect and test preheater/inlet air heater, or glow plug system and controls; perform needed action.	P-2
	19.12	Inspect exhaust gas recirculation (EGR) system including EGR valve, cooler, piping, filter, electronic sensors, controls, and wiring; determine needed action.	P-2
20.0	Fuel system diagnosis and repair.--The student will be able to:		
	20.01	Fuel supply system	
		20.01.1 Check fuel level, and condition; determine needed action.	P-1
		20.01.2 Inspect fuel tanks, vents, caps, mounts, valves, screens, crossover system, supply and return lines and fittings; determine needed action.	P-1
		20.01.3 Inspect, clean, and test fuel transfer (lift) pump, pump drives, screens, fuel/water separators/indicators, filters, heaters, coolers, ECM cooling plates, and mounting hardware; determine needed action.	P-1
		20.01.4 Inspect and test pressure regulator systems (check valves, pressure regulator valves, and	P-1

CTE Standards and Benchmarks			Priority Number
		restrictive fittings); determine needed action.	
	20.01.5	Check fuel system for air; determine needed action; prime and bleed fuel system; check primer pump.	P-1
20.02	Electronic fuel management system		
	20.02.1	Interface with vehicle's on-board computer; perform diagnostic procedures using electronic service tool(s) (to include PC based software and/or data scan tools); determine needed action.	P-1
	20.02.2	Check and record electronic diagnostic codes and trip/operational data; monitor electronic data; clear codes; determine further diagnosis.	P-1
	20.02.3	Locate and use relevant service information (to include diagnostic procedures, flow charts, and wiring diagrams).	P-1
	20.02.4	Inspect and replace electrical connector terminals, seals, and locks.	P-1
	20.02.5	Inspect and test switches, sensors, controls, actuator components, and circuits; adjust or replace as needed.	P-1
	20.02.6	Using electronic service tool(s) access and interpret customer programmable parameters.	P-1
	20.02.7	Perform on-engine inspections, test and adjustments on electronic unit injectors (EUI); determine needed action	P-2
	20.02.8	Remove and install electronic unit injectors (EUI) and related components; recalibrate ECM (if applicable).	P-2
	20.02.9	Perform cylinder contribution test utilizing electronic service tool(s).	P-1
	20.02.10	Perform on-engine inspections and tests on hydraulic electronic unit injectors (HEUI) and system electronic controls; determine needed action.	P-2
	20.02.11	Perform on-engine inspections and tests on hydraulic electronic unit injector (HEUI) high pressure oil supply and control systems; determine needed action.	P-2
	20.02.12	Perform on-engine inspections and tests on high pressure common rail (HPCR) type injection systems; determine needed action.	P-2
	20.02.13	Inspect high pressure injection lines, hold downs, fittings and seals; determine needed action.	P-2
21.0	Diagnose and repair engine brakes.--The student will be able to:		
	21.01	Inspect and adjust engine compression/exhaust brakes; determine needed action.	P-2
	21.02	Inspect, test, and adjust engine compression/exhaust brake control circuits, switches, and solenoids; determine needed action.	P-3
	21.03	Inspect engine compression/exhaust brake housing, valves, seals, lines, and fittings; repair or replace as needed.	P-3

Florida Department of Education
Student Performance Standards

Course Number: DIM0105
Occupational Completion Point: D
Diesel Brakes Technician – 300 Hours – SOC Code 49-3031

Course Description:
The Diesel Brakes Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of air, and hydraulic brakes.

For every task in Diesel Brakes Technician, the following safety task must be strictly enforced:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

The first task in Diesel Brakes Technician is to listen to and verify the operator's concern, review past maintenance and repair documents, and determine necessary action.

BR Task List:	
P-1 =	39
P-2 =	9
P-3 =	7
Total	55

CTE Standards and Benchmarks		Priority Number
22.0	Diagnose and repair air supply and service systems.--The student will be able to:	
22.01	Identify and diagnose poor stopping, air leaks, premature wear, pulling, grabbing, dragging, or balance problems caused by supply and service system malfunctions; determine needed action.	P-1
22.02	Check air system build-up time; determine needed action.	P-1
22.03	Drain air reservoir/tanks; check for oil, water, and foreign material; determine needed action.	P-1
22.04	Inspect air compressor inlet; inspect oil supply and coolant lines, fittings, and mounting brackets; repair or replace as needed.	P-1
22.05	Inspect and test air system pressure controls: governor, unloader assembly valves, filters, lines, hoses, and fittings; replace as needed.	P-1
22.06	Inspect air system lines, hoses, fittings, and couplings; repair or replace as needed.	P-1
22.07	Inspect and test air tank relief (safety) valves, one-way (single) check valves, two-way (double) check-valves, manual and automatic drain valves; replace as needed.	P-1
22.08	Inspect and clean air drier systems, filters, valves, heaters, wiring, and connectors; repair or replace as needed.	P-1
22.09	Inspect and test brake application (foot/treadle) valve, fittings, and mounts; check pedal operation; replace	P-1

CTE Standards and Benchmarks		Priority Number
	as needed.	
22.10	Inspect and test stop light circuit switches, wiring, and connectors; repair or replace as needed.	P-1
22.11	Inspect and test hand brake (trailer) control valve, lines, fittings, and mountings; repair or replace as needed.	P-1
22.12	Inspect and test brake relay valve; replace as needed.	P-1
22.13	Inspect and test quick release valves; replace as needed.	P-1
22.14	Inspect and test tractor protection valve; replace as needed.	P-1
22.15	Inspect and test emergency (spring) brake control/modulator valve(s); replace as needed. (as applicable)	P-1
22.16	Inspect and test low pressure warning devices, wiring, and connectors; repair or replace as needed.	P-1
22.17	Inspect and test air pressure gauges, lines, and fittings; replace as needed.	P-2
23.0	Diagnose and repair mechanical/foundation air brake systems.--The student will be able to:	
23.01	Identify and diagnose poor stopping, brake noise, premature wear, pulling, grabbing, or dragging problems caused by the foundation brake, slack adjuster, and brake chamber problems; determine needed action.	P-1
23.02	Inspect and test service brake chambers, diaphragm, clamp, spring, pushrod, clevis, and mounting brackets; repair or replace as needed.	P-1
23.03	Identify type, inspect and service slack adjusters; perform needed action.	P-1
23.04	Inspect camshafts, tubes, rollers, bushings, seals, spacers, retainers, brake spiders, shields, anchor pins, and springs; replace as needed.	P-1
23.05	Inspect, clean, and adjust air disc brake caliper assemblies; determine needed repairs.	P-2
23.06	Inspect and measure brake shoes or pads; perform needed action.	P-1
23.07	Inspect and measure brake drums or rotors; perform needed action.	P-1
24.0	Diagnose and repair parking brakes.--The student will be able to:	
24.01	Inspect and test parking (spring) brake chamber diaphragm and seals; replace parking (spring) brake chamber; dispose of removed chambers in accordance with local regulations.	P-1
24.02	Inspect and test parking (spring) brake check valves, lines, hoses, and fittings; replace as needed.	P-1
24.03	Inspect and test parking (spring) brake application and release valve; replace as needed.	P-1
24.04	Manually release (cage) and reset (uncage) parking (spring) brakes in accordance with manufacturers' recommendations.	P-1
24.05	Identify and test anti compounding brake function.	P-1
25.0	Diagnose and repair hydraulic systems.--The student will be able to:	
25.01	Identify and diagnose poor stopping, premature wear, pulling, dragging, balance, or pedal feel problems	P-2

CTE Standards and Benchmarks		Priority Number
	caused by the hydraulic system; determine needed action.	
25.02	Inspect and test master cylinder for internal/external leaks and damage; replace as needed.	P-1
25.03	Inspect hydraulic system brake lines for leaks and damage, flexible hoses, and fittings for leaks and damage; replace as needed.	P-1
25.04	Inspect and test metering (hold-off), load sensing/proportioning, proportioning, and combination valves; replace as needed.	P-3
25.05	Inspect and test brake pressure differential valve and warning light circuit switch, bulbs/LEDs, wiring, and connectors; repair or replace as needed.	P-2
25.06	Inspect disc brake caliper assemblies; replace as needed.	P-1
25.07	Inspect/test brake fluid; bleed and/or flush system; determine proper fluid type.	P-1
25.08	Inspect and clean wheel cylinders; replace as needed.	
25.09	Test and adjust brake stop light switch, bulbs, wiring, and connectors; repair or replace as needed.	
26.0	Diagnose and repair mechanical/foundation hydraulic brake systems.--The student will be able to:	
26.01	Identify and diagnose poor stopping, brake noise, premature wear, pulling, grabbing, dragging, or pedal feel problems caused by mechanical components; determine needed action.	P-2
26.02	Inspect and measure rotors; perform needed action.	P-1
26.03	Inspect and measure disc brake pads; inspect mounting hardware; perform needed action.	P-1
26.04	Check parking brake operation; inspect parking brake application and holding devices; adjust and replace as needed.	P-2
26.05	Inspect and measure drum brake shoes and linings; inspect mounting hardware, adjuster mechanisms, and backing plates; perform needed action.	
27.0	Diagnose and repair power assist units.--The student will be able to:	
27.01	Identify and diagnose stopping problems caused by the brake assist (booster) system; determine needed action.	P-3
27.02	Inspect, test, repair, or replace hydraulic brake assist (booster), hoses, and control valves; determine proper fluid type.	P-3
27.03	Check emergency (back-up, reserve) brake assist system.	P-3
28.0	Diagnose and repair air and hydraulic antilock brake systems (ABS) and automatic traction control (ATC).--The student will be able to:	
28.01	Observe antilock brake system (ABS) warning light operation (includes trailer and dash mounted ABS warning light); determine needed action.	P-1
28.02	Diagnose antilock brake system (ABS) electronic control(s) and components using self-diagnosis and/or electronic service tool(s); determine needed action.	P-1

CTE Standards and Benchmarks		Priority Number
28.03	Identify poor stopping and wheel lock-up caused by failure of the antilock brake system (ABS); determine needed action.	P-1
28.04	Test and check operation of antilock brake system (ABS) air, hydraulic, electrical, and mechanical components; perform needed action.	P-1
28.05	Test antilock brake system (ABS) wheel speed sensors and circuits; adjust or replace as needed.	P-1
28.06	Bleed the ABS hydraulic circuits according to manufacturers' procedures.	P-2
28.07	Observe automatic traction control (ATC) warning light operation; determine needed action.	P-3
28.08	Diagnose automatic traction control (ATC) electronic control(s) and components using self-diagnosis and/or specified test equipment (scan tool, PC computer); determine needed action.	P-3
28.09	Verify power line carrier (PLC) operations.	P-2
28.10	Diagnose, service, and adjust antilock brake system (ABS) wheel speed sensors and circuits following manufacturers' recommended procedures (including voltage output, resistance, shorts to voltage/ground, and frequency data).	
29.0	Diagnose and repair wheel bearings.--The student will be able to:	
29.01	Clean, inspect, lubricate and replace wheel bearings and races/cups; replace seals and wear rings; inspect spindle/tube; inspect and replace retaining hardware; adjust wheel bearings. Verify end play with dial indicator method.	P-1
29.02	Identify, inspect or replace unitized/preset hub bearing assemblies.	P-2

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Benchmarks identified with a designation of P-1, P-2, or P-3 are ASE tasks.

The safety guidelines in the student performance standards have been recommended in the ASE Program Certification Standards for Medium/Heavy Truck Technician Training Program administered by Automotive Service Excellence (ASE) Education Foundation.

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student. Access MyCareerShines by visiting: www.mycareershines.org.

Career and Technical Student Organization (CTSO)

SkillsUSA is the intercurricular career and technical student organization(s) providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Basic Skills

In a Career Certificate Program offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics 9.0, Language 9.0, and Reading 9.0. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination.

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.) Exemptions from state, national or industry licensure are limited to the certifications listed on the Basic Skills and Licensure Exemption List which may be accessed from the CTE Program Resources page.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Additional Resources

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Lakewood Ranch High School - Classroom Addition - Amendment 1 - Partial Guaranteed Maximum Price, in the Amount of $131,807.00

Executive Summary
The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Ajax Building Company, LLC., which authorizes a partial Guaranteed Maximum Price. This scope of work includes, but is not limited to, early procurement of roofing materials.

Lakewood Ranch High School - Classroom Addition Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Lakewood Ranch High School - Classroom Addition - Amendment 1 - Partial Guaranteed Maximum Price, in the Amount of $131,807.00.

Financial Impact
The amount of Amendment 1 is $131,807.00. The Guaranteed Maximum Price, including this Amendment 1, is $178,007.00, and is included in the total project budget of $16,500,000.00. This project is funded by Capital Funds.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Lakewood Ranch HS Wing Addition Summary Sheet.pdf
Amendment 1 Partial GMP.pdf

Lakewood Ranch High School Classroom Addition

PROJECT DIRECTOR: John R. Williams

ARCHITECT/ENGINEER:	Hepner Architects, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	Ajax Building	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	GFA International, Inc.	Selected through the Request for Qualifications process

PROJECT BUDGET: $16,500,000.00 (05/25/2021) Original Project Budget

The student station cost is based on the project construction budget which is $13,200,000.00 / 500 student stations = $26,400.00 per student station. The Florida average cost per student station is $33,280.00.

HISTORY: Lakewood Ranch High School is located at 5500 Lakewood Ranch Boulevard on 105 acres and was originally built in 1998. The student capacity is 1955 and houses grades nine thru twelve. An addition to Building 7 for the wrestling program, renovations to building 6, expansion of the parking lot, band practice field, an outdoor covered eating area, and additional portables have been completed in the past. The Ninth Grade Center was completed for use in August 2004. Complete Exterior repaint of the school was completed in 2021.

SCOPE: A new 20 classroom addition, relocation and/or removal of portables, and associated site work.

DEPARTMENT OF EDUCATION APPROVED SPOT SURVEY: Not required

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	February 9, 2021	Approved	
Agreement:	$979,050.00	May 25, 2021	Approved	Architectural/Engineering Services
Phase I Plans	$0.00	January 11, 2022	Approved	Schematic Design
Letter of Commitment	$0.00	January 11, 2022	Approved	Schematic Design
Phase II Plans	$0.00	January 11, 2022	Approved	Design Development
Letter of Commitment	$0.00	January 11, 2022	Approved	Design Development
TOTAL	$979,050.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	February 9, 2021	Approved	
Agreement:	$46,200.00	May 25, 2021	Approved	Pre-Construction Services
Letter of Commitment	$0.00	January 11, 2022	Approved	Schematic Design
Letter of Commitment	$0.00	January 11, 2022	Approved	Design Development
Amend 1	$131,807.00	April 12, 2022	Pending	Partial Guaranteed Maxiumum Price (GMP)
TOTAL	$178,007.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	February 9, 2021	Approved	
Agreement:	$88,440.00	October 26, 2021	Approved	Plans Review, Permitting & Inspections
TOTAL	$88,440.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Easements:	$0	Date		
Utility Connections:	$0	Date		
Utility Agreements:	$0	Date		
Interlocal Agrmts:	$0	Date		
TOTAL	$0.00			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & CONSTRUCTION MANAGER

Amendment #: #1 **Amendment Date:** February 01, 2022

This form is to be used for any revision to the established Guaranteed Maximum Price.

Project Name: Lakewood Ranch High School – Classroom Addition
Construction Manager: Ajax Building Company, LLC.
Construction Manager Address: 109 S. Boulevard, Suite 101, Tampa, FL 33606

The work is as follows: Roofing materials procurement for the new 20 classroom, 2 – story classroom addition, relocation and/or removal of portables and associated site work.

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: $131,807.00

Date of Substantial Completion including this amendment: July 19, 2023

Amount of Amendment: $ 131,807.00
Previous Amount of GMP: $ 46,200.00
New Total Amount of GMP: $ 178,007.00

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: William P. Byrne, President Name/Title: _____

As Witnessed: _____ Ajax Building Company, LLC
(Name of Corporation)

(Corporate Seal)

AJAX BUILDING COMPANY, LLC CORPORATE SEAL 1962 FLORIDA

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

SCHOOL DISTRICT OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

G.M.P. BUDGET SUMMARY

Project: **Lakewood Ranch HS - Classroom Addition** Date: 2/18/2022

Contractor: **Ajax Building Company, LLC.**

ITEM	ITEM AMOUNT	TOTAL AMOUNT
Construction Expenses:		
Roof insulation and fastners	$122,837.00	
Sub Total		**$122,837.00**
General Conditions:		
Staff/Temporary Facilities/Temporary Fence/Project Signs	$0.00	
Sub Total		**$0.00**
Overhead & Profit (Overall Project)	$6,261.00	
Sub Total		**$6,261.00**
Pre-Construction Expenses	$46,200.00	
Sub Total		**$46,200.00**
Unforseseen Conditions:		
Sub Total		**$0.00**
Bond:		
Performance & Payment Bond	$837.00	
General Liability	$1,239.00	
Builders Risk	$633.00	
Sub Total		**$2,709.00**
GMP TOTAL		**$178,007.00**

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Buffalo Creek Middle School - Classroom Wing and Media Addition - Agreement Between Owner and Skanska USA Building, Inc. - Amendment 1 - Partial Guaranteed Maximum Price, in the Amount of $332,761.00

Executive Summary
The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Skanska USA Building, Inc., which authorizes a partial Guaranteed Maximum Price (GMP) and allows the Construction Manager to accelerate procurement of the materials and equipment necessary for the roof system. Polyisocyanurate roof insulation is a particular concern due to an estimated twelve (12) month lead time which could impact the scheduled project completion date.

Buffalo Creek Middle School Summary Sheet is attached for reference.

The project is not required to be included in the Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Buffalo Creek Middle School - classroom wing and media addition - agreement between Owner and Skanska USA Building, Inc. - Amendment 1 - partial guaranteed maximum price, in the amount of $332,761.00.

Financial Impact
The amount of Amendment 1 is $332,761.00. The Guaranteed Maximum Price, including this Amendment 1, is $366,781.00 and is included in the total project budget of $12,000,000.00. A final Guaranteed Maximum Price proposal will be brought to the Board for approval after the construction documents are completed. This project is funded by Capital funds.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Buffalo Creek MS Summary Sheet.pdf
Buffalo Creek MS Amendment 1 Partial GMP.docx.pdf

Buffalo Creek MS Classroom Wing and Media Addition

PROJECT DIRECTOR: Reginald L. Goff

ARCHITECT/ENGINEER: Zyscovich, Inc. Selected through the Request for Qualifications process
CONSTRUCTION MANAGER: Skanska USA Building, Inc. Selected through the Request for Qualifications process
BUILDING OFFICIAL: TBD

PROJECT BUDGET: $12,000,000.00 (06/22/21) Original Project Budget

HISTORY: Buffalo Creek Middle School is located at 7320 69th St. E., Palmetto and was constructed in 2005 with approximately 1,151 total student stations adjacent to the Virgil Mills Elementary School.

SCOPE: Construction of a new 8-10 classroom wing addition, new media suite, repurposing the existing media center to 2-3 classrooms or labs and all the improvements required for this project completion on the existing site.

INCLUDED IN DOE APPROVED EDUCATIONAL PLANT SURVEY: Not Required

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$0.00	May 11, 2021	Approved	Selection Process
Agreement:	$ 863,870.00	June 22, 2021	Approved	Architectural / Engineering Services
Phase I Plans:	$0.00	January 11, 2022	Approved	Schematic Design
Letter of Commitment:	$0.00	January 11, 2022	Approved	AE Letter of Commitment
TOTAL	**$863,870.00**			

CONSTRUCTION MANAGER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$0.00	May 11, 2021	Approved	Selection Process
Agreement:	$ 34,020.00	June 22, 2021	Approved	Pre-Construction Services
Letter of Commitment	$0.00	January 11, 2022	Approved	CM Letter of Commitment
Amendment 1:	$ 332,761.00	April 12, 2022	Pending	Partial Guaranteed Maximum Price - Amendment 1
TOTAL	**$366,781.00**			

BUILDING OFFICIAL				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:				
Agreement:				
TOTAL				

OTHER BOARD WORK				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
	$0.00			
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & CONSTRUCTION MANAGER

Amendment #: 1 **Amendment Date:** _____

This form is to be used for any revision to the established Guaranteed Maximum Price.

Project Name: Buffalo Creek MS Classroom Wing & Media Addition
Construction Manager: Skanska USA Building, Inc.
Construction Manager Address: 400 N. Ashley Dr. Ste. 400
Tampa, Florida 33602

The work is as follows: The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Skanska USA Building, Inc., which authorizes a partial guaranteed maximum price. The scope of work includes, but is not limited to, procurement of all roofing material that will be installed during May of 2023 required per construction documents dated 11/3/2021 by Zyscovich Architects, and Skanska USA Building, Inc. proposal dated 03/17/2022.

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: July 2023

Amount of Amendment: $ 332,761.00
Previous Amount of GMP: $ 34,020.00
New Total Amount of GMP: $ 366,781.00

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: Daniel Abou-Jaoude - Vice President Name/Title: _____

As Witnessed:
Gustavo Iyda 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: _____

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 2b - Proposal / Cost Summery

This partial GMP Proposal incorporates all project costs reflected in the following Cost Summary:

	EARLY PACKAGE SCHEDULE OF VALUES			
Division	DESCRIPTION	PHASE/RATE	PROPOSED COST	SUBCONTRACTOR
A	DIRECT COST OF WORK		$253,790	
B	GENERAL CONDITIONS - LABOR	As Billed	$40,155	Skanska
C	GENERAL REQUIREMENTS - NON-LABOR	As Billed	$0	Skanska
D	SUBCONTRACTOR DEFAULT INSURANCE	1.10%	$2,792	Skanska
E	SUBTOTAL OF GC, GR & SDI COSTS		$42,947	
F	DIRECT COST OF WORK with GC, GR & SDI COSTS		$296,737	
G	CM FEE	4.00%	$11,869	Skanska
H	SUBTOTAL OF COSTS INCLUDING CM FEE		$308,607	
I	PRECONSTRUCTION FEE	Lump Sum	$0	Skanska
J	BUILDER'S RISK INSURANCE (ALLOWANCE)	Excluded	$4,326	Skanska
K	ESCALATION CONTINGENCY	2.00%	$5,935	Skanska/MCS
L	CONSTRUCTION CONTINGENCY	3.00%	$8,902	Skanska/MCS
M	SUBTOTAL OF COSTS INCLUDING PRE FEE AND CONTINGENCY		$327,769	
N	PAYMENT AND PERFORMANCE BOND	0.50%	$1,664	Skanska
O	GENERAL LIABILTY INSURANCE	1.00%	$3,327.61	Skanska
P	TOTAL CONSTRUCTION COST		$332,761	
Q	TAX SAVINGS (ALLOWANCE)	0.00%	$0	Skanska
R	TOTAL CONSTRUCTION COST		$332,761	

SKANSKA

BUFFALO CREEK MIDDLE SCHOOL

7320 69TH STREET EAST, PALMETTO, FL 34221

EARLY RELEASE PACKAGE – ROOFING PACKAGE

GUARANTEED MAXIMUM PRICE PROPOSAL

Owner

School District of Manatee County

1 Matzke Way, Bradenton, FL 34208

Design Professional

Zyscovich Architects

550 N. Reo Street, Suite 300, Tampa, FL 33609

Construction Manager

Skanska USA Building, Inc.

400 N. Ashley Drive, Suite 400, Tampa, FL 33602

March 17, 2022

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

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SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 1 - Executive Summary

Skanska USA Building, Inc. is pleased to present its Partial Guaranteed Maximum Price (GMP) Proposal for the Buffalo Creek Middle School, New Addition and Renovation.

The scope of work associated with the roofing system is included in this Partial GMP Proposal. The project has been advertised and bid per school board requirements. Proof of the legal advertisement for bidding was provided to the School District of Manatee via separate cover.

Our Partial GMP proposal is based on the roofing system cost identified for this project. Upon acceptance, this Partial GMP Proposal is intended to serve as the basis for an Amendment to the Construction Manager Contract.

We have developed a project timeline, which indicates the agreed upon schedule objectives for roof system for the proposed new building of this project.

Notice to Proceed	4/20/2022
Construction Start	2/6/2023
Roof System Substantial Completion	5/26/2023

From this data and our current understanding of the schedule and logistics issues involved with the project, we have arrived at a present Partial Guaranteed Maximum Price of **Three Hundred Thirty-Two Thousand, Seven Hundred and Sixty-One Dollars ($332,761.00)**. A schedule of values is included in Tab 2 of this Partial GMP Proposal.

Sincerely,

Daniel Abou-Jaoude
Vice President - Account Manager

Tab 2a - Proposal / Narrative

This Partial GMP Proposal represents the total project cost as illustrated in this proposal which has been formatted per Article 2.1.2.6. of the owner agreement.

Tab 2b is the cost summary identifying the:

- The Direct Cost of Work
- The Labor and Non-Labor General Conditions
- The Non-Fee Costs including Subcontractor Default Insurance, Builder's Risk Insurance, General Liability Insurance and the Payment and Performance Bond.
- The Construction Contingency
- The CM Fee

Tab 2c is the detailed breakdown of the Direct Cost of Work per CSI Division.

Tab 2d identifies the allowances included in this Partial GMP Proposal.

Tab 2e identifies the alternates included in this Partial GMP Proposal.

Tab 2f identifies the bid tabulation sheet for the roofing bids received.

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 2b - Proposal / Cost Summery

This partial GMP Proposal incorporates all project costs reflected in the following Cost Summary:

	EARLY PACKAGE SCHEDULE OF VALUES			
Division	DESCRIPTION	PHASE/RATE	PROPOSED COST	SUBCONTRACTOR
A	DIRECT COST OF WORK		$253,790	
B	GENERAL CONDITIONS - LABOR	As Billed	$40,155	Skanska
C	GENERAL REQUIREMENTS - NON-LABOR	As Billed	$0	Skanska
D	SUBCONTRACTOR DEFAULT INSURANCE	1.10%	$2,792	Skanska
E	SUBTOTAL OF GC, GR & SDI COSTS		$42,947	
F	DIRECT COST OF WORK with GC, GR & SDI COSTS		$296,737	
G	CM FEE	4.00%	$11,869	Skanska
H	SUBTOTAL OF COSTS INCLUDING CM FEE		$308,607	
I	PRECONSTRUCTION FEE	Lump Sum	$0	Skanska
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L	CONSTRUCTION CONTINGENCY	3.00%	$8,902	Skanska/MCS
M	SUBTOTAL OF COSTS INCLUDING PRE FEE AND CONTINGENCY		$327,769	
N	PAYMENT AND PERFORMANCE BOND	0.50%	$1,664	Skanska
O	GENERAL LIABILTY INSURANCE	1.00%	$3,327.61	Skanska
P	TOTAL CONSTRUCTION COST		$332,761	
Q	TAX SAVINGS (ALLOWANCE)	0.00%	$0	Skanska
R	TOTAL CONSTRUCTION COST		$332,761	

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 2c – Proposal / Detailed Schedule of Values

This Partial GMP Proposal incorporates all direct construction costs reflected in the following Schedule of Values:

	EARLY PACKAGE SCHEDULE OF VALUES			
Division	DESCRIPTION	PHASE/RATE	PROPOSED COST	SUBCONTRACTOR
07	ROOFING SYSTEMS	Partial GMP	$253,792	Sutter Roofing
A	DIRECT COST OF WORK		$253,790	

This Partial GMP Proposal includes the cost of all materials based on current pricing at the time this proposal was developed.

The Labor General Conditions included in the GMP Proposal are based on the following:

Project Labor Breakdown							
Project Management		Duration (Weeks)	Total Project Hours	Time Avaliable	Contract Hours	Billable Rate	Total
Project Manager		6.00	240	50%	120	$94.38	$11,325.60
					Total		$11,325.60
Project Supervision							
Superintendent		6.00	240	100%	240	$120.12	$28,828.80
					Total		$28,828.80
						Total Labor Cost	$40,155

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 2d – Proposal / Schedule of Allowances

No allowances have been included in this Partial GMP Proposal.

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 2e – Proposal / Alternates

No alternates have been accepted by School Board of Manatee County and are not included in this Partial GMP Proposal.

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 2f – Bid Tabulation Sheet

The document below is the bid tabulation and scope sheet utilized to recommend the apparent low bidding roofing subcontractor for the project.

Buffalo Creek Middle School
Building 200 Renovations
Tampa, FL

07b Roof													
	Description	Qty	Unit	Unit Cost	Total	Crowther Roofing James 239-292-0016		Sutter Roofing Michael 813-373-1016		CFS Roofing Services Julian		Advanced Roofing Bob Bruno	
	INITIAL BID					216,500		222,617		326,195		269,576	
	REVISED BID					268,700		253,792		381,165		320,801	
	GENERAL ITEMS Prequal Status (Amount) EMR Rate Diverse Business Enterprise (Type) Diverse Business Percentage Sales Tax Value (DOR Value) Bond Rate												
	Per Plans & Specs					✓		✓		✓		✓	
	Bid INCLUDES Sales Tax					✓		✓		✓		✓	
07 5400	Thermoplastic Membrane Roofing					✓		✓		✓		✓	
2.02-A-1-a-1	Basis of Design: Ketone Ethylene Ester (KEE) Reinforced w/ 5oz Per Sq Yd Knitted Polyester Fabric					✓		✓		✓		✓	
2.02-A-1-a-2	Product: Seamon Corp, Fiber Lite 45 Mil					✓		✓		✓		✓	
2.02-2-a-2	Alternate Products: Carlisle Sure-Flex, Duro-Last FV 50 Mil, Firestone PVC KEE, Johns Manville JM PVC-50												
2.03-A	Coverboards: Glass Mat Faced Gypsum Panels (Georgia Pacific, USG)					✓		✓	Dens Deck	✓		✓	
2.04-A	Insulation: Polyisocyanurate (ISO) Board Insulation					✓		✓		✓		✓	
2.05-I	Sealants					✓		✓		✓		✓	
1.05-C	Product Approval					✓		✓		✓		✓	
1.06-F	Provide Windload Calcs by Structural Engineer Licensed in Florida (See Note 14, Sheet A-401)					✓		✓		✓		✓	
A-401	General Note 12: R-25 Minimum Insulation Value					✓		✓		✓		✓	
A/101	Architectural Collector Head and Downspouts					✓		✓		✓		✓	
A/401	Architectural Emergency Overflow Scuppers					✓		✓		✓		✓	
A/101	Splash Block (See 2/A-420)					✓		✓		✓		✓	
A/401	Roof Hatch					✓		✓		✓		✓	
2/A-420	Tapered Polyiso Board Insulation (Minimum R-25)					✓		✓		✓		✓	
2/A-420	1" Cover Board					✓		✓		✓		✓	
2/A-420	Fully Adhered Membrane					✓		✓		✓		✓	
2/A-420	Heat Welded Corner and Roof Base Flashing					✓		✓		✓		✓	
2/A-420	Continue Roof Flashing Up and Over Parapet Wall					✓		✓		✓		✓	
2/A-420	Termination Bar w/ Sealant					✓		✓		✓		✓	
5/A-420	Metal Coping Cap w/ Sealant					✓		✓		✓		✓	
5/A-420	Framing / Attachment for Metal Coping						No	✓		✓		✓	
5/A-420	Anchor Bolt at Framing / Attachment for Metal Coping						No	✓	Tap Con	✓		✓	
2/A-420	Stainless Steel Leader & Downspouts, Painted							✓		✓		✓	
1/A-421	Roof Hatch					✓		✓		✓		✓	
1/A-421	Safety Rail on Roof Hatch				1,600			✓		✓		✓	
1/A-421	Wood Blocking at Perimeter of Roof Hatch				800			✓		✓		✓	
	Wood Blocking at Nailer for Metal Coping				3,800			✓		✓		✓	
	Wood Blocking at Roof Perimeter						NA	✓		✓		✓	
	Wood Blocking at Roof Curbs						NA	✓	NA	✓	NA	✓	NA
3/A-421	Torch Applied SBS Sheet at Pipe Penetrations						NA		NA		NA	✓	NA
3/A-421	Fallback Membrane at Pipe Penetrations					✓		✓	Per Manuf	✓	Per Manuf	✓	Per Manuf

SKANSKA

Bid Tabulation Sheet

Buffalo Creek Middle School, Roofing Package

Subcontractor	Bid Price
CROWTHER ROOFING	$216,500.00
SUTTER ROOFING	$222,617.00
CFS ROOFING SERVICES	$326,195.00
ADVANCED ROOFING	$269,576.00

3/9/22

School District of Manatee County

3/9/2022

Skanska

Tab 3 - Clarifications, Qualifications, and Assumptions

This Partial GMP Proposal includes the cost of all materials based on current pricing at the time this proposal was developed.

Scope of Work
The following items were assumed in the development of this Partial GMP Proposal. All quantities are based on the:

- Allowances identified in Tab 2d
- Alternates identified and accepted in Tab 2e
- Bid Tabulation Sheet Tab 2f
- Clarifications, Qualifications, Assumptions and Exclusions identified in Tab 3
- Early Package Construction documents developed by Zyscovich Architects and listed in Tab 4

Assumptions, Clarifications and Qualifications
The following items were assumed in the development of this Partial GMP Proposal. They are intended to supplement the GMP Proposal - Cost Detail Schedule of Values and the construction documents to inform the Owner and Design Team of the Construction Manager's interpretation of the scope items which are included or excluded, and which may not be clearly shown or defined by specification, plan, elevation, detail, section schedule, or schematic.

The GMP Proposal and Project Schedule include the cost of following Contractor's COVID-19 specific safety protocols. However, the GMP does not include any additional impacts which might result from COVID-19 or any other epidemic or pandemic, including any new governmental order(s) or action(s) in response to same. If the Work is delayed or impacted at any time due to epidemic or pandemic (including COVID-19) or any governmental order or action, or if a suspension is required to disinfect or sanitize any part or all of the project site to ensure jobsite safety, the Contract Time shall be extended for such reasonable time as attributable to such delay or impact, and the Contract Sum shall be equitably adjusted to compensate Contractor for related expenses, including Contractor's extended General Conditions Costs.

- <u>Specific Clarifications</u>
  The Specific Clarifications include the following:
  - This Partial GMP Proposal is based on the premise and understanding that Skanska will have full control to reallocate any funds and/or budgets within the GMP Proposal (excluding allowances) as determined necessary to complete the work identified in this GMP Proposal.
  - The construction management fee is calculated at a rate of 4.00%. Such rate is calculated on the Direct Cost of Work plus the General Conditions, the General Requirements and the Subcontract Default Insurance values and is subject to reconciliation at the conclusion of the project based on the final value of the direct cost of work.
  - Due to the compressed nature of the project schedule and the need to expedite materials and equipment, it is extremely critical that a system be put in place to streamline the execution of all purchase orders issued by School Board of Manatee County. At the end of the Project, any refund for materials not purchased or surplus materials returned to suppliers plus the applicable sales tax amount shall be credited with an additive Change Order to the Construction Manager. Surplus materials shall be the property of the Subcontractor and no refund or materials shall be due to the Owner.

- Division 07 – Roofing
  - The documents issued and referenced herein indicate coordination with other drawing disciplines. The GMP is assembled with reasonable understanding of locations of other scopes of work outside the roof work, however, as the design of the building is still pending pricing may change based on the final design. Upon receipt of final bid documents Skanska and the apparent low bidding subcontractor anticipated to be the roofing subcontractor for the project shall review the final documents and advise changes.
  - In reference to general note 2 on Sheet A-401, all rain leaders, scuppers and other rain collection devices are included with sizes noted on the documents. Revisions after GMP submission by the design team, owner, authority having jurisdiction, or other personnel may result in a cost and/or time change.
  - Wood blocking is included at the coping at the top of parapet walls.
  - Wood blocking is not indicated at the roof perimeter nor around mechanical curbs. Additionally, the bidding trade contractors have advised the wood blocking at the aforementioned areas is not required to obtain a roof warranty. Therefore, wood blocking at the roof perimeter and around roof curbs is not included in the GMP.
  - The temporary membrane is included in the GMP to facilitate the project schedule.

Warranty Considerations
This Partial GMP Proposal includes one-year standard warranties (commencing upon substantial completion) provided by the subcontractors involved in the construction activities. The 20 year manufacturer's warranty for the roofing system is included in the GMP.

Specific Exclusions
The specific exclusions details to be included in final GMP.

General Exclusions
The general exclusions include the following:
- Temporary electrical and water services. School District of Manatee County is to provide access to existing electrical and water services for construction site and field office
- Architectural and/or Engineering Fees
- Any and all provisions relating to enhanced hurricane protection (EHPA)
- Operations and Maintenance (O&M) training, manuals or video-training for Owner furnished equipment or items provided by School District of Manatee County.

Construction Approach
Procurement of materials is to commence upon the approval of the Partial GMP Proposal. Construction is to commence in 2/6/2023, such work will be limited to regular work hours. The School District of Manatee County is to ensure that all campus occupants are aware of the construction activities to assist in limiting the neighboring areas traffic to a minimum throughout the duration of construction. The School District of Manatee County is to provide access to school on Saturday as requested by Skanska.

Duration of Work
This Partial GMP Proposal is based on the roofing systems being completed within a thirteen (13) month duration to included procurement and construction based on the receipt of the notice to proceed no later than 4/20/2022 and a construction start of 2/6/2023. Work activities are to be coordinated with the School District of Manatee County and are based on eight-hour workdays.

The roofing systems Substantial Completion date is established as 5/26/2023, as detailed in the project schedule.

Basis of the Work
All work included in this Partial GMP proposal will be performed as a part of and in strict accordance with our CM Contract with the School Board of Manatee County, Florida dated June 22nd, 2021.

Insurance and Bonds
This Partial GMP Proposal includes costs associated with the following:

- General Liability Insurance
  General Liability Insurance is calculated at an agreed upon and fixed rate of 1.00%. Such rate is calculated as 1.00% of the total construction project value and is subject to reconciliation at the conclusion of the project based on the final project value including owner direct purchases. Such rate has been negotiated and agreed upon by School District of Manatee County and is not auditable for composition. No back up is to be provided for such rate.

- Payment and Performance Bond
  This Partial GMP Proposal includes costs associated with the Payment and Performance Bond calculated at an estimated rate of 0.50%. Such rate is estimated as 0.50% of the total construction project value and is subject to reconciliation at the conclusion of the project based on the final project value including owner direct purchases.

- Builder's Risk insurance
  This Partial GMP Proposal excludes Builder's Risk Insurance, and it is to be provided by Owner.

- Subcontractor Default Insurance
  This Partial GMP Proposal includes costs associated with the Subcontractor Default Insurance calculated at an agreed upon rate of 1.10%. Such rate is calculated on the direct cost of work value and is subject to reconciliation at the construction of the project based on the final value of the direct cost of work including owner direct purchases. Such rate has been negotiated and agreed upon by School District of Manatee County and is not auditable for composition. No back up is to be provided for such rate.

- Construction Contingency
  The construction contingency value is calculated at a rate of 3.00%. Such rate is calculated on the direct cost of work. This contingency is to be utilized by Skanska in executing the work described in this partial GMP Proposal. Pending approval by the Owner which shall not be unreasonably withheld, acceptable uses of this contingency include, but are not limited to, the following:
  - Buy-out of work not included in previously awarded bid packages
  - Repair of damages caused by an unknown source or contractor (not including Builder's Risk claims)
  - To improve and/or accelerate the progress of the work
  - To improve the conditions of the work
  - For modification of the work resulting from an unknown ambiguity (not an error or omission) in the contract documents
  - To increase and/or supplement staff as necessary to effectively manage the project
  - To adjust the reimbursable general requirements in excess of the budge

- Escalation Contingency
  The Escalation Contingency value is calculated at a rate of 2.00%. Such rate is calculated on the direct cost of work. This contingency has been included to accommodate any cost escalation for material and equipment due to Coronavirus; however, neither the GMP nor the project schedule upon which said GMP is based contemplate any project delays, suspensions, disruptions, or other impacts caused, directly or indirectly, by Coronavirus.

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 4 - List of Documents included in the Partial GMP Proposal

This Partial GMP Proposal is based on the following contract documents:

Specifications:
07 5400 – Thermoplastic Membrane Roofing

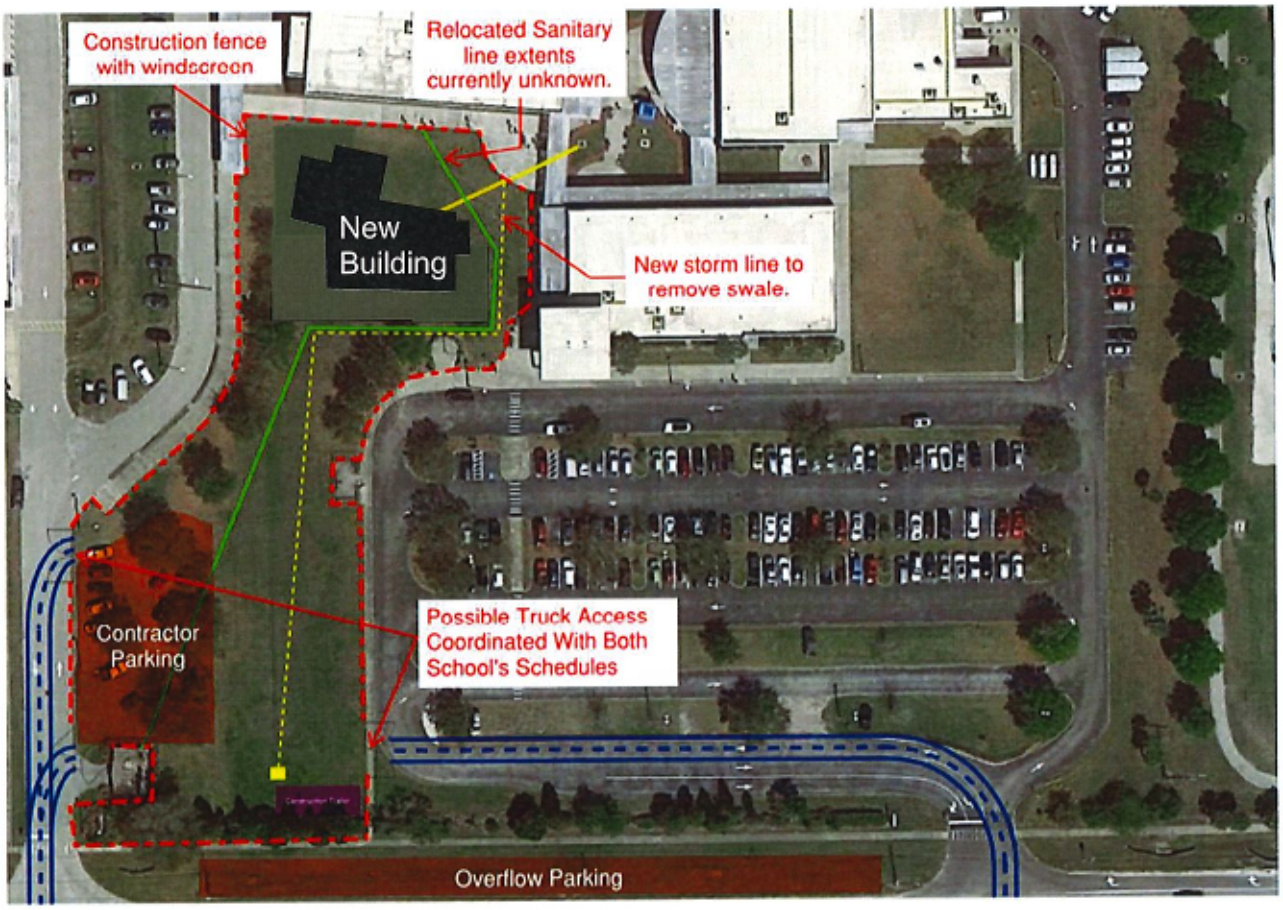
Drawings:
A-104 – Roof Plan – Bldg. 08
A-420 – Roof Details
A-421 – Roof Details
A-422 – Roof Details

SKANSKA

School District of Manatee County – Buffalo Creek Middle School

Partial Guaranteed Maximum Price Proposal, Roofing System
Pinellas County, FL
March 17, 2022

Tab 5 – Site Utilization Plan



Such plan is subject to modification during construction. Any modifications are to be coordinated with School District of Manatee County.

Tab 6 – Project Schedule

This GMP Proposal is based on the following milestones:

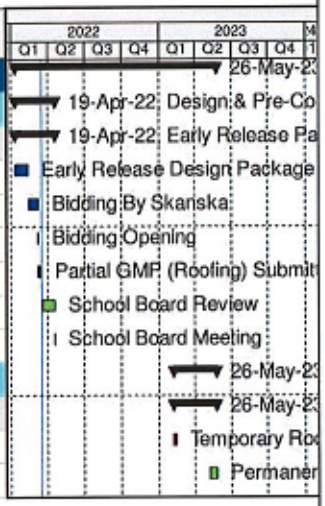
- Notice to Proceed 4/20/2022
- Construction Start 2/6/2023
- Roof System Substantial Completion 5/26/2023

A copy of the detailed schedule is attached on the following pages.

SKANSKA

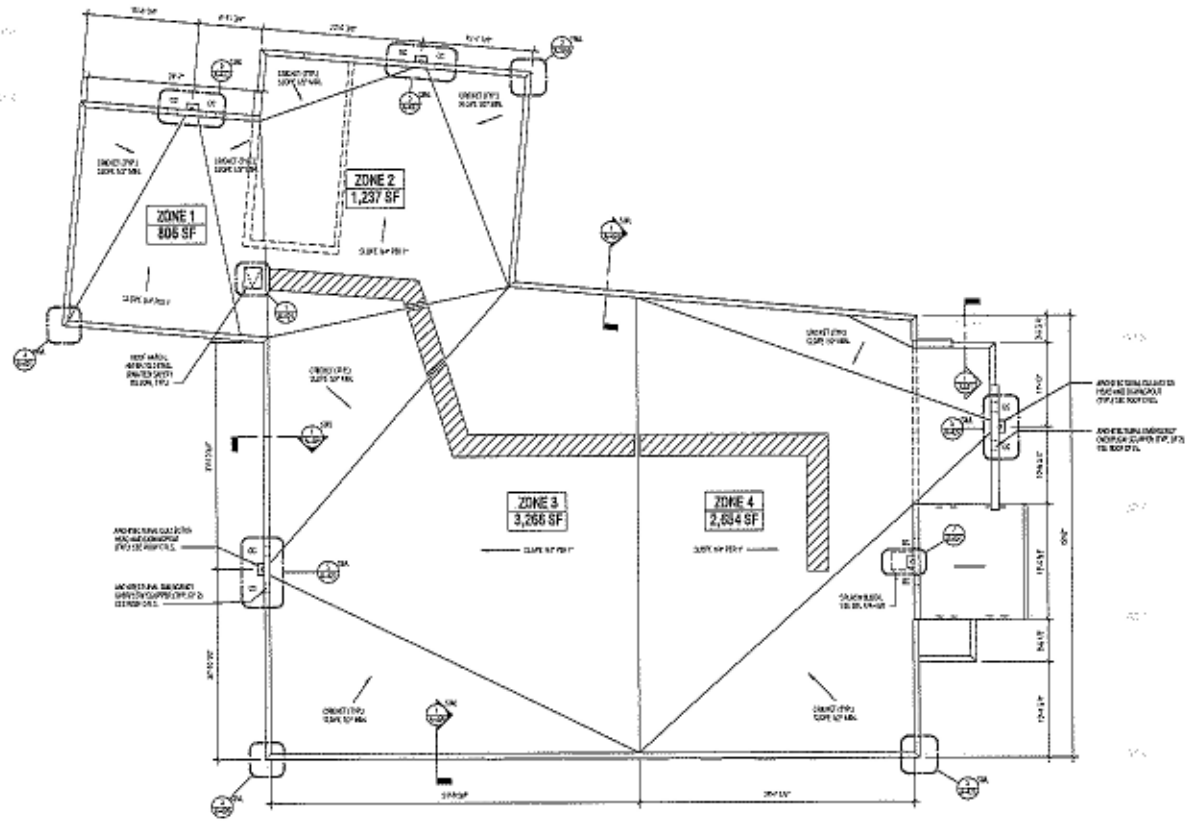
Buffalo Creek Middle School_CURRENT | **Early Release Package 1 Roofing** | **Data Date:** 16-Mar-22 **Print Date:** 16-Mar-22

Activity ID	Activity Name	Duration	Start	Finish
Buffalo Creek Middle School_CURRENT		353d	11-Jan-22 A	26-May-23
Design & Pre-Construction		71d	11-Jan-22 A	19-Apr-22
Early Release Package 1		71d	11-Jan-22 A	19-Apr-22
DES-1042	Early Release Design Package - Roof	24d	11-Jan-22 A	11-Feb-22 A
DES-1043	Bidding By Skanska	17d	14-Feb-22 A	08-Mar-22 A
DES-1048	Bidding Opening	1d	09-Mar-22 A	09-Mar-22 A
DES-1045	Partial GMP (Roofing) Submittal By Skanska	6d	10-Mar-22 A	17-Mar-22
DES-1046	School Board Review	22d	18-Mar-22	18-Apr-22
DES-1047	School Board Meeting	1d	19-Apr-22	19-Apr-22
Construction		80d	06-Feb-23	26-May-23
Building 6 - New Media & Classroom Building		80d	06-Feb-23	26-May-23
CON-1030	Temporary Roofing	8d	06-Feb-23	15-Feb-23
CON-1011	Permanent Roofing	15d	08-May-23	26-May-23



Actual Work | Critical Remaining Work | Summary
Remaining Work | Milestone

SKANSKA



N

1 / A-401 ROOF PLAN - BLDG. 08

Scale: 1/8" = 1'-0"

ROOF STORM DRAINAGE CALCULATIONS

ZONE	HORIZ. PROJ. AREA (A)	SLOPE FACTOR (B)	ACCUMULATED AREA TRIBUTARY (A x B = C)	TOTAL (A+B=C)	VERTICAL DRAINAGE LEADER SIZE REQUIRED FLOW RATE (C x 4 in/hr = D)	DESIGNATED LEADER SIZE (PER TABLE 1106.2)	RAIN GUTTER SIZE REQUIRED (PER TABLE 1106.3)	FINISHED ROOFING SYSTEM (PER CHAPTER 15)	RAIN GUTTER SIZE PROVIDED	STORM DRAIN SIZE PROVIDED
1	805 SF	100%	805 SF	805 SF	3,220 SF	4" DIAM.	5" DIAM. @ 1/16" SLOPE	1.5" x 6" PREFAB METAL COPING	5" DIAM. @ 1/16" SLOPE	SAME SIZE AS RAIN GUTTER
2	1,237 SF	100%	1,237 SF	1,237 SF	4,948 SF	6" DIAM.	7" DIAM. @ 1/16" SLOPE	1.5" x 6" PREFAB METAL COPING	7" DIAM. @ 1/16" SLOPE	SAME SIZE AS RAIN GUTTER
3	3,266 SF	100%	3,266 SF	3,266 SF	13,064 SF	8" DIAM.	9" DIAM. @ 1/16" SLOPE	1.5" x 6" PREFAB METAL COPING	9" DIAM. @ 1/16" SLOPE	SAME SIZE AS RAIN GUTTER
4	2,694 SF	100%	2,694 SF	5,960 SF	23,840 SF	10" DIAM.	11" DIAM. @ 1/16" SLOPE	1.5" x 6" PREFAB METAL COPING	11" DIAM. @ 1/16" SLOPE	SAME SIZE AS RAIN GUTTER

GENERAL NOTES

1. ALL ROOF & PLUMBING VENTS SHALL BE LOCATED A MINIMUM OF 10'-0" FROM ANY OUTSIDE AIR INTAKE.

PRIMARY ROOF DRAIN ZONE
PRIMARY ROOF DRAIN TO BE PROVIDED AT HIGH POINT OF EACH ROOF ZONE AS SHOWN ON ROOF PLAN. PRIMARY ROOF DRAIN SHALL BE SIZED AS PER TABLE 1106.2 FOR THE TOTAL ROOF AREA DRAINED BY THE ROOF DRAIN. SEE ROOF PLAN FOR ROOF AREA DRAINED BY EACH PRIMARY ROOF DRAIN.

SECONDARY ROOF DRAIN ZONE
SECONDARY ROOF DRAIN TO BE PROVIDED AT HIGH POINT OF EACH ROOF ZONE AS SHOWN ON ROOF PLAN. SECONDARY ROOF DRAIN SHALL BE SIZED AS PER TABLE 1106.2 FOR THE TOTAL ROOF AREA DRAINED BY THE ROOF DRAIN. SEE ROOF PLAN FOR ROOF AREA DRAINED BY EACH SECONDARY ROOF DRAIN.

GENERAL NOTES

1. [illegible]
2. ALL LAYERS TO BE SMOOTH, UNIFORM IN APPEARANCE AND FREE OF BLISTERS.
3. ALL LAYERS OF ROOFING SHALL BE FULLY ADHERED TO THE SUBSTRATE.
4. SEE DETAILS FOR CURB, EXPANSION JOINT, AND PENETRATION FLASHING REQUIREMENTS.
5. ALL PRIMARY ROOF DRAINS SHALL BE CONNECTED TO THE BUILDING'S STORM DRAINAGE SYSTEM. SECONDARY ROOF DRAINS SHALL DISCHARGE ONTO THE ROOF BELOW.
6. SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS FOR ROOF INSTALLATION AND COORDINATION OF TRADES.
7. SEE SITE PLAN FOR DOWNSPOUT LOCATIONS AND ALL UNDERGROUND CONNECTIONS.
8. ALL ROOF & PLUMBING VENTS, SKYLIGHTS, FLASHING, GUTTERS, DOWNSPOUTS, CONDUCTORS, COPING AND CAPPING SHALL BE NEW AS PER SPECIFICATIONS.
9. PROVIDE ALL NECESSARY FALL PROTECTION AS REQUIRED PER OSHA STANDARDS FOR ALL ROOF AND CANOPY INSTALL. TEST FOR STRUCTURAL INTEGRITY AND CERTIFY ALL ROOF TOP ANCHORAGE AS REQUIRED.
10. CONTRACTOR TO PROVIDE ALL NECESSARY PROTECTION AS REQUIRED BY MANUFACTURER'S INSTALLATION INSTRUCTIONS, OSHA AND ALL OTHER GOVERNING AUTHORITIES HAVING JURISDICTION.
11. ALL ROOF PENETRATIONS SHALL BE FLASHED AND SEALED WATERTIGHT.
12. ALL ROOFING INSTALLATION TO MEET OR EXCEED MINIMUM ALL ASSOC. GUARD RECOMMENDATIONS FOR INSTALLATION.
13. ALL ROOFING, SHEET METAL AND FLASHING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.
14. CONTRACTOR TO PROVIDE A 20 YEAR NO DOLLAR LIMIT MATERIAL AND LABOR WARRANTY.
15. ALL ROOF CONSTRUCTION SHALL COMPLY WITH FBC 2014, 6TH EDITION.
16. ALL ROOFING, SHEET METAL, FLASHING AND ACCESSORIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.
17. IF REQUIRED, PROVIDE ALL CUTTING AND PATCHING AS NECESSARY FOR NEW WORK AND REMOVAL OF EXISTING ROOFING AND ASSOCIATED ITEMS. COORDINATE WITH OTHER TRADES.

KEY NOTES

[illegible]

NOT FOR CONSTRUCTION

DESIGN DEVELOPMENT

KEY PLAN

Structural Engineers
[illegible]

Civil Consultant
[illegible]

Landscape Consultant
[illegible]

Owner
SCHOOL DISTRICT OF MANATEE COUNTY
BUFFALO CREEK MIDDLE SCHOOL
NEW ADDITION AND RENOVATION
11300 19TH STREET EAST PALMETTO, FL 34221
ESSRO COMMITMENT NO. I-17016

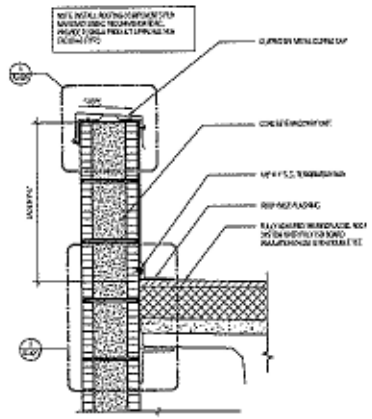
Architect
ZYSCOVICH ARCHITECTS

Seal
JOSE MURGADO
Reg. No. PA-10870

ROOF PLAN - BLDG. 08

3132EGMS | 11-03-2021

A-401



1 A-420 **PARAPET CAP DETAIL, TYP. (HEIGHT < 36")**
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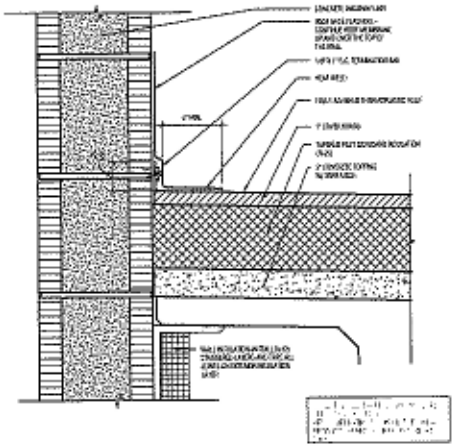

2 A-420 **PARAPET / ROOF SLAB CONNECTION, TYP.**
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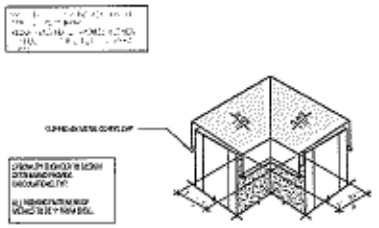
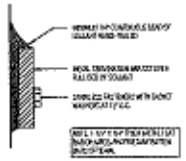
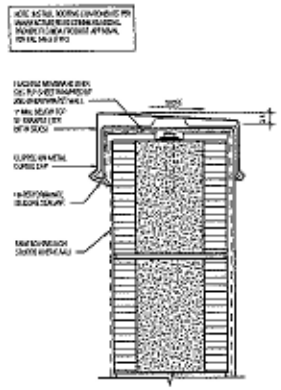


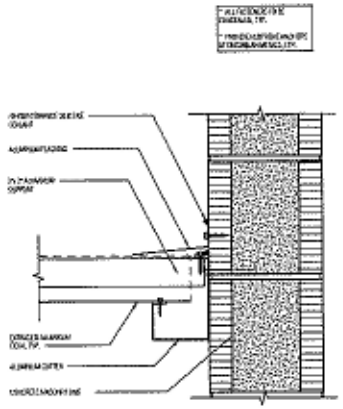
3 A-420 **PARAPET CAP ISOMETRIC DETAIL, TYP.**
Scale: 1 1/2" = 1'-0"



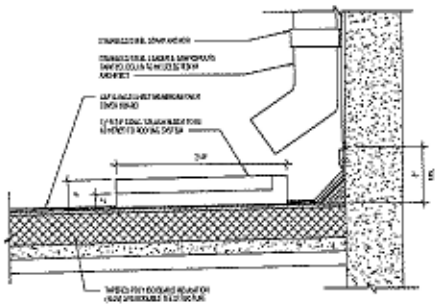
4 A-420 **TERMINATION DETAIL**
Scale: 12" = 1'-0"



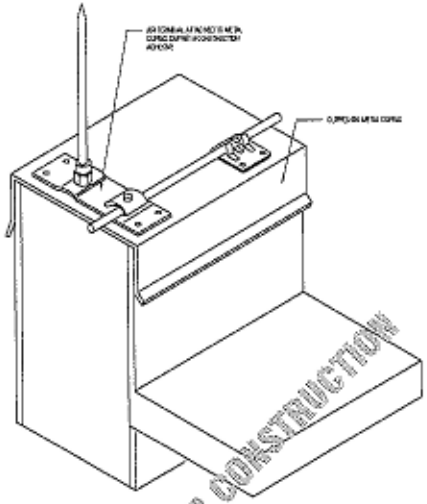
5 A-420 **METAL PARAPET CAP AT CMU, TYP.**
Scale: 3" = 1'-0"



6 A-420 **ALUMINUM CANOPY AT WALL**
Scale: 3" = 1'-0"



7 A-420 **SPLASH BLOCK DETAIL**
Scale: 1 1/2" = 1'-0"



8 A-420 **LIGHTING PROTECTION DETAIL**
Scale: 1" = 1'-0"

NOT FOR CONSTRUCTION

DESIGN DEVELOPMENT

Structural Engineers
TEL: (941) 907-1818 FAX: (941) 907-1819
MIRON RAMADAN BLVD #305,
TAMPA, FL 33609
813.855.2010

Civil Consultant
PHILIP LANE
PALMETTO, FL 34221
941.722.4181

BEEP Engineers
TEL: (941) 907-1818 FAX: (941) 907-1819
MIRON RAMADAN BLVD #305,
TAMPA, FL 33609
813.907.2010

Landscape Consultant
TEL: (941) 729-1555 FAX: (941) 729-1556
3333 10TH AVE. W., SUITE 106
PALMETTO, FL 34221
941.809.3080

Project
SCHOOL DISTRICT OF MANATEE COUNTY
BUFFALO CREEK MIDDLE SCHOOL
NEW ADDITION AND RENOVATION
7320 69TH STREET EAST PALMETTO, FL 34221
BRMG CONTRACT NO.: (2021)

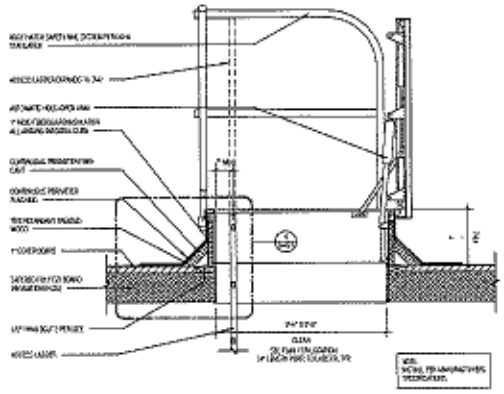
Architect
ZYSCOVICH ARCHITECTS

Seal
JOSE MUNGUIDO
Reg. No. PA-19870

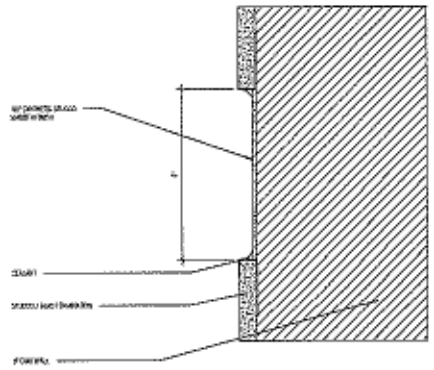
ROOF DETAILS

21220CMS	11-03-2021

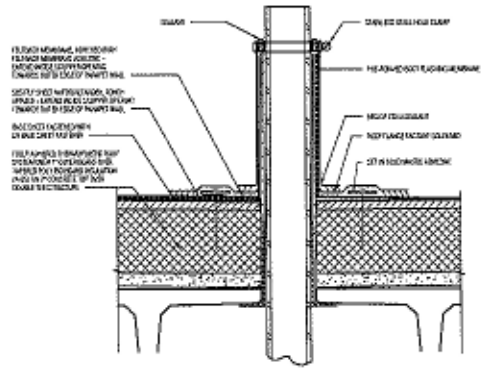
A-420



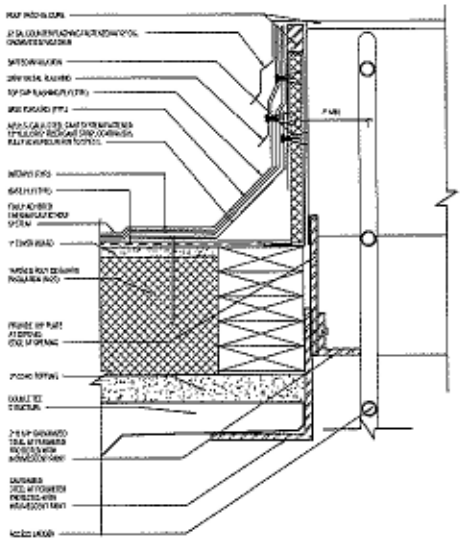
1 / A-421 ROOF ACCESS HATCH
Scale: 1" = 1'-0"



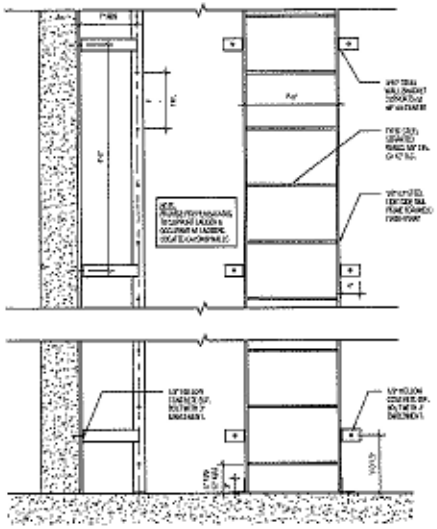
2 / A-421 REVEAL DETAIL
Scale: 6" = 1'-0"



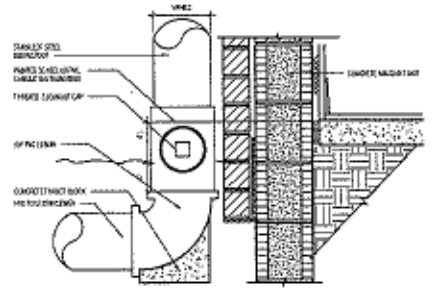
3 / A-421 PIPE PENETRATION DETAIL
Scale: 1 1/2" = 1'-0"



4 / A-421 ROOF HATCH ENLARGED DETAIL
Scale: 3" = 1'-0"



5 / A-421 ROOF ACCESS LADDER DETAIL
Scale: 1" = 1'-0"



6 / A-421 RAINLEADER UNDERGROUND CONNECTION DETAIL
Scale: 1 1/2" = 1'-0"

NOT FOR CONSTRUCTION

DESIGN DEVELOPMENT

Structural Engineers
[illegible]

Civil Engineers
[illegible]

MEP/FP Engineers
[illegible]

Landscape Consultant
[illegible]

SCHOOL DISTRICT OF MANATEE COUNTY
BUFFALO CREEK MIDDLE SCHOOL
NEW ADDITION AND RENOVATION
7309 66TH STREET EAST PALMETTO, FL 34221
STATE CERTIFICATE NO. 0000

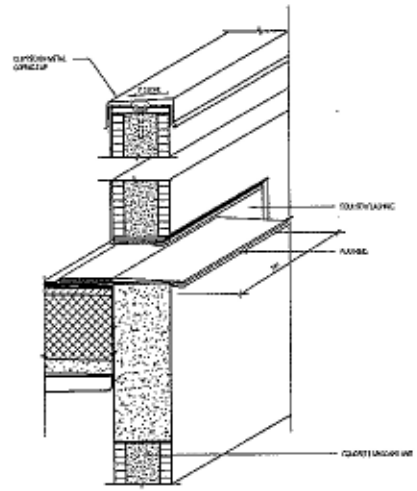
Architect
ZYSCOVICH ARCHITECTS
[illegible]

JOSE MURGUIDO
Reg. No. AR-19070

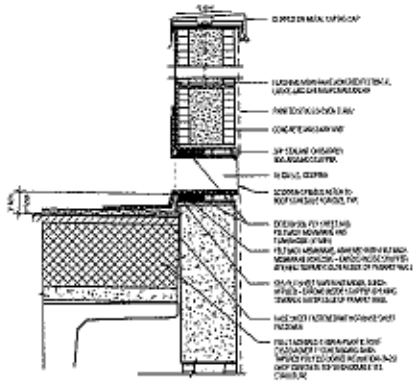
ROOF DETAILS

21003.CMG | 11-03-2021

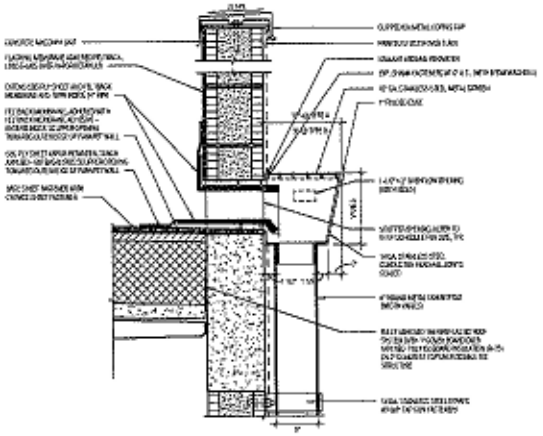
A-421



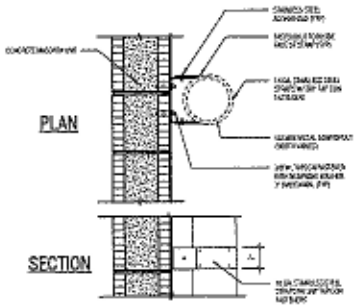
1 A-422 **EMERGENCY OVERFLOW SCUPPER 3D SECTION DETAIL**
Scale: 1 1/2" = 1'-0"



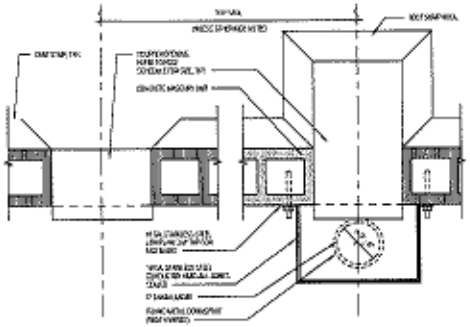
2 A-422 **EMERGENCY OVERFLOW SCUPPER SECTION DETAIL**
Scale: 1 1/2" = 1'-0"



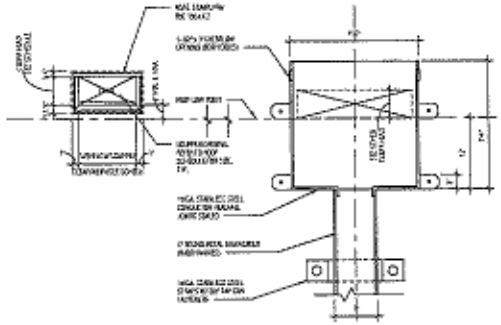
3 A-422 **COLLECTOR HEAD SECTION**
Scale: 1 1/2" = 1'-0"



4 A-422 **DOWNSPOUT PLAN/SECTION DETAIL**
Scale: 1 1/2" = 1'-0"



5 A-422 **COLLECTOR HEAD/SCUPPER PLAN DETAIL**
Scale: 1 1/2" = 1'-0"



EMERGENCY OVERFLOW SCUPPER

COLLECTOR HEAD / MAIN SCUPPER

6 A-422 **COLLECTOR HEAD/SCUPPER ELEVATION**
Scale: 1 1/2" = 1'-0"

HOT FOR CONSTRUCTION

DESIGN DEVELOPMENT

Project
SCHOOL DISTRICT OF MANATEE COUNTY
BUFFALO CREEK MIDDLE SCHOOL
NEW ADDITION AND RENOVATION
7320 69TH STREET EAST PALMETTO, FL 34221

Architect
ZYSCOVICH ARCHITECTS

Seal
JOSE MUNGUIDO
Reg. No. PA-10870

ROOF DETAILS

21325CMS | 11-03-2021

A-422

SECTION 07 5400
THERMOPLASTIC MEMBRANE ROOFING

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Thermoplastic membrane roofing system.
B. Insulation, flat and tapered.
C. Cover boards.
D. Flashings.
E. Roofing accessories.

1.02 RELATED REQUIREMENTS

A. Section 07 6200 - Sheet Metal Flashing and Trim.
B. Section 07 7200 - Roof Accessories: Roof-mounted units; prefabricated curbs.

1.03 REFERENCE STANDARDS

A. ASCE 7 - Minimum Design Loads and Associated Criteria for Buildings and Other Structures; Most Recent Edition Cited by Referring Code or Reference Standard.
B. ASTM C1177/C1177M - Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing; 2013.
C. ASTM C1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board; 2018a.
D. ASTM D4263 - Standard Test Method for Indicating Moisture in Concrete by the Plastic Sheet Method; 1983 (Reapproved 2018).
E. ASTM D4434/D4434M - Standard Specification for Poly(Vinyl Chloride) Sheet Roofing; 2015.
F. ASTM D6754/D6754M - Standard Specification for Ketone Ethylene Ester Based Sheet Roofing; 2015.
G. ASTM E1980 - Standard Practice for Calculating Solar Reflectance Index of Horizontal and Low-Sloped Opaque Surfaces; 2011.
H. ASTM F2170 - Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using in situ Probes; 2017.
I. UL (FRD) - Fire Resistance Directory; Current Edition.

1.04 ADMINISTRATIVE REQUIREMENTS

A. Preinstallation Meeting: Convene two weeks before starting work of this section.
   1. Review preparation and installation procedures and coordinating and scheduling required with related work.
   2. Attendees shall include, but not be limited to:
      a. Contractor.
      b. Roofing Contractor.
      c. Manufacturer's representative.
      d. Architect.
      e. Owner's representative.
      f. Subcontractors of each part of the Roof Assembly and substrate.
      g. Subcontractors associated with roofing work.

1.05 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements for submittal procedures.
B. Product Data: Provide data indicating membrane materials, flashing materials, insulation, surfacing, and accessories.

C. Product Approvals: Provide current Florida Building Code "FLA (PAD)" as proof of compliance that the roofing assembly components have been tested and approved for use at the wind load and design pressure level requirements specified for the Project.

D. Shop Drawings: Include plans, elevations, sections, and details; indicate joint or termination detail conditions, conditions of interface with other materials, and include the following:
   1. Membrane sheet layout.
   2. Membrane base flashings and terminations.
   3. Walkpad layout.

E. Wind Resistance: Provide wind load calculations that indicate resistance of specified negative wind pressures, signed and sealed by a licensed structural engineer registered in the State of Florida

F. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.

G. Manufacturer's Installation Instructions: Indicate membrane seaming precautions and perimeter conditions requiring special attention.

H. Manufacturer's Field Reports: Indicate procedures followed, ambient temperatures, humidity, wind velocity during application, and supplementary instructions given.

I. Manufacturer's qualification statement.

J. Installer's qualification statement.

K. Specimen Warranty: For approval.

L. Warranty Documentation:
   1. Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.
   2. Submit installer's written verification that installation complies with warranty conditions for waterproof membrane.

1.06 QUALITY ASSURANCE

A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum fifteen years of documented experience.

B. Installer Qualifications: Company specializing in performing work of this section with at least five years of documented experience and approved by manufacturer.

C. Single Source Responsibility: Provide and install products from single source.

D. Manufacturer's Field Representative: Provide technical representatives to inspect the installation of the roofing systems as necessary to assure installation is in accordance with warranty requirements.
   1. Provide written reports of observations and recommendations to the Architect.

1.07 DELIVERY, STORAGE, AND HANDLING

A. Deliver materials in manufacturer's original containers, dry and undamaged, with seals and labels intact.

B. Store materials in weather protected environment, clear of ground and moisture.

C. Ensure storage and staging of materials does not exceed static and dynamic load-bearing capacities of roof decking.

1.08 FIELD CONDITIONS

A. Do not apply roofing membrane when environmental conditions are outside the ranges recommended by manufacturer.

B. Do not apply roofing membrane during unsuitable weather. Refer to manufacturer's written instructions.

C. Do not apply roofing membrane to damp deck surface or when precipitation is expected or occurring.

D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

E. Schedule applications so that no partially completed sections of roof are left exposed at end of workday.

1.09 WARRANTY

A. See Section 01 7800 - Closeout Submittals for additional warranty requirements.

B. System Warranty by Manufacturer: Provide manufacturer's system warranty agreeing to repair or replace defective roof membrane and flashing materials and workmanship as required to maintain the roofing system in a watertight condition at no expense to the Owner.
   1. Warranty Term: 20 years, no dollar limit (NDL), from date of Substantial Completion.
   2. For repair and replacement include costs of both material and labor in warranty.
   3. Single source responsibility.

PART 2 PRODUCTS

2.01 ROOFING

A. Roofing Assembly Requirements:
   1. Solar Reflectance Index (SRI): Minimum of 64 based on three-year aged value; if three-year aged data is not available, minimum of 82 initial value.
      a. Calculate SRI in accordance with ASTM E1980.
      b. Field applied coating may not be used to achieve specified SRI.
   2. Roof Covering External Fire Resistance Classification: UL (FRD) Class A.
   3. Wind Resistance:
      a. Execute the installation of the roofing system (including insulation and flashings) to comply with wind resistance requirements of applicable building codes for specific negative wind pressures at various building elevations (heights) as indicated on the Drawings.
      b. Calculations: Wind load calculations shall be prepared by a licensed structural engineer registered in the State of Florida in accordance with FBC and ASCE 7.

2.02 MEMBRANE ROOFING AND ASSOCIATED MATERIALS

A. Membrane Roofing Materials:
   1. Basis of Design:
      a. KEE: Ketone ethylene ester (KEE) complying with ASTM D6754/D6754M, sheet reinforced with 5.0 oz per sq yd knitted polyester fabric.
         1) Thickness: 45 mil, 0.045 inch, minimum.
         2) Product: Seaman Corporation; FiberTite 45-mil; www.fibertite.com.
   2. Other Alternates, must be reviewed and approved by the Owner and Architect:
      a. High Performance PVC KEE: Polyvinyl chloride (PVC) complying with ASTM D4434/D4434M, Type III, sheet contains reinforcing fibers or reinforcing fabrics.
         1) Thickness: 50 mil, 0.050 inch, minimum.
         2) Products:
            (a) Carlisle Roofing Systems, Inc; Sure-Flex KEE HP: www.carlisle-syntec.com/#sle.
            (b) Duro-Last; EV 50-Mil: www.duro-last.com.
            (c) Firestone Building Products; PVC KEE Membrane: www.firestonebpco.com.
            (d) Johns Manville; JM PVC-50 mil with Dow Elvaloy KEE: www.jm.com/#sle.
            (e) Substitutions: See Section 01 6000 - Product Requirements.
   3. Sheet Width: Factory fabricated into widest possible sheets.
   4. Color: As selected by Architect from manufacturer's SRI LEED-compliant color range.

B. Seaming Materials: As recommended by membrane manufacturer.

C. Flexible Flashing Material: Material recommended by membrane manufacturer.

2.03 COVER BOARDS

A. Cover Boards: Glass-mat faced gypsum panels complying with ASTM C1177/C1177M.
   1. Provide product type and thickness as required to meet the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.
   2. Products:
      a. Georgia-Pacific; DensDeck Prime: www.densdeck.com/#sle.
      b. USG Corporation; SECUROCK Gypsum-Fiber Roof Board: www.usg.com/#sle.
      c. Substitutions: See Section 01 6000 - Product Requirements.

2.04 INSULATION

A. Polyisocyanurate (ISO) Board Insulation: Rigid cellular foam, complying with ASTM C1289; tapered and non-tapered.
   1. Provide product type as required to meet the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.
   2. Classifications:
      a. Type II:
         1) Class 1 - Faced with glass fiber reinforced cellulosic felt facers on both major surfaces of core foam.
         2) Compressive Strength: Classes 1-2-3, Grade 2, 20 psi (138 kPa), minimum.
         3) Thermal Resistance, R-value: At 1-1/2 inches thick; Class 1, Grades 1-2-3, 8.4 (1.48), minimum, at 75 degrees F.
   3. Tapered Board: Slope as indicated; minimum thickness as required to meet R-value; fabricate of fewest layers possible.

2.05 ACCESSORIES

A. Provide accessories per the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.

B. Prefabricated Flashing Accessories: Provide prefabricated flashings, including but not limited to preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, termination bars, cover strips, and other accessories.

C. Stack Boots: Prefabricated flexible boot and collar for pipe stacks through membrane; same material as membrane.

D. Insulation Fasteners: Appropriate for purpose intended and approved by roofing manufacturer.

E. Membrane Adhesive: As recommended by membrane manufacturer.

F. Surface Conditioner for Adhesives: Compatible with membrane and adhesives.

G. Thinners and Cleaners: As recommended by adhesive manufacturer, compatible with membrane.

H. Insulation Adhesive: As recommended by insulation manufacturer.

I. Sealants: As recommended by membrane manufacturer.

J. Walkway Pads: Suitable for maintenance traffic, contrasting color or otherwise visually distinctive from roof membrane.
   1. Composition: Polyester reinforced, KEE formulation and embossed with surface texture.
   2. Size and locations: Manufacturer's standard sizes. Provide between and around the main roof access point and all rooftop equipment and as indicated on drawings.
   3. Surface Color: To be selected by Architect from manufacturer's standard options.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that surfaces and site conditions are ready to receive work.

B. Verify deck is supported and secure.

C. Verify deck is clean and smooth, flat, free of depressions, waves, or projections, properly sloped and suitable for installation of roof system.

D. Verify deck surfaces are dry.

E. Verify that roof openings, curbs, and penetrations through roof are solidly set, and accessories are in place.

F. Do not proceed with any part of the application until all defects and preparation work have been corrected and complete.

3.02 PREPARATION - CONCRETE DECK

A. Fill surface honeycomb and variations with latex filler.

B. Do not begin work until elevated concrete substrate has cured at least 28 days and moisture content is five percent or less.
   1. Test as Follows:
      a. Concrete Moisture Content: No beading water under plastic after 16 hours when tested in accordance with ASTM D4263.
      b. Relative Humidity in Concrete: Not greater than 75 percent when tested in accordance with ASTM F2170.

3.03 INSTALLATION, GENERAL

A. Perform work in accordance with manufacturer's instructions, NRCA (WM and RM), and per the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.

B. Coordinate this work with installation of associated counterflashings installed by other sections as the work of this section proceeds.

3.04 INSTALLATION - INSULATION, UNDER MEMBRANE

A. Attach insulation to deck in accordance with roofing manufacturer's instructions and per the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.

B. Attach cover boards in accordance with roofing manufacturer's instructions and per the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.

C. Lay subsequent layers of insulation with joints staggered minimum 6 inches from joints of preceding layer.

D. Place tapered insulation to the required slope pattern in accordance with manufacturer's instructions.

E. Lay boards with edges in moderate contact without forcing. Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.

F. At roof drains, use tapered boards to slope down to roof drains over a distance of 18 inches.

G. Do not install more insulation than can be covered with membrane in same day.

3.05 INSTALLATION - MEMBRANE

A. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching.

B. Shingle joints on sloped substrate in direction of drainage.

C. Install membrane in accordance with manufacturer's instructions and per the Florida Building Code "FLA (PAD)" Product Approval tested roofing assembly.

D. At intersections with vertical surfaces:
   1. Extend membrane up a minimum of 6 inches onto vertical surfaces.
   2. Fully adhere flexible flashing over membrane and up to reglets.
   3. Insert flashing into reglets and secure.

E. Around roof penetrations, seal flanges and flashings with flexible flashing.

F. Coordinate installation of roof drains and related flashings.

G. Daily Seal: Install daily seal per manufacturers instructions at the end of each work day. Prevent infiltration of water at incomplete flashings, terminations, and at unfinished membrane edges.

3.06 FIELD QUALITY CONTROL

A. Require site attendance of roofing material Manufacturer's technical representative periodically during installation of the Work.
   1. Submit Field Reports: Indicate procedures followed, ambient temperatures, humidity, wind velocity during application, and supplementary instructions given.

B. Upon completion of the work, the roofing material Manufacturer's technical representative will schedule an inspection with a the roofing contractor to review the installation and verify compliance with manufacturer's specifications and Warranty.

3.07 CLEANING

A. See Section 01 7000 - Execution and Closeout Requirements for additional requirements.

B. Remove markings from finished surfaces.

C. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and comply with their documented instructions.

D. Repair or replace defaced or damaged finishes caused by work of this section.

3.08 PROTECTION

A. Protect installed roofing and flashings from construction operations.

B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

END OF SECTION

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Prine Elementary School and Bayshore Elementary School Office Renovations – Agreement Between Owner and Walbridge Aldringer, LLC. - Amendment 1 - Guaranteed Maximum Price, in the Amount of $479,596.00

Executive Summary
The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Walbridge Aldringer, LLC. which establishes the Guaranteed Maximum Price (GMP) for the Prine Elementary School and Bayshore Elementary School Office Renovation and allows the Construction Manager to construct the scope of work which includes but is not limited to physically isolating the existing school lobbies from the administration areas and the schools. The renovations will include enhanced lobby physical security measures.

Prine Elementary School and Bayshore Elementary School Office Renovations Summary Sheet is attached for reference.

This project has an approved Educational Plant Survey, which was completed in Survey 5.1.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Prine Elementary School and Bayshore Elementary School Office Renovations - Agreement between Owner and Walbridge Aldringer, LLC. - Amendment 1 - Guaranteed Maximum Price, in the amount of $479,596.00.

Financial Impact
The amount of Amendment 1 is $479,596.00. The Guaranteed Maximum Price including this Amendment is $487,096.00 and is included in the total project budget of $621,864.00. This project is funded by the Safety & Security School Hardening Grant 2020.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Prine & Bayshore ES Office Security Renovation Project Summary Sheet.pdf
Prine & Bayshore ES Office Security Renovation Project CM Agmt Revised.pdf

Prine ES and Bayshore ES Office Renovations

PROJECT DIRECTOR: John R. Williams

ARCHITECT/ENGINEER:	WilderArchitecture, Inc.	Currently on the District's Continuing Contracts List
CONSTRUCTION MANAGER:	Walbridge Aldringer, LLC	Currently on the District's Continuing Contracts List
BUILDING OFFICIAL:	TBD	Currently on the District's Continuing Contracts List

PROJECT BUDGET: $621,864.00 (08/10/2021) Original Project Budget

HISTORY: School campus security has become a high priority for districts throughout Florida and the nation. Manatee County School District has created a capital plan to address security projects including: fencing, cameras, single point of entry and others.

SCOPE: Renovations at Prine Elementary School and Bayshore Elementary School offices will include, but is not limited to, physically isolating the existing school lobbies from the administration areas and the schools. The lobbies will have enhanced physical security measures

DEPARTMENT OF EDUCATION
APPROVED SPOT SURVEY: Yes

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 46,900.00	June 8, 2021	Not Required	CON #00174 issued for Architectural Services
TOTAL	$ 46,900.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 7,500.00	August 10, 2021	Approved	Pre-construction Services
Amend 1:	$ 479,596.00	April 12, 2022	Pending	Guaranteed Maximum Price
TOTAL	$ 487,096.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & CONSTRUCTION MANAGER

Amendment #: ..L **Amendment Date:** 03/21/22

This form is to be used for any revision to the established Guaranteed Maximum Price.

Project Name: Prine & Bayshore Elementary Lobby Renovations
Construction Manager: Walbridge Alder. LLC.
Constrnction Manager Address: 100 South Ashley Drive. Suite 350 ·
Tampa. Florida 33602

The work is as follows: Renovations at Prine Elementary and Bayshore Elementaly School offices will include, but is not limited to. physically isolating the existing school lobbies from the administration areas and the schools.

This amendment is to be attached to and become a part of the subject agreement and in no other way alters tenns and conditions thereof.

Contract Time will be (increased) (decreased) (ooehanged) By: $479,596.00

Date of Substantial Completion including this amendment: 08/01/22

Amount of Amendment: $479,596.00
Previous Amount of GMP: $ 7,500.00
New Total Amount of GMP: $487.096.00

CONSTRUCTION MANAGER:

By: _____

Name: _____ VP/GENERAL MANAGER Name/Title: _____

As Witnessed:

ROB JOHNSON DIRECTOR OF PRECONSTRUCTION WALBRIDGE-ALDINGER LLC
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: John.iams(Mar23, 202210:41 EDn , Project Director

_____, Director

' Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

G,M,P. ESTIMATE SUMMARY

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GMP TOTAL						$ 487,098

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Sea Breeze Elementary School - Roof Replacement - Agreement Between Owner and Manhattan Construction Company – Amendment 1 – Guaranteed Maximum Price, in the Amount of $2,291,368.00

Executive Summary
The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Manhattan Construction Company, which establishes the Guaranteed Maximum Price (GMP) for the Sea Breeze Elementary School Re-roof Project and allows the Construction Manager to construct the scope of work which includes, but is not limited to a complete re-roof (roof over) of Buildings #2, #3, #4, and #5 on the Sea Breeze Elementary campus to meet all wind loads and code requirements applicable for the location of the school.

Sea Breeze Elementary School Roof Replacement Project Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Sea Breeze Elementary School - Roof Replacement - Agreement between Owner and Manhattan Construction Company - Amendment 1 - Guaranteed Maximum Price, in the amount of $2,291,368.00.

Financial Impact
The amount of Amendment 1 is $2,291,368.00. The Guaranteed Maximum Price including this Amendment is $2,551,868.00 and is included in the total project budget of $3,300,000.00. **The project is funded by Sales Tax Funds.**

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Sea Breeze Roof Replacement Project Summary Sheet.pdf
Sea Breeze Re-Roof Amendment 1 GMP.pdf

Sea Breeze Roof Replacement Project

PROJECT DIRECTOR: John R. Williams

ARCHITECT/ENGINEER: N/A
CONSTRUCTION MANAGER: Manhattan Construction Company Currently on the District's Continuing Contracts List
BUILDING OFFICIAL: N/A

PROJECT BUDGET: $3,300,000.00 06/08/2021 Original Project Budget

HISTORY: The school was constructed in 1990, on a site containing a total of 11 acres. The school currenly has 736 student stations. The facility underwent a Technology Retrofit in 1999, a partial roof replacement on Building 1 in 2002, and various upgrades to numerous rooms in 2006.

SCOPE: The scope of this project includes, but is not limited to, a complete re-roof (roof over) of all of the existing buildings on the Sea Breeze Elementary campus to meet all wind loads and code requirements applicable for the location of the school. This will include a complete design build scope, new steel or aluminum roof system, new lightning protection system and all required upgrades to MEP systems that may be required.

DEPARTMENT OF EDUCATION APPROVED SPOT SURVEY: Not required

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	Date		
Agreement:	$0	Date		
TOTAL	$0.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	260,500.00	June 8, 2021	Approved	Pre-Construction Services
Admendment 1	2,291,368.00	April 12, 2022	Pending	Amendment 1 Guaranteed Maxiumum Price
TOTAL	$2,551,868.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth A40:Q54to Neg:	$0	Date		Currently on the District's Continuing Contracts List
Agreement:	26,040.00	Date	Not Required	CON0185 Issued for Plans Review, Permitting & Inspection
TOTAL	$26,040.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Easements:	$0	Date		
Utility Connections:	$0	Date		
Utility Agreements:	$0	Date		
Interlocal Agrmts:	$0	Date		
TOTAL	$0.00			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN OWNER & CONSTRUCTION MANAGER

Amendment #: 1 **Amendment Date:** 04/12/22

This form is to be used for any revision to the established Guaranteed Maximum Price.

Project Name: **Sea Breeze Elementary School Re-Roof**
Construction Manager: Zakia Atkins, Assistant Project Manager – Manhattan Construction Company
Construction Manager Address: 5840 West, Cypress Street, Suite A
Tampa, Florida 33607

The work is as follows: The scope of this project includes, but is not limited to, a complete re-roof (roof over) of Buildings #2, #3, #4 and #5 on the Sea Breeze Elementary campus to meet all wind loads and code requirements applicable for the location of the school

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: $2,291,368.00

Date of Substantial Completion including this amendment: 01/20/23

Amount of Amendment: $2,291,368.00
Previous Amount of GMP: $ 260,500.00
New Total Amount of GMP: $2,551,868.00

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: J. Michael Miller/ VICE PRESIDENT Name/Title: _____

As Witnessed: Candice E. DeSanch

MANHATTAN CONSTRUCTION CO.
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

SCHOOL DISTRICT OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

G.M.P. BUDGET SUMMARY

Project: **Sea Breeze ES - Re-Roof** Date: 3/22/2022

Contractor **Manhattan Construction Company**

ITEM	ITEM AMOUNT	TOTAL AMOUNT
Construction Expenses:		
Roofing	$ 1,300,047	
Electrical/Lightning Protection	$ 68,303	
Landscaping	$ 21,289	
Mechanical Allowance/Exhaust Fans and Vents	$ 7,400	
Alternate #2 - Soffit & J Channel	$ 167,598	
Sub Total		**$1,564,637**
General Conditions:		
Construction Services	$ 246,257	
Non-Staff	$ 65,005	
Technology/Procore	$ 5,545	
Sub Total		**$316,807**
Overhead & Profit (Overall Project)	$ 169,731	
Sub Total		**$169,731**
Pre-Construction Expenses	$ 260,500	
Sub Total		**$260,500**
Unforeseen Conditions:		
Escalation Allowance	$ 56,277	
Unforeseen Funds	$ 112,554	
Sub Total		**$168,831**
Bond:		
Builder's Risk	$ 22,914	
CM Insurances	$ 28,642	
CM Payment & Performance Bonds	$ 19,805	
Sub Total		**$71,362**
GMP TOTAL		**$2,551,868**

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Sea Breeze Elementary School Drainage Repairs - Substantial Completion, No Financial Impact

Executive Summary
The purpose of the requested action is to acknowledge acceptance of Sea Breeze Elementary School - Drainage Improvement Project - Substantial Completion on December 14, 2021.

Substantial Completion is defined as the facility being sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificates require Board Approval. There is no fiscal impact or additional budget requirement for the Board to acknowledge that the project is substantially complete.

Sea Breeze Elementary School Drainage Repairs Project Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Sea Breeze Elementary School Drainage Repairs - Substantial Completion, no financial impact.

Financial Impact
There is no financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Sea Breeze Drainage Repairs Summary Sheet.pdf
Substantial Completion.pdf

Sea Breeze Drainage Repairs

PROJECT DIRECTOR: John R. Williams

ARCHITECT/ENGINEER: Long & Associates Architects — Currently on the District's Continuing Contracts List
CONSTRUCTION MANAGER: Allstate Construction, Inc. — Currently on the District's Continuing Contracts List
BUILDING OFFICIAL: N/A

PROJECT BUDGET: $425,000.00 — (03/09/21) Original Project Budget

HISTORY: Sea Breeze Elementary has a long history of drainage issues, particularly at the perimeter of the school site. These issues were surveyed and assessed in 2018. At that time, Long and Associates developed Construction Documents for campus-wide drainage repairs; however, the project was put on hold due to budget limitations. The project has been funded in Fiscal Year 2021-22, allowing the permitting and construction phases of the project to begin.

SCOPE: The scope of work includes, but is not limited to, drainage improvements to the existing school courtyards to meet current condition needs and updated Building Code Requirements in order to address stormwater and drainage issues.

INCLUDED IN DOE APPROVED EDUCATIONAL PLANT SURVEY: Not required.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$ -	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 16,350.00	January 26, 2021	Not Required	Architectural / Engineering Services
Phase II Plans:	$ -	May 25, 2021	Approved	Construction Documents
TOTAL	$ 16,350.00			

CONSTRUCTION MANAGER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$ -	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 1,356.00	March 9, 2021	Approved	Pre-Construction Services
Amend 1:	$ 397,960.00	May 25, 2021	Approved	Guaranteed Maximum Price (GMP)
Change Order 1:	$ (46,997.95)	March 8, 2022	Pending	Deduct Direct Materials Purchased
Change Order 2:	$ (2,919.87)	March 8, 2022	Pending	Deduct Sales Tax Savings
Change Order 3:	$ 25,268.00	March 8, 2022	Pending	Direct Materials Purchase Reconciliation
Change Order 4:	$ 1,516.08	March 8, 2022	Pending	Sales Tax Savings Reconciliation
Substantial Completion:	$ -	April 12, 2022	Pending	Substantial Completion 12/14/21
TOTAL	$ 376,182.26			

BUILDING OFFICIAL				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Agreement:	$ -		N/A	
TOTAL	$ -			

OTHER BOARD WORK				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
	$ -		N/A	
TOTAL	$ -			

RECEIVED
FEB 24 2022
Dept. Construction Services

SUBSTANTIAL COMPLETION

Project: Sea Breeze ES Drainage Improvements
Location: 3601 71st Street West
Bradenton, FL 34209

Project Number: CON#0154

Contract Date: 1/28/21

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Long & Associates
4525 S. Manhattan Avenue
Tampa, FL 33611

CM: Allstate Construction, Inc.
4509 N. Nebraska Ave.
Tampa, FL 33603

Date of Issuance: 12/14/2021

Project or Designated Portion shall include:

Completing and Updating the Owner Review Drawings completed on April 1, 2019 to meet current conditions and updated Building Code Requirements and to address stormwater and drainage issues at Sea Breeze Elementary School

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as:

12/14/2021

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below: Pending Contractor remediation of items identified in the attached Substantial Completion Punchlist during Substantial Completion Inspection on Tuesday, December 14, 2021

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Long & Associates Architects/Engineers, Inc.
ARCHITECTURAL FIRM

BY

1-18-22
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (30) Thirty days from the above date of Substantial Completion.

Allstate Construction, Inc.
CONTRACTOR

BY

1-18-22
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00am (time) on 12/14/2021 (date).

SCHOOL BOARD OF MANATEE COUNTY
BOARD CHAIR

BY

03/08/2022
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.

JW
JW

WFH

Signature: John Williams (Feb 28, 2022 16:37 EST)

Email: williams12j@manateeschools.net

Signature:

Email: hortonw@manateeschools.net

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Manatee High School - Grandstands and Parking Renovation - Football Stadium Lighting - Agreement Between Owner and Creative Contractors, Inc. - Amendment 2 - Guaranteed Maximum Price, in the Amount of $502,092.00

Executive Summary
The purpose of the requested action is to approve Amendment 2 to the Agreement between Owner and Creative Contractors, Inc., which authorizes an increase in the Guaranteed Maximum Price (GMP) in the amount of $502,092.00. A portion of this work will include a show lighting control system in the amount of $25,720.00 requested by the Booster Club. This system upgrade will be funded by the Booster Club. The revised scope of work includes the renovation/upgrading of the football stadium lighting to an LED system.

Manatee High School - Grandstands and Parking Renovation Summary Sheet is attached for reference.

This project is included in Educational Plant Survey 5.1.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Manatee High School - Grandstands and Parking Renovation - Agreement - Football Stadium Lighting between Owner and Creative Contractors, Inc. - Amendment 2 - Guaranteed Maximum Price, in the amount of $502,092.00.

Financial Impact
The amount of Amendment 2 is $502,092.00. The revised fee for Construction Management Services, including this Amendment 2, is $2,924,732.00, and is included in the total project budget of $3,000,000.00. This project is funded by Capital Funds.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
MHS Grandstands and Parking Summary Sheet.pdf
MHS Grandstand Amendment 2.pdf

Manatee High School Grandstands and Parking Renovation 2021

PROJECT DIRECTOR: John R. Williams

ARCHITECT/ENGINEER:	Williamson Dacar & Associates, Inc.	Currently on the District's Continuing Contracts List
CONSTRUCTION MANAGER:	Creative Contractors, Inc.	Currently on the District's Continuing Contracts List
BUILDING OFFICIAL:	DMK Associates, Inc.	Currently on the District's Continuing Contracts List

PROJECT BUDGET: $3,000,000.00 (01/26/21) Original Project Budget

HISTORY: Manatee High School was reconstructed beginning in 1997. The school contains 2753 student stations and is located on a site of approximately 32 acres. In June 2020 a structural analysis of the football stadium grandstand seating was conducted by Maintenance and Operations. This assessment resulted in the recommendation of a capital project which was funded and approved by the Board on October 27, 2020. The District purchased lots adjacent to Manatee High School between 2007 and 2010 for future campus expansion.

SCOPE: The project will include, but is not limited to, the evaluation, design and renovation of the football stadium grandstand seating and the evaluation, design and construction of two new parking lots on the west side of the campus.

INCLUDED IN DOE APPROVED EDUCATIONAL PLANT SURVEY: Yes

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$0.00	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$228,695.00	January 26, 2021	Approved	Architectural / Engineering Services
Phase III Plans:	$0.00	June 22, 2021	Approved	Construction Documents
TOTAL	$228,695.00			

CONSTRUCTION MANAGER				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$0.00	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$9,126.00	February 9, 2021	Approved	Pre-Construction Services
Amend 1:	$2,413,514.00	June 22, 2021	Approved	Guaranteed Maximum Price (GMP)
Substantial Completion:	$0.00	March 8, 2022	Approved	Substantial Completion 12/16/21
Amend 2:	$502,092.00	April 12, 2022	Pending	Amendment 2 Guaranteed Maximum Price (GMP)
TOTAL	$2,924,732.00			

BUILDING OFFICIAL				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Auth to Neg:	$0.00	October 27, 2020	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 33,000.00	April 01,2021	Not Required	Currently on the District's Continuing Contracts List
TOTAL	$ 33,000.00			

OTHER BOARD WORK				
ITEM	**$$**	**Date**	**Board Action**	**Notes**
Easements:	$0	Date		
Utility Connections:	$0	Date		
Utility Agreements:	$0	Date		
Interlocal Agrmts:	$0	Date		
TOTAL	$0.00			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN OWNER & CONSTRUCTION MANAGER

Amendment #: 2 **Amendment Date:** April 12, 2022

This form is to be used for any revision to the established Guaranteed Maximum Price.

Project Name: Manatee High School – Grandstands & Parking
Construction Manager: Creative Contractors, Inc.
Construction Manager Address: 620 Drew Street, Clearwater, FL 33755

The work is as follows: Replace the existing stadium lighting with LED lighting and install a lighting controller.

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: To be determined

Amount of Amendment: $ 502,092.00
Previous Amount of GMP: $ 2,422,640.00
New Total Amount of GMP: $ 2,924,732.00

CONSTRUCTION MANAGER:

By: Jerry Siminski

Name/Title: Chief Construction Officer

As Witnessed: Victoria Boerkraeger

By: Jerry Siminski

Name/Title: Jerry Siminski, CCO

Creative Contractors, Inc.
(Name of Corporation)

(Corporate Seal)

CREATIVE CONTRACTORS, INC. FLORIDA 1974 CORPORATE SEAL

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

SCHOOL DISTRICT OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

G.M.P. BUDGET SUMMARY - Progress Estimate

Project: **MHS Stadium Lighting Renovation** Date: 3/15/2022

Contractor: **Creative Contractors, Inc.**

ITEM	ITEM AMOUNT	TOTAL AMOUNT
Construction Expenses:		
Musco Lighting Base Proposal	$245,815.00	
Musco Lighting Show Adder Proposal	$20,612.00	
Sitework - Repairs to Irrigation and Landscape	$15,000.00	
Electrical Allowance	$100,000.00	
Sub Total		**$381,427.00**
General Conditions:		
	$43,742.00	
Sub Total		**$43,742.00**
Overhead & Profit (Overall Project)	$25,625.00	
Sub Total		**$25,625.00**
Pre-Construction Expenses		
Sub Total		**$0.00**
Unforseseen Conditions:	$45,771.00	
Sub Total		**$45,771.00**
Bond & Insurance:	$5,527.00	
Sub Total		**$5,527.00**
GMP TOTAL		**$502,092.00**

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Braden River Middle School - Renovations and Addition - Change Orders 1 and 2 - Agreement Between Owner and NDC Construction Company, Reduction in the Amount of $2,431,936.62

Executive Summary
The purpose of the requested action is to approve Change Orders 1 and 2 to the Agreement between Owner and NDC Construction Company, which will reduce the Guaranteed Maximum Price (GMP) for materials purchased under the Direct Materials Purchase program in order to save sales tax.

Braden River Middle School Renovations and Addition Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Braden River Middle School - Renovations and Addition - Change Orders 1 and 2 - Agreement between Owner and NDC Construction Company, reduction in the amount of $2,431,936.62.

Financial Impact
The amount of Change Order 1 is ($2,293,656.12), and the amount of Change Order 2 is ($138,280.50). The revised Guaranteed Maximum Price is $18,350,623.38, and is included in the total project budget of $26,000,000.00. The project is funded by Capital Funds.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Braden River MS Renovation & Addition Summary Sheet.pdf
Braden River MS Renovation & Addition CO 1 & 2.pdf

Braden River Middle School Renovations & Addition Project

PROJECT DIRECTOR:	Reginald L. Goff, Sr.	
ARCHITECT/ENGINEER:	Long & Associates	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	NDC Construction Co.	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Bureau Veritas	Selected through the Request for Qualifications process
PROJECT BUDGET:	$26,000,000.00	Original BRMS Project Budget

HISTORY: The school, with approximately 1150 student stations, was constructed in 1991. In 1998, the school underwent a technology retrofit. New chillers and HVAC upgrades were completed in 2008. In 2009, interior and exterior walls were repainted, sealants replaced and walkway covers were repaired. Water intrusion repairs are being completed as necessary.

SCOPE: The scope of the work will include a campus-wide heating ventilation/air conditioning (HVAC) renovation which includes new ductwork, HVAC equipment and controls, lighting, fire alarm, phone system, ceilings, flooring, painting, exterior doors and hardware; reconfiguring the front office and media center for increased efficiency and security; renovating the science labs to science technology labs; expanding the cafeteria, windows in serving line walls; re-roof buildings 1-6 restroom renovations in buildings 1, 2, 4 & 6; expanding the drop-off queuing line; and construction of a new 6 classroom wing addition. Additional Services required for the design of a new fire line from River Club Road to the existing BRMS Buildings 1-6. Included in design of the fire line connection to the existing public water main along the east side of the River Club Road Right-of-Way to within 5 feet of the exterior of the existing buildings. This work is funded by transfer from Owner Services to Architectural Services and does not exceed Board approved Project Budget.

DEPARTMENT OF EDUCATION APPROVED SPOT SURVEY: No

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	February 11, 2020	Approved	
Agreement:	1,599,744.00	March 24, 2020	Approved	Architectural/Engineering Services
Phase I Plans:	$0	August 11, 2020	Approved	Schematic Design
Letter of Commitment:	$0	August 11, 2020	Approved	Second Letter
Amendment 1:	169,884.00	September 8, 2020	Approved	Add'l Arch/Eng Services
Phase II Plans:	$0	September 22, 2020	Approved	Design Development
Letter of Commitment:	$0	September 22, 2020	Approved	Third Letter
Phase III Plans:	$0	February 23, 2021	Approved	Construction Documents
Amendment 2:	15,000.00	September 28, 2021	Approved	Additional Services
TOTAL	**1,784,628.00**			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	February 11, 2020	Approved	
Agreement:	95,000.00	March 24, 2020	Approved	Pre-Construction Services
Letter of Commitment:	$0	August 11, 2020	Approved	Second Letter
Letter of Commitment:	$0	September 22, 2020	Approved	Third Letter
Amendment 1:	20,097,431.00	February 23, 2021	Approved	Guaranteed Maximum Price
Amendment 2:	590,129.00	September 28, 2021	Approved	Additional Scope
Change Orders 1 & 2:	(2,431,936.62)	April 12, 2022	Pending	Deduct Direct Materials & Sales Tax Saving
TOTAL	**18,350,623.38**			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	June 23, 2020	Approved	
Agreement:	85,860.00	August 11, 2020	Approved	Plans Review & Permitting Services
TOTAL	$85,860.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Workshop:	$0.00	August 11, 2020	n/a	Schematic Design Presentation
Workshop:	$0.00	September 22, 2020	n/a	Design Development Presentation
Easement:	$0.00	April 13, 2021	Approved	PRECO Utilities 30' Relocatables
Easement:	$0.00	April 13, 2021	Approved	PRECO Utilities 30' Bldg 8
TOTAL	$0.00			

SCHOOL BOARD OF MANATEE COUNTY
Department of Construction Services
Change Order

PROJECT: BRMS Reno & Addition
6215 River Club Blvd
Bradenton, Florida 34202

TO (Contractor):
NDC Construction Company
1001 3rd Avenue West, Suite 600
Bradenton, FL 34205

CHANGE ORDER NUMBER: #01

CHANGE ORDER DATE:

ARCHITECT'S PROJECT NO: N/A

CONTRACT FOR: General Construction

CONTRACT DATE: 03/24/20

You are directed to make the following changes in this Contract:

Deduct the value of Owner Purchase Orders written per Direct Materials Purchase Program

Description	Vendor	SBMC Purchase Order #		Value
Direct Materials Purchase (Material):	Acousti Engineering Company	00052506	$	(97,872.00)
Direct Materials Purchase (Material):	All Phase Electric & Maintenance	00054438	$	(146,906.14)
Direct Materials Purchase (Material):	All Phase Electric & Maintenance	00051368	$	(510,864.05)
Direct Materials Purchase (Material):	All Phase Electric & Maintenance	00051369	$	(82,826.00)
Direct Materials Purchase (Material):	All Phase Electric & Maintenance	00051370	$	(26,798.86)
Direct Materials Purchase (Material):	All Phase Electric & Maintenance	00051322	$	(34,333.72)
Direct Materials Purchase (Material):	LT Plumbing, LLC	00052096	$	(53,390.73)
Direct Materials Purchase (Material):	Sutter Roofing Company	00054091	$	(356,947.81)
Direct Materials Purchase (Material):	Integrated Door Systems Inc	00052392	$	(182,937.74)
Direct Materials Purchase (Material):	Bram and Associates Inc	00052097	$	(34,430.52)
Direct Materials Purchase (Material):	Bram and Associates Inc	00052700	$	(16,874.36)
Direct Materials Purchase (Material):	Bram and Associates Inc	00053802	$	(23,193.70)
Direct Materials Purchase (Material):	B & I Contractors, Inc.	00049145	$	(58,500.00)
Direct Materials Purchase (Material):	B & I Contractors, Inc.	00049146	$	(45,480.00)
Direct Materials Purchase (Material):	B & I Contractors, Inc.	00049147	$	(37,575.00)
Direct Materials Purchase (Material):	B & I Contractors, Inc.	00049524	$	(360,000.00)
Direct Materials Purchase (Material):	Ogden Brothers	00049239	$	(61,687.13)
Direct Materials Purchase (Material):	Ogden Brothers	00050736	$	(42,551.00)
Direct Materials Purchase (Material):	Piper Fire Protection, Inc.	00066372	$	(39,025.98)
Direct Materials Purchase (Material):	Dana Site Dev. & Paving, Inc.	00068434	$	(81,461.38)
Total of Summary			$	(2,293,656.12)

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.....		$95,000.00
Net Changes by previously authorized Change Orders and/or Amendments.....	$	20,687,560.00
The (~~Contract Sum~~)(Guaranteed Maximum Price) prior to the Change Order was.....		$20,782,560.00
The (~~Contract Sum~~)(Guaranteed Maximum Price) will be (~~increased~~)(decreased)(~~unchanged~~) by this Change Order.....	$	(2,293,656.12)
The new (~~Contract Sum~~)(Guaranteed Maximum Price) including this Change Order will be.....		$18,488,903.88
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.....		November 2022

Long & Associates, Architects/Engineers, Inc.	NDC Construction Company	School Board of Manatee County
Architect	Construction Manager	Owner
4525 S Manhattan Ave	1001 3rd Ave W, Suite 600	1 Matzke Way
Tampa, FL 33611-2305	Bradenton, FL 34205	Bradenton, FL 34208
By:	By:	By:
Date: 3/22/22	Date: 3/22/2022	Date:

RG 03/23/2022

WFH 03/23/2022

Signature: Reginald Goff (Mar 23, 2022 11:37 EDT)

Email: goffr@manateeschools.net

Signature: W F Horton

Email: hortonw@manateeschools.net

SCHOOL BOARD OF MANATEE COUNTY
Department of Construction Services
Change Order

PROJECT: BRMS Reno & Addition
6215 River Club Blvd
Bradenton, Florida 34202

TO (Contractor):
NDC Construction Company
1001 3rd Avenue West, Suite 600
Bradenton, FL 34205

CHANGE ORDER NUMBER: #02

CHANGE ORDER DATE:

ARCHITECT'S PROJECT NO: N/A

CONTRACT FOR: General Construction

CONTRACT DATE: 03/24/20

You are directed to make the following changes in this Contract:

Deduct tax savings associated with the value of Owner Purchase Orders written per Direct Materials Purchase Program

Description	Vendor	SBMC Purchase Order #		Value
Direct Materials Purchase (Tax Savings):	Acousti Engineering Company	00052506	$	(5,922.32)
Direct Materials Purchase (Tax Savings):	All Phase Electric & Maintenance	00054438	$	(8,864.36)
Direct Materials Purchase (Tax Savings):	All Phase Electric & Maintenance	00051368	$	(30,701.84)
Direct Materials Purchase (Tax Savings):	All Phase Electric & Maintenance	00051369	$	(5,019.56)
Direct Materials Purchase (Tax Savings):	All Phase Electric & Maintenance	00051370	$	(1,657.93)
Direct Materials Purchase (Tax Savings):	All Phase Electric & Maintenance	00051322	$	(2,110.02)
Direct Materials Purchase (Tax Savings):	LT Plumbing, LLC	00052096	$	(3,253.44)
Direct Materials Purchase (Tax Savings):	Sutter Roofing Company	00054091	$	(21,466.86)
Direct Materials Purchase (Tax Savings):	Integrated Door Systems Inc	00052392	$	(11,026.26)
Direct Materials Purchase (Tax Savings):	Bram and Associates Inc	00052097	$	(2,036.37)
Direct Materials Purchase (Tax Savings):	Bram and Associates Inc	00052700	$	(994.36)
Direct Materials Purchase (Tax Savings):	Bram and Associates Inc	00053802	$	(1,250.35)
Direct Materials Purchase (Tax Savings):	B & I Contractors, Inc.	00049145	$	(3,560.00)
Direct Materials Purchase (Tax Savings):	B & I Contractors, Inc.	00049146	$	(2,778.80)
Direct Materials Purchase (Tax Savings):	B & I Contractors, Inc.	00049147	$	(2,304.50)
Direct Materials Purchase (Tax Savings):	B & I Contractors, Inc.	00049524	$	(21,650.00)
Direct Materials Purchase (Tax Savings):	Ogden Brothers	00049239	$	(3,751.23)
Direct Materials Purchase (Tax Savings):	Ogden Brothers	00050736	$	(2,603.06)
Direct Materials Purchase (Tax Savings):	Piper Fire Protection, Inc.	00066372	$	(2,391.56)
Direct Materials Purchase (Tax Savings):	Dana Site Dev. & Paving, Inc.	00068434	$	(4,937.68)
Total of Summary			$	(138,280.50)

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.....		$95,000.00
Net Changes by previously authorized Change Orders and/or Amendments.....	$	18,393,903.88
The (~~Contract Sum~~)(Guaranteed Maximum Price) prior to the Change Order was.....		$18,488,903.88
The (~~Contract Sum~~)(Guaranteed Maximum Price) will be (increased)(decreased)(unchanged) by this Change Order.....	$	(138,280.50)
The new (~~Contract Sum~~)(Guaranteed Maximum Price) including this Change Order will be.....		$18,350,623.38
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.....		November 2022

Long & Associates, Architects/Engineers, Inc.	NDC Construction Company	School Board of Manatee County
Architect	Construction Manager	Owner
4525 S Manhattan Ave	1001 3rd Ave W, Suite 600	1 Matzke Way
Tampa, FL 33611-2305	Bradenton, FL 34205	Bradenton, FL 34208
By:	By:	By:
Date: 3/22/22	Date: 3/22/2022	Date:

RG 03/23/2022

WFH 03/23/2022

School Board of Manatee County
April 12, 2022 - 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

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 appointment for the 2021-2022 school year have been interviewed by members of the administrative staff and have applications with favorable references on file in the Human Resources Department.

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

Equitable Recruitment & Retention | Goal 1
Recruit the most qualified, diverse and motivated staff.

Equitable Recruitment & Retention | Goal 2
Improve teacher and other employee retention rates.

Recommendation
The Superintendent recommends the approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers.

Financial Impact
No financial impact.

Contact
Submitting Department: Human Resources
Initiated By: Wendy Mungillo

Attachments:
HR Board Material April 12, 2022 Publish.pdf

Board Material - April 12, 2022

Type		Information/Position/Location	Eff Date
Appointments/Admin			
	WD	Professional Learning Specialist Professional Support Center **(Range $58,922-$100,719)**	2/22/2022
	HL	Instructional Specialist Palm View K-8 **(Range $58,922-$100,719)**	2/22/2022
	JM	Project Director Matzke Support Center **(Range $66,325-$112,954)**	3/28/2022
	ER	Behavioral Specialist, ESE Professional Support Center **(Range $33,046-$58,021)**	3/7/2022
	JS	School Nurse, RN Mills Elementary **(Range $30,042 - $53,049)**	3/7/2022
Appointments/Para			
	CB	Teacher Aide, ES Moody Elementary	3/7/2022
	LC	Teacher Aide, ESE Harllee Middle	3/21/2022
	DC	Teacher Aide, ESE, One-on-One Palma Sola Elementary	3/7/2022
	MG	Teacher Aide, ES Bayshore Elementary	3/7/2022
	UG	Teacher Aide, ESE Tillman Elementary	3/21/2022
	MG	Teacher Aide, ESOL Manatee High	3/21/2022
	MH	Classroom Sub Parrish Community High	3/7/2022
	AI	Teacher Aide, ESOL Witt Elementary	3/7/2022

Type		Information/Position/Location	Eff Date
	MI	Classroom Sub Anna Maria Elementary	3/7/2022
	JK	Classroom Sub Haile Middle	3/7/2022
	DM	Teacher Aide, ES, Title I Palmetto Elementary	3/21/2022
	DM	Teacher Aide, ES Palma Sola Elementary	2/22/2022
	JM	Classroom Sub Bayshore Elementary	3/7/2022
	TN	Teacher Aide, ESE Bayshore Elementary	3/21/2022
	KP	Classroom Sub Braden River Middle	3/7/2022
	ER	Classroom Sub Harvey Elementary	2/22/2022
	LR	Teacher Aide, MS Braden River Middle	3/21/2022
	ST	Teacher Aide, ESE Manatee Elementary	3/21/2022
	LVB	Classroom Sub Blackburn Elementary	3/7/2022
	MVM	Teacher Aide, ESOL Bayshore Elementary	3/7/2022
	MZ	Teacher Aide, ESOL Samoset Elementary	3/21/2022
	DZ	Teacher Aide, ES Daughtrey Elementary	3/7/2022
Appointments/Prof			
Req. 5475	*DA*	Teacher, Reading MS Lincoln Middle **BA Judson University**	2/22/2022

Type		Information/Position/Location	Eff Date
Req. 5677	NB	Student Support Specialist King Middle **BA Nova Southeastern University**	3/21/2022
Req. 5506	LL	Teacher, Pre-K Handicapped Tara Elementary **BS State College of Florida**	3/20/2022
Req. 5422	JM	Second Grade Teacher Oneco Elementary **BA University of South Florida**	3/7/2022
Req. 5310	LR	Teacher, Art, MS King Middle **MMSt University of Nebraska-Kearney**	2/28/2022
Req. 5137	MSA	Counselor, ES Manatee Elementary **MEd Universidad Del Turabo**	3/21/2022
Req. 5123	CS	Teacher, VE/SC Bashaw Elementary **BA Valdosta State University**	3/7/2022
Req. 5551	TT	First Grade Teacher Prine Elementary **MEd Walden University**	2/28/2022
Req. 5489	DW	Nursing Instructor Manatee Technical College **BS Post University**	3/21/2022
Req. 5651	EW	Counselor, HS Lakewood Ranch High **MS Johns Hopkins University**	2/22/2022
Appointments/Supp			
	AA	Food Service Worker - 5 Hr. Parrish Community High	2/22/2022
	WABS	Food Service Worker - 5 Hr. Rogers Garden-Bullock Elementary	3/7/2022
	TA	Bus Aide Matzke Support Center	3/6/2022

Board Material - April 12, 2022

Type	Information/Position/Location	Eff Date
AB	Bus Driver Matzke Support Center	2/22/2022
MB	School Registrar II, HS Manatee High	4/4/2022
JB	Bus Driver Matzke Support Center	2/22/2022
DB	Bus Aide Matzke Support Center	2/22/2022
JC	Food Service Worker - 5 Hr. Gullett Elementary	3/6/2022
LC	Food Service Worker - 6 Hr. Gullett Elementary	3/6/2022
HC	School Clerical Assistant, 10 Mo. Nolan Middle	3/6/2022
MC	Lawn Maintenance Technician Matzke Support Center	3/21/2022
SD	Food Service Worker - 5 Hr. Bayshore High	2/24/2022
LF	Food Service Worker - 5 Hr. Nolan Middle	3/6/2022
CFM	Custodian 8 Hr. Palmetto High	3/7/2022
NG	Custodian 8 Hr. Anna Maria Elementary	2/22/2022
IG	Pest Control/Fire Extgng Technician Matzke Support Center	3/21/2022
AH	Bus Aide Matzke Support Center	3/6/2022
DJ	Bus Aide Matzke Support Center	3/20/2022

Type		Information/Position/Location	Eff Date
	ML	Head Custodian II Buffalo Creek Middle	3/21/2022
	MM	Food Service Worker - 5 Hr. Palmetto High	3/6/2022
	RM	Food Service Worker - 6 Hr. Gullett Elementary	3/6/2022
	EMH	Custodian 8 Hr. Lakewood Ranch High	3/7/2022
	NN	Custodian 8 Hr. Johnson K-8	3/6/2022
	JP	Painter Matzke Support Center	2/22/2022
	YR	Food Service Worker - 5 Hr. Braden River High	3/3/2022
	YQA	Custodian 8 Hr. Manatee High	3/7/2022
	MS	Secretary II - 11 Mo. Professional Support Center	3/7/2022
	GV	School Registrar I, MS Jain Middle	4/4/2022
	MVG	Custodian 8 Hr. Bayshore High	3/7/2022
	JW	Bus Aide Matzke Support Center	3/6/2022
	LY	Custodian 8 Hr. Palm View K-8	3/6/2022
	AZ	Vehicle Mechanic Matzke Support Center	3/20/2022
Resignations/Admin			
	MB	Assistant Principal, ES Moody Elementary	3/15/2022

Type		Information/Position/Location	Eff Date
	SS	Health & Well-Being Educator School Support Center	3/19/2022
	CT	School Nurse, RN Freedom Elementary	4/2/2022
Resignations/Para			
	AD	Teacher Aide, ESE Braden River High	3/25/2022
	CE	Classroom Sub Johnson K-8	3/5/2022
	VG	Teacher Aide, ESOL Bayshore Elementary	2/26/2022
	SG	Teacher Aide, ESE Buffalo Creek Middle	3/4/2022
	KJ	Teacher Aide, ESE Johnson K-8	2/15/2022
	AJ	Teacher Aide, ESE, One-on-One Gullett Elementary	3/22/2022
	PM	Teacher Aide, Pre-K Kinnan Elementary	3/1/2022
	ARP	Teacher Aide, ESOL Daughtrey Elementary	2/19/2022
	LS	Teacher Aide, ESE Oneco Elementary	3/20/2022
	AT	Teacher Aide, MS Palm View K-8	3/1/2022
	KW	Teacher Aide, ESE Freedom Elementary	3/5/2022
Resignation/Prof			
	LA	First Grade Teacher Willis Elementary	5/28/2022
	CA	Teacher, VE/SC Palm View K-8	5/28/2022

Type	Information/Position/Location	Eff Date
TA	Teacher, Reading, MS Palm View K-8	5/28/2022
MB	Teacher, Mathematics, HS Palmetto High	3/5/2022
MB	Teacher, Reading, MS Lincoln Middle	5/28/2022
JB	Teacher, VE Palm View K-8	3/12/2022
PC	Second Grade Teacher Abel Elementary	3/7/2022
LD	Teacher, Mathematics, MS Johnson K-8	5/28/2022
AE	Teacher, Other Classroom Buffalo Creek Middle	5/28/2022
ME	Teacher, VE/SC McNeal Elementary	5/28/2022
AF	Teacher, Language Arts, MS Braden River Middle	3/8/2022
KG	Third Grade Teacher Miller Elementary	5/31/2022
AG	Kindergarten Teacher Kinnan Elementary	2/28/2022
LH	Fourth Grade Teacher Abel Elementary	3/21/2022
KH	Fourth Grade Teacher Miller Elementary	3/5/2022
SK	Second Grade Teacher Bashaw Elementary	2/22/2022
PL	Fourth Grade Teacher Prine Elementary	3/3/2022

Type		Information/Position/Location	Eff Date
	BL	Third Grade Teacher Kinnan Elementary	2/8/2022
	JM	Testing Administrator Southeast High	3/20/2022
	JM	Teacher, Technology King Middle	3/12/2022
	KN	Fourth Grade Teacher Willis Elementary	5/28/2022
	LO	Teacher, Language Arts, MS Buffalo Creek Middle	3/12/2022
	MR	Student Support Specialist King Middle	3/12/2022
	JR	Fifth Grade Teacher Freedom Elementary	4/2/2022
	JMS	Third Grade Teacher Johnson K-8	5/28/2022
	SS	Teacher, Mathematics, MS King Middle	5/28/2022
	SW	Teacher, Science, MS Jain Middle	5/28/2022
	CW	First Grade Teacher Braden River Elementary	5/27/2022
	MW	Teacher, Mathematics, MS Haile Middle	2/20/2022
	AY	Teacher, Mathematics, MS Sugg Middle	2/28/2022
Resignations/Supp			
	WABS	Food Service Worker - 5 Hr. Rogers Garden-Bullock Elementary	3/7/2022
	CB	School Registrar I, ES Miller Elementary	3/19/2022

Type		Information/Position/Location	Eff Date
	CB	School Nurse, LPN Williams Elementary	4/1/2022
	EC	Guidance Clerk, ES Palm View K-8	3/5/2022
	MC	Senior School Secretary Moody Elementary	3/26/2022
	IF	Bus Driver Matzke Support Center	3/12/2022
	AF	Food Service Worker - 5 Hr. Oneco Elementary	3/9/2022
	JG	Bus Aide Matkze Support Center	2/23/2022
	CL	Food Service Worker - 4 Hr. Johnson K-8	3/11/2022
	KM	Food Service Worker - 6 Hr. Abel Elementary	3/2/2022
	EP	Food Service Worker - 6 Hr. Jain Middle	2/21/2022
	RP	Special Equipment Operator Matzke Support Center	3/18/2022
	SS	Camera Monitor School Support Center	3/24/2022
	KS	Cafeteria Manager I, Unassigned Wakeland Support Center	3/2/2022
	MW	Food Service Worker - 6 Hr. Gullett Elementary	3/5/2022
	CYL	Custodian 8 Hr. Manatee Technical College	2/26/2022
Retirements/Admin			
	AH	Human Resources Specialist III School Support Center	4/5/2022

Type		Information/Position/Location	Eff Date
		25.63 Years	
	HK	Health Services Manager Specialist Professional Support Center **2.83 Years**	7/1/2022
Retirements/Para			
	CD	Teacher Aide, ES Prine Elementary **10.80 Years**	5/28/2022
Retirements/Prof			
	JD	Fourth Grade Teacher Mills Elementary **20.60 Years**	3/1/2022
	KF	Teacher, VE Sea Breeze Elementary **22.70 Years**	5/28/2022
	LH	Teacher, Reading, MS Buffalo Creek Middle **16.10 Years**	6/1/2022
	LH	Teacher, Science, HS Lakewood Ranch High **21.90 Years**	5/28/2022
	SJ	Teacher, VE Prine Elementary **33.50 Years**	6/1/2022
	KM	Teacher, World Language, HS Manatee High **12.80 Years**	6/1/2022
	KS	Media Specialist, ES McNeal Elementary **19.80 Years**	6/1/2022
	CT	First Grade Teacher Bashaw Elementary **39.88 Years**	3/12/2022
Retirements/Supp			
	SA	Custodian 8 Hr. Tillman Elementary **14.83 Years**	6/1/2022

Type		Information/Position/Location	Eff Date
	GC	Bus Driver Matzke Support Center **8 Years**	5/27/2022
	DD	Executive Secretary, Finance School Support Center **20 Years**	7/1/2022
	LH	Food Service Worker Braden River High **14 Years**	5/14/2022
	CP	Bus Driver Matzke Support Center **6.08 Years**	4/1/2022
Terminations/Admin			
	AG	Data Center Support Engineer School Support Center	2/18/2022
Terminations/Supp			
	JB	Bus Driver Matzke Support Center	3/25/2022
	NG	Bus Aide Matzke Support Center	3/4/2022
	ST	Bus Aide Matzke Support Center	3/3/2022
Transfers/Admin			
	CH	From: Head Custodian II Buffalo Creek Middle To: Plant Manager Lakewood Ranch High	2/20/2022
	DT	From: Computer Lab Manager Lincoln Middle To: Field Technician Palm View K-8	3/6/2022
	RW	From: Teacher, Special Assignment Professional Support Center To: Instructional Specialist Professional Support Center	3/6/2022
Transfers/Prof			
	BL	From: TV Production Teacher	3/20/222

Type		Information/Position/Location	Eff Date
		Lakewood Ranch High To: Global Logistics Instructor Manatee Technical College	
Transfers/Supp			
	MA	From: Guidance Clerk Haile Middle To: Administrative Services Specialist School Support Center	3/20/2022
	AA	From: Teacher Aide, ESOL Willis Elementary To: Guidance Clerk, ES Palmetto Elementary	4/3/2022
	RB	From: Food Service Worker - 5 Hr. Palmetto Elementary To: Teacher Aide, ES Palmetto Elementary	4/3/2022
	RB	From: School Registrar I, MS Jain Middle To: Accounting Clerk II Matzke Support Center	2/20/2022
	DF	From: Cafeteria Manager V Braden River High To: Cafeteria Manager V Parrish Community High	3/20/2022
	PG	From: Cafeteria Manager V Parrish Community To: Fiscal Specialist Wakeland Support Center	3/6/2022
	TG	From: School Clerical Assistant, 10 M King Middle To: School Secretary I, 12 Mo. Manatee Technical College	4/3/2022
	VG	From: Custodian 8 Hr. McNeal Elementary To: Custodian 8 Hr. Palm View K-8	
	EH	From: School Registrar II, HS	3/6/2022

Type	Information/Position/Location	Eff Date
	Manatee High To: School Registrar I, MS Nolan Middle	
DJ	From: Bus Driver Matzke Support Center To: Bus Aide Matzke Support Center	3/6/2022
BK	From: Jr Accountant Professional Support Center To: Exec Secretary, Instruction Curric Professional Support Center	3/6/2022
CL	From: Custodian 8 Hr. Matzke Support Center To: Bus Aide Matzke Support Center	3/20/2022
RM	From: Custodian 8 Hr. Gullett Elementary To: Custodian 8 Hr. Jain Middle	3/20/2022
MNS	From: School Registrar I, ES Palm View K-8 To: State Reports Specialist I School Support Center	3/6/2022
MO	From: School Clerical Assistant 10 M Sugg Middle To: School Secretary I, 12 Mo. Manatee Technical College	3/6/2022
ER	From: Cafeteria Manager I, Floater Wakeland Support Center To: Cafeteria Manager I Witt Elementary	3/6/2022
GR	From: School Registrar I, ES Gullett Elementary To: School Registrar II, HS Lakewood Ranch High	2/20/2022
JR	From: Classroom Sub	3/20/2022

Type	Information/Position/Location	Eff Date
	Stewart Elementary To: Teacher Aide, ES Bayshore Elementary	
LR	From: Secretary, Instruction Curric Professional Support Center To: Guidance Clerk Sugg Middle	3/6/2022
DR	From: Accounting Clerk II Matzke Support Center To: Secretary II Matzke Support Center	2/20/2022
DS	From: Bus Driver Matzke Support Center To: Custodian 8 Hr. Palmetto Elementary	3/6/2022
SS	From: Food Service Worker - 5 Hr. Manatee Elementary To: Food Service Worker - 6 Hr. Daughtrey Elementary	2/20/2022
IT	From: Custodian 8 Hr. Prine Elementary To: Custodian 8 Hr. Lee Middle	3/20/2022
JV	From: Custodian 8 Hr. Jain Middle To: Custodian 8 Hr. Bayshore High	3/7/2022
AW	From: Food Service Worker - 5 Hr. Manatee High To: Custodian 8 Hr. Manatee High	3/6/2022

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Report of Teachers Out-of-Field Content, Reading, ESOL (English for Speakers of Other Languages) and/or Long-Term Substitutes

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 the current certification that they hold 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 by the School Board as being out-of-field after verification that an appropriate certified teacher is not available. The attached list of teachers was appointed by the School Board as out-of-field. These teachers have the options of passing the subject area exam or completing a minimum of six semester hours annually toward certification until such time that they can pass the test if applicable.

The META (Multicultural and Educational Training Advocacy) Consent Decree requires that all teachers of ELLs (English Language Learners) receive training in ESOL (English for Speakers of Other Languages) strategies. The amount of required training hours ranges from 18 to 300 hours and is categorized by the subject in which the teacher gives instruction. Categories are: I, II, III, and IV. The timeline for completing training hours is also driven by the category. Specifics are given to each teacher at the time of hire or when there is 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 those teachers that are required to be reported to the Board.

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

Equitable Recruitment & Retention | Goal 1
Recruit the most qualified, diverse and motivated staff.

Equitable Recruitment & Retention | Goal 2
Improve teacher and other employee retention rates.

Recommendation
The Superintendent recommends approval of the report of Teachers Out-of-Field Content, Reading, ESOL, (English for Speakers of Other Languages) and/or Long-Term Substitutes.

Financial Impact
No financial impact.

Contact
Submitting Department: Human Resources
Initiated By: Wendy Mungillo

Attachments:
OOF Content BM 4.12.2022.pdf
OOF ESOL BM 4.12.2022.pdf
OOF Reading BM 4.12.2022.pdf

OOF Content 4.12 BM						
Last Name	First Name	Department	Current Jobcode Title	Descr	Eff Date	Due Date
Suchy	Michael	Manatee High School	Tchr, Physical Educ, HS	Physical Education K-12	10/27/2021	1/1/9202
Goldberg	Nicole	Braden River High School	Tchr, Intellctual Disabilities	Elementary Education K-6	8/31/2021	6/30/2026
Morris	Barbara	Horizons Academy	Tchr, Emotion/Behavr Disabil	Exceptional Student Education K-12	9/3/2021	6/30/2026
Amos	Jacob	Miller Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	1/19/2022	10/4/2024
Green	Phillip	Prine Elementary School	Tchr, Fourth Grade	Elementary Education K-6	10/7/2021	6/30/2024
Simpson	Miquela	Abel Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	8/20/2021	5/31/2024
Buchek	Tiffany	Braden River Elementary School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12	3/11/2020	2/28/2024
Nolin	Suzanne	Lakewood Ranch High School	Tchr, Intellctual Disabilities	Exceptional Student Education K-12	12/13/2021	12/13/2023
Hodge	Toni Ann	Willis Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	1/13/2022	12/13/2023
Russell	Jennifer	Johnson K-8 Sch of Int Studies	Tchr, Gifted	Gifted Endorsement Class 3	10/7/2020	10/5/2023
Amos	Jacob	Miller Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	1/19/2022	8/4/2023
Phelps	Shomari	Southeast High School	Tchr, Emotion/Behavr Disabil	Elementary Education K-6	8/25/2020	6/30/2023
Keysor	Alexandra	Abel Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	7/22/2020	5/31/2023
Simpson	Miquela	Abel Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	8/20/2021	5/31/2023
Geldmaker	Stephanie	Freedom Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	8/18/2021	5/31/2023
Pavlovic	Natalie	Haile Middle School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	8/26/2021	5/31/2023
Torchia	Whitney	Harvey Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	9/10/2021	5/31/2023
Baucom	Ellen	Harvey Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	9/12/2021	5/31/2023
Eveland	Rachel	Miller Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	7/31/2020	5/31/2023
Brod	Leah	Oneco Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	9/1/2021	5/31/2023
Ceruti	Kaitlyn	Sea Breeze Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	8/6/2021	5/31/2023
Rodgers	Susan	Sugg Middle School	Tchr, Reading, MS	Middle Grades Social Science 5-9	6/9/2020	5/31/2023
McGarry	Hunter	Tillman Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	9/8/2021	5/31/2023
Buchek	Tiffany	Braden River Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	3/11/2020	2/28/2023
Koontz	Robert	Palmetto High School	Tchr, Intellctual Disabilities	Elementary Education K-6	2/22/2022	2/22/2023
Easterling	Emily	Palmetto High School	Tchr, Language Arts, HS	English 6-12	2/18/2022	2/7/2023
Bachman	Annemarie	Myakka Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	2/17/2022	1/31/2023
Garner	Alexander	Johnson K-8 Sch of Int Studies	Tchr, Other Classroom	Mathematics 6-12	1/21/2022	1/10/2023
Garner	Alexander	Johnson K-8 Sch of Int Studies	Tchr, Other Classroom	Business Education 6-12	1/21/2022	1/10/2023
Shelby	Hannah	Manatee Elementary School	Tchr, Music, ES	Music K-12	1/21/2022	1/10/2023
Freeman	Brea	Samoset Elementary School	Tchr, Pre-K	PreKindergarten/Primary Education PK-3	1/13/2022	1/4/2023
Nolin	Suzanne	Lakewood Ranch High School	Tchr, Intellctual Disabilities	Elementary Education K-6	12/13/2021	12/13/2022
Hodge	Toni Ann	Willis Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	1/13/2022	12/13/2022
Diss	Amy	Braden River Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	11/19/2021	11/29/2022
Snowden	Rachel	Manatee Elementary School	Tchr, First Grade	Elementary Education K-6	11/3/2021	11/15/2022
Upson	Stephanie	Harvey Elementary School	Tchr, Third Grade	English 6-12	11/10/2021	11/1/2022
Schwieterman	John Michael	Johnson K-8 Sch of Int Studies	Tchr, Third Grade	Gifted Endorsement Class 2	11/5/2020	11/1/2022
Franklin	Katrina	Manatee Elementary School	Tchr, Third Grade	Elementary Education K-6	2/14/2022	11/1/2022
Shillinglaw	Beth	Williams Elementary School	Tchr, Emotion/Behavr Disabil	Elementary Education K-6	11/16/2021	11/1/2022
Wilkes	Bernard	Lakewood Ranch High School	Tchr, Social Studies, HS	Social Science 6-12	10/27/2021	10/21/2022
Krell	Samantha	Lakewood Ranch High School	Tchr, Language Arts, HS	Social Science 6-12	10/27/2021	10/21/2022
Day	Christina	Braden River Middle School	Tchr, Emotion/Behavr Disabil	Middle Grades General Science 5-9	10/16/2019	10/16/2022
Murphy	Jack	Buffalo Creek Middle School	Tchr, Social Studies, MS	Social Science 6-12	10/27/2021	10/7/2022
Weingold	Kevin	Buffalo Creek Middle School	Tchr, VE/SC	Exceptional Student Education K-12	10/8/2021	10/7/2022
Boyd	Stephanie	Jain Middle School	Tchr, Language Arts, MS	Middle Grades English 5-9	10/21/2021	10/5/2022
Russell	Jennifer	Johnson K-8 Sch of Int Studies	Tchr, Gifted	Gifted Endorsement Class 2	10/7/2020	10/5/2022
Miller	Angela	Tillman Elementary School	Tchr, VE	Autism Endorsement Year 2	10/8/2020	10/5/2022
Bailey	Michael	Braden River High School	Tchr, Emotion/Behavr Disabil	Earth-Space Science 6-12	2/28/2019	10/4/2022
Jones	Cary	Parrish Community High School	Tchr, VE	Exceptional Student Education K-12	10/7/2021	10/4/2022
Wilson	Lynndsey	Sugg Middle School	Tchr, VE	Middle Grades General Science 5-9	10/17/2018	10/3/2022
Wright	Rebecca	Buffalo Creek Middle School	Tchr, Physical Educ, MS	Physical Education K-12	10/14/2021	9/30/2022
Tezanos	Jill	Samoset Elementary School	Tchr, Pre-K Handicapped	PreKindergarten Disabilities Endorsement	9/30/2021	9/30/2022
Cendan	Alexander	Blackburn Elementary School	Tchr, Intellctual Disabilities	Exceptional Student Education K-12	10/7/2021	9/24/2022
Picard	Jessica	Blackburn Elementary School	Tchr, VE/SC	Elementary Education K-6	9/24/2021	9/24/2022
Dorman	Brianne	Sea Breeze Elementary School	Tchr, Second Grade	Exceptional Student Education K-12	9/15/2021	9/15/2022
Shreve	Heather	Rogers Garden-Bullock ES	Tchr, Second Grade	Elementary Education K-6	10/6/2021	9/13/2022
Phillips	Dianne	Williams Elementary School	Tchr, Pre-K Handicapped	Elementary Education K-6	10/26/2021	8/1/2022
Artis	Heather	Abel Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	7/30/2021	5/31/2022
Keysor	Alexandra	Abel Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	7/22/2020	5/31/2022
Simpson	Miquela	Abel Elementary School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12	8/20/2021	5/31/2022
Calcorzi	Angel	Bayshore Elementary School	Tchr, Fifth Grade	Elementary Education K-6	7/30/2021	5/31/2022
Moya	Michael	Bayshore High School	Tchr, Science, HS	Middle Grades General Science 5-9	10/28/2021	5/31/2022
Walton	Ronald	Blackburn Elementary School	Tchr, Second Grade	Elementary Education K-6	2/22/2022	5/31/2022
Dowling	Jennifer	Braden River Middle School	Tchr, Mathematics, MS	Elementary Education K-6	8/17/2021	5/31/2022
Movilla	Mercedes	Buffalo Creek Middle School	Tchr, World Language, MS	Gifted Endorsement Class 3	8/9/2019	5/31/2022
Geldmaker	Stephanie	Freedom Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	8/18/2021	5/31/2022
Geldmaker	Stephanie	Freedom Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	8/18/2021	5/31/2022
Pavlovic	Natalie	Haile Middle School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12	8/26/2021	5/31/2022

Pavlovic	Natalie	Haile Middle School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	8/26/2021	5/31/2022
Torchia	Whitney	Harvey Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	9/10/2021	5/31/2022
Schonberger	Gina	Harvey Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	9/24/2021	5/31/2022
Baucom	Ellen	Harvey Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	9/12/2021	5/31/2022
Baucom	Ellen	Harvey Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	9/12/2021	5/31/2022
Wright	Kimberly	Horizons Academy	Tchr, Emotion/Behavr Disabil	Mathematics 6-12	9/10/2021	5/31/2022
Baity	Reggie	Johnson K-8 Sch of Int Studies	Tchr, Emotion/Behavr Disabil	Elementary Education K-6	9/22/2021	5/31/2022
Sharbono	Christian	Johnson K-8 Sch of Int Studies	Tchr, Emotion/Behavr Disabil	Elementary Education K-6	9/1/2021	5/31/2022
Pippin	Tami	King Middle School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	8/6/2020	5/31/2022
Reynolds	Jennifer	King Middle School	Tchr, Gifted	Gifted Endorsement Class 3	12/12/2019	5/31/2022
Biezuns	John	Lakewood Ranch High School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	7/21/2020	5/31/2022
Gardner	Kelly	Lakewood Ranch High School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	7/23/2020	5/31/2022
Luther	Latece	Lincoln Memorial Middle School	Tchr, Physical Educ, MS	Exceptional Student Education K-12	8/13/2021	5/31/2022
Eveland	Rachel	Miller Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	7/31/2020	5/31/2022
Nicot	Gloria	Nolan Middle School	Tchr, Intellctual Disabilities	Autism Endorsement Year 2	8/27/2020	5/31/2022
Brod	Leah	Oneco Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	9/1/2021	5/31/2022
Brod	Leah	Oneco Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	9/1/2021	5/31/2022
Webb	James	Palmetto High School	Tchr, Social Studies, HS	Social Science 6-12	9/12/2021	5/31/2022
Hebert	Kristy	Parrish Community High School	Tchr, Emotion/Behavr Disabil	Exceptional Student Education K-12	2/3/2022	5/31/2022
Rogers	Kharma	Rogers Garden-Bullock ES	Tchr, Autism Spectrum Disorder	Elementary Education K-6	8/9/2019	5/31/2022
Keiper	Keala	Samoset Elementary School	Tchr, VE/SC	Elementary Education K-6	8/21/2021	5/31/2022
Keiper	Keala	Samoset Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	8/21/2021	5/31/2022
Ceruti	Kaitlyn	Sea Breeze Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	8/6/2021	5/31/2022
Benjoud	Omar	Southeast High School	Tchr, VE	Exceptional Student Education K-12	10/9/2019	5/31/2022
Darland	Deborah	Southeast High School	Tchr, Intellctual Disabilities	Elementary Education K-6	2/15/2022	5/31/2022
Rodgers	Susan	Sugg Middle School	Tchr, Reading, MS	Middle Grades General Science 5-9	6/9/2020	5/31/2022
McDaniel	Lauren	Tara Elementary School	Tchr, Second Grade	Educational Media Specialist PK-12	8/21/2021	5/31/2022
Pope	Eleanor	Tillman Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	9/14/2020	5/31/2022
McGarry	Hunter	Tillman Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	9/8/2021	5/31/2022
McGarry	Hunter	Tillman Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	9/8/2021	5/31/2022
Culton	Christopher	Parrish Community High School	Tchr, VE	Mathematics 6-12	2/28/2019	3/4/2022
Buchek	Tiffany	Braden River Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 2	3/11/2020	2/28/2022
Storm	Megan	Lakewood Ranch High School	Tchr, Intellctual Disabilities	Elementary Education K-6	3/6/2021	2/12/2022
Kennedy	Ryan	Parrish Community High School	Tchr, VE	English 6-12	3/6/2021	2/12/2022
Childers	Kelly	Bayshore High School	Tchr, VE	Elementary Education K-6	1/21/2021	1/21/2022
Lusardi	Ryan	Parrish Community High School	Tchr, Science, HS	Chemistry 6-12	3/8/2021	1/21/2022
Emerick	Hannah	Sugg Middle School	Tchr, Language Arts, MS	English 6-12	2/3/2021	1/12/2022
Westendorf	Michelle	Miller Elementary School	Tchr, First Grade	Exceptional Student Education K-12	2/6/2021	1/11/2022
Hammer	Lisa	Bayshore Elementary School	Tchr, Third Grade	Educational Media Specialist PK-12	9/24/2021	1/10/2022
Hammer	Lisa	Bayshore Elementary School	Tchr, Third Grade	Elementary Education K-6	1/10/2021	1/10/2022
Pointer	Michelle	Manatee Elementary School	Tchr, Third Grade	Elementary Education K-6	1/21/2022	1/4/2022
Guerrero	Eduardo	Lee Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	1/5/2021	12/10/2021
Mauk	Kyle	Tillman Elementary School	Tchr, Physical Educ, ES	Exceptional Student Education K-12	12/2/2019	12/2/2021
Storey	Peggy	Tillman Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	12/17/2020	11/24/2021
Dunlap	Chenetta	Palmetto High School	Tchr, Social Studies, HS	Social Science 6-12	11/17/2020	11/16/2021
Ingram	Elizabeth	Palm View K-8 School	Tchr, Fourth Grade	Gifted Endorsement Class 2	11/5/2020	11/1/2021
Rickenbrode	Jaclyn	Palm View K-8 School	Tchr, Third Grade	Gifted Endorsement Class 2	11/5/2020	11/1/2021
Russell	Jessica	Jain Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	11/4/2020	10/30/2021
Ortiz	Joan	Nolan Middle School	Tchr, Science, MS	Middle Grades General Science 5-9	10/16/2019	10/21/2021
Siegel	Kristin	Parrish Community High School	Tchr, Reading, HS	Biology 6-12	11/4/2020	10/19/2021
Lusardi	Ryan	Parrish Community High School	Tchr, Science, HS	Mathematics 6-12	10/8/2019	10/18/2021
Day	Christina	Braden River Middle School	Tchr, Emotion/Behavr Disabil	Middle Grades Mathematics 5-9	10/16/2019	10/16/2021
Corbett	Brooke	Palmetto High School	Tchr, Other Classroom	World Language – Spanish K-12	10/16/2019	10/11/2021
Wallace	Wayne	Buffalo Creek Middle School	Tchr, Dropout Prevention, MS	Middle Grades English 5-9	10/26/2020	10/8/2021
Gunn	Alan	Buffalo Creek Middle School	Tchr, Intellctual Disabilities	English 6-12	10/26/2020	10/8/2021
Motlow-Newhall	Melanie	Kinnan Elementary School	Tchr, Intellctual Disabilities	Elementary Education K-6	10/26/2020	10/8/2021
Vanderford	Michael	Lakewood Ranch High School	Tchr, Language Arts, HS	English 6-12	10/21/2021	10/8/2021
Miller	Akilla	Manatee High School	Tchr, Science, HS	Biology 6-12	10/27/2020	10/8/2021
Butcher	John	Sugg Middle School	Tchr, ESOL Resource	Middle Grades English 5-9	10/26/2020	10/8/2021
DiSante	Sommer	Sugg Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	10/26/2020	10/8/2021
Russell	Jennifer	Johnson K-8 Sch of Int Studies	Tchr, Gifted	Gifted Endorsement Class 1	10/7/2020	10/5/2021
Burdette	Beverly	Manatee High School	Tchr, Social Studies, HS	Social Science 6-12	10/13/2020	10/5/2021
Miller	Angela	Tillman Elementary School	Tchr, VE	Autism Endorsement Year 1	10/8/2020	10/5/2021
Bailey	Michael	Braden River High School	Tchr, Emotion/Behavr Disabil	English 6-12	2/28/2019	10/4/2021
Bailey	Michael	Braden River High School	Tchr, Emotion/Behavr Disabil	Mathematics 6-12	2/28/2019	10/4/2021
Wilson	Lynndsey	Sugg Middle School	Tchr, VE	Middle Grades English 5-9	10/17/2018	10/3/2021
Matyasi	Matthew	Johnson K-8 Sch of Int Studies	Tchr, Science, MS	Middle Grades General Science 5-9	8/27/2020	10/2/2021
Mezzina	Sabrina	King Middle School	Tchr, Intellctual Disabilities	Elementary Education K-6	10/10/2019	10/1/2021
Boardman	Kerri	Braden River Elementary School	Tchr, VE/SC	Elementary Education K-6	9/27/2021	9/27/2021
Uhlinger	Chad	Braden River Middle School	Tchr, Mathematics, MS	Mathematics 6-12	9/29/2020	9/23/2021

Campbell	Emily	Gullett Elementary School	Tchr, Second Grade	Elementary Education K-6	10/22/2020	9/22/2021
Cobb	Sylvia	Buffalo Creek Middle School	Tchr, Intellctual Disabilities	Elementary Education K-6	9/10/2020	9/10/2021
Gunn	Alan	Buffalo Creek Middle School	Tchr, Intellctual Disabilities	Elementary Education K-6	9/10/2020	9/10/2021
Hincapie-Lopez	Diana	Abel Elementary School	Tchr, Pre-K Integrated	PreKindergarten/Primary Education PK-3	8/6/2019	5/31/2021
Keysor	Alexandra	Abel Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	7/22/2020	5/31/2021
Neathery	Michele	Bayshore High School	Tchr, Reading, HS	English 6-12	1/21/2021	5/31/2021
English	Amanda	Bayshore High School	Tchr, Science, HS	English 6-12	8/1/2019	5/31/2021
Routhier	Charles	Bayshore High School	Tchr, Business Technology	Business Education 6-12	1/21/2021	5/31/2021
Reeves	Patricia	Braden River Middle School	Tchr, Social Studies, MS	Middle Grades Mathematics 5-9	8/18/2020	5/31/2021
Movilla	Mercedes	Buffalo Creek Middle School	Tchr, World Language, MS	Gifted Endorsement Class 2	8/9/2019	5/31/2021
Gunn	Alan	Buffalo Creek Middle School	Tchr, Intellctual Disabilities	Exceptional Student Education K-12	7/30/2020	5/31/2021
Leonard	Angela	Buffalo Creek Middle School	Tchr, Gifted	Gifted Endorsement Class 3	10/17/2018	5/31/2021
Munive	Daniel	Daughtrey Elementary School	Tchr, First Grade	Exceptional Student Education K-12	11/12/2019	5/31/2021
Keats	Michelle	Freedom Elementary School	Tchr, Second Grade	Exceptional Student Education K-12	7/19/2020	5/31/2021
Vonseggern	Byron	Haile Middle School	Tchr, Science, MS	Exceptional Student Education K-12	7/21/2020	5/31/2021
Gibson	Joseph	Haile Middle School	Tchr, Art, MS	Engineering and Technology Education	8/3/2020	5/31/2021
Klaput	Joseph	Haile Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9	9/17/2020	5/31/2021
Carpenter	Ashley	Harvey Elementary School	Tchr, Pre-K Integrated	PreKindergarten/Primary Education PK-3	8/3/2020	5/31/2021
Crowe	Maribel	Horizons Academy	Tchr, Intellctual Disabilities	Exceptional Student Education K-12	9/26/2020	5/31/2021
Smith	Samantha	Horizons Academy	Tchr, Emotion/Behavr Disabil	Exceptional Student Education K-12	9/13/2020	5/31/2021
Soudijn	Cheryl	Johnson K-8 Sch of Int Studies	Tchr, Pre-K Integrated	Exceptional Student Education K-12	9/13/2020	5/31/2021
Ngo	Jacqueline	Johnson K-8 Sch of Int Studies	Tchr, First Grade	World Language – Spanish K-12	7/30/2020	5/31/2021
Pippin	Tami	King Middle School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	8/6/2020	5/31/2021
Galati	Natasha	King Middle School	Tchr, Intellctual Disabilities	Exceptional Student Education K-12	8/3/2020	5/31/2021
Reynolds	Jennifer	King Middle School	Tchr, Gifted	Gifted Endorsement Class 2	12/12/2019	5/31/2021
Bomar	Brittani	Kinnan Elementary School	Tchr, Second Grade	Exceptional Student Education K-12	7/28/2020	5/31/2021
Bankovich	Hilari	Lakewood Ranch High School	Tchr, ESE, OJT	Elementary Education K-6	9/11/2019	5/31/2021
Biezuns	John	Lakewood Ranch High School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	7/21/2020	5/31/2021
Biezuns	John	Lakewood Ranch High School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	7/21/2020	5/31/2021
Gardner	Kelly	Lakewood Ranch High School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	7/23/2020	5/31/2021
Kretzmann	Ellen	Manatee High School	Tchr, Mathematics, HS	Mathematics 6-12	8/21/2020	5/31/2021
Bracciano	Kathryn	Manatee High School	Tchr, Science, HS	Middle Grades General Science 5-9	7/20/2020	5/31/2021
Delaney	Robert	Manatee High School	Tchr, Science, HS	Earth-Space Science 6-12	10/13/2020	5/31/2021
Human	Laura	Miller Elementary School	Tchr, Art, ES	Art K-12	3/29/2021	5/31/2021
Griffith	Kimberly	Miller Elementary School	Tchr, Third Grade	Elementary Education K-6	3/29/2021	5/31/2021
Eveland	Rachel	Miller Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	7/31/2020	5/31/2021
Burk	Sarah	Moody Elementary School	Tchr, Emotion/Behavr Disabil	Elementary Education K-6	8/28/2020	5/31/2021
Nicot	Gloria	Nolan Middle School	Tchr, Intellctual Disabilities	Elementary Education K-6	8/27/2020	5/31/2021
Nicot	Gloria	Nolan Middle School	Tchr, Intellctual Disabilities	Autism Endorsement Year 1	8/27/2020	5/31/2021
Bohman	Megan	Nolan Middle School	Tchr, Autism Spectrum Disorder	Middle Grades English 5-9	9/17/2020	5/31/2021
Mullins	Robert	Palm View K-8 School	Tchr, Technology	Engineering and Technology Education	8/4/2020	5/31/2021
Ramirez	Maria	Palma Sola Elementary School	Tchr, VE	Elementary Education K-6	7/15/2019	5/31/2021
Galiardo	Stacey	Palmetto Elementary School	Tchr, Combination, ES Grds	Exceptional Student Education K-12	7/31/2020	5/31/2021
Sutton	Sierra	Palmetto Elementary School	Tchr, Fourth Grade	Exceptional Student Education K-12	8/10/2020	5/31/2021
Corbran	Caitlyn	Parrish Community High School	Tchr, Agriculture/Nat Resrcs	Middle Grades General Science 5-9	3/10/2021	5/31/2021
Sawtelle	Nicolas	Parrish Community High School	Tchr, Mathematics, HS	Middle Grades Mathematics 5-9	10/29/2020	5/31/2021
Phelps	Shomari	Southeast High School	Tchr, Emotion/Behavr Disabil	Exceptional Student Education K-12	8/25/2020	5/31/2021
Swinkels	Katherine	Southeast High School	Tchr, Science, HS	Middle Grades General Science 5-9	9/13/2020	5/31/2021
Muntz	Steve	Southeast High School	Tchr, Mathematics, HS	Mathematics 6-12	9/14/2020	5/31/2021
Rodgers	Susan	Sugg Middle School	Tchr, Reading, MS	Middle Grades Mathematics 5-9	6/9/2020	5/31/2021
Pope	Eleanor	Tillman Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	9/14/2020	5/31/2021
Connolly	Karen	Williams Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3	8/26/2020	5/31/2021
Martinez	Stephanie	Willis Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	8/7/2020	5/31/2021
Devlin	Brittany	Jain Middle School	Tchr, Science, MS	Gifted Endorsement Class 3	8/20/2018	5/30/2021
Steinberg	Brittney	Bayshore Elementary School	Tchr, Kindergarten	Autism Endorsement Year 2	8/30/2019	5/1/2021
Culton	Christopher	Parrish Community High School	Tchr, VE	Biology 6-12	2/28/2019	3/4/2021
Buchek	Tiffany	Braden River Elementary School	Tchr, Autism Spectrum Disorder	Autism Endorsement Year 1	3/11/2020	2/28/2021
Baity	Reggie	Johnson K-8 Sch of Int Studies	Tchr, Emotion/Behavr Disabil	Exceptional Student Education K-12	9/24/2019	2/23/2021
Highley	Tamara	Access to Education	Tchr, Exceptional Student Educ	Elementary Education K-6	1/30/2020	2/7/2021
Van Zandt	Mary	Tara Elementary School	Tchr, VE	Elementary Education K-6	1/21/2020	1/6/2021
Henry	Louis	Lakewood Ranch High School	Tchr, World Language, HS	Middle Grades Mathematics 5-9	8/3/2020	1/3/2021
Byrne	James	Bayshore High School	Tchr, Science, HS	Physics 6-12	8/1/2019	12/18/2020
Mauk	Kyle	Tillman Elementary School	Tchr, Physical Educ, ES	Elementary Education K-6	12/2/2019	12/2/2020
Washington	Kevin	Horizons Academy	Tchr, Critical Thinking	Exceptional Student Education K-12	11/13/2018	11/9/2020
Blank	Christopher	Lakewood Ranch High School	Tchr, Health, HS	Middle Grades General Science 5-9	10/29/2019	10/31/2020
Wilson	Lynndsey	Sugg Middle School	Tchr, VE	Middle Grades Mathematics 5-9	10/17/2018	10/23/2020
Sharbono	Christian	Johnson K-8 Sch of Int Studies	Tchr, Emotion/Behavr Disabil	Physical Education K-12	10/16/2019	10/16/2020
Bishop	Meghan	Southeast High School	Tchr, Science, HS	Middle Grades General Science 5-9	1/8/2020	10/7/2020
Koehlinger	Melissa	Lakewood Ranch High School	Tchr, Intellctual Disabilities	Elementary Education K-6	10/17/2018	10/3/2020
Wilson	Lynndsey	Sugg Middle School	Tchr, VE	Middle Grades Social Science 5-9	10/17/2018	10/3/2020

Timmons	Brett	Southeast High School	Tchr, Other Classroom	English 6-12	6/23/2018	9/18/2020
Rodgers	Susan	Sugg Middle School	Tchr, Reading, MS	Middle Grades English 5-9	5/12/2020	6/10/2020
Movilla	Mercedes	Buffalo Creek Middle School	Tchr, World Language, MS	Gifted Endorsement Class 1	8/9/2019	5/31/2020
Leonard	Angela	Buffalo Creek Middle School	Tchr, Gifted	Gifted Endorsement Class 2	10/17/2018	5/31/2020
Huffman	Julia	Daughtrey Elementary School	Tchr, Third Grade	Elementary Education K-6	9/27/2021	5/31/2020
Zachary	Cassidy	Freedom Elementary School	Tchr, VE	Exceptional Student Education K-12	9/13/2020	5/31/2020
Reynolds	Jennifer	King Middle School	Tchr, Gifted	Gifted Endorsement Class 1	12/12/2019	5/31/2020
Rolewski	Cynthia	Prine Elementary School	Tchr, Resource	Educational Media Specialist PK-12	8/26/2020	5/31/2020
Scott	Lindsey	Samoset Elementary School	Tchr, VE	Elementary Education K-6	9/11/2019	5/31/2020
Balde	Nick	Sea Breeze Elementary School	Tchr, VE/SC	Elementary Education K-6	8/5/2019	5/31/2020
Bencie	Teresa	Southeast High School	Tchr, World Language, HS	World Language – French K-12	8/13/2018	5/31/2020
Goodyear	Calaina	Sugg Middle School	Tchr, Social Studies, MS	Exceptional Student Education K-12	3/5/2020	5/31/2020
Devlin	Brittany	Jain Middle School	Tchr, Science, MS	Gifted Endorsement Class 2	8/20/2018	5/30/2020
Capozzi	Gina	Williams Elementary School	Tchr, Fourth Grade	PreKindergarten Disabilities Endorsement	8/1/2019	5/30/2020
Steinberg	Brittney	Bayshore Elementary School	Tchr, Kindergarten	Autism Endorsement Year 1	8/30/2019	5/1/2020
Mainer	Angela	Buffalo Creek Middle School	Tchr, Business Technology	Elementary Education K-6	8/2/2019	5/1/2020
Martin	Roderick	Palmetto High School	Tchr, Mathematics, HS	Mathematics 6-12	3/1/2019	3/5/2020
Culton	Christopher	Parrish Community High School	Tchr, VE	English 6-12	2/28/2019	3/4/2020
Dillahay	Olivia	Tara Elementary School	Tchr, VE/SC	Exceptional Student Education K-12	2/28/2019	3/1/2020
Durocher	Christy	Lincoln Memorial Middle School	Tchr, Mathematics, MS	Exceptional Student Education K-12	2/28/2019	2/14/2020
Dehetre	Kimberly	Braden River High School	Tchr, Science, HS	Earth-Space Science 6-12	2/28/2019	2/1/2020
Clark	Christy	Southeast High School	Tchr, VE	Engineering and Technology Education	1/8/2020	1/8/2020
Wines	Marcia	Southeast High School	Tchr, Language Arts, HS	English 6-12	1/10/2019	12/12/2019
Washington	Kevin	Horizons Academy	Tchr, Critical Thinking	Elementary Education K-6	11/13/2018	11/9/2019
Woughter	Cari	Manatee Elementary School	Tchr, Fifth Grade	PreKindergarten Disabilities Endorsement	10/19/2018	10/19/2019
Garrity	Patrick	King Middle School	Tchr, Dropout Prevention, MS	Business Education 6-12	2/28/2019	10/15/2019
Williams	Roshun	Lee Middle School	Tchr, Emotion/Behavr Disabil	Middle Grades Mathematics 5-9	10/4/2019	10/12/2019
Williams	Roshun	Lee Middle School	Tchr, Emotion/Behavr Disabil	Middle Grades General Science 5-9	10/4/2019	10/12/2019
Williams	Roshun	Lee Middle School	Tchr, Emotion/Behavr Disabil	Middle Grades Social Science 5-9	10/4/2019	10/12/2019
Trefil	Elsa	Williams Elementary School	Tchr, VE	Elementary Education K-6	3/1/2019	10/12/2019
Yueng-Nieves	Kathryn	Freedom Elementary School	Tchr, Pre-K Handicapped	Elementary Education K-6	3/1/2019	10/5/2019
King	Christopher	Haile Middle School	Tchr, Autism Spectrum Disorder	Elementary Education K-6	2/28/2019	10/3/2019
Turi	Amanda	Palm View K-8 School	Tchr, VE	Elementary Education K-6	10/17/2018	10/3/2019
Timmons	Brett	Southeast High School	Tchr, Other Classroom	Social Science 6-12	6/23/2018	9/18/2019
Devlin	Brittany	Jain Middle School	Tchr, Science, MS	Gifted Endorsement Class 1	8/20/2018	8/1/2019
Greene	Nailah	Bayshore Elementary School	Tchr, First Grade	Elementary Education K-6	8/10/2018	5/31/2019
Bigler	Cynthia	Bayshore High School	Tchr, Science, HS	Middle Grades General Science 5-9	8/1/2019	5/31/2019
Silva	John	Bayshore High School	Tchr, Science, HS	Middle Grades General Science 5-9	8/31/2018	5/31/2019
Bailey	Michael	Braden River High School	Tchr, Emotion/Behavr Disabil	Social Science 6-12	8/27/2018	5/31/2019
Leonard	Angela	Buffalo Creek Middle School	Tchr, Gifted	Gifted Endorsement Class 1	10/17/2018	5/31/2019
Fearon	Victoria	Palm View K-8 School	Tchr, VE	Elementary Education K-6	9/5/2018	5/31/2019
Koci	Stanley	Palm View K-8 School	Tchr, Science, MS	Middle Grades General Science 5-9	8/10/2018	5/31/2019
Davies	Jenna	Parrish Community High School	Tchr, Science, HS	Biology 6-12	8/10/2018	5/31/2019
Tate	Kiara	Southeast High School	Tchr, Other Classroom	English 6-12	8/10/2018	5/31/2019
Bencie	Teresa	Southeast High School	Tchr, World Language, HS	World Language – Spanish K-12	8/13/2018	5/31/2019
Deppen	Julie	Willis Elementary School	Tchr, Third Grade	Middle Grades English 5-9	10/4/2018	5/31/2019
Kuyper	Cheyenne	Lee Middle School	Tchr, Language Arts, MS	English 6-12	8/20/2018	5/30/2019
Cobb	Jennifer	Moody Elementary School	Tchr, Fourth Grade	Elementary Education K-6	8/20/2018	5/30/2019
Cummings	Stacy	Palm View K-8 School	Tchr, VE	Exceptional Student Education K-12	9/19/2018	5/1/2019
Pellicone	Jessica	Lakewood Ranch High School	Tchr, TV Production	Engineering and Technology Education	10/17/2018	3/20/2019
Kandel	Katherine	Freedom Elementary School	Tchr, Fourth Grade	Elementary Education K-6	2/28/2019	3/2/2019
Timmons	Brett	Southeast High School	Tchr, Other Classroom	Middle Grades General Science 5-9	6/23/2018	9/18/2018
Williams	Tara	Braden River Middle School	Tchr, VE	Social Science 6-12	3/8/2019	9/5/2018
Henderson	Deanna	Jain Middle School	Tchr, Science, MS	Social Science 6-12	3/8/2019	9/5/2018
Mercado	Giovanna	Daughtrey Elementary School	Tchr, Kindergarten	PreKindergarten/Primary Education PK-3	10/23/2019	7/13/2018
Frech	Aaron	Sugg Middle School	Tchr, Language Arts, MS	Elementary Education K-6	8/14/2018	6/30/2018
Maddox	Annette	Rogers Garden-Bullock ES	Tchr, Intellctual Disabilities	Elementary Education K-6	2/28/2019	2/6/2006

OOF ESOL BM 4.12.2022						
Last Name	First Name	Department	Current Jobcode Title	Descr	Eff Date	Due Date
Arizmendi	Dalene	Lincoln Memorial Middle School	Tchr, Reading, MS	ESOL End. Class 1	2/23/2022	8/1/2024
Smith	Gracyn	Moody Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	1/21/2022	8/1/2024
Howard	Kelly	Palmetto Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	2/22/2022	8/1/2024
Steiner-Woods	Michelle	Ballard Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	1/21/2022	1/24/2024
Li	Stephanie	Manatee Elementary School	Tchr, Second Grade	ESOL End. Class 1	1/27/2022	1/24/2024
Brown	Robin	Bayshore Elementary School	Tchr, Third Grade	ESOL End. Class 1	1/13/2022	1/23/2024
Tinl	Maleah	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 1	1/13/2022	1/10/2024
Walters	Molli	Myakka Elementary School	Tchr, Kindergarten	ESOL End. Class 1	1/19/2022	1/9/2024
Head	Sarah	Sea Breeze Elementary School	Tchr, First Grade	ESOL End. Class 1	1/13/2022	1/9/2024
Collado	Evelyn	Daughtrey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	10/7/2021	10/4/2023
Nonova	Albena	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	10/7/2021	10/4/2023
Walter	Tess	Samoset Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	10/6/2021	10/4/2023
Tobias	Kayla	Abel Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/17/2021	8/1/2023
Darnell	Amanda	Abel Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Romain	Kenicka	Bashaw Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/1/2021	8/1/2023
Beck	Karen	Bayshore Elementary School	Tchr, Reading, ES	ESOL End. Class 1	8/12/2021	8/1/2023
Sawyer	Teri	Bayshore Elementary School	Tchr, First Grade	ESOL End. Class 1	8/20/2021	8/1/2023
Nobile	Selina	Bayshore Elementary School	Tchr, First Grade	ESOL End. Class 1	8/18/2021	8/1/2023
Mynatt	Jessica	Bayshore Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/18/2021	8/1/2023
Adams	Mariah	Bayshore Elementary School	Tchr, Third Grade	ESOL End. Class 1	12/6/2021	8/1/2023
Perry	Sarah	Bayshore High School	Tchr, VE	ESOL End. Class 3	8/20/2020	8/1/2023
Chanelo Rodriguez	Edith	Blackburn Elementary School	Tchr, Kindergarten	ESOL End. Class 1	10/15/2021	8/1/2023
Melillo	Amy	Braden River Elementary School	Tchr, First Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Bono	Noelle	Braden River Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/27/2021	8/1/2023
Messer	Kathleen	Braden River Elementary School	Tchr, First Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Buechner	Danielle	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1	10/20/2021	8/1/2023
Cicchetti	Katherine	Daughtrey Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/16/2021	8/1/2023
Kincaid	Natalie	Daughtrey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/16/2021	8/1/2023
Gloeckner	Gabriella	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1	8/29/2021	8/1/2023
Milazzo	Lauren	Gullett Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/21/2021	8/1/2023
Williams	Jarrett	Gullett Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Riffle	Jennifer	Gullett Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/23/2021	8/1/2023
VanHouten	Miranda	Gullett Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/12/2021	8/1/2023
Olsen	Kaitlynn	Gullett Elementary School	Tchr, Third Grade	ESOL End. Class 1	10/18/2021	8/1/2023
Fells	Nicole	Haile Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	9/2/2021	8/1/2023
Greer	Elizabeth	Harvey Elementary School	Tchr, VE	ESOL End. Class 1	9/24/2021	8/1/2023
Williams	Jaime	Harvey Elementary School	Tchr, First Grade	ESOL End. Class 1	11/17/2021	8/1/2023
Arsalai	Sadaf	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	10/15/2021	8/1/2023
Hamel	Kelly	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/17/2021	8/1/2023
Tollers	Stephanie	Johnson K-8 Sch of Int Studies	Tchr, First Grade	ESOL End. Class 1	9/11/2021	8/1/2023
LaBrake	Makenzie	Johnson K-8 Sch of Int Studies	Tchr, Third Grade	ESOL End. Class 1	9/1/2021	8/1/2023
Alvarez	Daniel	Johnson K-8 Sch of Int Studies	Tchr, Fifth Grade	ESOL End. Class 1	8/2/2021	8/1/2023
Madigan	Patrick	Johnson K-8 Sch of Int Studies	Tchr, Language Arts, MS	ESOL End. Class 1	8/23/2021	8/1/2023
Martinetti	Megan	Johnson K-8 Sch of Int Studies	Tchr, Second Grade	ESOL End. Class 1	9/11/2021	8/1/2023
Hogue	Rebekah	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/20/2021	8/1/2023
Irizarry-Cupeles	Yovaly	King Middle School	Tchr, World Language, MS	ESOL End. Class 3	9/11/2021	8/1/2023
Cullen	Alexis	Kinnan Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/24/2021	8/1/2023
Fidura	Monica	Manatee Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/19/2021	8/1/2023
Montijo	Jennifer	Manatee Elementary School	Tchr, VE	ESOL End. Class 1	8/23/2021	8/1/2023
Adams	Gwynne	Manatee Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	9/15/2021	8/1/2023
Bernal	Laura	Manatee Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	1/13/2022	8/1/2023
Molnar	Adrianna	Manatee Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/10/2021	8/1/2023
Meyer	Mary	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/7/2021	8/1/2023
Flesche	Kathryn	McNeal Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	10/21/2021	8/1/2023
Hendry	Nichole	McNeal Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	10/13/2021	8/1/2023
Chrisman	LeAnn	Miller Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/2/2021	8/1/2023
Kammou	Hadda	Moody Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	11/3/2021	8/1/2023
Kolomiychenko	Vyacheslav	Moody Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/21/2021	8/1/2023
Scirrotto	Ronda	Moody Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Melby	Caroline	Myakka Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	9/28/2021	8/1/2023
Moreno-Hernandez	Diana	Oneco Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	10/27/2021	8/1/2023
Mahn	Rene	Oneco Elementary School	Tchr, First Grade	ESOL End. Class 1	8/21/2021	8/1/2023
Smith	Elizabeth	Oneco Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/10/2021	8/1/2023
Van Dyke	Carolyn	Oneco Elementary School	Tchr, Resource	ESOL End. Class 1	9/12/2021	8/1/2023

Gould	Lindsay	Oneco Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	9/1/2021	8/1/2023
Salzmann	Charlieana	Oneco Elementary School	Tchr, Second Grade	ESOL End. Class 1	9/9/2021	8/1/2023
George	Jenna	Palm View K-8 School	Tchr, Second Grade	ESOL End. Class 1	1/10/2022	8/1/2023
Alston	Holly	Palm View K-8 School	Tchr, Fourth Grade	ESOL End. Class 1	8/13/2021	8/1/2023
Sofos	Melissa	Palm View K-8 School	Tchr, Third Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Akers	Jennifer	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/21/2021	8/1/2023
Hyde	Katherine	Parrish Community High School	Tchr, Physical Educ, HS	ESOL End. Class 3	9/10/2021	8/1/2023
Callahan	Heather	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/3/2021	8/1/2023
Ramirez-Vargas	Gabriela	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	10/13/2021	8/1/2023
Crowley	Alicia	Prine Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/16/2021	8/1/2023
Kirchner	Laura	Prine Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/21/2021	8/1/2023
Jordan	Andrea	Prine Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/12/2021	8/1/2023
Mazelin	Caitlin	Prine Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/23/2021	8/1/2023
Cole	Emily	Rogers Garden-Bullock ES	Tchr, Third Grade	ESOL End. Class 1	8/16/2021	8/1/2023
Tate	Mikayla	Samoset Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/12/2021	8/1/2023
Lee	Megan	Samoset Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/29/2021	8/1/2023
Clark	Shawna	Samoset Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	9/1/2021	8/1/2023
Barber	Coleman	Sea Breeze Elementary School	Tchr, Third Grade	ESOL End. Class 1	3/9/2021	8/1/2023
Kozlowski	Eric	Sea Breeze Elementary School	Tchr, Resource	ESOL End. Class 1	9/20/2021	8/1/2023
Peace	Elizabeth	Sea Breeze Elementary School	Tchr, VE	ESOL End. Class 1	11/9/2021	8/1/2023
Truby	Gail	Sea Breeze Elementary School	Tchr, First Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Warren	David	Sea Breeze Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Anioce	Swenson	Southeast High School	Tchr, VE	ESOL End. Class 1	9/9/2021	8/1/2023
Hogue	Kenneth	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/20/2021	8/1/2023
Baialardo	Sonny	Stewart Elementary School	Tchr, First Grade	ESOL End. Class 1	8/20/2021	8/1/2023
Coleman	Brittney	Tara Elementary School	Tchr, Emotion/Behavr Disabil	ESOL End. Class 1	9/1/2021	8/1/2023
Feliciano	Sarah	Tillman Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/29/2021	8/1/2023
Kerchner	Lisa	Tillman Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/9/2021	8/1/2023
Radaszewski	Anthony	Williams Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/11/2021	8/1/2023
Botros	Carrie	Willis Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	9/12/2021	8/1/2023
Brand	Patricia	Willis Elementary School	Tchr, Second Grade	ESOL End. Class 1	10/13/2021	8/1/2023
Light	Michelle	Witt Elementary School	Tchr, Kindergarten	ESOL End. Class 1	10/19/2021	8/1/2023
Ramon	Samantha	Daughtrey Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	11/2/2020	11/2/2022
Burns	Jamie	Abel Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/22/2020	8/1/2022
Trevino	Katherine	Ballard Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1	9/4/2020	8/1/2022
Hennessy-Seguin	Megan	Ballard Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	7/20/2020	8/1/2022
Garber	Valerie	Bashaw Elementary School	Tchr, Third Grade	ESOL End. Class 1	10/9/2020	8/1/2022
Cron	Jessica	Bashaw Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	7/19/2020	8/1/2022
Coberly	Wendy	Bashaw Elementary School	Tchr, Second Grade	ESOL End. Class 1	10/7/2020	8/1/2022
Smith	Christina	Bayshore Elementary School	Tchr, Emotion/Behavr Disabil	ESOL End. Class 1	1/21/2021	8/1/2022
Fairley	Johni	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/29/2020	8/1/2022
Lockhart	Megan	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	7/19/2020	8/1/2022
Morales-Correa	Meagan	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/3/2020	8/1/2022
Abend	Tristan	Bayshore High School	Tchr, Reading, HS	ESOL End. Class 1	8/17/2020	8/1/2022
Lubbers	Jess	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	7/22/2020	8/1/2022
Jimenez	Madison	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	7/31/2020	8/1/2022
Griffon	Joy	Daughtrey Elementary School	Tchr, VE/SC	ESOL End. Class 1	9/27/2021	8/1/2022
Hajduk	Michelle	Daughtrey Elementary School	Tchr, Resource	ESOL End. Class 1	7/20/2020	8/1/2022
Walker	Kaylee	Daughtrey Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	7/21/2020	8/1/2022
Holt	Kaylinka	Daughtrey Elementary School	Tchr, Second Grade	ESOL End. Class 1	12/17/2020	8/1/2022
Thompson	Monique	Freedom Elementary School	Tchr, First Grade	ESOL End. Class 1	7/31/2020	8/1/2022
Anderson	Jessica	Gullett Elementary School	Tchr, First Grade	ESOL End. Class 1	10/27/2020	8/1/2022
Gallien	Sabrina	Haile Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	9/14/2020	8/1/2022
Lake	Johanna	Johnson K-8 Sch of Int Studies	Tchr, Fourth Grade	ESOL End. Class 1	2/4/2020	8/1/2022
Schwieterman	John Michael	Johnson K-8 Sch of Int Studies	Tchr, Third Grade	ESOL End. Class 1	7/19/2020	8/1/2022
Noah	Eric	King Middle School	Tchr, Reading, MS	ESOL End. Class 1	8/7/2020	8/1/2022
Bryant	Andre	Kinnan Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	10/23/2020	8/1/2022
Counter	Michelle	Kinnan Elementary School	Tchr, Intellctual Disabilities	ESOL End. Class 1	9/27/2021	8/1/2022
Gomes	Lisa	Kinnan Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/17/2020	8/1/2022
Coetzee	Nicolette	Lakewood Ranch High School	Tchr, Social Studies, HS	ESOL End. Class 1	9/18/2020	8/1/2022
Gimmi	Alexander	Lakewood Ranch High School	Tchr, Reading, HS	ESOL End. Class 1	3/6/2021	8/1/2022
Evans	Otisha	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/18/2021	8/1/2022
Guzman Colon	Wenik	Lee Middle School	Tchr, World Language, MS	ESOL End. Class 1	1/25/2022	8/1/2022
Ferrell	Savannah	Lee Middle School	Tchr, ESOL Resource	ESOL End. Class 1	11/3/2020	8/1/2022
Page	Anita	Manatee Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/22/2020	8/1/2022
Watkins	Jacqueline	Manatee High School	Tchr, VE	ESOL End. Class 1	10/1/2021	8/1/2022

Smith	Kristie	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/19/2020	8/1/2022
Olin	Melissa	Manatee High School	Tchr, Reading, HS	ESOL End. Class 1	9/15/2021	8/1/2022
Campbell	Patricia	McNeal Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/13/2020	8/1/2022
Highers	Jamie	Miller Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/7/2020	8/1/2022
Murphy	Trista	Miller Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	3/5/2021	8/1/2022
Childress	Ashley	Mills Elementary School	Tchr, Third Grade	ESOL End. Class 1	11/17/2020	8/1/2022
Walker	Tasha	Mills Elementary School	Tchr, VE/SC	ESOL End. Class 5	9/5/2018	8/1/2022
Gardner	Taylor	Moody Elementary School	Tchr, First Grade	ESOL End. Class 1	7/28/2020	8/1/2022
Weems	Kristen	Myakka Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/28/2021	8/1/2022
Vicens	Sarah	Oneco Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/19/2020	8/1/2022
Kelly	Debra	Oneco Elementary School	Tchr, Second Grade	ESOL End. Class 1	7/19/2020	8/1/2022
Hartmann	Christopher	Oneco Elementary School	Tchr, Combination, ES Grds	ESOL End. Class 1	7/22/2020	8/1/2022
Deans	Sara	Palm View K-8 School	Tchr, Kindergarten	ESOL End. Class 1	10/9/2020	8/1/2022
Murphy	Matthew	Prine Elementary School	Tchr, Second Grade	ESOL End. Class 1	3/5/2021	8/1/2022
Vines	Janet	Prine Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/3/2020	8/1/2022
Sasso	Kristina	Prine Elementary School	Tchr, Second Grade	ESOL End. Class 1	10/29/2020	8/1/2022
Walter	Maddison	Samoset Elementary School	Tchr, Second Grade	ESOL End. Class 1	9/13/2020	8/1/2022
Daspit	Katie	Samoset Elementary School	Tchr, Resource	ESOL End. Class 1	12/17/2020	8/1/2022
Hainline	Alison	Stewart Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	7/27/2020	8/1/2022
Collins	Asia	Tillman Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/3/2020	8/1/2022
Appel	Kaitlynn	Tillman Elementary School	Tchr, Second Grade	ESOL End. Class 1	7/30/2020	8/1/2022
Jimenez	Katty	Tillman Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/7/2020	8/1/2022
Collins	Jessica	Tillman Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/6/2020	8/1/2022
Tackett	Laura	Williams Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/25/2020	8/1/2022
Kleer	Jenny	Williams Elementary School	Tchr, Second Grade	ESOL End. Class 1	10/19/2020	8/1/2022
Wetherington	Joy	Willis Elementary School	Tchr, First Grade	ESOL End. Class 1	8/7/2020	8/1/2022
Holgado Castro	Sandra	Johnson K-8 Sch of Int Studies	Tchr, ESOL Resource	ESOL End. Class 4	1/4/2022	1/4/2022
Lehman	Tracie	Abel Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	7/10/2019	8/1/2021
Stollar	Megan	Abel Elementary School	Tchr, Kindergarten	ESOL End. Class 1	7/12/2019	8/1/2021
Hawk	Raejean	Access to Education	Tchr, Exceptional Student Educ	ESOL End. Class 1	1/19/2021	8/1/2021
Thomas	Tanya	Access to Education	Tchr, Exceptional Student Educ	ESOL End. Class 1	8/30/2020	8/1/2021
Walker	Michael	Access to Education	Tchr, Exceptional Student Educ	ESOL End. Class 1	1/19/2021	8/1/2021
Cardozo	Chelsea	Ballard Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/5/2019	8/1/2021
Werneke	Teresa	Ballard Elementary School	Tchr, First Grade	ESOL End. Class 1	7/18/2019	8/1/2021
Hardin	Kerri	Ballard Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/5/2019	8/1/2021
Davidson	Spirit	Ballard Elementary School	Tchr, First Grade	ESOL End. Class 1	7/11/2019	8/1/2021
Wilson	Paige	Bayshore Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/15/2019	8/1/2021
Lentzke	Rose	Bayshore High School	Tchr, Reading, HS	ESOL End. Class 1	7/18/2019	8/1/2021
Eidson	Kaehla	Braden River Elementary School	Tchr, Kindergarten	ESOL End. Class 1	2/24/2021	8/1/2021
Riccio	Christine	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	11/12/2019	8/1/2021
Schroeder	Claire	Daughtrey Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/5/2019	8/1/2021
Coppola	Alison	Daughtrey Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/7/2019	8/1/2021
Johns	Amber	Daughtrey Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/13/2019	8/1/2021
Rodgers	Laura	Daughtrey Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/15/2019	8/1/2021
Lane	Barbara	Freedom Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1	6/24/2019	8/1/2021
Pawlik	Lauren	Gullett Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/29/2019	8/1/2021
Autrey	Stacy	Gullett Elementary School	Tchr, Kindergarten	ESOL End. Class 1	10/31/2019	8/1/2021
Bickford	Heidemarie	Haile Middle School	Tchr, Reading, MS	ESOL End. Class 1	10/30/2019	8/1/2021
Winsor	Sara	Harvey Elementary School	Tchr, First Grade	ESOL End. Class 1	10/11/2019	8/1/2021
Navarra	Samara	Harvey Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/16/2019	8/1/2021
Heeke	Bree	Harvey Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	10/3/2019	8/1/2021
Azcui Cucci	Jillian	Jain Middle School	Tchr, Social Studies, MS	ESOL End. Class 1	1/13/2020	8/1/2021
Kingsley	Dana	Johnson K-8 Sch of Int Studies	Tchr, Kindergarten	ESOL End. Class 1	7/1/2019	8/1/2021
Greisz	Asia	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/1/2019	8/1/2021
Vogt	Samantha	Kinnan Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/25/2019	8/1/2021
McCray	Juliette	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/7/2019	8/1/2021
Haushalter	Dawn	Lakewood Ranch High School	Tchr, ESOL Resource	ESOL End. Class 1	1/21/2020	8/1/2021
Harshaw	Samantha	Lee Middle School	Tchr, Reading, MS	ESOL End. Class 1	6/24/2019	8/1/2021
Williams	Bradley	Lee Middle School	Tchr, Resource	ESOL End. Class 1	3/2/2021	8/1/2021
Schmidt	Jonathan	Lincoln Memorial Middle School	Tchr, Mathematics, MS	ESOL End. Class 1	9/3/2019	8/1/2021
Lund	Ashley	Manatee Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1	3/3/2021	8/1/2021
Baker	Matthew	Manatee High School	Tchr, Reading, HS	ESOL End. Class 1	7/22/2019	8/1/2021
Barringer	Jeanne	Miller Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/18/2019	8/1/2021
Schultes	Ashley	Mills Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/12/2019	8/1/2021
Walker	Angela	Moody Elementary School	Tchr, Second Grade	ESOL End. Class 1	5/24/2019	8/1/2021
Lockhart	Ashley	Myakka Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/24/2019	8/1/2021

Krakowski	Michelle	Oneco Elementary School	Tchr, First Grade	ESOL End. Class 1	6/28/2019	8/1/2021
Martin	Jennifer	Oneco Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	7/15/2019	8/1/2021
Nez	Rachel	Oneco Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	7/1/2019	8/1/2021
Webster	Kaila	Oneco Elementary School	Tchr, Second Grade	ESOL End. Class 1	7/2/2019	8/1/2021
Slattery	Jennifer	Oneco Elementary School	Tchr, Kindergarten	ESOL End. Class 1	7/16/2019	8/1/2021
Mitchell	Raven	Oneco Elementary School	Tchr, First Grade	ESOL End. Class 1	8/23/2019	8/1/2021
Dominguez	Olivia	Oneco Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/12/2019	8/1/2021
Steiner	Kati	Oneco Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/4/2020	8/1/2021
Addair	Caressa	Palm View K-8 School	Tchr, VE/SC	ESOL End. Class 1	1/15/2020	8/1/2021
Hubbard	Brett	Palma Sola Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	1/15/2020	8/1/2021
Coleman	Janet	Palma Sola Elementary School	Tchr, Second Grade	ESOL End. Class 1	7/3/2019	8/1/2021
Ortega	Tabitha	Palmetto Elementary School	Tchr, First Grade	ESOL End. Class 1	7/12/2019	8/1/2021
Alvarado	Olga	Palmetto Elementary School	Tchr, First Grade	ESOL End. Class 1	7/22/2019	8/1/2021
Chin	Shannon	Parrish Community High School	Tchr, Mathematics, HS	ESOL End. Class 1	7/25/2019	8/1/2021
DePatie	Alison	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	1/28/2020	8/1/2021
Schabel	Kaytlynn	Prine Elementary School	Tchr, First Grade	ESOL End. Class 1	8/29/2019	8/1/2021
Bagley	Katie	Prine Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/12/2019	8/1/2021
Brinson	Shakeria	Rogers Garden-Bullock ES	Tchr, First Grade	ESOL End. Class 1	8/6/2019	8/1/2021
Haacke	Karen	Rogers Garden-Bullock ES	Tchr, First Grade	ESOL End. Class 1	7/17/2019	8/1/2021
Heasley	Cherie	Rogers Garden-Bullock ES	Tchr, Second Grade	ESOL End. Class 1	1/22/2020	8/1/2021
Jaimes	Maria	Samoset Elementary School	Tchr, Second Grade	ESOL End. Class 1	3/1/2021	8/1/2021
Dawson	Dianne	Samoset Elementary School	Tchr, First Grade	ESOL End. Class 1	6/20/2019	8/1/2021
Babakarkhil	Sakhi	Samoset Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	7/2/2019	8/1/2021
Gomez Ojeda	Arelys	Sea Breeze Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/25/2019	8/1/2021
Thomas	Katrina	Sea Breeze Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/15/2019	8/1/2021
Snodgrass	Cailei	Sea Breeze Elementary School	Tchr, First Grade	ESOL End. Class 1	7/15/2019	8/1/2021
Sartori Amsberry	Phoebe	Sea Breeze Elementary School	Tchr, Music, ES	ESOL End. Class 4	12/15/2021	8/1/2021
Cartwright	Elizabeth	Southeast High School	Tchr, Reading, HS	ESOL End. Class 1	8/5/2019	8/1/2021
Jackson	Brandi	Sugg Middle School	Tchr, Mathematics, MS	ESOL End. Class 1	12/19/2018	8/1/2021
Frederick	Donna	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	6/18/2019	8/1/2021
Boone	Jennie	Witt Elementary School	Tchr, First Grade	ESOL End. Class 1	6/10/2019	8/1/2021
Brooks	Josiah	Witt Elementary School	Tchr, Music, ES	ESOL End. Class 3	2/6/2020	8/1/2021
Seiler	Tracy	Witt Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/27/2019	5/17/2021
Thornton	Joshua	Bashaw Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 4	12/8/2021	10/27/2020
Gardini	Elizabeth	Abel Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	2/4/2019	8/1/2020
Gump	Tracey	Abel Elementary School	Tchr, VE	ESOL End. Class 1	8/21/2018	8/1/2020
Ludlum	Kathy	Abel Elementary School	Tchr, Resource	ESOL End. Class 1	9/4/2018	8/1/2020
Pond	Kelli	Ballard Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/21/2018	8/1/2020
Cruz De Diego	Maria	Ballard Elementary School	Tchr, Resource	ESOL End. Class 1	10/31/2018	8/1/2020
Mayoral	Melissa	Bashaw Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/24/2018	8/1/2020
Earl	Lauren	Blackburn Elementary School	Tchr, Third Grade	ESOL End. Class 1	3/3/2022	8/1/2020
Haun	Sarah	Blackburn Elementary School	Tchr, Reading, ES	ESOL End. Class 1	8/21/2018	8/1/2020
Llamas	Jacqueline	Braden River Middle School	Tchr, Social Studies, MS	ESOL End. Class 1	8/24/2018	8/1/2020
Moore	Peggy	Buffalo Creek Middle School	Tchr, Social Studies, MS	ESOL End. Class 1	1/8/2020	8/1/2020
Baumgartner	Victoria	Daughtrey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	10/18/2018	8/1/2020
Reed	Melissa	Daughtrey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/4/2018	8/1/2020
Bernhardt	Michelle	Daughtrey Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/30/2018	8/1/2020
Tucker	Janele	Daughtrey Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/5/2018	8/1/2020
Peterson	Lisa	Freedom Elementary School	Tchr, VE/SC	ESOL End. Class 1	6/11/2019	8/1/2020
VanSkiver	Wendy	Gullett Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	9/5/2018	8/1/2020
Brondyke	Sarah	Gullett Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/5/2018	8/1/2020
Peters	David	Harvey Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/31/2018	8/1/2020
Hirshman	Emily	Horizons Academy	Tchr, Other Classroom	ESOL End. Class 1	9/5/2018	8/1/2020
Staley	Melody	Horizons Academy	Tchr, Reading, HS	ESOL End. Class 1	1/9/2019	8/1/2020
Liu	Laura	Johnson K-8 Sch of Int Studies	Tchr, ESOL Resource	ESOL End. Class 1	12/9/2020	8/1/2020
Bean	Sophie	King Middle School	Tchr, Reading, MS	ESOL End. Class 1	8/27/2018	8/1/2020
Winfield	Meigan	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	9/5/2018	8/1/2020
Sandberg	Sarah	King Middle School	Tchr, VE	ESOL End. Class 1	8/29/2018	8/1/2020
Fontaine	Francine	King Middle School	Tchr, Emotion/Behavr Disabil	ESOL End. Class 1	8/23/2018	8/1/2020
Wikstrom	Kristin	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/20/2018	8/1/2020
Zimmerman	Ashton	Manatee Elementary School	Tchr, First Grade	ESOL End. Class 1	9/7/2018	8/1/2020
McCarron	Aurora	Manatee Elementary School	Tchr, VE/SC	ESOL End. Class 1	6/14/2019	8/1/2020
Katz	Heather	Moody Elementary School	Tchr, VE/SC	ESOL End. Class 1	8/22/2018	8/1/2020
Hale	Anne	Moody Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/21/2018	8/1/2020
Petrucci	Laura	Moody Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/22/2018	8/1/2020
Roche	Rita	Moody Elementary School	Tchr, Kindergarten	ESOL End. Class 1	9/7/2018	8/1/2020

Ferreira	Rebecca	Moody Elementary School	Tchr, Kindergarten	ESOL End. Class 1	7/12/2019	8/1/2020
Minshall	Pamela	Oneco Elementary School	Tchr, VE	ESOL End. Class 1	9/5/2018	8/1/2020
Saldivar	Kristin	Oneco Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	8/31/2018	8/1/2020
Severo	Pamela	Palm View K-8 School	Tchr, Second Grade	ESOL End. Class 1	6/7/2019	8/1/2020
Clark	William	Palm View K-8 School	Tchr, Second Grade	ESOL End. Class 1	11/13/2018	8/1/2020
Schmitz	Lucas	Palma Sola Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	9/24/2018	8/1/2020
Smith	Olivia	Palma Sola Elementary School	Tchr, VE/SC	ESOL End. Class 1	9/4/2018	8/1/2020
Tschiember	Darlene	Palmetto Elementary School	Tchr, Second Grade	ESOL End. Class 1	9/24/2018	8/1/2020
Royer	Madison	Palmetto Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	12/3/2018	8/1/2020
Santiago	Loida	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 1	10/10/2018	8/1/2020
Springer	Stephanie	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	12/12/2018	8/1/2020
Stanford	Allyson	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/5/2018	8/1/2020
Pinckney	Lesley	Prine Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/22/2018	8/1/2020
Watson	Marybeth	Rogers Garden-Bullock ES	Tchr, VE	ESOL End. Class 1	9/5/2018	8/1/2020
Barnhard	Amy	Rogers Garden-Bullock ES	Tchr, Third Grade	ESOL End. Class 1	9/20/2018	8/1/2020
Sneed	Nicole	Samoset Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/31/2018	8/1/2020
Salem Tomaselli	Sarah Elizabeth	Samoset Elementary School	Tchr, Resource	ESOL End. Class 1	8/31/2018	8/1/2020
Denny	Rachel	Samoset Elementary School	Tchr, Third Grade	ESOL End. Class 1	9/10/2018	8/1/2020
McGoldrick	Alyssa	Samoset Elementary School	Tchr, Second Grade	ESOL End. Class 1	8/24/2018	8/1/2020
Burkhart	Brittney	Sea Breeze Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	8/21/2018	8/1/2020
Watts	Ali	Sea Breeze Elementary School	Tchr, First Grade	ESOL End. Class 1	9/5/2018	8/1/2020
Mylinarski	Melinda	Sea Breeze Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	10/4/2018	8/1/2020
Torregrosa	Chelsea	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	11/7/2018	8/1/2020
Zinzi	Nathan	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/5/2018	8/1/2020
Post	Kristy	Sugg Middle School	Tchr, Resource	ESOL End. Class 1	9/9/2019	8/1/2020
Fallgren	Regina	Tara Elementary School	Tchr, Gifted	ESOL End. Class 1	8/13/2019	8/1/2020
Ruiz	Justin	Tillman Elementary School	Tchr, First Grade	ESOL End. Class 1	10/4/2018	8/1/2020
Brooks	Lisa	Willis Elementary School	Tchr, Kindergarten	ESOL End. Class 1	8/24/2018	8/1/2020
Candelora Baker	Nicole	Samoset Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/21/2019	7/1/2020
Graham	Trisha	Ballard Elementary School	Tchr, Resource	ESOL End. Class 4	12/8/2021	5/31/2020
Galletta	Kimberly	Gullett Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/27/2019	4/24/2020
Townsend	Emily	Rogers Garden-Bullock ES	Tchr, Autism Spectrum Disorder	ESOL End. Class 4	1/9/2022	2/20/2020
Park	Susan	Sea Breeze Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/21/2019	10/1/2019
Clark	Megan	Witt Elementary School	Tchr, Kindergarten	ESOL End. Class 1	12/15/2021	8/5/2019
Urban	Tiffany	Ballard Elementary School	Tchr, First Grade	ESOL End. Class 1	6/11/2019	8/1/2019
Moeller	Renee	Bashaw Elementary School	Tchr, First Grade	ESOL End. Class 1	5/22/2019	8/1/2019
Mckenzie	Stephanie	Bayshore Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	5/9/2019	8/1/2019
Erby	Lisa	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/21/2018	8/1/2019
Lamar	Amber	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/7/2019	8/1/2019
Boggs	Olivia	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/7/2019	8/1/2019
De Jesus	Ninotchka	Bayshore High School	Tchr, ESOL Resource	ESOL End. Class 1	6/29/2020	8/1/2019
Cochran	Elizabeth	Braden River Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/3/2019	8/1/2019
Hosker	Jeanne	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	8/21/2018	8/1/2019
Kaehr	Taylor	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1	6/19/2019	8/1/2019
Ventling	Olivia	Daughtrey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/3/2019	8/1/2019
Cromartie-Pindell	Doris	Daughtrey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	2/28/2019	8/1/2019
Rumbaugh	Meghan	Gullett Elementary School	Tchr, First Grade	ESOL End. Class 1	6/12/2019	8/1/2019
Shea	Julie	Gullett Elementary School	Tchr, VE/SC	ESOL End. Class 1	6/12/2019	8/1/2019
Biermann	Brittany	Gullett Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/12/2019	8/1/2019
Carenza	Kimberly	Haile Middle School	Tchr, VE	ESOL End. Class 1	8/21/2018	8/1/2019
Perez Valdez	Ruth	King Middle School	Tchr, ESOL Resource	ESOL End. Class 1	5/17/2020	8/1/2019
Merrill	Kendra	Kinnan Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/4/2019	8/1/2019
Luck	Michelle	Lee Middle School	Tchr, Science, MS	ESOL End. Class 1	5/22/2019	8/1/2019
Hustedt	Linda	Lee Middle School	Tchr, VE	ESOL End. Class 1	5/13/2019	8/1/2019
Jett	Sarah	Manatee Elementary School	Tchr, VE	ESOL End. Class 1	6/11/2019	8/1/2019
Givens	Phyllis	Manatee Elementary School	Tchr, First Grade	ESOL End. Class 1	6/13/2019	8/1/2019
Bolyard	Kimberly	Manatee Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/13/2019	8/1/2019
Peters	Tina	McNeal Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/5/2019	8/1/2019
Gulbrandsen	Angela	McNeal Elementary School	Tchr, First Grade	ESOL End. Class 1	6/5/2019	8/1/2019
Boyd	Malinda	Miller Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/17/2019	8/1/2019
Becker	Dawn	Miller Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/19/2019	8/1/2019
Jones	Kimberly	Oneco Elementary School	Tchr, Third Grade	ESOL End. Class 1	1/30/2019	8/1/2019
Miller	Melanie	Palmetto Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/7/2019	8/1/2019
Paternostro	Nicole	Parrish Community High School	Tchr, VE	ESOL End. Class 1	5/7/2019	8/1/2019
Small	Tyler	Parrish Community High School	Tchr, Reading, HS	ESOL End. Class 1	5/7/2019	8/1/2019
Wagstaff	Michele	Prine Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/19/2019	8/1/2019

Graczyk	Alycia	Prine Elementary School	Tchr, Third Grade	ESOL End. Class 1	5/22/2019	8/1/2019
Ramos Chesnik	Claudia	Rogers Garden-Bullock ES	Tchr, Fifth Grade	ESOL End. Class 1	6/21/2019	8/1/2019
Bixler	Kathleen	Rogers Garden-Bullock ES	Tchr, Second Grade	ESOL End. Class 1	6/21/2019	8/1/2019
Hughes	Holley	Samoset Elementary School	Tchr, Third Grade	ESOL End. Class 1	8/21/2018	8/1/2019
Mckellick	Amber	Sea Breeze Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/21/2019	8/1/2019
Melo Espinosa	Saharai	Southeast High School	Tchr, World Language, HS	ESOL End. Class 1	5/9/2019	8/1/2019
Mulrooney	Shawn	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	8/22/2018	8/1/2019
Rosenbaum	Kristina	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	7/10/2019	8/1/2019
Anderson	Megan	Tara Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/10/2019	8/1/2019
Hubley	Jennifer	Willis Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/11/2019	8/1/2019
Collett	Dana	Willis Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/11/2019	8/1/2019
Velez	Corinna	Braden River High School	Tchr, Social Studies, HS	ESOL End. Class 1	7/2/2019	7/1/2019
Chabak	Donna	Bashaw Elementary School	Tchr, Intellctual Disabilities	ESOL End. Class 1	6/21/2019	8/1/2018
Fruchey	Samantha	Bashaw Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/26/2019	8/1/2018
Rulhe	Heather	Bayshore Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/19/2019	8/1/2018
Clark	Julie	Blackburn Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/12/2019	8/1/2018
Comegno	Iris	Braden River Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/3/2019	8/1/2018
Moss	Shana	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/7/2019	8/1/2018
Browning	Brenda	Braden River High School	Tchr, Intellctual Disabilities	ESOL End. Class 1	7/2/2019	8/1/2018
Balatoni	Albana	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1	6/3/2019	8/1/2018
Padilla	Marisol	Daughtrey Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/3/2019	8/1/2018
Dunlap	Lori	Freedom Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/4/2019	8/1/2018
Noll	Adrienne	Freedom Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/11/2019	8/1/2018
Kelly	Ann	Haile Middle School	Tchr, Reading, MS	ESOL End. Class 1	5/15/2019	8/1/2018
Camarda	Heather	Kinnan Elementary School	Tchr, VE/SC	ESOL End. Class 1	6/4/2019	8/1/2018
Jandula	Sommer	Kinnan Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/4/2019	8/1/2018
Thomas	Sheree	Lee Middle School	Tchr, Reading, MS	ESOL End. Class 1	8/1/2018	8/1/2018
Nunemaker	Jessica	Manatee Elementary School	Tchr, Resource	ESOL End. Class 1	6/3/2019	8/1/2018
Gilbert	William	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/8/2019	8/1/2018
Gibson	Dana	McNeal Elementary School	Tchr, Gifted	ESOL End. Class 1	8/29/2019	8/1/2018
Sirota	Leigh	Mills Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/7/2019	8/1/2018
Williams	Jessica	Palmetto Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/7/2019	8/1/2018
Strite	Rebekah	Samoset Elementary School	Tchr, Kindergarten	ESOL End. Class 1	7/22/2020	8/1/2018
Fortin	Katie	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	5/14/2019	8/1/2018
Frisbie	Jason	Willis Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 1	6/11/2019	8/1/2018
Lamp	Candace	Witt Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/27/2019	8/1/2018
Smith	Jennifer	Mills Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/7/2019	7/1/2018
Myers	William	Tillman Elementary School	Tchr, VE/SC	ESOL End. Class 5	11/27/2021	8/19/2017
Winston	Lora	Haile Middle School	Tchr, Social Studies, MS	ESOL End. Class 1	5/15/2019	8/4/2017
Scott-Atbashian	Larissa	Blackburn Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/12/2019	8/1/2017
Williams	Hannah	Daughtrey Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/3/2019	8/1/2017
Stevens	Samantha	Kinnan Elementary School	Tchr, Third Grade	ESOL End. Class 1	1/30/2019	8/1/2017
Neri	Anna	Miller Elementary School	Tchr, Combination, ES Grds	ESOL End. Class 1	6/19/2019	8/1/2017
Cline	Ka	Myakka Elementary School	Tchr, Music, ES	ESOL End. Class 1	6/7/2019	8/1/2017
Mueller	Megan	Palmetto Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/7/2019	8/1/2017
Pena	Olga	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	9/18/2018	8/1/2017
Nelson	Stacie	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1	3/8/2021	8/1/2017
Lima	Fernanda	Prine Elementary School	Tchr, Second Grade	ESOL End. Class 1	2/10/2020	8/1/2017
Jackson	Deelah	Samoset Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/21/2019	8/1/2017
Wright	Kelly	Tara Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/10/2019	8/1/2017
Boswell	Courtney	Willis Elementary School	Tchr, Third Grade	ESOL End. Class 1	7/24/2019	8/1/2017
Cannon	Angela	Witt Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	6/27/2019	8/1/2017
Carroll	Laura	Horizons Academy	Tchr, Reading, HS	ESOL End. Class 1	6/28/2019	1/1/2017
Fluellen-Reitwiesner	Regina	Jain Middle School	Tchr, VE	ESOL End. Class 1	5/13/2019	12/5/2016
Garcia	Frances	Blackburn Elementary School	Tchr, First Grade	ESOL End. Class 1	6/12/2019	8/1/2016
Hart	Vera	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/7/2019	8/1/2016
Rueping	Melissa	Gullett Elementary School	Tchr, First Grade	ESOL End. Class 1	6/12/2019	8/1/2016
Kudelko	David	Gullett Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/11/2019	8/1/2016
Devriendt	Erin	Gullett Elementary School	Tchr, First Grade	ESOL End. Class 1	6/12/2019	8/1/2016
Watts	Noemi	Moody Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/14/2019	8/1/2016
Holmes	Harold	Oneco Elementary School	Tchr, Emotion/Behavr Disabil	ESOL End. Class 1	6/19/2019	8/1/2016
Avila- Mangual	Adrianne	Southeast High School	Tchr, Mathematics, HS	ESOL End. Class 1	6/19/2019	8/1/2016
Breiding	Nancy	Willis Elementary School	Tchr, First Grade	ESOL End. Class 1	6/11/2019	8/1/2016
Nunn	Kristen	Witt Elementary School	Tchr, Fourth Grade	ESOL End. Class 1	12/15/2021	8/1/2016
Mcclone	Jillian	Bashaw Elementary School	Tchr, First Grade	ESOL End. Class 1	5/17/2019	5/8/2016
Baker	Pamela	Palm View K-8 School	Tchr, Social Studies, MS	ESOL End. Class 1	5/14/2019	3/13/2016

Grant	Jennifer	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/13/2019	12/14/2015
Gleason	Katie	Palm View K-8 School	Tchr, First Grade	ESOL End. Class 1	6/21/2019	12/14/2015
Delgado Vazquez	Mirla	Daughtrey Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	3/9/2021	8/1/2015
Baker	Sarah	Freedom Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/11/2019	8/1/2015
Hannaford	Terri	Palmetto High School	Tchr, Intellctual Disabilities	ESOL End. Class 1	6/7/2019	8/1/2015
Ajani-Smith	Leonilla	Rogers Garden-Bullock ES	Tchr, Intellctual Disabilities	ESOL End. Class 1	6/21/2019	8/1/2015
Waldrop	Stephanie	Mills Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/7/2019	7/1/2015
Miller	Cory	Horizons Academy	Tchr, Science, MS	ESOL End. Class 1	6/28/2019	6/1/2015
Rambo	Christopher	Gullett Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/12/2019	8/1/2014
Mason	Debra	Tillman Elementary School	Tchr, Third Grade	ESOL End. Class 1	6/19/2019	8/1/2014
Ingham	Gwyneth	McNeal Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/5/2019	7/1/2014
Anderson	Heather	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	5/17/2019	6/12/2014
Dain	Allison	Braden River High School	Tchr, Reading, HS	ESOL End. Class 1	5/7/2019	5/27/2014
Bockus	Joseph	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	7/2/2019	8/1/2013
Cummins	Anthony	Parrish Community High School	Tchr, Reading, HS	ESOL End. Class 1	4/3/2019	8/1/2013
Bizek	Sara	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1	4/3/2019	8/1/2013
Keenan	Cara	McNeal Elementary School	Tchr, VE	ESOL End. Class 1	6/5/2019	7/1/2013
Holbrook	Colleen	Miller Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/17/2019	7/1/2013
Gurcan	Melissa	Samoset Elementary School	Tchr, Art, ES	ESOL End. Class 2	5/19/2013	5/19/2013
Barquero Diaz	Lillian	Bayshore High School	Tchr, ESOL Resource	ESOL End. Class 1	5/7/2019	2/20/2013
Anderson	Hunter	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1	3/9/2021	8/1/2012
Bowers	Ann	Braden River Middle School	Tchr, Reading, MS	ESOL End. Class 1	5/13/2019	8/1/2012
Assha	Paola	Buffalo Creek Middle School	Tchr, Science, MS	ESOL End. Class 1	3/11/2021	8/1/2012
Baxter	Maurice	Horizons Academy	Tchr, Dropout Prevention, HS	ESOL End. Class 1	9/6/2019	8/1/2012
Douglas	Kelli	Lincoln Memorial Middle School	Tchr, VE	ESOL End. Class 1	3/10/2021	8/1/2012
Lyons	Kathleen	Johnson K-8 Sch of Int Studies	Tchr, Third Grade	ESOL End. Class 1	6/26/2019	7/1/2012
Lovewell	Chad	Haile Middle School	Tchr, Reading, MS	ESOL End. Class 1	5/15/2019	6/7/2012
Nickerson	Susan	Palmetto Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/7/2019	2/11/2012
D'Urso	Maureen	Palmetto High School	Tchr, VE	ESOL End. Class 1	6/27/2019	4/19/2011
Norman-Webb	Michelle	Southeast High School	Tchr, Music, HS	ESOL End. Class 1	5/9/2019	1/19/2011
Phillips	Kristen	Harvey Elementary School	Tchr, Kindergarten	ESOL End. Class 1	6/7/2019	7/1/2010
Kanai	Kazuki	Kinnan Elementary School	Tchr, ESOL Resource	ESOL End. Class 1	6/28/2019	7/1/2010
Babroski	Angela	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1	5/8/2019	8/1/2009
Hayes	Ellie	Bayshore Elementary School	Tchr, VE	ESOL End. Class 1	5/22/2019	4/20/2009
Morris	Amy	Miller Elementary School	Tchr, VE	ESOL End. Class 1	6/19/2019	10/25/2007
Aadson	Tatyana	Manatee High School	Tchr, World Language, HS	ESOL End. Class 1	5/7/2019	8/1/2007
Odell	Keltie	Manatee High School	Tchr, VE	ESOL End. Class 1	5/8/2019	8/1/2007
Lynch	Sarah	Stewart Elementary School	Tchr, Fifth Grade	ESOL End. Class 1	6/10/2019	4/26/2006
Ralston	Tammy	Braden River High School	Tchr, VE	ESOL End. Class 1	7/2/2019	1/20/2006
Hinton	Renee	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	5/14/2019	6/24/2005
Phillips	Erika	Johnson K-8 Sch of Int Studies	Tchr, World Language, MS	ESOL End. Class 1	5/15/2019	5/30/2004
Palmiere	Kelly	Braden River Middle School	Tchr, Language Arts, MS	ESOL End. Class 1	5/13/2019	5/2/2003
Wardell	Amy	Gullett Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 1	6/12/2019	12/3/2002
Tillett	Julie	Palmetto High School	Tchr, Agriculture/Nat Resrcs	ESOL End. Class 1	5/9/2019	6/1/2001
Dacosta	Maria	Braden River Middle School	Tchr, ESOL Resource, MS	ESOL End. Class 1	5/13/2019	12/6/2000
Overby	Molly	Gullett Elementary School	Tchr, Second Grade	ESOL End. Class 1	6/12/2019	6/18/1998
Perkins	Sonja	Johnson K-8 Sch of Int Studies	Tchr, Science, MS	ESOL End. Class 1	5/13/2019	5/23/1998
Russin	Laura	Braden River High School	Tchr, ESOL Resource	ESOL End. Class 1	6/13/2019	8/21/1997

OOF Reading 4.12.2022 BM						
Last Name	First Name	Department	Current Jobcode Title	Descr	Eff Date	Due Date
Goodwin	Emily	Abel Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Lopez-Ruiz	Stephanie	Ballard Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/6/2020	11/1/2021
Wetherson	Mitchell	Bayshore Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/6/2020	11/1/2021
Gray	Donna	Blackburn Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Earnest	Megan	Braden River Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Dragon	Heather	Braden River Elementary School	Tchr, Combination, ES Grds	Reading Endorsement Class 1	11/9/2020	11/1/2021
Bertsch	Alison	Braden River Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Wilkinson	Casey	Braden River Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Walker	Amber	Braden River Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Cappiello	Xiomara	Braden River Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Kil	Wendy	Braden River Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Johns	Reba	Daughtrey Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Keller	Erika	Daughtrey Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Pindjak	Courtney	Daughtrey Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Sanborn	Kelli	Freedom Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Watts	Ruth	Freedom Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Galbraith	Jessica	Freedom Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Wilson	Ariane	Freedom Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/10/2020	11/1/2021
Wilson	Eugena	Freedom Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Engelberger	Kristie	Freedom Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Carson	Ashley	Freedom Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/10/2020	11/1/2021
Rogers	Christina	Freedom Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/10/2020	11/1/2021
Kiker	Kari	Freedom Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Mcdaniel	Rebecca	Gullett Elementary School	Tchr, Gifted	Reading Endorsement Class 1	11/10/2020	11/1/2021
Holloway	Jackie	Gullett Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Turner	Rhonda	Gullett Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Harp	Sarah	Gullett Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Whitfield	Kelli	Gullett Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Lewis	Jenna	Gullett Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Gyure	Adrienne	Gullett Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Peterson	Hope	Gullett Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Enrique	Samantha	Gullett Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Miller	Ashlee	Gullett Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Gil	Katherine	Gullett Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/10/2020	11/1/2021
Byrne	Karin	Gullett Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Rzepa	Michele	Harvey Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/9/2020	11/1/2021
Kerwin	Sandra	Johnson K-8 Sch of Int Studies	Tchr, Kindergarten	Reading Endorsement Class 1	11/5/2020	11/1/2021
Murphy	Judy	Johnson K-8 Sch of Int Studies	Tchr, First Grade	Reading Endorsement Class 2	11/5/2020	11/1/2021
Peebles	Elizabeth	Kinnan Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Hixson	Yovary	Kinnan Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/10/2020	11/1/2021
Engram	Lisa	Manatee Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Lardas	Stephan	Manatee Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Vazquez	Jessica	Manatee Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Pierre	Dawn	Manatee Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/13/2020	11/1/2021
Chapman	Kristen	McNeal Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/13/2020	11/1/2021
Laport	Lisa	McNeal Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Freeman	Stacy	McNeal Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Hughes	Angela	McNeal Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Germer	Jeannine	McNeal Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Dubendorf	Michelle	McNeal Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Samson	Jodi	McNeal Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Garger	Sara	McNeal Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Pippin	Stephen	McNeal Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Swartling	Melinda	McNeal Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Bertrand	Amanda	McNeal Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/13/2020	11/1/2021
Smith	Elizabeth	McNeal Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Brand	Rose	McNeal Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Berninger	Andrea	McNeal Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Stockton	Sarah	Miller Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
France	Brijet	Miller Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
McGary	Lisa	Miller Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Beckner	Tracy	Miller Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Brady	Deborah	Miller Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Lindenauer	Lourdes	Miller Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/13/2020	11/1/2021
Andersen	Leslie	Mills Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Mcdaniel	Michael	Mills Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Dominis	Jenny	Moody Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021

Grant	Kimberly	Moody Elementary School	Tchr, Combination, ES Grds	Reading Endorsement Class 1	11/17/2020	11/1/2021
Keen	Christine	Myakka Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Sailer	Laura	Myakka Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Sutherland	Angela	Myakka Elementary School	Tchr, Art, ES	Reading Endorsement Class 1	11/17/2020	11/1/2021
Holt	Jessica	Oneco Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Brendel	Bobbi	Oneco Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/17/2020	11/1/2021
Cardenas	Cynthia	Oneco Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Pollard	Sharran	Oneco Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Gruwell	Lorena	Oneco Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/17/2020	11/1/2021
Newsome	Gwendolyn	Palm View K-8 School	Tchr, First Grade	Reading Endorsement Class 1	11/5/2020	11/1/2021
Leverenz-Pikulski	Debra	Palm View K-8 School	Tchr, First Grade	Reading Endorsement Class 1	11/5/2020	11/1/2021
Green	April	Palm View K-8 School	Tchr, Third Grade	Reading Endorsement Class 1	11/5/2020	11/1/2021
Chapelle	Nequita	Palma Sola Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Garcia	Rebecca	Palma Sola Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Cornish	Laura	Palmetto Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Rosario	Paula	Palmetto Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Averso	Dylan	Palmetto Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Sharp	Ellie	Palmetto Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
White	Charlie	Palmetto Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/18/2020	11/1/2021
Lagasse	Elizabeth	Palmetto Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/18/2020	11/1/2021
Ballenger	Byron	Palmetto Elementary School	Tchr, Physical Educ, ES	Reading Endorsement Class 1	11/18/2020	11/1/2021
Ujvari	Adrienn	Palmetto Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/18/2020	11/1/2021
Crosby	Lauren	Prine Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Allen	Brigitte	Prine Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Babakarkhil	Jessica	Prine Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Arms	Monica	Prine Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Sheehan	Randi	Prine Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/19/2020	11/1/2021
Kerney	Kaitlinn	Prine Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Meggs	Sonia	Rogers Garden-Bullock ES	Tchr, First Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Shaw	Linda	Rogers Garden-Bullock ES	Tchr, Kindergarten	Reading Endorsement Class 1	11/20/2020	11/1/2021
Phillips	Ashley	Rogers Garden-Bullock ES	Tchr, Kindergarten	Reading Endorsement Class 1	11/20/2020	11/1/2021
Miraglia	Ariana	Rogers Garden-Bullock ES	Tchr, Third Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Humphrey	Rebecca	Samoset Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Stoddart	Donna	Samoset Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Potter	Rebecca	Samoset Elementary School	Tchr, First Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Platt	Dawn	Samoset Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
Crowley	Susan	Samoset Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/20/2020	11/1/2021
French	Sharon	Samoset Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/5/2020	11/1/2021
Bue	Jennifer	Samoset Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/20/2020	11/1/2021
Dauphas	Eleanor	Witt Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Bulfin	Cheryl	Witt Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Bice	Cheryl	Witt Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Brack	Elizabeth	Witt Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Trivedi	Palak	Witt Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Houston	Amanda	Witt Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/19/2020	11/1/2021
Wilder	Kim	Witt Elementary School	Tchr, Third Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Burke	Catherine	Witt Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Sauer	Karen	Witt Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Shilling	Michelle	Witt Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Cadle	Mryia	Witt Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/19/2020	11/1/2021
Spence	Lesley	Witt Elementary School	Tchr, Second Grade	Reading Endorsement Class 1	11/19/2020	11/1/2021
Mccoy	Vivian	Braden River Middle School	Tchr, Science, MS	Reading Endorsement Class 1	9/29/2020	9/21/2021
Spisak	Stephen	Buffalo Creek Middle School	Tchr, Social Studies, MS	Reading Endorsement Class 1	7/23/2020	5/31/2021
Bishop	Kathleen	Blackburn Elementary School	Tchr, Fifth Grade	Reading Endorsement Class 1	11/9/2020	11/1/2020
Constant	Ermite	Rogers Garden-Bullock ES	Tchr, Fourth Grade	Reading Endorsement Class 1	11/20/2020	11/1/2020
Bednarz	Jewell	Abel Elementary School	Tchr, VE	Reading Endorsement Class 1	11/5/2020	11/1/2019
Compton	Kathryn	Miller Elementary School	Tchr, Kindergarten	Reading Endorsement Class 1	11/13/2020	11/1/2019

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase Student Accident Insurance & Ancillary Student Accident Insurance, SDMC No. 23-0003-RG

Executive Summary

The School Board of Manatee County has historically provided supplemental student accident insurance at no cost to parents to help with the costs of medical care associated with student accidents during the regularly scheduled school day. Students are also covered while participating in activities that are exclusively sponsored, funded, scheduled, and supervised by District employees during the current school term, including day field trips, regularly scheduled physical education classes, intramural sports, and before and after school care. This policy does not cover students participating in extra-curricular sports activities. This policy is a supplemental or excess policy and does not pay 100% of the medical expenses. This includes administration of claims.

Student Accident Insurance year-to-date expenditures for 2021-2022 are $66,879.55. Expenditures for school year 2020-2021 were $50,087.40.

Additionally, the School District of Manatee County requires students participating in extra-curricular activities to purchase student accident insurance. The student pays a required fee to the school, then the school purchases this policy to cover the students. The Extended Day Enrichment Program (EDEP) also purchases this insurance to cover their extended day program. This is a separate policy not included in the student accident insurance policy that Risk Management purchases each year to cover accidents that occur during the regularly scheduled school day.

Ancillary Student Accident Insurance year-to-date expenditures for 2021-2022 are $68,378.52. Expenditures for school year 2020-2021 were $47,755.55.

Approval of this purchase does not indicate immediate or complete expenditure of approved funds. Approved funds will only be expended on an as-needed basis throughout the term. The requested purchase is for the period of July 1, 2022, through June 30, 2023.

State Board Rule 6A-1.012(15) states, "Except as otherwise required by statute, a district school board when purchasing insurance, entering risk management programs, or contracting with third-party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract."

The supplier is School Insurance of Florida, Inc., Winter Garden, FL, Florida Document No. G06074900273.

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

Safety | Goal 1
Increase the number of best practices, resources and evidence-based approaches in the areas of school climate and safety across all district campuses and buildings.

Recommendation
The Superintendent recommends approval to purchase Student Accident Insurance & Ancillary Student Accident Insurance, SDMC No. 23-0003-RG.

Financial Impact

The funding source for this expenditure is Risk Management Self Insurance Program and is included in the Risk Management Department proposed budget for 2022-2023 and also in the School/Department and EDEP proposed budgets for 2022-2023.

Contact
Submitting Department: Risk Management
Initiated By: Bill Kelley

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Purchase of KFT Fire Trainer Equipment and Services, SDMC No. 23-0009-BS

Executive Summary
Manatee Technical College's Fire Science program purchases fire training equipment and services from KFT Fire Trainer, LLC. KFT has provided fire training systems that are computer-controlled by proprietary software. The company also provides annual maintenance on all KFT fire training systems and prop areas.

The requested contract is for the period of July 1, 2022 through June 30, 2023.

Florida Statutes Section 1010.04(4) states, "Alternative procedures for purchasing - The State Board of Education may, by regulation, provide for alternative procedures for bidding or purchasing in cases in which the character of the item requested renders competitive bidding impractical."
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 resources, as defined in Section 282.0041(11), Florida Statutes, may make any acquisition through the bid 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."

Year-to-date expenditures for 2021-2022 are $61,000.00. Historical expenditures for 2019-2020 was $25,000.00 and $22,588.00 for 2020-2021.

Approval does not indicate immediate or complete expenditure of approved funds. Funds will only be expended as budget(s) allow.

The supplier is KFT Fire Training, LLC, Montvale, NJ, Florida, Document No. M14000003335.

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

Adult, Career & Technical Education | Goal 1
Implement curriculum opportunities for students to learn technical skills with a wide range of strategies through their educational career.

Manatee Technical College | Goal 2
Expand workforce development education for high-skill, high-wage occupations to meet the local needs of our fast-growing economy.

Recommendation
The Superintendent recommends approval of the purchase of KFT Fire Trainer Equipment and Services, SDMC No. 23-0009-BS.

Financial Impact
The funding source for this expenditure is MTC Fire Fighter Lab and Tuition Fees and is included in MTC Fire Fighter Department proposed budget for 2022-2023.

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

Attachments:
KFT Contract for Services.pdf

SCHOOL DISTRICT OF MANATEE COUNTY
AGREEMENT FOR CONTRACTUAL SERVICES

PAID FROM_____FUNDS	_____MTC_____	PO# 23-0009-BS
Budgeted, Federal, Grant, Internal (-) $25,000 & UNDER PRINCIPAL/DIRECTOR(S), LEGAL, DEPUTY SUPERINTENDENT	Name of School/Department ( ) $25,000 - $49,999 PRINCIPAL/ DIRECTOR(S), LEGAL, DEPUTY SUPERINTENDENT, & SUPERINTENDENT	(X) $50,000 & OVER PRINCIPAL/ DIRECTOR(S), LEGAL, DEPUTY SUPERINTENDENT, SUPERINTENDENT & BOARD APPROVAL

This Agreement entered into this 9 day of March, 2022, (Agreement Date) by and between the School District of Manatee County, Florida, a political subdivision of the State of Florida (School District) and KFT Fire Trainer, LLC (Vendor).

VENDOR:

Business Name: KFT Fire Trainier, LLC Vendor No. 156107
Representative: Mike Collins Position: Senior Manager, Customer Support
Address: 17 Phillips Parkway
City: Montvalle State: NJ Zip: 07645
Phone: 862-444-1423 Email: Mike.Collins@kft.firetrainer.com
SDMC Employee: Yes: (____) No: (X) Former: (_____) Date Employment Ended: _____
Current employees must be paid from their cost center and cannot own 5% or more of business.

SCOPE OF WORK:

Vendor shall provide service(s) according to the terms and conditions set forth in this Agreement. The service(s) to be provided by Vendor is/are {*if attached indicate name of attachment*}
Install, maintain fire training equipment, check, clean inspect filters, fans, blowers, etc. to sure all is in perfect working condition.

And shall be performed at the following location(s): Manatee Technical College
Date(s) of Service(s): 07/01/2022 to 06/30/2023
Time(s)/Duration _____ am/pm to _____ am/pm

LIMIT OF COMPENSATION:

The School District has authorized an amount not to exceed $ 21-0101-BS, which shall constitute the maximum amount due under this agreement to the Vendor for service(s) rendered under section two. Agreements exceeding $50,000.00 are subject to School Board Approval.

PAYMENT:

Payment for services shall be (*mark one*)
□ a flat fee of $_____.
□ a rate of $_____ per unit where the unit of measure is Quote for services to be provided. Payment shall be according to Section 218 F.S. "LOCAL GOVERNMENT PROMPT PAYMENT ACT." Payments shall be issued only in the name of Vendor.

To be paid from budget line 10101 53500 431001/464101 0211 14649/14828

TERMS AND CONDITIONS:

Term of Agreement:

This Agreement shall become effective on the Agreement Date, or the date on which the agreement has been signed by both parties, whichever is later, and shall have a term not to exceed one year.

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 contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

Compliance with Jessica Lunsford Act:

The School District of Manatee County and State of Florida, requires all Vendors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School District for any claims made against the School Board related to the failure to comply with Section 1012.465 and Section 1012.32 Florida Statutes. For information on JLA requirements and how to comply visit: http://www.manateeschools.net/

Third Party Beneficiary:

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. No modification, amendment or waiver of any of any provision of this agreement will be effective unless in writing and signed by both parties.

Governing Law:

This agreement will be governed by the internal laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this agreement. All disputes are to beresolved 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.

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 School District does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.

Indemnification:

Vendor agrees to defend indemnify and hold harmless the School District, their agents, employees, officers and Board Members against any and all third-party claims, losses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement to the extent provided by law. When pertaining to a services contract, Vendor will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The School Board, their Board Members and School District Employees as an additional insured. To the extent applicable Vendor will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School District, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification.

Confidentiality:

Confidentiality is pursuant to Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non Discrimination Act of 2008.

Sovereign Immunity:

The parties acknowledge and agree that the School Board, a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in Section 768.28 Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

Compliance Requirements:

The School District, acknowledges and understands that the projects contemplated by this contract are being constructed on public property owned by the School District, which property may at various times during construction be occupied by students, teachers, parents and school administrators. Accordingly, in order to secure the property, protect students and staff, and otherwise comply with applicable law, the Vendor agrees to all provisions and instructions contained in this Agreement and agrees that the failure of Vendor to comply with any of these provisions and instructions may result in the termination of this contract by the School District of Manatee County.

Invoice Requirements:

The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.

The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.

The invoice shall contain the following basic information: the awarded Bidder's name and address, invoice number, date of invoice, description of the services 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.

Contact with Students:

Unless otherwise specified, the Vendor, will have no employees or independent contractors, material men, supplier

or anyone involved in any manner with projects resulting from this Agreement shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this Agreement.

Standards of Conduct:

Vendor will be held to the same standards of conduct as employees of the School District of Manatee County while conducting business with the District. These standards, as defined in School Board Policies, will apply not only to employees of the Vendor, but also to the employees of its sub-contractors.

Severability and Waiver:

If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.

Force Majeure:

The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such a acts of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 upon written notice.

Equal Opportunity:

The Vendor agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act and the Family Medical Leave Act. Said Provider further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, disability, sexual orientation, age or marital status. 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."

Federal Debarment & Suspension Certification:

This agreement is subject to the requirement by Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017.510 and/or 34 CFR Part 85, Section 85.510.

Termination:

Termination for Cause—The School District reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the provider has failed to comply with the conditions of the agreement. The School District shall promptly notify the Provider in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Providers or recoveries by the School Board 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. Termination for cause includes terminations under 215.4725, F.S.

Termination for Convenience—Termination of this contract in whole or in part may be made by School District of Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District of Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required.

Custodian of Public Records:

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICABILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian 215 Manatee Avenue W. Bradenton,
Florida, 34205
(941) 708-8770
publicrecords@manateeschools.net

Compliance to the Sunshine Law:

The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Section 286.011 Florida Statutes. et. seq. and Section 119.01 Florida Statutes. et. seq. Vendor hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

School District Policy:

In accordance with School Board of Manatee County Policy and Procedures, no contract for providing supplies, equipment or services shall be effected with any individual or business entity in which any member of the School Board or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No

School Board employee may directly or indirectly purchase or recommend for purchase of 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.

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 the Vendor will in no way be a cause for relief from responsibility. The Vendor 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 contract. The Vendor must not be in violation of any zoning or other ordinances in the performance of this contract.

Safety Standards:

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

Tax Exemptions:

When purchasing directly from a supplier the School District of Manatee County, Florida is exempt from Federal Excise, State Sales and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

Contract Work Hours & Safety Standards Act:

(34 CFR 80.36(I) (6): All vendors, Vendors and sub-contractors must comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR Part 5).

Possession of Firearms:

Possession of firearms will not be tolerated on the project or any School District of Manatee County property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of the Vendor, or any of its sub- contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by the Vendor. If a sub-contractor fails to terminate said employee or independent contractor, the Vendor shall terminate its agreement with the sub-contractor. If the Vendor fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County. "Firearm" has the meaning given in Subsection 790.001(6) Florida Statutes.

Criminal Acts:

Employment on the project by the Vendor, or any of its subcontractor, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude will not be tolerated. If it is determined that any person with such criminal history is on the project site, the Vendor agrees to take all steps necessary to remove such person from the project and the property. The School District of Manatee County shall have the right to terminate this agreement if the Vendor does not comply with this provision

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 Vendor's employees or independent contractors or its sub-contractors employees or independent contractors will not be tolerated on School 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 School District property, said employee or independent contractor shall be removed and terminated from the project by the Vendor. If a sub-contractor fails to terminate said employee or independent contractor, the Vendor shall terminate its agreement with the sub-contractor. If the Vendor fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County.

Clean Air and Water Pollution Act:

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

Energy Policy and Conservation Act:

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Byrd Anti-Lobbying Amendment:

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Funding Agreement (Right to Inventions):

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2(a), and the contractor/subcontractor enters 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 contractor/subcontractor 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 implementing regulations issued by the awarding agency.

Procurement of Recovered Materials

1. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure 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. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
2. Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of $10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of $10,000 of the item both under and outside that contract.

Entire Agreement:

This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail. In the event of conflict, the terms of this agreement shall govern.

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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: _____

SIGNATURES:

_____		_____	
Vendor	Date	Deputy Superintendent	Date
_____		_____	
School Principal	Date	Superintendent (over $25,000)	Date
_____		_____	
Legal	Date	Board Chair (over $50,000)	Date

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER NAME: KFT Training Equipment, LLC

TELEPHONE NUMBER: 201-300-8100

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/VENDOR DISQUALIFIABLE OFFENSES:

- Any offense listed in s. 943.0435 (1)(a) 1., relating to the registration of an individual as a sexual offender.
- Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- Section 775.30, relating to terrorism.
- Section 782.04, relating to murder.
- Section 787.01, relating to kidnapping.
- Any offense under chapter 800, relating to lewdness and indecent exposure.
- Section 826.04, relating to incest.
- Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase and Continue Legal Services for Fiscal Year 2022-2023 from Rob Robinson Attorney, PA, SDMC No. 23-0008-RG

Executive Summary
The District is requesting approval to purchase legal services. Legal services are required for issues regarding employee discipline, defense of litigation, Equal Employment Opportunity Commission charges, defense of unfair labor practices, arbitrations, defense of Exceptional Student Education (ESE) related matters, Office of Civil Rights Complaints and other legal services as assigned.

Historical expenditures for legal services with Rob Robinson Attorney, PA have been:

2019-2020	$24,116.05
2020-2021	$75,000.00
2021-2022 ytd	$125,000.00
	$224,116.05

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 the purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.

Approval of this agenda item does not indicate immediate or complete spending of approved funds. Approved funds will only be spent on an as needed basis throughout the contract period.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Recommendation
The Superintendent recommends approval to purchase and continue legal services for Fiscal Year 2022-2023 from Rob Robinson Attorney, PA, SDMC No. 23-0008-RG.

Financial Impact
The funding source for this expenditure is outside attorney fees and is included in the General Counsel's proposed budget for 2022-2023.

Contact
Submitting Department: Legal
Initiated By: Mitchell Teitelbaum

Attachments:
Rob Robinson - Ltr. of Engagment.pdf

Rob Robinson
Attorney P.A.

941.364.2404
rob@robrobinson.law
robrobinson.law

March 2, 2022

VIA EMAIL ONLY
School District of Manatee County
c/o Ms. Ruth Gruett
Director/ Buyer, Purchasing
School District of Manatee County
Bradenton, Florida
gruettr@manateeschools.net
anderson2k@manateeschools.net
teitelbaumm@manateeschools.net

Re: Letter of Engagement

Dear Ms. Gruett:

I am pleased that the School District of Manatee County (SDMC) is retaining our firm to represent it in certain assigned matters from July 1, 2022 to June 30, 2023. This letter is intended to set forth the firm's agreement with the SDMC as to the nature and scope of the legal services the firm will be performing, the manner in which the firm's fees for those services will be determined, and the terms upon which payment will be made.

1. **Nature of legal services.** The SDMC has engaged the firm to represent it in connection with litigation involving former SDMC employees. SDMC reserves the right to assign additional work to the firm.

2. **Fees for services.** The firm will bill you for our services at our standard hourly rates, which are adjusted from time to time. At the present time, the hourly rates in the litigation section are as set forth below:

Robert K. Robinson	$165.00
Paralegal	$ 65.00

I will be the attorney principally responsible for representing the SDMC or the former employees in this matter. The firm will endeavor to make efficient use of personnel to minimize the fees and may ask the SDMC to assist us whenever possible.

600 South Washington Boulevard, Suite 400, Sarasota, Florida 34236
Also Admitted in Georgia

3. Costs. If it is necessary in our representation of any matters to incur out of pocket expenses such as lodging, telephone calls, deposition transcripts, filing fees, copying, mileage computerized legal research, and the like, this will be billed monthly. The firm will endeavor to minimize these costs whenever possible.

4. Retainer deposit. In order to provide a source for payment of costs incurred and fees when appropriate, the firm may require that the SDMC deposit with us, in trust, a retainer; however, the firm will waive that requirement at this time. In the event we are asked to file suit on behalf of the SDMC, a retainer may be required to be negotiated at that time.

5. Billing. Unless agreed otherwise, our invoices will be prepared and mailed during the month following the month in which services were rendered and costs were incurred. The bill is due upon receipt. This does not apply to any requests for additional deposits which are due upon notice to the SDMC of such being required. The SDMC agrees to pay the bill as soon as practicable and no later than 30 days from the date it was mailed. Interest on outstanding balances will be charged at 1.5% per month on balances outstanding for 30 days or more. The failure to pay any bill for fees and costs rendered to the SDMC in accordance with this agreement will constitute a default. In the event of default, the SDMC consents to the firm's immediate cessation of all legal services on its behalf and to the firm's withdrawal as its counsel from all pending litigation. The SDMC will nevertheless be liable to the firm for payment of any fees earned or costs incurred prior to our withdrawal as its counsel from all pending litigation. The SDMC will nevertheless be liable to the firm for payment of any fees earned or costs incurred prior to our withdrawal as its counsel.

6. Limitation on services. Our services on behalf of the SDMC are limited to the services described in paragraph 1 of this agreement.

7. No guarantee. Nothing in this agreement or in any prior conversations should be interpreted by the SDMC as a guarantee of the outcome of any case. The firm cannot guarantee the result of the judicial process. The firm does promise to represent the SDMC zealously, competently, and in a professional manner.

8. Communication. We strive to be open and available to our clients. We will promptly respond to your inquiries, usually within 48 hours unless circumstances prevent it. Our staff is well trained and knowledgeable. Progress information may be obtained from them, but they cannot give legal advice. While we encourage communication, please keep in mind that time is a lawyer's stock in trade.

Please review this agreement and if the SDMC has any questions, please do not hesitate to contact me. If this agreement is acceptable, please acknowledge that the SDMC has reviewed it, understands it, and desires to retain the firm in accordance with this agreement. The SDMC will

do so by executing this agreement below and returning one copy to me. If the SDMC would like to review this agreement with another lawyer, please feel free to do so.

Sincerely,

ROB ROBINSON ATTORNEY P.A.

Robert K. Robinson

REVIEWED AND ACCEPTED:

SCHOOL DISTRICT OF MANATEE COUNTY

By: _____
Print Name: Mitchell Teem
As its: Board Chair

Date: 3/22/22

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase and Continue Legal Services for Fiscal Year 2022-2023 from Blalock Walters, PA, SDMC No. 23-0008-RG

Executive Summary
The District is requesting approval to purchase legal services. Legal services are required for issues regarding employee discipline, defense of litigation, Equal Employment Opportunity Commission charges, defense of unfair labor practices, arbitrations, defense of Exceptional Student Education (ESE) related matters, Office of Civil Rights Complaints and other legal services as assigned.

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 the purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.

Approval of this agenda item does not indicate immediate or complete spending of approved funds. Approved funds will only be spent on an as needed basis throughout the contract period.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Recommendation
The Superintendent recommends approval to purchase and continue legal services for Fiscal Year 2022-2023 from Blalock Walters, PA, SDMC No. 23-0008-RG.

Financial Impact
The funding source for this expenditure is outside attorney fees and is included in the General Counsel's proposed budget for 2022-2023.

Contact
Submitting Department: Legal
Initiated By: Mitchell Teitelbaum

Attachments:
Engagement Letter Re School Board for 2022-2023 Blalock Walters.pdf

BLALOCK WALTERS
ATTORNEYS AT LAW
WE MAKE A DIFFERENCE

March 29, 2022

Via Email: anderson2k@manateeschools.net
Cynthia Saunders, Superintendent
School District of Manatee County
215 Manatee Avenue West
Bradenton, FL 34205

RE: Special Counsel to School District of Manatee County ("District")

Dear Superintendent Saunders:

I want to thank the District for selecting Blalock Walters, P.A. (the "Firm) to represent the District in connection with the above matter. We look forward to working with the School Board, the Superintendent and the District staff. This correspondence is intended to confirm our discussions as to the nature and scope of the legal services the firm would be providing. Until this correspondence has been signed, the Firm has not agreed to act on the District's behalf.

We have discussed providing legal services to the District as special counsel as may be assigned by the District, you or the District Staff Attorney in writing from time to time related to the needs of the District and District ("Matters"). Assignment of tasks will be based on our evaluation of the appropriate attorney to provide proper representation in a cost effective matter. We have attached attorney backgrounds for several of the key attorneys who will likely be working with the District.

Fees and Expenses

Our fees and expenses are based as set forth below. Independent of the professional fees incurred, the District will be billed for disbursements such as application fees, advertising fees, postage, copying charges, and other similar charges. The charges will be separately identified on the invoice.

The District will receive an invoice as to our monthly charges on approximately the tenth (10th) of each month. Upon receipt, please review the invoice and contact the

undersigned regarding any questions or concerns. We request that the District pay the invoice within forty-five (45) days from receipt.

We will bill the District at the following discounted hourly rate:

$165.00

Matters which require third party opinion letters will be negotiated separately based on the amount of risk and legal work involved.

Document Retention

All files which we open and maintain are the property of the Firm. All of our files will be maintained for a period consistent with the State of Florida document retention guidelines unless requested in writing to do so otherwise. After that time, we reserve the right to destroy the files, including all papers and tangible items contained in them. All original client documents and agreements prepared on the District's behalf will be transferred to the District upon request, following completion of our services and payment in full of the District's account. All judgments, settlements, amounts due or to become due to the District arising from or relating to the Matters on which we have acted as counsel will be paid to the District in full following satisfaction of all accounts rendered to the District or will be applied in satisfaction of such account.

Conflicts of Interest

Recognizing and addressing conflicts of interest is a continuing issue for attorneys and clients. First, there are times in regard to certain personnel or student related items that we may be retained to represent either the District or the Superintendent and will act accordingly. Further, we have implemented procedures to search for actual and potential conflicts at the outset of each engagement. We have no clients with interests known to be adverse to the District and will comply with The Florida Bar rules regarding conflicts of interest if an issue arises.

From time to time, we may be asked to represent someone whose interests may potentially differ from the District's interests or have a working relationship with the District. We are accepting this engagement with the District's understanding and express consent that our representation of the District will not preclude us from accepting an engagement from a

new or existing client that may have different interests from the District provided that, in accordance with Rule 4-1.7 of the Florida Bar Rules of Professional Conduct, we reasonably believe that we can provide competent and diligent representation to both clients; the representation is not prohibited by law; the representation does not involve the assertion of a position adverse to another client when we represent both clients in the same proceeding before a tribunal; and each affected client gives informed consent, confirmed in writing or clearly stated on the record at the hearing. If we do not comply with Rule 4-1.7 of the Florida Bar Rules of Professional Conduct, the firm will not accept the engagement.

Communication

We will keep the District and you informed regularly of the progress of and issues relating to the Matters. We will also strive to copy the District, you and the District's Staff Attorney, as appropriate, with pertinent correspondence and documents created on the District's behalf and received from other parties. We encourage open communication with the Firm relating to all facets of the Firm's representation of the Firm. In particular, litigation and potential litigation have inherent uncertainty associated with them. Some of the uncertainty can be minimized through open communication, while the remainder cannot be removed. We will, from time to time, advise you as to our beliefs with respect to the current strengths and weaknesses associated with the District's position in the Matters. We will not make any guarantees to the District regarding the outcome of the Matters.

Review and Termination of Representation

We have agreed the parties will review our representation and all matters regarding this representation, including rates, in September 2022 and either party may end this engagement without cause. If either party elects to terminate the relationship, the parties will determine how best to complete or transition any on-going matters in a cooperative manner. At any point, if the District does decide to terminate our services, you agree to give us prompt written notice of such termination. Upon our termination, the District will remain obligated to pay for all services rendered and costs or expenses paid or incurred on the District's behalf prior to the date of termination and those which are reasonably necessary thereafter.

Confirmation of Engagement

If the foregoing is acceptable, please sign and return a copy of this letter.

On behalf of Blalock Walters, P.A., we look forward to working with you and the District on these Matters. We sincerely appreciate the opportunity to serve as the District's special counsel. If you have any questions regarding the terms of our engagement, please contact the undersigned at your earliest convenience.

Fred Moore, except as he may assign duties or matters within the firm, will be the lead contact for the firm regarding these matters, but if you have any questions regarding the foregoing, please do not hesitate to contact either me or Mark Barnebey.

Sincerely yours,

Fred E. Moore
B.C.S Business Litigation Law
Blalock Walters, P.A.

cc: Mitchell Teitelbaum, Esquire (via email)

ACCEPTED AND AGREED TO:

By: _____

Print Name: _____

Title: _____
As its Authorized Representative

Date: _____, 2022

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Request for Proposal on Aquatic Control Services, SDMC No. 22-0117-MR

Executive Summary
A request for proposal for aquatic control services was issued for work to be performed on an hourly rate basis for retention ponds District wide. Proposals were evaluated and the committee recommends award be made to the top two (2) responsive firms.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.

The requested contract is for the period of May 1, 2022 through April 30, 2024. This bid is for a period of two years with the option to renew for two additional one-year periods.

Historical expenditures for fiscal year 2019-2020 $129,258.60, 2020-2021 $134,956.60 and 2021-2022 $153,265.80.

The proposal is recommended for award to:

Rick Richards Inc, Myakka City, FL, Florida Document No.P96000079536

Stantec, Tallahassee, FL, Florida Document No. F01000005948

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of the request for proposal on aquatic control services, SDMC No. 22-0117-MR.

Financial Impact
The funding sources for these annually estimated expenditures is Capital Fund, County Wide Improvements from the approved budget for 2021-2022 and proposed budgets for 2022-2023 and 2023-2024.

Contact
Submitting Department: Maintenance and Operations
Initiated By: Todd Henson

Attachments:
22-0117 Eval Tab Final.pdf
22-0117-MR - RICK RICHARDS FOR SIGNATURE.pdf
22-0117-MR - STANTEC FOR SIGNATURE.pdf

NOTICE OF INTENT TO AWARD

REQUEST FOR PROPOSAL ON AQUATIC CONTROL SERVICES, MCSD No.22-0117-MR

CONTRACT PERIOD: MAY 1, 2022 THROUGH APRIL 30, 2024

BOARD APPROVAL ON APRIL 12, 2022

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, MCSD No. 22-0117-MR

Proposals Due: 3:00 p.m., Tuesday, March 1, 2022

PROPOSERS	**Cost** **40 Points**	**Permanent Staff Position** **10 Points**	**Experience** **25 Points**	**Staff Certification Qualifications** **20 Points**
Rick Richards Inc.	**40.00**	**10.00**	**25.00**	**20.00**
Solitude Lake Management	5.00	10.00	25.00	20.00
Stantec Consulting Services	**34.00**	**10.00**	**25.00**	**20.00**

PROPOSERS	**Reference** **5 Points**	**MAXIMUM POINTS ALLOWED** **100 Points**
Rick Richards Inc.	**5.00**	**100.00**
Solitude Lake Management	5.00	65.00
Stantec Consulting Services	**5.00**	**94.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, MCSD No. 22-0117-MR

Proposals Due: 3:00 p.m., Tuesday, March 1, 2022

PROPOSERS	PROFESSIONAL SERVICES			
	1. Principal Hourly Rate	**2. Senior Scientist** Hourly Rate	**3. Professional Geologist** Hourly Rate	**4. Hydrologist** Hourly Rate
Rick Richards Inc.	**$80.00**	**$90.00**	**$90.00**	**$100.00**
Solitude Lake Management	No Bid	No Bid	No Bid	No Bid
Stantec Consulting Services	**$143.00**	**$100.00**	**$126.00**	**$85.00**

PROPOSERS	**5. Project Manager** Hourly Rate	**6. Soil Scientist** Hourly Rate	**7. Ecologist** Hourly Rate	**8. Environmental Scientist** Hourly Rate
Rick Richards Inc.	**$65.00**	**$75.00**	**$75.00**	**$85.00**
Solitude Lake Management	$200.00	No Bid	No Bid	$240.00
Stantec Consulting Services	**$85.00**	**$122.00**	**$85.00**	**$85.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, MCSD No. 22-0117-MR

Proposals Due: 3:00 p.m., Tuesday, March 1, 2022

PROPOSERS	**9. Environmental Specialist** Hourly Rate	**10. Mitigation Specialist** Hourly Rate	**11. Environmental Technician** Hourly Rate	**12. Draftsman/ CAD Technician** Hourly Rate
Rick Richards Inc.	**$65.00**	**$65.00**	**$45.00**	**$75.00**
Solitude Lake Management	$240.00	$240.00	No Bid	No Bid
Stantec Consulting Services	**$65.00**	**$65.00**	**$65.00**	**$65.00**

PROPOSERS	**13. Clerical** Hourly Rate	**14. Licensed RUP Applicator** Hourly Rate	**15. Certified Aquatic Technical** Hourly Rate
Rick Richards Inc.	**$45.00**	**$45.00**	**$45.00**
Solitude Lake Management	$120.00	$120.00	$120.00
Stantec Consulting Services	**$53.00**	**$48.00**	**$25.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, MCSD No. 22-0117-MR

Proposals Due: 3:00 p.m., Tuesday, March 1, 2022

PROPOSERS	MISCELLANEOUS		
	16. Mileage Per Mile	**17. Copies** Per Copy	**18. 11" x 17" Color Printouts** Per Print
Rick Richards Inc.	**$0.30**	**$0.50**	**$0.50**
Solitude Lake Management	Included	Included	Included
Stantec Consulting Services	**$0.60**	**$0.11**	**$1.05**

PROPOSERS	LABOR WITH NECESSARY EQUIPMENT			
	19. Two Man Labor Crew Daily Rate	**20. Three Man Labor Crew** Daily Rate	**21. Four Man Labor Crew** Daily Rate	**22. Five Man Labor Crew** Daily Rate
Rick Richards Inc.	**$400.00**	**$625.00**	**$750.00**	**$800.00**
Solitude Lake Management	$1,440.00	$2,160.00	$2,880.00	$3,600.00
Stantec Consulting Services	**$390.00**	**$580.00**	**$792.00**	**$970.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, MCSD No. 22-0117-MR

Proposals Due: 3:00 p.m., Tuesday, March 1, 2022

PROPOSERS	**23. Six Man Labor Crew** Daily Rate	**24. Seven Man Labor Crew** Daily Rate	**25. Eight Man Labor Crew** Daily Rate	**26. Nine Man Labor Crew** Daily Rate
Rick Richards Inc.	**$900.00**	**$950.00**	**$1,150.00**	**$1,650.00**
Solitude Lake Management	$4,320.00	$5,040.00	$5,760.00	$6,480.00
Stantec Consulting Services	**$1,160.00**	**$1,360.00**	**$1,550.00**	**$1,740.00**

PROPOSERS	**FIELD EQUIPMENT**			
	27. Chainsaw	**28. Tractor**	**29. Jon Boat**	**30. Air Boat**
	Daily Rate	Daily Rate	Daily Rate	Daily Rate
Rick Richards Inc.	**$25.00**	**$125.00**	**$40.00**	**$350.00**
Solitude Lake Management	Included	Included	Included	Included
Stantec Consulting Services	**$20.00**	**$100.00**	**$32.00**	**$400.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, MCSD No. 22-0117-MR

Proposals Due: 3:00 p.m., Tuesday, March 1, 2022

PROPOSERS	**31. ATV** Daily Rate	**32. Additional** Equipment Daily Rate
Rick Richards Inc.	**$25.00**	**$2500.00 (1)**
Solitude Lake Management	Included	Included
Stantec Consulting Services	**$700.00**	No Bid

NOTES:

1) Aquitic Weed Harvester

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

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

CONTRACT OF AWARD AGREEMENT, SDMC No. 22-0117-MR

THIS AGREEMENT is entered into by and between The School District of Manatee County, hereinafter "District" and Rick Richards, Inc. (Contractor).

1. THE WORK:

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

AQUATIC CONTROL SERVICES, SDMC No. 22-0117-MR

2. **CONTRACT TERM:**

2.1 The term of this Agreement shall be from January 1, 2022 through December 31, 2023. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in your company being barred from doing business with the School District of Manatee County, in accordance with School 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 the supplier 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.

3. **PAYMENT TERMS:**

3.1 The standard payment terms for the School District of Manatee County are Net 30. Invoices must include the purchase order number prominently displayed in order to receive payment. Payments will be made only to the vendor listed on the purchase order.

4. **INVOICE REQUIREMENTS:**

4.1 The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.

The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.

The invoice shall contain the following basic information: the awarded Bidder'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.

5. **NON-FUNDING:**

5.1 In the event sufficient budgeted funds are not available for a new fiscal period, the Purchasing Department shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the District.

6. **TERMINATION FOR CAUSE and CONVENIENCE:**

6.1 Termination for Cause—The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the provider has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Provider in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Providers or recoveries by the School Board 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. Termination for Convenience—Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required

7. **COMPLIANCE WITH THE SUNSHINE LAW:**

7.1 The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et. seq. and Fla. Stat. sec. 119.01 et. seq. The contracting party with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

8. **EQUAL EMPLOYMENT OPPORTUNITY:**

8.1 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."

9 **ANTI-DISCRIMINATION**:

9.1 a. the bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable.

b. the bidder shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.

10. **MINORITY, SMALL, AND WOMEN OWNED BUSINESS**:

10.0 School District of Manatee County encourages the use of Minority Owned Businesses, Small Businesses, and Women Owned Businesses. Contractor agrees to ensure small businesses, minority owned businesses and women's business enterprises are used whenever possible, such as when

participation as partners, joint-venture's, prime contractor, sub-contractors, and in contracting opportunities.

11. **FORCE MAJEURE:**

11.1 The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restriction, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 Forge Majeure., In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this agreement upon written notice.

12. **GOVERNING LAW:**

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

13 **DAVIS**-BACON ACT:

13.1 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 "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations.

14. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

14.1 (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the nonFederal 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.

15 **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**

15.1 If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient 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 sub recipient 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.

16. **CLEAN AIR ACT:**

16.1 42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended: Contracts and sub grants 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). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. **DEBARMENT AND SUSPENSION:**

17.1 (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System 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." The Excluded Parties List System in SAM 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.

18. **BYRD ANTI-LOBBYING AMENDMENT:**

18.1 (31 U.S.C. 1352): Contractors that apply or bid for an award of $100,000 or more 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.

19. **SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT:**

19.1 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. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

20. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS:**

20.1 2 CFR §200.333: When federal funds are expended by SDMC for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR §200.333 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.

21. **INDEMNIFICATION:**

21.1 Contractor agrees to defend indemnify and hold harmless the School Board, their agents, employees, officers and Board Members against any and all third-party claims, losses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement to the extent provided by law. When pertaining to a contract Contractor will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in aggregate coverage and such insurance will name The School Board, their Board Members and School District Employees as an additional insured. To the extent applicable, Contractor will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification. Failure to provide such insurance allows the District the election to immediately terminate this agreement.

22. **INSURANCE:**

22.1
a. Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
b. Employer's Liability Insurance in an amount not less than $1,000,000.00 per occurrence.
c. Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for any occurrence resulting in bodily injury or death to any one or group of persons, including any consequential damages that arise therefrom.
    i. If policy is on a "CLAIMS MADE" basis, contractor's insurance carrier will identify policy as such and indicate in writing the amount of claims paid by this policy and reserves outstanding. Policy aggregates must equal at least two (2) times the occurrence limit.
d. Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for bodily injuries and/or death to any person or persons caused by passenger automobiles or commercial vehicles.
e. Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage caused by passenger automobiles or commercial vehicles.

23. **COMPLIANCE WITH JESSICA LUNSFORD ACT:**

23.1 The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at www.manateeschools.net.

24. **SOVEREIGN IMMUNITY:**

24.1 The parties acknowledge and agree that the School Board of Manatee County, Florida, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICA BILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian, 215 Manatee Avenue W. Bradenton, Florida, 34205
(941) 708-8770 publicrecords@manateeschools.net

25. **ENTIRE AGREEMENT:**

25.1 The proposal and this agreement constitutes the entire agreement between the parties and supersedes all prior agreements or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

26. **AUTHORITY TO EXECUTE:**

26.1 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 Contract Documents.

27. ASSIGNMENT:

27.1 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 contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

28. **COVID 19**

28.1 The Vendor agrees to follow The School District of Manatee County's protocols pertaining to COVID-19.

29. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):**

29.1 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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 1624509

BUSINESS/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

	Vendor	Date		Deputy Superintendent	Date
	School Principal	Date		Superintendent (over $25,000)	Date
	Legal	Date		Board Chair (over $50,000)	Date

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER 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/VENDOR DISQUALIFIABLE OFFENSES:

- ❖ Any offense listed in s. 943.0435 (1)(a) 1., relating to the registration of an individual as a sexual offender.
- ❖ Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- ❖ Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- ❖ Section 775.30, relating to terrorism.
- ❖ Section 782.04, relating to murder.
- ❖ Section 787.01, relating to kidnapping.
- ❖ Any offense under chapter 800, relating to lewdness and indecent exposure.
- ❖ Section 826.04, relating to incest.
- ❖ Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

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

CONTRACT OF AWARD AGREEMENT, SDMC No. 22-0117-MR

THIS AGREEMENT is entered into by and between The School District of Manatee County, hereinafter "District" and Stantec, Inc. (Contractor).

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

   AQUATIC CONTROL SERVICES, SDMC No. 22-0117-MR

2. **CONTRACT TERM:**
   2.1 The term of this Agreement shall be from January 1, 2022 through December 31, 2023. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in your company being barred from doing business with the School District of Manatee County, in accordance with School 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 the supplier 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.

3. **PAYMENT TERMS:**
   3.1 The standard payment terms for the School District of Manatee County are Net 30. Invoices must include the purchase order number prominently displayed in order to receive payment. Payments will be made only to the vendor listed on the purchase order.

4. **INVOICE REQUIREMENTS:**
   4.1 The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.
   The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.
   The invoice shall contain the following basic information: the awarded Bidder'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.

5. **NON-FUNDING:**
   5.1 In the event sufficient budgeted funds are not available for a new fiscal period, the Purchasing Department shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the District.

6. **TERMINATION FOR CAUSE and CONVENIENCE:**

6.1 Termination for Cause—The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the provider has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Provider in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Providers or recoveries by the School Board 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. Termination for Convenience—Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required

7. **COMPLIANCE WITH THE SUNSHINE LAW:**

7.1 The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et. seq. and Fla. Stat. sec. 119.01 et. seq. The contracting party with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

8. **EQUAL EMPLOYMENT OPPORTUNITY:**

8.1 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."

9 **ANTI-DISCRIMINATION**:

9.1 a. the bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable.

b. the bidder shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.

10. **MINORITY, SMALL, AND WOMEN OWNED BUSINESS**:

10.0 School District of Manatee County encourages the use of Minority Owned Businesses, Small Businesses, and Women Owned Businesses. Contractor agrees to ensure small businesses, minority owned businesses and women's business enterprises are used whenever possible, such as when

participation as partners, joint-venture's, prime contractor, sub-contractors, and in contracting opportunities.

11. **FORCE MAJEURE:**

11.1 The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restriction, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 Forge Majeure., In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this agreement upon written notice.

12. **GOVERNING LAW:**

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

13 **DAVIS**-BACON ACT:

13.1 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 "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations.

14. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

14.1 (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the nonFederal 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.

15 **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**

15.1 If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient 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 sub recipient 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.

16. **CLEAN AIR ACT:**

16.1 42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended: Contracts and sub grants 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). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. **DEBARMENT AND SUSPENSION:**

17.1 (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System 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." The Excluded Parties List System in SAM 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.

18. **BYRD ANTI-LOBBYING AMENDMENT:**

18.1 (31 U.S.C. 1352): Contractors that apply or bid for an award of $100,000 or more 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.

19. **SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT:**

19.1 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. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

20. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS:**

20.1 2 CFR §200.333: When federal funds are expended by SDMC for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR §200.333 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.

21. **INDEMNIFICATION:**

21.1 Contractor agrees to defend indemnify and hold harmless the School Board, their agents, employees, officers and Board Members against any and all third-party claims, losses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement to the extent provided by law. When pertaining to a contract Contractor will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in aggregate coverage and such insurance will name The School Board, their Board Members and School District Employees as an additional insured. To the extent applicable, Contractor will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification. Failure to provide such insurance allows the District the election to immediately terminate this agreement.

22. **INSURANCE:**

22.1
a. Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
b. Employer's Liability Insurance in an amount not less than $1,000,000.00 per occurrence.
c. Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for any occurrence resulting in bodily injury or death to any one or group of persons, including any consequential damages that arise therefrom.
    i. If policy is on a "CLAIMS MADE" basis, contractor's insurance carrier will identify policy as such and indicate in writing the amount of claims paid by this policy and reserves outstanding. Policy aggregates must equal at least two (2) times the occurrence limit.
d. Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for bodily injuries and/or death to any person or persons caused by passenger automobiles or commercial vehicles.
e. Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage caused by passenger automobiles or commercial vehicles.

23. **COMPLIANCE WITH JESSICA LUNSFORD ACT:**

23.1 The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at www.manateeschools.net.

24. **SOVEREIGN IMMUNITY:**

24.1 The parties acknowledge and agree that the School Board of Manatee County, Florida, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICA BILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian, 215 Manatee Avenue W. Bradenton, Florida, 34205
(941) 708-8770 publicrecords@manateeschools.net

25. **ENTIRE AGREEMENT:**

25.1 The proposal and this agreement constitutes the entire agreement between the parties and supersedes all prior agreements or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

26. **AUTHORITY TO EXECUTE:**

26.1 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 Contract Documents.

27. ASSIGNMENT:

27.1 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 contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

28. **COVID 19**

28.1 The Vendor agrees to follow The School District of Manatee County's protocols pertaining to COVID-19.

29. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):**

29.1 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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 112167170

BUSINESS/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

	Vendor	Date		Deputy Superintendent	Date
	School Principal	Date		Superintendent (over $25,000)	Date
	Legal	Date		Board Chair (over $50,000)	Date

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER 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/VENDOR DISQUALIFIABLE OFFENSES:

- ❖ Any offense listed in s. 943.0435 (1)(a) 1., relating to the registration of an individual as a sexual offender.
- ❖ Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- ❖ Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- ❖ Section 775.30, relating to terrorism.
- ❖ Section 782.04, relating to murder.
- ❖ Section 787.01, relating to kidnapping.
- ❖ Any offense under chapter 800, relating to lewdness and indecent exposure.
- ❖ Section 826.04, relating to incest.
- ❖ Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Bid on Lift Station and Grease Trap Services, SDMC No. 22-0115-MR

Executive Summary

This bid will establish contractor services to provide maintenance, inspections and repairs on sewage lift stations and grease traps District wide. The committee recommends awarding to FCS Inc, Water Equipment Technologies and Blue Septic Tank Services.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.

The requested contract is for the period of April 23, 2022 through April 30, 2024. This bid is for a period of two years with the option to renew for two additional one-year periods.

Historical expenditures for fiscal year 2018-2019 $21,497.24, 2019-2020 $98,328.20, 2020-2021 $115,123.30 and 2021-2022 $111,965.00.

The bid is recommended for award to:

FCS Inc., Clearwater, FL, Florida Document No. J01117

Water Equipment of Southwest Florida, Sarasota, FL, Florida Document No. L02000026229

Blue Septic Tank Services, Bradenton, FL, Florida Document No. 593886

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of the bid on lift station and grease trap services, SDMC No. 22-0115-MR.

Financial Impact
The funding source for these annually estimated expenditures is Local Capital Improvement Millage and is included in the approved budget for 2021-2022 and proposed budgets for 2022-2023 and 2023-2024.

Contact
Submitting Department: Maintenance and Operations
Initiated By: Todd Henson

Attachments:
22-0115 MR TAB.pdf

22-0115-MR- FCS FOR SIGNATURE.pdf
22-0115-MR- BLUE SEPTIC FOR SIGNATURE.pdf
22-0115-MR- WATER EQUIPMENT FOR SIGNATURE.pdf

NOTICE OF INTENT TO AWARD

BID ON LIFT STATION AND GREASE TRAP SERVICES, MCSD NO. 18-0074-MR

CONTRACT PERIOD: APRIL 23, 2022 THROUGH APRIL 30, 2024

BOARD APPROVAL ON APRIL 12, 2022

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	1. Scheduled Services for Lift Stations Service Rate Per Event		
	a. Scheduled Services for Lift Stations	b. Emergency Service for Lift Station Pump Out, Remove and Disposal of Waste 3000-4000 Gallons	c. Emergency Service for Lift Station Pump Out, Remove and Disposal of Waste 4001 - 8000 Gallons
FCS Inc.	No Bid	**$250.00 per hour, 4 hour minimum, plus disposal $.30-$1.50 per gallon based on waste. Rates less if in County on another job. (3)**	
Liquid Environmental Solutions of Texas	No Bid	No Bid	No Bid
Water Equipment of Southwest Florida	**$55.00 (2)**	**$185.00 per hour, plus disposal based on current pricing. (3)**	
Blue Spetic Tnak Services Inc	No Bid	**$1,200.00 (3) (5)**	**$1,400.00 (3) (5)**

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Abel Elementary 1 @ 1500 Gallon	Anna Maria Elementary 2 @ 1250 Gallon Each	Ballard Elementary 2 @ 1200 Gallon Each	Bashaw Elementary 1 @ 1750 Gallon
FCS Inc.	**$435.00**	**$362.50** **$725.00**	**$348.00** **$696.00**	**$507.50**
Liquid Environmental Solutions of Texas	$515.00	$377.50 $755.00	$367.50 $735.00	$575.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Bayshore Elementary 2 @ 1500 Gallon Each	Bayshore High 4 @ 1250 Gallon Each	Blackburn Elementary 2 @ 1200 Gallon Each	Braden River Elementary 1 @ 1200 Gallon
FCS Inc.	**$435.00** **$870.00**	**$362.50** **$1,450.00**	**$348.00** **$696.00**	**$348.00**
Liquid Environmental Solutions of Texas	$407.50 $815.00	$405.00 $1,620.00	$327.50 $655.00	$415.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Braden River High 4 @ 1250 Gallon Each	Braden River Middle 1 @ 1000 Gallon	Buffalo Middle 4 @1250 Gallon Each	Daughtrey Elementary 2 @ 1250 Gallon Each
FCS Inc.	**$362.50** **$1,450.00**	**$290.00**	**$362.50** **$1,450.00**	**$362.50** **$725.00**
Liquid Environmental Solutions of Texas	$405.00 $1,620.00	$375.00	$405.00 $1,620.00	$377.50 $755.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Duette Elementary 1 @ 900 Gallon	Freedom Elementary 1 @ 1200 Gallon	Gullet Elementary 2 @ 1500 Gallon Each	Haile Middle 1 @ 2500 Gallon
FCS Inc.	**$260.00**	**$348.00**	**$435.00** **$870.00**	**$725.00**
Liquid Environmental Solutions of Texas	$355.00	$415.00	$462.50 $925.00	$735.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Harllee Middle 1 @ 900 Gallon	Harvey Elementary 2 @ 1250 Gallon Each	Horizon 2 @ 1000 Gallon Each	Johnson Middle 3 @ 1200 Gallon Each
FCS Inc.	**$260.00**	**$362.50** **$725.00**	**$290.00** **$580.00**	**$348.00** **$1,044.00**
Liquid Environmental Solutions of Texas	$355.00	$377.50 $755.00	$327.50 $655.00	$367.50 $1,102.50
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL King Middle 3 @ 1000 Gallon Each	Kinnan Elementary 3 @ 1200 Gallon Each	Lakewood Ranch High 2 @ 1200 Gallon Each	Lee Middle 2 @ 1250 Gallon Each
FCS Inc.	**$290.00** **$870.00**	**$348.00** **$1,044.00**	**$348.00** **$696.00**	**$362.50** **$725.00**
Liquid Environmental Solutions of Texas	$321.67 $965.00	$361.67 $1,085.00	$367.50 $735.00	$377.50 $755.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Lincoln Middle 2 @ 1500 Gallon Each	Manatee Elementary 2 @1250 Gallon Each	Manatee High 1 @ 1250 Gallon	Manatee Technical College SR70 1 @ 1250 Gallon
FCS Inc.	**$435.00** **$870.00**	**$362.50** **$725.00**	**$362.50**	**$362.50**
Liquid Environmental Solutions of Texas	$462.50 $925.00	$377.50 $755.00	$425.00	$425.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Manatee Technical College Health Occupation 1 @ 1200 Gallon	McNeil Elementary 1 @ 1200 Gallon	Miller Elementary 3 @1500 Gallon Each	Mills Elementary 2 @ 1500 Gallon Each
FCS Inc.	**$348.00**	**$348.00**	**$435.00** **$1,305.00**	**$435.00** **$870.00**
Liquid Environmental Solutions of Texas	$415.00	$415.00	$495.00 $1,485.00	$462.50 $925.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Moody Elementary 1 @ 1200 Gallon	Mona Jian Middle 5 @1500 Gallon Each	Myakka Elementary 4 @ 1200 Gallon Each	Nolan Middle 2 @ 2000 Gallon Each
FCS Inc.	**$348.00**	**$435.00** **$2,175.00**	**$348.00** **$1,392.00**	**$580.00** **$1,160.00**
Liquid Environmental Solutions of Texas	$415.00	$476.00 $2,380.00	$395.00 $1,580.00	$685.00 $1,370.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Oneco Elementary 2 @ 1500 Gallon Each	Palma Sola Elementary 2 @ 1250 Gallon Each	Palmetto Elementary 5 @ 1500 Gallon Each	Palmetto High 2 @, 1250 Gallon Each
FCS Inc.	**$435.00** **$870.00**	**$362.50** **$725.00**	**$435.00** **$2,175.00**	**$362.50** **$725.00**
Liquid Environmental Solutions of Texas	$462.50 $925.00	$377.50 $755.00	$476.00 $2,380.00	$377.50 $755.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Palm View Elementary 3 @ 1500 Gallon Each	Prine Elementary 2 @ 1500 Gallon Each	Parrish Community High 3 @ 1500 Gallon Each	Professional Support Center 1 @ 900 Gallon
FCS Inc.	**$435.00** **$1,305.00**	**$435.00** **$870.00**	**$435.00** **$1,305.00**	**$260.00**
Liquid Environmental Solutions of Texas	$495.00 $1,485.00	$462.50 $925.00	$495.00 $1,485.00	$355.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Rogers Garden Elementary 2 @ 1250 Gallon Each	Rowlett Elementary 3 @ 1250 Gallon Each	Samoset Elementary 2 @ 1500 Gallon Each	Sea Breeze Elementary 1 @ 1250 Gallon
FCS Inc.	**$362.50** **$725.00**	**$362.50** **$1,087.50**	**$435.00** **$870.00**	**$362.50**
Liquid Environmental Solutions of Texas	$377.50 $755.00	$371.67 $1,115.00	$462.50 $925.00	$425.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Southeast High 2 @ 1000 Gallon Each	Southeast High 1 @ 1200 Gallon	Stewart Elementary 1 @ 1500 Gallon	Sugg Middle 1 @ 1000 Gallon
FCS Inc.	**$290.00 $580.00**	**$348.00**	**$435.00**	**$290.00**
Liquid Environmental Solutions of Texas	$327.50 $655.00	$415.00	$515.00	$375.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Tara Elementary 1 @ 1500 Gallon	Tillman Elementary 2 @ 1000 Gallon Each	Wakeland Elementary 1 @ 1200 Gallon	Williams Elementary 2 @ 1500 Gallon Each
FCS Inc.	**$435.00**	**$290.00 $580.00**	**$348.00**	**$435.00 $870.00**
Liquid Environmental Solutions of Texas	$515.00	$327.50 $655.00	$415.00	$462.50 $925.00
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid	No Bid

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

BIDDERS	2. Scheduled Services for Grease Traps Service Rate Per Event Per Load Rate (x) QTY = TOTAL Willis Elementary 2 @ 1500 Gallon Each	Witt Elementary 1 @ 2250 Gallon	2. Scheduled Services for Grease Traps Grand Total
FCS Inc.	**$435.00** **$870.00**	**$652.50**	**$44,744.00**
Liquid Environmental Solutions of Texas	$462.50 $925.00	$745.00	$49,232.50 (1)
Water Equipment of Southwest Florida	No Bid	No Bid	No Bid

BIDDERS	3. Repair Rate- per man hour * No additional mileage or travel trip fee shall be billed with hourly rates. a. Regular Time (Monday through Friday 8:00 a.m. - 5:00 p.m.)	b. Overtime (Monday through Friday prior to 8:00 a.m. and after 5:00 p.m., Saturday and Sunday)	c. Holiday	4. Materials: Repair Parts Parts and Equipment Mark Up Rate From Net Cost Cost Plus_____%
FCS Inc.	Grease Trap repair rate to be determine by specific job (3)			
Liquid Environmental Solutions of Texas	No Bid	No Bid	No Bid	No Bid
Water Equipment of Southwest Florida	**$65.00 (4)**	**$97.50 (4)**	**$97.50 (4)**	**20%**

TABULATION OF BIDS ON LIFT STATION AND GREASE TRAP SERVICES, MCSD No. 22-0115-MR

Bids Due: 3:00 p.m., Friday, February 18, 2022

Notes:

1) Emergency grease trap pump out $485.00
2) Each
3) Direct negotiation.
4) Lift Station
5) Per emergency service

"Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes."

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

CONTRACT OF AWARD AGREEMENT, SDMC No. 22-0115-MR

THIS AGREEMENT is entered into by and between The School District of Manatee County, hereinafter "District" and **FCS, Inc** (Contractor).

1. THE WORK:

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

LIFT STATION AND GREASE TRAP SERVICES, SDMC No. 22-0115-MR

2. **CONTRACT TERM:**

2.1 The term of this Agreement shall be from April 23, 2022 through April 30, 2024. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in your company being barred from doing business with the School District of Manatee County, in accordance with School 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 the supplier 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.

3. **PAYMENT TERMS:**

3.1 The standard payment terms for the School District of Manatee County are Net 30. Invoices must include the purchase order number prominently displayed in order to receive payment. Payments will be made only to the vendor listed on the purchase order.

4. **INVOICE REQUIREMENTS:**

4.1 The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.

The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.

The invoice shall contain the following basic information: the awarded Bidder'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.

5. **NON-FUNDING:**

5.1 In the event sufficient budgeted funds are not available for a new fiscal period, the Purchasing Department shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the District.

6. **TERMINATION FOR CAUSE and CONVENIENCE:**

6.1 Termination for Cause—The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the provider has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Provider in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Providers or recoveries by the School Board 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. Termination for Convenience—Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required

7. **COMPLIANCE WITH THE SUNSHINE LAW:**

7.1 The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et. seq. and Fla. Stat. sec. 119.01 et. seq. The contracting party with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

8. **EQUAL EMPLOYMENT OPPORTUNITY:**

8.1 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."

9 **ANTI-DISCRIMINATION**:

9.1 a. the bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable.

b. the bidder shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.

10. **MINORITY, SMALL, AND WOMEN OWNED BUSINESS**:

10.0 School District of Manatee County encourages the use of Minority Owned Businesses, Small Businesses, and Women Owned Businesses. Contractor agrees to ensure small businesses, minority owned businesses and women's business enterprises are used whenever possible, such as when

participation as partners, joint-venture's, prime contractor, sub-contractors, and in contracting opportunities.

11. **FORCE MAJEURE:**

11.1 The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restriction, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 Forge Majeure., In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this agreement upon written notice.

12. **GOVERNING LAW:**

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

13 **DAVIS**-BACON ACT:

13.1 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 "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations.

14. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

14.1 (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the nonFederal 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.

15 **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**

15.1 If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient 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 sub recipient 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.

16. **CLEAN AIR ACT:**

16.1 42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended: Contracts and sub grants 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). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. **DEBARMENT AND SUSPENSION:**

17.1 (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System 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." The Excluded Parties List System in SAM 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.

18. **BYRD ANTI-LOBBYING AMENDMENT:**

18.1 (31 U.S.C. 1352): Contractors that apply or bid for an award of $100,000 or more 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.

19. **SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT:**

19.1 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. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

20. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS:**

20.1 2 CFR §200.333: When federal funds are expended by SDMC for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR §200.333 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.

21. **INDEMNIFICATION:**

21.1 Contractor agrees to defend indemnify and hold harmless the School Board, their agents, employees, officers and Board Members against any and all third-party claims, losses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement to the extent provided by law. When pertaining to a contract Contractor will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in aggregate coverage and such insurance will name The School Board, their Board Members and School District Employees as an additional insured. To the extent applicable, Contractor will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification. Failure to provide such insurance allows the District the election to immediately terminate this agreement.

22. **INSURANCE:**

22.1
a. Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
b. Employer's Liability Insurance in an amount not less than $1,000,000.00 per occurrence.
c. Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for any occurrence resulting in bodily injury or death to any one or group of persons, including any consequential damages that arise therefrom.
    i. If policy is on a "CLAIMS MADE" basis, contractor's insurance carrier will identify policy as such and indicate in writing the amount of claims paid by this policy and reserves outstanding. Policy aggregates must equal at least two (2) times the occurrence limit.
d. Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for bodily injuries and/or death to any person or persons caused by passenger automobiles or commercial vehicles.
e. Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage caused by passenger automobiles or commercial vehicles.

23. **COMPLIANCE WITH JESSICA LUNSFORD ACT:**

23.1 The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at www.manateeschools.net.

24. **SOVEREIGN IMMUNITY:**

24.1 The parties acknowledge and agree that the School Board of Manatee County, Florida, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICA BILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian, 215 Manatee Avenue W. Bradenton, Florida, 34205
(941) 708-8770 publicrecords@manateeschools.net

25. **ENTIRE AGREEMENT:**

25.1 The proposal and this agreement constitutes the entire agreement between the parties and supersedes all prior agreements or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

26. **AUTHORITY TO EXECUTE:**

26.1 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 Contract Documents.

27. ASSIGNMENT:

27.1 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 contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

28. **COVID 19**

28.1 The Vendor agrees to follow The School District of Manatee County's protocols pertaining to COVID-19.

29. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):**

29.1 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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: CHEL1221

BUSINESS/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

	Vendor	Date		Deputy Superintendent	Date
	School Principal	Date		Superintendent (over $25,000)	Date
	Legal	Date		Board Chair (over $50,000)	Date

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER 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/VENDOR DISQUALIFIABLE OFFENSES:

- ❖ Any offense listed in s. 943.0435 (1)(a) 1., relating to the registration of an individual as a sexual offender.
- ❖ Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- ❖ Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- ❖ Section 775.30, relating to terrorism.
- ❖ Section 782.04, relating to murder.
- ❖ Section 787.01, relating to kidnapping.
- ❖ Any offense under chapter 800, relating to lewdness and indecent exposure.
- ❖ Section 826.04, relating to incest.
- ❖ Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

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

CONTRACT OF AWARD AGREEMENT, SDMC No. 22-0115-MR

THIS AGREEMENT is entered into by and between The School District of Manatee County, hereinafter "District" and Blue Septic Tank Services Inc (Contractor).

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

   LIFT STATION AND GREASE TRAP SERVICES, SDMC No. 22-0115-MR

2. **CONTRACT TERM:**
   2.1 The term of this Agreement shall be from April 23, 2022 through April 30, 2024. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in your company being barred from doing business with the School District of Manatee County, in accordance with School 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 the supplier 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.

3. **PAYMENT TERMS:**
   3.1 The standard payment terms for the School District of Manatee County are Net 30. Invoices must include the purchase order number prominently displayed in order to receive payment. Payments will be made only to the vendor listed on the purchase order.

4. **INVOICE REQUIREMENTS:**
   4.1 The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.
   The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.
   The invoice shall contain the following basic information: the awarded Bidder'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.

5. **NON-FUNDING:**
   5.1 In the event sufficient budgeted funds are not available for a new fiscal period, the Purchasing Department shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the District.

6. **TERMINATION FOR CAUSE and CONVENIENCE:**

6.1 Termination for Cause—The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the provider has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Provider in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Providers or recoveries by the School Board 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. Termination for Convenience—Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required

7. **COMPLIANCE WITH THE SUNSHINE LAW:**

7.1 The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et. seq. and Fla. Stat. sec. 119.01 et. seq. The contracting party with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

8. **EQUAL EMPLOYMENT OPPORTUNITY:**

8.1 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."

9 **ANTI-DISCRIMINATION**:

9.1 a. the bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable.

b. the bidder shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.

10. **MINORITY, SMALL, AND WOMEN OWNED BUSINESS**:

10.0 School District of Manatee County encourages the use of Minority Owned Businesses, Small Businesses, and Women Owned Businesses. Contractor agrees to ensure small businesses, minority owned businesses and women's business enterprises are used whenever possible, such as when

participation as partners, joint-venture's, prime contractor, sub-contractors, and in contracting opportunities.

11. **FORCE MAJEURE:**

11.1 The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restriction, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 Forge Majeure., In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this agreement upon written notice.

12. **GOVERNING LAW:**

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

13 **DAVIS**-BACON ACT:

13.1 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 "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations.

14. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

14.1 (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the nonFederal 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.

15 **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**

15.1 If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient 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 sub recipient 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.

16. **CLEAN AIR ACT:**

16.1 42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended: Contracts and sub grants 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). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. **DEBARMENT AND SUSPENSION:**

17.1 (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System 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." The Excluded Parties List System in SAM 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.

18. **BYRD ANTI-LOBBYING AMENDMENT:**

18.1 (31 U.S.C. 1352): Contractors that apply or bid for an award of $100,000 or more 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.

19. **SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT:**

19.1 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. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

20. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS:**

20.1 2 CFR §200.333: When federal funds are expended by SDMC for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR §200.333 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.

21. **INDEMNIFICATION:**

21.1 Contractor agrees to defend indemnify and hold harmless the School Board, their agents, employees, officers and Board Members against any and all third-party claims, losses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement to the extent provided by law. When pertaining to a contract Contractor will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in aggregate coverage and such insurance will name The School Board, their Board Members and School District Employees as an additional insured. To the extent applicable, Contractor will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification. Failure to provide such insurance allows the District the election to immediately terminate this agreement.

22. **INSURANCE:**

22.1
a. Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
b. Employer's Liability Insurance in an amount not less than $1,000,000.00 per occurrence.
c. Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for any occurrence resulting in bodily injury or death to any one or group of persons, including any consequential damages that arise therefrom.
    i. If policy is on a "CLAIMS MADE" basis, contractor's insurance carrier will identify policy as such and indicate in writing the amount of claims paid by this policy and reserves outstanding. Policy aggregates must equal at least two (2) times the occurrence limit.
d. Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for bodily injuries and/or death to any person or persons caused by passenger automobiles or commercial vehicles.
e. Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage caused by passenger automobiles or commercial vehicles.

23. **COMPLIANCE WITH JESSICA LUNSFORD ACT:**

23.1 The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at www.manateeschools.net.

24. **SOVEREIGN IMMUNITY:**

24.1 The parties acknowledge and agree that the School Board of Manatee County, Florida, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICA BILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian, 215 Manatee Avenue W. Bradenton, Florida, 34205
(941) 708-8770 publicrecords@manateeschools.net

25. **ENTIRE AGREEMENT:**

25.1 The proposal and this agreement constitutes the entire agreement between the parties and supersedes all prior agreements or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

26. **AUTHORITY TO EXECUTE:**

26.1 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 Contract Documents.

27. ASSIGNMENT:

27.1 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 contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

28. **COVID 19**

28.1 The Vendor agrees to follow The School District of Manatee County's protocols pertaining to COVID-19.

29. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):**

29.1 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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 1553023

BUSINESS/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

	Vendor	Date		Deputy Superintendent	Date
	School Principal	Date		Superintendent (over $25,000)	Date
	Legal	Date		Board Chair (over $50,000)	Date

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER 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.

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Page/6689

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

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- ❖ Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
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PURCHASING DEPARTMENT
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Direct Line (941) 708-8770 FAX Line (941) 708-8485

CONTRACT OF AWARD AGREEMENT, SDMC No. 22-0115-MR

THIS AGREEMENT is entered into by and between The School District of Manatee County, hereinafter "District" and **Water Equipment of Southwest Florida.** (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:

   LIFT STATION AND GREASE TRAP SERVICES, SDMC No. 22-0115-MR

2. **CONTRACT TERM:**
   2.1 The term of this Agreement shall be from April 23, 2022 through April 30, 2024. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in your company being barred from doing business with the School District of Manatee County, in accordance with School 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 the supplier 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.

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   4.1 The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.
   The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.
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12.1 This agreement will be governed by the internal laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this agreement. All disputes are to be resolved in Manatee County, Florida by binding Arbitration before the American Arbitration Association or other mutually agreed and similar forum. The costs of such dispute will be borne by the individual party.

13 **DAVIS**-BACON ACT:

13.1 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 "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations.

14. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

14.1 (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the nonFederal 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.

15 **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**

15.1 If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient 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 sub recipient 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.

16. **CLEAN AIR ACT:**

16.1 42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended: Contracts and sub grants 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). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. **DEBARMENT AND SUSPENSION:**

17.1 (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System 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." The Excluded Parties List System in SAM 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.

18. **BYRD ANTI-LOBBYING AMENDMENT:**

18.1 (31 U.S.C. 1352): Contractors that apply or bid for an award of $100,000 or more 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.

19. **SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT:**

19.1 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. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

20. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS:**

20.1 2 CFR §200.333: When federal funds are expended by SDMC for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR §200.333 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.

21. **INDEMNIFICATION:**

21.1 Contractor agrees to defend indemnify and hold harmless the School Board, their agents, employees, officers and Board Members against any and all third-party claims, losses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement to the extent provided by law. When pertaining to a contract Contractor will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in aggregate coverage and such insurance will name The School Board, their Board Members and School District Employees as an additional insured. To the extent applicable, Contractor will maintain and furnish workers compensation insurance. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification. Failure to provide such insurance allows the District the election to immediately terminate this agreement.

22. **INSURANCE:**

22.1
a. Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
b. Employer's Liability Insurance in an amount not less than $1,000,000.00 per occurrence.
c. Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for any occurrence resulting in bodily injury or death to any one or group of persons, including any consequential damages that arise therefrom.
    i. If policy is on a "CLAIMS MADE" basis, contractor's insurance carrier will identify policy as such and indicate in writing the amount of claims paid by this policy and reserves outstanding. Policy aggregates must equal at least two (2) times the occurrence limit.
d. Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence for bodily injuries and/or death to any person or persons caused by passenger automobiles or commercial vehicles.
e. Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage caused by passenger automobiles or commercial vehicles.

23. **COMPLIANCE WITH JESSICA LUNSFORD ACT:**

23.1 The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at www.manateeschools.net.

24. **SOVEREIGN IMMUNITY:**

24.1 The parties acknowledge and agree that the School Board of Manatee County, Florida, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICA BILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR' S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

Public Records Custodian, 215 Manatee Avenue W. Bradenton, Florida, 34205
(941) 708-8770 publicrecords@manateeschools.net

25. **ENTIRE AGREEMENT:**

25.1 The proposal and this agreement constitutes the entire agreement between the parties and supersedes all prior agreements or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

26. **AUTHORITY TO EXECUTE:**

26.1 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 Contract Documents.

27. ASSIGNMENT:

27.1 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 contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

28. **COVID 19**

28.1 The Vendor agrees to follow The School District of Manatee County's protocols pertaining to COVID-19.

29. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):**

29.1 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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 1608408

BUSINESS/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

	Vendor	Date		Deputy Superintendent	Date
	School Principal	Date		Superintendent (over $25,000)	Date
	Legal	Date		Board Chair (over $50,000)	Date

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER 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/VENDOR DISQUALIFIABLE OFFENSES:

- ❖ Any offense listed in s. 943.0435 (1)(a) 1., relating to the registration of an individual as a sexual offender.
- ❖ Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- ❖ Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- ❖ Section 775.30, relating to terrorism.
- ❖ Section 782.04, relating to murder.
- ❖ Section 787.01, relating to kidnapping.
- ❖ Any offense under chapter 800, relating to lewdness and indecent exposure.
- ❖ Section 826.04, relating to incest.
- ❖ Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Use of the General Services Administration (GSA) Bid on Security and Protection Miscellaneous, SDMC No. 22-0120-BS

Executive Summary
The GSA issued bid # GS-07F-127BA for security and protection miscellaneous equipment, supplies and services. The District has in place the Raptor visitor management system at each school and site. The system helps screen out registered sex offenders, manage custody issues and coordinate volunteers. Each visitor is instantly screened against the registered sex offender databases in all fifty states and plus checks visitors against customer databases set by each school which can contain custody alerts and/or banned visitors. This system is one of the security measures used at our schools and sites to keep students, faculty, and staffs safe. The District will utilize this bid to purchase supplies and equipment as needed.

The contract is valid through February 9, 2024.

The contract was awarded to Raptor Technologies, LLC, Houston, TX, Florida Document No. M12000001831.

Vendors agreed to extend the pricing to the School District Manatee County under the same terms and conditions as the GSA Bid. Copies of the bid specifications and pricing are on file in the Purchasing Department.

Subsection 6A-1.012(6) F.A.C. (5) allows school boards to purchase from existing bids of other public entities upon agreement by the awarded vendor(s).

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.

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

Safety | Goal 1
Increase the number of best practices, resources and evidence-based approaches in the areas of school climate and safety across all district campuses and buildings.

Security | Goal 1
Strengthen and secure school and district facilities.

Recommendation
The Superintendent recommends approval of the use of the General Services Administration (GSA) bid on security and protection miscellaneous, SDMC No. 22-0120-BS.

Financial Impact
The funding source for this annually estimated expenditure is various school general funds, capital funds and grant funds, project funds and internal accounts and is included in the approved budget for 2021-2022.

Contact
Submitting Department: Purchasing
Initiated By: Ruth Gruett

Attachments:

22-0120 Participation Agreement.pdf
Award.pdf

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

PARTICIPATING AGREEMENT
SECURITY AND PROTECTION MISCELLANEOUS, SDMC No. 20-0120-BS

This Participating Agreement is made and entered into as of the last date signed below by and between The School District of Manatee County (District) and Raptor Technologies, LLC (Contractor).

1. **AUTHORITY**

1.1 The District is authorized by rule 6A-1.012 Florida Administrative Code "to purchase under the current contracts as may be established for any of the public agencies as set forth above at or below the unit price stated therein, if such purchase is to the economic advantage of the district school board, subject to conformance of the items of purchase to the standards and specifications prescribed by the superintendent for said district."

1.2 **General Services Administration (GSA)** competitively procured and awarded Security and Protection Miscellaneous, No. GS-07F-127BA. A contract was executed February 10, 2014 between the parties..

1.3 Therefore, the District would enter into a Participating Agreement with Contractor.

2. **PURPOSE AND SCOPE**

2.1 The purpose of the Participating Agreement is to purchase Raptor security equipment, accessories and services pursuant to the terms and conditions of the Authorized Contract as modified and supplemented herein.

3. **TERM AND RENEWAL**

3.1 **Term:** This Participating Agreement shall become effective on April 12, 2022 or the date on which the agreement has been signed by both parties, whichever is later and shall have a term that is coterminous with the Authorized Contract, unless terminated earlier by GSA **.**

3.2 **Renewal:** Upon agreement of the parties, this Participating Agreement may be renewed for a term that does not exceed the initial or renewal term of the Authorized Contract. Renewal must be in writing and is subject to the same terms and conditions set forth in the Authorized Contract, and any amendments, and this Participating Agreement, and any amendments.

4. **AUTHORIZED CONTRACT TERMS AND EXHIBITS INCORPORATED INTO THE AGREEMENT**

4.1 The attached Exhibit A (Solicitation) is hereby incorporated into the Participating Agreement.

4.2 The attached Exhibit B, Multiple Award Schedule, is hereby incorporated into the Participating Agreement as if fully set forth herein, unless modified below and shall remain in full force and effect throughout the term of the Participating Agreement, unless modified in writing by the parties.

5. TERMS SUPPLEMENTAL TO THE AUTHORIZED CONTRACT

5.1 **COMPLIANCE WITH JESSICA LUNSFORD ACT:** The School District of Manatee County and State of Florida, requires all contractors/subcontracts to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Florida Statute Section 1012.465 and Section 1012.32 Florida Statutes. Information on JLA requirements and how to comply can be accessed at: www.manateeschools.net.

5.2 **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 contract may be cancelled by The School Board of Manatee County upon thirty days written notice and The School Board of Manatee County will be released of any and all obligations under this contract.

5.3 **THIRD PARTY BENEFICIARIES:** 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. No modification, amendment or waiver of any provision of this agreement will be effective unless in writing and signed by both parties.

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

5.5 **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 School Board of Manatee County does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.

5.6 **INVOICE REQUIREMENTS**: The selected Proposer shall submit an invoice to the District, each month, after the services have been performed and have been received and accepted by the District. The amount charged shall not be in excess of the rates and fees in the Agreement.

The date of the invoices shall not exceed ten (10) working days from the performance of the work. Under no circumstances shall the invoice be submitted to the District in advance of the performance of the work.

The invoice shall contain the following basic information: the awarded Bidder'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.

5.7 **INDEMNIFICATION**:

To the extent permitted by law, the Contractor agrees to defend indemnify and hold harmless The School Board of Manatee County, their agents, employees, officers and Board Members against any and all third-party claims, loses, damages, expenses, or liabilities arising from any action or failure to act with respect to this agreement. When pertaining to a services contract, the contracting party with the Manatee County School Board, will obtain at its own cost and expense general liability insurance with minimum coverage amounts of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The School Board of Manatee County, their Board Members and School District Employees as an additional insured. A certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the School Board of Manatee County, the election to immediately terminate this agreement.

5.8 **CONFIDENTIALITY:** Confidentiality is pursuant to Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non-Discrimination Act of 2008.

5.9 **SOVEREIGN IMMUNITY:** The parties acknowledge and agree that the School Board of Manatee County, Florida, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in 768.28 of Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

5.10 **COMPLIANCE REQUIREMENTS:** The School Board of Manatee County, acknowledge and understand that the projects contemplated by this contract are being constructed on public property owned by the School Board of Manatee County, which property may at various times during construction be occupied by students, teachers, parents and school administrators. Accordingly, in order to secure the property, protect students and staff, and otherwise comply with applicable law, the vendor/proposer agrees to all provisions and instructions contained in this proposal document and agrees that the failure of vendor/proposer to comply with any of these provisions and instructions may result in the termination of this contract by the School District of Manatee County.

5.11 **CONTACT WITH STUDENTS:** Unless otherwise specified, the contracting party with The School Board of Manatee County, will have no employees or independent contractors, material men, supplier or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.

5.12 **STANDARDS OF CONDUCT:** The contracting party with The School Board of Manatee County will be held to the same standards of conduct as employees of the School District of Manatee County while conducting business with the District. These standards, as defined in School

Board Policies, will apply not only to employees of the vendor, but also to the employees of its sub-contractors.

5.13 **SEVERABILITY AND WAIVER:** If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.

5.14 **FORCE MAJEURE:** The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such as acts of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, 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 upon written notice.

5.15 **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."

5.16 **ANTI-DISCRIMINATION:** a. the bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable. b. the bidder shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.

5.17 **MINORITY, SMALL, AND WOMEN OWNED BUSINESS:** School District of Manatee County encourages the use of Minority Owned Businesses, Small Businesses, and Women Owned Businesses. Contractor agrees to ensure small businesses, minority owned businesses and women's business enterprises are used whenever possible, such as when participation as partners, joint-venture's, prime contractor, sub-contractors, and in contracting opportunities.

5.18 **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 government wide Excluded Parties List System 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.'' The Excluded Parties List System in SAM 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.

5.19 **TERMINATION FOR CAUSE AND CONVENIENCE**:
Termination for Cause—The School Board of Manatee County reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that the provider has failed to comply with the conditions of the agreement. The School Board shall promptly notify the Provider in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to Providers or recoveries by the School Board 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. Termination for Convenience—Termination of this contract in whole or in part may be made by School District Manatee County when the district determines that the continuation of the contract would not produce beneficial results commensurate with the further expenditure of funds or in furtherance of the goals and directives of the School District Manatee County. Termination may be initiated within 30 days' notice when Board approval is not required and subject to Board approval when required.

5.20 **COMPLIANCE WITH THE SUNSHINE LAW:** The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Fla. Stat. sec. 286.011 et. seq. and Fla. Stat. sec. 119.01 et. seq. The contracting party with The School Board of Manatee County hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

5.21 **SCHOOL DISTRICT POLICY:** In accordance with School Board of Manatee County Policy and Procedures, no contract for providing supplies, equipment or services shall be effected with any individual or business entity in which any member of the School Board of Manatee County or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No School Board employee may directly or indirectly purchase or recommend for purchase of goods or services from any business organization in which his/her spouse or child has a material interest as defined in F.S. 112.

5.22 **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 the proposer will in no way be a cause for relief from responsibility. The proposer 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 contract. The successful proposer(s) must not be in violation of any zoning or other ordinances in the performance of this contract.

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

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

5.25 **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 "AntiKickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations.

5.26 **BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352):** Contractors that apply or bid for an award of $100,000 or more 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.

5.27 **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701-3708):** Where applicable, all contracts awarded by the nonFederal 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.

5.28 **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 sub recipient 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 sub recipient 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.

5.29 **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 sub grants 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). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

5.30 **SECTION 6002 OF THE SOLID WASTE DISPOSAL 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. (78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014).

5.31 **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.333:** When federal funds are expended by SDMC for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR §200.333 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.

5.32 **OTHER PROVISIONS:**

5.32.1 *POSSESSION OF FIREARMS:* Possession of firearms will not be tolerated on the project or any School District of Manatee County property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of the vendor/proposer, or any of its sub-contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by the vendor/proposer. If a sub-contractor fails to terminate said employee or independent contractor, the vendor/proposer shall terminate its agreement with the sub-contractor. If the vendor/proposer fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any destructive devise, or any machine gun. Powder actuated construction nailers and fasteners are excluded from this definition.

5.32.2 *CRIMINAL ACTS:* Employment on the project by the Vendor/Proposer, 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 will not be tolerated. If it is determined that any person with such criminal history is on the project site, the Vendor/Proposer agrees to take all steps necessary to remove such person from the project and the property. The School District of Manatee County shall have the right to terminate this agreement if the Vendor/Proposer does not comply with this provision.

5.32.3 *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 Vendor/Proposer's employees or independent contractors or its sub-contractors employees or independent contractors will not be tolerated on School 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 School District property, said employee or independent contractor shall be removed and terminated from the project by the Vendor/Proposer. If a sub-contractor fails to terminate said employee or independent contractor, the Vendor/Proposer shall terminate its agreement with the sub-contractor. If the Vendor/Proposer fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the School District of Manatee County.

5.32.4 *ENTIRE AGREEMENT:* This agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals or representations, whether written or oral, concerning its subject matter. This agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument. The terms of this agreement will supersede any conflicting terms in any counterpart, exhibit or attachment. No modification, amendment, or waiver of any provision of this agreement will be effective unless in writing and signed by both parties. Notice is by writing sent certified mail.

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

5.34 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

contract may be cancelled by the School District upon thirty days written notice and the School Board will be released of any and all obligations under this contract.

6. **EXHIBITS TO THE PARTICIPATING AGREEMENT**

6.1 All terms and conditions contained in Exhibits A though C are incorporated as if fully set forth herein and shall remain in full force and effect throughout the term of the Participating Agreement, unless modified in writing by the parties. The Exhibits are:

6.1.1 Exhibit A: Solicitation Document

6.1.2 Exhibit B: The Multiple Award Schedule

7. **COVID 19**

7.1 The Vendor agrees to follow The School District of Manatee County's protocols pertaining to COVID-19.

8. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY")**

8.1 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 January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. 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 on page 3 of this document; or by signature and submission of this contract, asserts it does not hire any 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 School Board for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: _____

BUSINESS/COMPANY NAME	ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES:

	Vendor	Date		Deputy Superintendent	Date
	School Principal	Date		Superintendent (over $25,000)	
					Date
	Legal	Date		Board Chair (over $50,000)	

ADDENDUM A

CONTRACTOR INFORMATION FORM

SUPPLIER 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/Vendor Disqualifiable Offenses:

- ❖ Any offense listed in s. 943.0435 (1)(a) 1., relating to the registration of an individual as a sexual offender.
- ❖ Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- ❖ Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- ❖ Section 775.30, relating to terrorism.
- ❖ Section 782.04, relating to murder.
- ❖ Section 787.01, relating to kidnapping.
- ❖ Any offense under chapter 800, relating to lewdness and indecent exposure.
- ❖ Section 826.04, relating to incest.
- ❖ Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

RAPTOR™
TECHNOLOGIES

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule – MAS

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Prices Shown Herein are Net (Discount Deducted)

Contract Number: GS-07F-127BA
Federal Supply Schedule: Security and Protection Miscellaneous
FSC/PSC Code: 6350

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: February 10, 2014 – February 9, 2024
Federal Supply Schedule: Security and Protection Miscellaneous
FSC/PSC Code: 6350

Contractor Name: Raptor Technologies, LLC

Address: 631 W. 22nd St.
Houston, TX 77088-1937
Phone Number: 713-880-8902
Fax Number: 713-880-2577
E-mail: dschad@raptortech.com
Website: http://www.raptortech.com

Contract Administrator: Donald J. Schad, CFO

Business Size: Small Business

Pricelist Current Through Modification PS-0043, Effective October 21, 2021

Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

Special Item Number	Special Item Description	Awarded Description & Price Page
334290L/RC/STLOC	Physical Access Control Systems (PACS) - Legacy SIN	5-8
334290/RC/STLOC	Security and Detection Systems	8
OLM/RC/STLOC	Order-Level Materials (OLM)	Defined at Order Level

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.:

Special Item Number	Model Number	Awarded Price
334290L/RC/STLOC	RAPPRNTS	$45.00
334290/RC/STLOC	RAPRT	$125.00

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.: N/A

2. Maximum Order:

Special Item Number	Maximum Order
334290L/RC/STLOC	$250,000.00
334290/RC/STLOC	$250,000.00
OLM/RC/STLOC	$250,000.00

3. Minimum Order: None.

4. Geographic Coverage: Contiguous 48 States, Alaska, Hawaii, and Puerto Rico

5. Point of production: United States and Mexico

6. Discount from list prices or statement of net price: Prices shown Herein are Net (discount deducted).

7. Quantity discounts: *100% discount- Onsite Training for each campus for a simultaneous rollout; applicable only if a school district is purchasing system bundles for **10** or more campuses within their district.

8. Prompt payment terms: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items: MX

10a. Time of Delivery:

Special Item Number	Delivery
334290L/RC/STLOC	3-7 DARO
334290/RC/STLOC	30 DARO

10b. Expedited Delivery: Items available for expedited delivery are noted in this price list

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Please note the Urgent Requirements clause of this contract and Contact Contractor.

11. F.O.B Points: Origin

12a. Ordering Address:

Raptor Technologies, LLC
Fax: 713-880-2577
Email: orders@raptortech.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address:

Raptor Technologies, LLC
Dept. 141 PO Box 4458 Houston, TX 77210-4458

14. Warranty provision:

2 years for printer; 1 year for scanner from date of purchase.

The Raptor warranty process is as follows:

1) Users or IT Staff first call Raptor Technical Support to determine if the problem is hardware related;
2) If so, Raptor will send replacement hardware with a return label via UPS ground;
3) Defective equipment is returned to Raptor using the UPS return label. If the defective equipment is not returned to Raptor, the school will be charged for the additional equipment.

Raptor is not responsible for equipment that is lost, stolen, or abused at the campus. Only equipment and supplies purchased through Raptor Technologies are approved for use with the Raptor system. Use of outside equipment or supplies will void all warranties.

Restocking Fee: 25%

15. Export Packing Charges: N/A

16. Terms and conditions of rental, maintenance, and repair: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

18b. Terms and conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): None.

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. Unique Entity Identifier (UEI) Number: 141190061

24. Notification regarding registration in System for Award Management (SAM) database:
Raptor Technologies, LLC ***is*** registered in the System for Award Management (SAM) database.

Raptor Technologies, LLC
Approved GSA Price List

SIN	MFR	MFR Part No.	Product Name	Product Description	UOI	GSA Price
334290L /RC/ STLOC	Raptor	RAP001	Raptor Basic System	Includes Raptor Visitor Management Annual Access Fee, Raptor Duplex Scanner, Raptor Printer, Raptor Visitor Badges (one box of 1,200), Database Set up Fee & Shipping and Handling	Per Campus	$1,655.00
334290L /RC/ STLOC	Raptor	RAPVAF	Raptor Visitor Management Annual Software Access Fee	Includes 12 months access to Raptor web-based visitor management software, weekly updates to the registered sex offender database, and 24/7 technical support, except major holidays.	Per Campus	$595.00
334290L /RC/ STLOC	Raptor	RAPVOM	Raptor Volunteer Management Annual Software Access Fee	12 month access to Raptor Volunteer Management.	Per Campus	$450.00
334290L /RC/ STLOC	Raptor	RAPLNKR	Raptor Link Read Only	Raptor Link Read Only provides API integration with your Student Information System.	Per Campus	$125.00
334290L /RC/ STLOC	Raptor	RAPLNKW	Raptor Link Read/Write	Raptor Link Read/Write provides API integration with your Student Information System and allows the Raptor system to write tardy information back into your Student Information System.	Per Campus	$225.00
334290L /RC/ STLOC	Raptor	RAPADD	Additional Software Access Fee for Kiosk Check-In Station(s)	Additional annual software access fee for kiosk check-in stations.	Per Kiosk	$200.00
334290L /RC/ STLOC	Raptor	RAPVVIF	Raptor Volunteer and Raptor Visitor Management Implementation Fee	1-time implementation fee for Raptor Volunteer and/or Visitor Management set-up. If you purchase multiple Raptor solutions at the time of purchase, the implementation fee is only charged once.	Per Campus	$350.00
334290L /RC/ STLOC	Raptor	RAPSRTEM	Remote Training: Emergency Management	Remote training for Raptor Emergency Management. Note: There is a minimum charge of $5,000.00.	Per Campus	$275.00
334290L /RC/ STLOC	Raptor	RAPSET1	Ongoing training for Raptor Emergency Management for districts of 1-11 buildings	Optional ongoing training for Raptor Emergency Management for districts of 1-11 buildings. This is an annual fee for years 2 and beyond.	Per Year	$2,995.00

SIN	MFR	MFR Part No.	Product Name	Product Description	UOI	GSA Price
334290L /RC/ STLOC	Raptor	RAPSET2	Ongoing training for Raptor Emergency Management for districts of 12-25 buildings	Optional ongoing training for Raptor Emergency Management for districts of 12-25 buildings. This is an annual fee for years 2 and beyond.	Per Year	$5,495.00
334290L /RC/ STLOC	Raptor	RAPSET3	Ongoing training for Raptor Emergency Management for districts of 26-50 buildings	Optional ongoing training for Raptor Emergency Management for districts of 26-50 buildings. This is an annual fee for years 2 and beyond.	Per Year	$7,795.00
334290L /RC/ STLOC	Raptor	RAPSET4	Ongoing training for Raptor Emergency Management for districts of 50+ buildings	Optional ongoing training for Raptor Emergency Management for districts of 50+ buildings. This is an annual fee for years 2 and beyond.	Per Year	$11,495.00
334290L /RC/ STLOC	Raptor	RAPDM	Raptor Emergency Management Annual Software Access Fee - Package 1	12 month access for to Raptor Drill Manager	Per Campus	$300.00
334290L /RC/ STLOC	Raptor	RAPRADM	Raptor Emergency Management Annual Software Access Fee - Package 2	12 month access for Raptor Alert and Raptor Drill Manager	Per Campus	$1,200.00
334290L /RC/ STLOC	Raptor	RAPSTEM	Raptor Emergency Management Annual Software Access Fee - Package 3	12 month access for full Raptor Emergency Suite. Raptor Emergency Management has 4 Modules: Raptor Drill Manager, Raptor Alert, Raptor Accountability, and Raptor Reunification. Package includes Raptor Link Read Only.	Per Campus	$1,800.00
334290L /RC/ STLOC	3M	CR5400	Raptor Duplex Scanner	Raptor Duplex Scanner	Each	$495.00
334290L /RC/ STLOC	Zebra Technologies	DS9208	2D Barcode Reader	Omnidirectional 2D Barcode Reader	Each	$260.00
334290L /RC/ STLOC	Acuant	IDCSOSDK800DX	Raptor Duplex Scanner	Raptor Duplex Scanner	Each	$ 495.00
334290L /RC/ STLOC	Scan Technology	A1500CBK00004	Raptor 1D Barcode Scanner w/stand	Raptor 1D Barcode Scanner w/stand	Each	$150.00

SIN	MFR	MFR Part No.	Product Name	Product Description	UOI	GSA Price
334290L /RC/ STLOC	Raptor	RAPLKSK	Raptor Large Kiosk	The large kiosk has a 22" user-friendly touchscreen interface and comes with either a sturdy desktop stand or a wall-mounting option for optimal placement in your school entrance or secure vestibule. Built-In ID Scanner and High-Res Camera included. Price includes shipping.	Each	$2,450.00
334290L /RC/ STLOC	Raptor	RAPKIOSK1	Raptor Visitor Management Kiosk (Option 1 - Twin Printer)	All-In-One Raptor Kiosk includes a twin printer, printer server, integrated scanner and webcam.	Each	$2,959.00
334290L /RC/ STLOC	Raptor	RAPKIOSK2	Raptor Visitor Management Kiosk (Option 2 - Single Printer)	All-In-One Raptor Kiosk includes a single printer, printer server, integrated scanner and webcam.	Each	$2,899.00
334290L /RC/ STLOC	Raptor	RAPKIOSK3	Raptor Visitor Management Kiosk (Option 3 - No Printer)	All-In-One Raptor Kiosk includes an integrated scanner and webcam.	Each	$2,775.00
334290L /RC/ STLOC	Raptor	RAPSKSK	Raptor Small Kiosk	The small kiosk has a 10.1" tablet screen and weighs less than ten pounds. Easily transportable, you can take it from your front desk to your gymnasium, auditorium, or other WiFi-supported locations to screen and track visitors wherever they are entering. Built-In ID Scanner and High-Res Camera included. Price includes shipping.	Each	$1,875.00
334290L /RC/ STLOC	Raptor	RAPREU	Raptor Reunification	12-Month Access to Raptor Reunification (Web and Mobile)	Each	$795.00
334290L /RC/ STLOC	Raptor	RAPPRNTS	Raptor Print Server	Allows for wirelessly printing from kiosk check-in stations or secure vestibules	Each	$45.00
334290 /RC/STLOC	Raptor	RAP1000	Onsite Training: Visitor Management or Volunteer Management*	Onsite Training: Visitor Management or Volunteer Management	Per Campus	$275.00
334290 /RC/STLOC	Raptor	RAPRT	Remote Training: Visitor Management or Volunteer Management	Remote Training: Visitor Management or Volunteer Management	Per Campus	$125.00

SIN	MFR	MFR Part No.	Product Name	Product Description	UOI	GSA Price
334290 /RC/STLOC	Raptor	RAPSETEM	Onsite Training: Emergency Management	Raptor's Professional Services team ensures all users are well-trained in the system. Onsite training components depend on the modules purchased, but typically includes configuration training, robust system training, and table top exercises and drills. Onsite training is priced per site.	Per Site	$275.00
334290L /RC/ STLOC	Blanco	41892RAP3	Box of White Labels	Visitor Badges white (1,200)	Box	$50.00
334290L /RC/ STLOC	Blanco	51892RAP3	White Labels	Visitor badges - white (3,000)	Case	$100.00
334290L /RC/ STLOC	Blanco	51892RAPR	Red Labels	Visitor badges - red (3,000)	Case	$100.00
334290L /RC/ STLOC	Blanco	51892RAPB	Blue Labels	Visitor badges - blue (3,000)	Case	$100.00
334290L /RC/ STLOC	Blanco	51892RAPY	Yellow Labels	Visitor badges - yellow (3,000)	Case	$100.00
334290L /RC/ STLOC	Blanco	51892RAPO	Orange Labels	Visitor badges - orange (3,000)	Case	$100.00
334290L /RC/ STLOC	Blanco	51892RAPG	Green Labels	Visitor badges - green (3,000)	Case	$100.00
334290L /RC/ STLOC	Blanco	51892RAPM	Rainbow Labels	Visitor badges - multi-colored (2 rolls of each color - 3,000 total)	Case	$100.00
334290L /RC/ STLOC	Blanco	41892RAP2	Box of Tardy Passes	Tardy Passes (1,200)	Box	$50.00
334290L /RC/ STLOC	Blanco	51892RAP2	Tardy Passes	Tardy Passes (3,600)	Case	$100.00

*100% discount - Onsite Training for each campus for a simultaneous rollout; applicable only if a school district is purchasing system bundles for **10** or more campuses within their district.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase Animatronics and Robotics Station for Sugg and Nolan Middle Schools, an Additional $150,000.00, Not to Exceed $400,000.00 – Revised

Executive Summary
On March 8, 2022, the School Board approved the purchase of Animatronics and Robotics Stations for Sugg Middle School. The District is requesting approval for an additional $150,000.00 to purchase the Animatronics and Robotics Station for Nolan Middle School from Garner Holt Education through Imagination. The total combined cost for the two schools is $400,000.00.

March 8, 2022 Summary:
The School District of Manatee County seeks to purchase an Animatronics and Robotics Station for Sugg Middle School from Garner Holt Education through Imagination. The initial purchase is for $166,423.00, with an additional amount requested of $83,577.00 for program expansion and additional training.

This Specialized Programmable Animatronic and Robotics Kit for Education (SPARK-E) is the only industry-quality animatronic figure built for K-12 classroom use. With SPARK-E, students work in teams to create lively and engaging animatronic shows that demonstrate their learning of a concept, topic, or theme. Students engage in a variety of activities from the programming of SPARK-E's ten independently controlled motors to script writing, voice acting, lighting and sound, set design, costuming, prop making, and more. With SPARK-E's unique project-based learning opportunities, students discover their interests, talents, and passions, all while practicing authentic 21st Century Skills.

The supplier for this purchase is Garner Holt Education through Imagination, Redlands, CA, Florida Document No. not required.

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 resources, as defined in Section 282.0041(14), Florida Statutes, may make any acquisition through the bid 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):

Adult, Career & Technical Education | Goal 1
Implement curriculum opportunities for students to learn technical skills with a wide range of strategies through their educational career.

Recommendation
The Superintendent recommends approval to purchase Animatronics and Robotics Station for Sugg and Nolan Middle Schools, an additional $150,000.00, not to exceed $400,000.00 - revised.

Financial Impact
The total cost to implement this agenda item will be $150,000.00, not exceed $400,000.00 for the combined purchase for Sugg and Nolan Middle Schools. The funding source is 1-Mill Referendum Funds.

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

Attachments:
GARNER HOLT QUOTE.pdf
21427 GARNER HOLT QUOTE FOR NOLAN.pdf

Quote

Quote# 21327

Garner Holt Education through Imagination
Redlands, California 92374
U.S.A

Bill To
Manatee County Public Schools
,

Ship To
Manatee County Public Schools
,

Quote Date : 17 Feb 2022
Expiry Date : 22 Mar 2022

#	Item & Description	Qty	Rate	Amount
	PRODUCTS			
1	Truss and Lighting System (16’ W x 10’ H x 8’ D), with Theatrical Curtain and Green Screen. SKU : TLSMCPS Includes: 28 RGB Programmable Lights, Wireless Transmitter and Receiver, and Software.	1.00 pcs	23,899.00	23,899.00
2	Garner Holt 10 Function Animatronic for Education Figure with Integrated Digital Monitors SKU : GHAE10M With Integrated digital monitors, rolling show stage, lighting and sound package, show control system, industry standard programming software license, multi port dongle, slider control board and 2 year warranty. *A MacBook Pro running the latest version operating system is required and NOT included.	3.00 pcs	31,400.00	94,200.00
3	Costuming Mannequin	3.00 pcs	1,695.00	5,085.00
4	Custom Industrial Round Animatronic Programming Table Includes: two stools, power supply, and integrated voice recording technology	3.00 pcs	1,775.00	5,325.00
5	19"x17" Vacuum Former System (DT) SKU : 508DT Includes: Reducing Windows, Custom Mobile Cart, Start Up Training Materials, and Custom Tools/Bucks for Garner Holt Curriculum.	1.00 pcs	11,199.00	11,199.00
	SERVICES			

#	Item & Description	Qty	Rate	Amount
6	Move-in, Installation, Set-up and Calibration - Animatronic Programming Station SKU : MISUCAPS Includes: Full truss box, integrated lighting, educational animatronics, and programming tables. Includes travel expense.	1.00	10,450.00	10,450.00
7	Professional Development - Animatronic for Education Participants (up to 6) will receive training in the safe handling, operation and implementation of animatronics on a school campus. Participants will engage in hands-on learning and practice that emphasizes the creative and curricular opportunities available for students. Opportunities are available and encouraged to examine alignment between Professional Learning and school-wide goals, initiatives and objectives. PD is six (6) hours, and can be scheduled at our location, on a school/district site, or virtually.	4.00	2,100.00	8,400.00
8	GHP Virtual Field Trip - Manatee Public Schools SKU : VFTMPSC Includes: 2-hour Virtual Field Trip experience to Garner Holt Productions for up to 100 Manatee County Public School students. Experience includes 1 hands-on engineering and design activity kit per student, which is shipped out for student distribution ahead of the event.	1.00 pcs	2,570.00	2,570.00

Sub Total	161,128.00
Shipping charge	5,295.00
Total	**$166,423.00**

Notes

Sugg MS Custom Animatronics and Robotics Station

Payments & Confirmations

Please send checks to:
Garner Holt Education Through Imagination, LLC
Attention: Accounting/Kaithy Silva
1251 Research Drive, Redlands, CA 92374

Please email purchase orders to:
purchaseorders@garnerholteducation.com

Thank you for the opportunity to earn your business.

Quote

Quote# 21427

Garner Holt Education through Imagination
Redlands, California 92374
U.S.A

Bill To
Manatee County Public Schools
6615 Greenbrook Blvd.
Bradenton, Florida 34202
U.S.A

Ship To
Manatee County Public Schools
R. Dan Nolan Middle School
6615 Greenbrook Blvd.
Bradenton, Florida 34202
U.S.A

Quote Date : 28 Mar 2022

Expiry Date : 14 May 2022

#	Item & Description	Qty	Rate	Amount
	PRODUCTS			
1	Truss and Lighting System (16’ W x 8’ H x 8’ D), with Theatrical Curtain and Green Screen. SKU : TLSMCPS2 Includes: 28 RGB Programmable Lights, Wireless Transmitter and Receiver, and Software.	1.00 pcs	23,899.00	23,899.00
2	Garner Holt 10 Function Animatronic for Education Figure with Integrated Digital Monitors SKU : GHAE10M With Integrated digital monitors, rolling show stage, lighting and sound package, show control system, industry standard programming software license, multi port dongle, slider control board and 2 year warranty. *A MacBook Pro running the latest version operating system is required and NOT included.	3.00 pcs	31,400.00	94,200.00
3	Costuming Mannequin	3.00 pcs	1,695.00	5,085.00
4	Custom Industrial Round Animatronic Programming Table Includes: two stools, power supply, and integrated voice recording technology	3.00 pcs	1,775.00	5,325.00
5	19"x17" Vacuum Former System (DT) SKU : 508DT Includes: Reducing Windows, Custom Mobile Cart, Start Up Training Materials, and Custom Tools/Bucks for Garner Holt Curriculum.	1.00 pcs	11,199.00	11,199.00

#	Item & Description	Qty	Rate	Amount
	SERVICES			
6	Move-in, Installation, Set-up and Calibration - Animatronic Programming Station SKU : MISUCAPS Includes: Full truss box, integrated lighting, educational animatronics, and programming tables. Includes travel expense.	1.00	9,879.00	9,879.00
7	GHP Virtual Field Trip - Manatee Public Schools SKU : VFTMPSC Includes: 2-hour Virtual Field Trip experience to Garner Holt Productions for up to 100 Manatee County Public School students. Experience includes 1 hands-on engineering and design activity kit per student, which is shipped out for student distribution ahead of the event.	1.00 pcs	2,570.00	2,570.00

Sub Total	152,157.00
Shipping charge	5,595.00
Total	**$157,752.00**

Notes

Nolan MS Custom Animatronics and Robotics Station

Payments & Confirmations

Please send checks to:
Garner Holt Education Through Imagination, LLC
Attention: Accounting/Kaithy Silva
1251 Research Drive, Redlands, CA 92374

Please email purchase orders to:
purchaseorders@garnerholteducation.com

Thank you for the opportunity to earn your business.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase ClassLink Licenses, SDMC No. 23-0004-RG

Executive Summary
The District has subscribed to ClassLink beginning with school year 2019-2020. ClassLink is a Cloud-based technology that provides unlimited one-click single sign-on to web and Windows applications and instant access to files on school networks and cloud storage. The cost per license is $2.58.

The requested subscription agreement auto-renews. The renewal of the agreement and related ClassLink Subscription Fees shall be based on current published enrollment and current list prices of the ClassLink Software.

Historical spend for this subscription is as follows:
School year 2019-2020: $129,255.00
School year 2020-2021: $124,755.00
School year 2021-2022: $124,755.00

Subsection 6A-1.012(14) F.A.C. states, "A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.004(11), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the district school board."

The supplier is ClassLink, Inc., Clifton, NJ, Florida Document No. F18000005902.

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

Technology & Innovation | Goal 4
Improve the productivity of all staff by providing cost efficient and innovative technology solutions.

Technology & Innovation | Goal 5
Provide a safe, secure, consistent, and seamless connectivity experience to all users supporting the educational goals of all schools.

Recommendation
The Superintendent recommends approval to purchase ClassLink Licenses, SDMC No. 23-0004-RG.

Financial Impact
The funding source for this expenditure is included in the Information Technology Department's proposed budget for 2022-2023.

Contact
Submitting Department: Information Technology
Initiated By: Scott Hansen

Attachments:
Manatee County Quote

Quote

Company Address	45 East Madison Ave. Suite 7 Clifton, NJ 07011	Created Date	2/24/2022
Fax	(973) 546-5981	Expiration Date	
		Quote Number	00011929
		Grand Total	$135,155.00

Prepared By	Alexandra Oppel	Contact Name	Scott Hansen
Email	alexandra.oppel@classlink.com	Phone	(941) 708-8770 ext 2125
		Email	hansen2s@manateeschools.net
		Fax	(941) 708-8686

Account Name	Manatee County SD (FL, 34206)	Ship To Name	Manatee County SD (FL, 34206)
Bill To	215 MANATEE AVE WEST BRADENTON, FL 34205 United States		

Product	Product Description	Line Item Description	Sales Price	Quantity	Total Price
RENEWAL - ClassLink OneClick	RENEWAL - ClassLink OneClick	ClassLink Renewal License from 08/01/2022 to 07/31/2023	$2.38	52,000	$123,760.00
ClassLink Analytics Plus	■ Ability to view and measure all usage that is happening outside the ClassLink portal on district-owned devices	ClassLink Analytics Plus New License from 08/01/2022 to 07/31/2023	$0.20	52,000	$10,400.00
RENEWAL - ClassLink Roster Server Hosting	RENEWAL - ClassLink Roster Server Hosting	ClassLink Rosters Hosting Renewal License from 08/01/2022 to 07/31/2023	$995.00	1	$995.00

Total Price	$135,155.00

Proposal supersedes all other proposals. Fax purchase order to 973.546.5981 or email billing@classlink.com

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval for the Southeast High School Speech Team Winners to Compete in a National Debate May 27, 2022 through May 30, 2022 in Washington, D.C., No Financial Impact

Executive Summary
The National Catholic Forensic League has been in existence for many years and has aided students by providing speech competitions to help gain confidence in their delivery. This has proven to be a valuable tool when students are being interviewed for colleges, the Golden Herald Awards, and public speaking as well as oral presentations in classes. Schools all over the nation compete at this tournament every year. The speech team from Southeast High School is eligible to compete on a national level May 27-30, 2022.

The students representing Manatee County will participate in Extemporaneous Speaking, Oral Interpretation and Congressional debate. The experience the students will glean from a national debate will help them gain confidence to speak out on a variety of issues.

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

Student Achievement | Goal 3
Increase the percentage of students meeting college and career acceleration, as defined by the state accountability model, by 2% points each school year.

Recommendation
The Superintendent recommends approval for the Southeast High School speech team winners to compete in a national debate May 27, 2022 through May 30, 2022 in Washington, D.C., no financial impact.

Financial Impact
The entire trip is funded through Southeast High School Internal Speech and Debate account and at no cost to the District.

Contact
Submitting Department: Secondary Education
Initiated By: Willie Clark

Attachments:
SEHS_Out of State FT Washington, D. C..pdf

Manatee County School District
Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)

NOTE: TRIP IS AFTER THE LAST DAY OF SCHOOL

Today's Date: March 1, 2022 Field Trip Date: May 27- 30th School: Southeast

Date / Time of Departure from school: depart May 27th @ 6:00 am

Date / Departure time from field trip location: May 30th - Varies depending on airlines

Arrival time back at school: N/A it will be summer but 5/30

Field Trip Coordinator Cathy Strate

Trip Destination – Name: NCFL Grand Hyatt

Address: 1000. N. Street NW
Washington, D.C

Phone: (202) 582.9234 Website:

Brief Description/Educational Purpose of the Trip:
Four girls from my speech team qualified for nationals in extemporaneous speaking, oral interpretation and Congressional debate

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: 4 girls - Speech team # of Students: 4

# of Chaperones: 3 - Cathy Strate - coach, Cedric Benton - judge, Mr. Joshi - father and judge

Type of Transportation:

- ____ School Bus (bus requisition 20 days prior to trip)
- ____ Special Needs Bus Is Required
- ____ District Vans/Cars
- ____ Walking
  - If Walking, define route:
  - Are there sidewalks and pedestrian crossings?
- ____ Charter Bus from Purchasing Department Approved List (Contact Purchasing)
- ____ Rental Vehicle
- ____ Educational Tour Group Name: provided Contact Info:
- ✓ Other No District transportation flying

The following information must be included for non-District transportation providers:

Name of Transportation Provider: Airline - have not booked tickets yet, waiting for approval

Address of Transportation Provider:

Phone # Transportation Provider:

Year, Type, & Make of Vehicles: N/A

Proof of personal automobile liability insurance, copy of driver's license and proof of successful completion of defensive driving course through Staff Development must be attached for all drivers.

Funding/Costs Hotel @ $1,400 — Internal Account# 45152
Transportation Cost @ 2,000 — Admission Fee 60.00 Cost per student $240.00
Other Cost Shuttle
Total cost of the trip

How Trip is Funded:

___ Discretionary ___✓___ Students Pay ____ District
___✓___ Internal Accounts ___/___ Other
Club will pay for registration

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Cathy M. Steele — *Signature of Field Trip Coordinator*
March 1, 2022 — *Date*

R Allison 3/2/22 — *Principal Signature/Date (Initial Approval of Request)*
Cathy M. Steele — *Signature of Sponsor/Date*

Signature Depart./Team Chair/Date

Final Principal Signature/Date (Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)
Signature Activities Dir.(H.S.)/Date

Type "B" and "C" Signature Approvals Below

Willie Clark
Willie Clark (Mar 25, 2022 11 46 EDT)
Executive Director of School Management (Required for Type "B" and "C" Field Trips)

William Kelly (Mar 25, 2022 11:48 EDT)
Director of Risk Management (Required for Type "B" and "C" Field Trips)

Daniel Evans
Daniel Evans (Mar 25, 2022 11:40 EDT)
Deputy Superintendent of Instructional Services (Required for Type "C" Field Trips)

(Mar 25, 2022 22:06 EDT)
Superintendent (Required for Out-of-State Field Trips. International Field Trips require Board approval)

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012, Expires 5/20/2016
School Management

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Sole Source to Purchase BadgePass ID Card Machines, Supplies, Software and Service, SDMC No. 23-0006-RG

Executive Summary

The District previously purchased ID card machines, supplies, and services for school and support sites as part of the safety and security plan to integrate with transportation software and products and centralizing all employee and student ID badges to a single system starting in 2020-2021. The implementation spanned the fiscal year 2019-2020 and 2020-2021. All students and staff in the District have an ID card to display and utilize for their various tasks. The District supplied the initial machines, supplies, and services for this project. Now that the initial implementation is complete, the District is responsible for the annual BadgePass software/subscription fees each year thereafter. Schools and departments also need to purchase additional supplies and equipment as needed to support the printing of new badges, replacements, etc. Additional products, supplies, and services may be purchased as needed throughout the approval period.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.

The requested approval is for the period of July 1, 2022 through June 30, 2023.

Diversified Business Machines, Inc. is the sole source provider for BadgePass.

Historical expenditures are as follows:
Fiscal Year to Date 2021-2022: $59,537.19
Fiscal Year 2020-2021: $26,309.64

State Board Rule 6A-1.045 states, “Single source purchases are purchases of commodities or contractual services available only from a single source. Pursuant to Section 287.057(5)(c), FS, such purchases are excepted from the competitive solicitation process.”

Subsection 6A-1.012(8) FAC (14) states, “A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology resources, as defined in Section 282.004(14), Florida Statutes, may make any acquisition through the bid 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.”

The supplier is Diversified Business Machines, Inc., Seminole, FL, Florida Document No. L51834.

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

Safety | Goal 1
Increase the number of best practices, resources and evidence-based approaches in the areas of school climate and safety across all district campuses and buildings.

Safety | Goal 2
Increase the capabilities of all district schools to appropriately prevent and intervene with unsafe and disruptive

student behaviors, while reducing the number of instructional days lost to Out of School Suspensions.

Security | Goal 1
Strengthen and secure school and district facilities.

Security | Goal 2
Promote and maintain school-wide safety and minimize the effects of emergencies and other dangerous situations through emergency preparedness on how to prevent, prepare, respond and recover in the face of emergencies and disasters.

Technology & Innovation | Goal 1
Maintain a technology refresh plan that provides equitable, sustainable, and relevant technology resources to all students and staff.

Technology & Innovation | Goal 4
Improve the productivity of all staff by providing cost efficient and innovative technology solutions.

Recommendation
The Superintendent recommends the approval of Sole Source to purchase BadgePass ID card machines, supplies, software, and service, SDMC No. 23-0006-RG.

Financial Impact
The funding source for this expenditure is General Funds and is included in the Information Technology proposed budget for 2022-2023 (School/Department funds).

Contact
Submitting Department: Information Technology
Initiated By: Scott Hansen

Attachments:
DBM_BadgePass Sole Source Letter 2022.pdf

BADGEPASS™

March 1st, 2022

To Whom It May Concern:

As the manufacturer of BadgePass, we would like to personally thank you for your interest in our BadgePass Identity Management Platform, BadgePass NXT5000 Card Printer, and Halo Card Printer.

Please be advised that Diversified Business Machines is the Authorized Dealer for BadgePass products in the counties Charlotte, Citrus, Desoto, Hardee, Hillsborough, Hernando, Manatee, Paso, Pinellas, Polk, and Sarasota in the state of Florida.

BadgePass maintains very strict guidelines as to who is able to sell and support our software in order to make sure your experience is the best possible. I feel confident that your service with Diversified Business Machines will be outstanding. Please feel free to call me with any concerns you have.

Best regards,

Lindsay Martin-Nez
EVP of Sales and Marketing
BadgePass, Inc.
280 Trace Colony Park
Ridgeland, MS 39157
601.499.2131

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase a LightSpeed Relay Filter Subscription, SDMC No. 23-0005-RG

Executive Summary

The District is requesting approval to purchase a subscription renewal to LightSpeed Relay Filter by LightSpeed Systems. CIPA Compliance relates to the Children's Internet Protection Act (CIPA), a federal law enacted by Congress to address concerns about access to offensive content over the internet on school and library computers. This provides the District with content filtering to meet CIPA compliance.

Subsection 6A-1.012(8) F.A.C. (14) states, "A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology resources, as defined in Section 282.004(14), Florida Statutes, may make any acquisition through the bid 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 district".

The spend for the 2021-2022 subscription was $165,200.00.

The subscription period is July 1, 2022 through June 30, 2023.

The awarded vendor is United Data Technologies, Miramar, FL. Document No. P95000023595.

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

Technology & Innovation | Goal 5
Provide a safe, secure, consistent, and seamless connectivity experience to all users supporting the educational goals of all schools.

Recommendation
The Superintendent recommends approval to purchase a LightSpeed Relay Filter Subscription, SDMC No. 23-0005-RG.

Financial Impact
The funding for this expenditure is included in the Information Technology proposed budget for 2022-2023.

Contact
Submitting Department: Information Technology
Initiated By: Scott Hansen

Attachments:
Lightspeed 61500.pdf



United Data Technologies Inc
2900 Monarch Lakes Blvd, Suite 300
Miramar, Florida 33027
United States
(P) 954-308-5100

Quotation (Open)

Date	**Expiration Date**
Feb 24, 2022 08:08 PM EST	07/15/2022

Modified Date
Feb 24, 2022 12:09 PM EST

Quote #
COQO-22634 - rev 2 of 2

Description
Lightspeed Renewal - 1Yr

SalesRep
Perez, Enrique
(P) 9543085100

Customer Contact
Dufon, Kimberlie
(P) (941) 708-8770
dufonk@manateeschools.net

Customer
SCHOOL DISTRICT OF MANATEE COU (2159)
Dufon, Kimberlie
P.O. BOX 9069
ACCOUNTS PAYABLE
BRADENTON, FL 34206
United States
(P) 9417088770

Bill To
SCHOOL DISTRICT OF MANATEE COUNTY
Payable, Accounts
P.O. BOX 9069
ACCOUNTS PAYABLE
BRADENTON, FL 34206
United States
(P) 9417088770

Ship To
SCHOOL DISTRICT OF MANATEE COUNTY
Hansen, Scott
1 Matzke Way
BRADENTON, FL 34208
United States
(P) 19417088770
hansen2s@manateeschools.net

Customer PO:	**Terms:**	**Ship Via:**
	ACH / EFT Payment	Free Standard Shipping
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Qty	Unit Price	Total
1	LIGHTSPEED FILTER ENTERPRISE SUBSCRIPTION 1Y	FLTR-1	61500	$2.95	$181,425.00

Collier County Schools 16-062 Technology Equipment, Software & Services Catalog Discounts

Subtotal:	**$181,425.00**
Tax (.0000%):	$0.00
Shipping:	$0.00
Misc:	$0.00
Total:	**$181,425.00**

United Data Technologies's (UDT) quotation sale, and/or acceptance of Client's purchase order for UDT's Products and/or Services is expressly conditioned upon Client's acknowledgment and acceptance to UDT's Terms and Conditions and, if applicable, any End User Licensing Agreement. Customer's acceptance of UDT's Products and/or Services is also deemed by the Parties to be Customer's acknowledgment and acceptance of such terms.

Notwithstanding the foregoing, these Terms and Conditions shall be superseded by the terms and conditions in any Services Agreement executed between Client and UDT for the Products and Services offered in this Quote.

The client may accept to purchase the Products listed in this Quote by Client's Purchase Order or by signing and returning a copy of this Quote to UDT. The client's acceptance of any of UDT's services requires a written Service Agreement to be executed between the Client and UDT.

CLIENT HEREBY ACCEPTS TO PURCHASE THE PRODUCTS LISTED IN THIS QUOTE AND AGREES TO BE BOUND TO THE TERMS AND CONDITIONS INCLUDED HEREIN.

Client

Name: _____

Title: _____

Signature: _____

Date: _____

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Purchase Audiovisual Equipment, Accessories, and Service, SDMC No. 23-0012-RG

Executive Summary
This contract will be utilized to purchase audio, sound systems, supplies, and accessories in addition to services such as installation, remote management, onsite management, technical support, etc. This contract will be used to purchase products and services for speaker replacement in school cafeterias and stadium/auditorium sound systems as needed. Additional suppliers will be added as needed.

The requested contract is for the period of April 13, 2022 through June 30, 2024. The contract amount will not exceed $390,000.00 per contract year.

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 resources, as defined in Section 282.0041(11), Florida Statutes, may make any acquisition through the bid 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.”

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

This contract is awarded to Signal Connections & Integration, Brandon, FL, Florida Document No. P15000098796.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Technology & Innovation | Goal 1
Maintain a technology refresh plan that provides equitable, sustainable, and relevant technology resources to all students and staff.

Recommendation
The Superintendent recommends approval to purchase audiovisual equipment, accessories, and service, SDMC No. 23-0012-RG.

Financial Impact
The funding sources for these expenditures are Capital funds and are reflected in the five-year capital plan.

Contact
Submitting Department: Information Technology
Initiated By: Scott Hansen

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Continue to Purchase Schoology Enterprise Subscription and Professional Learning System Subscriptions and Upgrades, SDMC No. 23-0016-BS

Executive Summary
In 2018, The School District of Manatee County implemented a Learning Management System (LMS). The LMS is an online classroom used by teachers, students, and parents. The LMS is a single platform giving everyone involved in the student's education the information, digital tools, and resources they need to learn together, both inside and outside the classroom.

My Professional Growth System (MyPGS) system is intended to improve student achievement by enhancing proficiency at instructional and leadership strategies that promote rigor and relevance throughout a standards-based curriculum and prepare students to be college and career ready.

The Unified Talent Perform District Plus Danielson will be an upgrade to our systems this year. This system will maintain and provide support in the MyPGS which manages employees professional learning and in-service credit record. It also provides support to school and departments in the development, implementation and evaluation of professional learning courses. The system will provide support to educators in development and implementation of Individual Professional Growth Plans and support to educators new to Manatee County through mentor programs, new teacher orientation, and new educator program.

Schoology met all of the mandatory requirements: (1) Ability to reach and manage all teachers and students using the District's current Active Directory (2) Customized and personalized learning for students through the use of technology, (3) House all of the district's online instructional materials in one location, (4) facilitate the creation, implementation, and collection of teacher lesson planning resources, assignments and grading.

In 2014, the Board approved the District-wide talent management software subscription that is used to assess the educator's strengths and weaknesses to develop a plan with growth goals that include specific actions. The talent management software supports and ensures compliance with the policies that underlay the educator effectiveness program and is used for principals, teachers, and staff for measuring goals and objectives for performance pay. In addition to the Focus Observer license, the District also subscribes to the Professional Learning Management Suite, which is an on-line portal for staff to access continuing educational courses.

Schoology, MyPGS and Unified Talent (TalentEd) Professional Learning license subscriptions are annual subscriptions. Absent written notice of non-renewal by the District 30 days prior to the expiration of the current term, licenses automatically renew for an additional one-year period.

The PowerSchool products are intended to improve student achievement by enhancing proficiency at instructional and leadership strategies that promote rigor and relevance throughout a standards-based curriculum, and prepare students to be college and career ready.

Historical expenditures for 2018-2019 was $169,850.00, 2019-2020 was $151,805.43, 2020-2021 was $193,919.42 and current 2021-2022 is $255,561.31.

Approval does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.

Florida Statutes Section 1010.04(4) states, "Alternative procedures for purchasing - The State Board of Education may, by regulation, provide for alternative procedures for bidding or purchasing in cases in which

the character of the item requested renders competitive bidding impractical."

Subsection 6A-1.012(14) F.A.C. states, "A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.004(11), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the district school board."

The supplier is PowerSchool Group, LLC, Folsom, CA, Florida Document No. M15000006139.

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

Curriculum & Instruction | Goal 3
Establish professional learning systems to advance continuous academic improvements, promote collective responsibility for student achievement, and support alignment of educator goals, school improvement goals, and school district goals by August 2022.

Curriculum & Instruction | Goal 4
Improve our eLearning structure to maximize online learning for our students, teachers and families.

Technology & Innovation | Goal 1
Maintain a technology refresh plan that provides equitable, sustainable, and relevant technology resources to all students and staff.

Technology & Innovation | Goal 4
Improve the productivity of all staff by providing cost efficient and innovative technology solutions.

Technology & Innovation | Goal 5
Provide a safe, secure, consistent, and seamless connectivity experience to all users supporting the educational goals of all schools.

Recommendation
The Superintendent recommends approval to continue to purchase Schoology Enterprise Subscription and Professional Learning System Subscription and Upgrades, SDMC No. 23-0016-BS.

Financial Impact
The funding source for these subscriptions Information Technology Capital Fund, Title II Roll Forward and Curriculum and Professional Learning Department's proposed budget for 2022-2023.

Contact
Submitting Department: Curriculum
Initiated By: Robin Thompson

Attachments:
PowerSchool - Upgrade for Perform Quote.pdf
PowerSchool - PL Renewal Quote.pdf
Q-563265-Manatee-SGY-LMS-22-23.pdf

PowerSchool
Powering Brighter Futures

PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-650719 - 1
Quote Expiration Date: 29-APR-2022

Prepared By:	Pam McKillip	Customer Contact:	Melinda Lundy
Customer Name:	Manatee County School District	Title:	Director of Professional Learning
Enrollment:	46,156	Address:	PO BOX 9069
Contract Term:	37 Months	City:	BRADENTON
Start Date:	2-MAY-2022	State/Province:	Florida
End Date:	30-JUN-2025	Zip Code:	342069069
		Phone #:	9417516550

Product Description	Quantity	Unit	Extended Price
Initial Term 2-MAY-2022 - 30-JUN-2023 License and Subscription Fees			
Unified Talent Perform District Plus Danielson	46,156.00	Students	USD 77,874.02
UT Perform One Time Discount	1.00	Each	USD -5,408.00
		License and Subscription Totals:	**USD 72,466.02**
Professional Services and Setup Fees			
Unified Talent Perform Implementation - Advanced	1.00	Each	USD 5,950.00
UT Educator Services Remote	10.00	Hours	USD 1,912.50
Unified Talent Perform Enterprise Custom Services Fixed Fee	1.00	Each	USD 6,300.00
		Professional Services and Setup Fee Totals:	**USD 14,162.50**
Training Services			
UT Perform Training Remote	2.00	Day	USD 2,677.50
		Training Services Total:	**USD 2,677.50**

Quote Total

PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:

Total Discount:	**USD 16,370.67**
Initial Term	**2-MAY-2022 - 30-JUN-2023**
Initial Term Total	**USD 89,306.02**

Due Date	Payment Amount
31-MAY-2022	**USD 22,425.97**
1-JUL-2022	**USD 66,880.05**

Annual Ongoing Fees as of 1-JUL-2023 - Fees subject to an annual uplift, which will be reflected on renewal quote

Unified Talent Perform District Plus Danielson	46,156.00	Students	USD 66,880.04

Annual Ongoing Fees Total: **USD 66,880.04**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at:
https://www.powerschool.com/MSA_Feb2022/

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 22-MAR-2022

Manatee County School District
Signature:

Printed Name:

Title:

Date:

Statement of Work

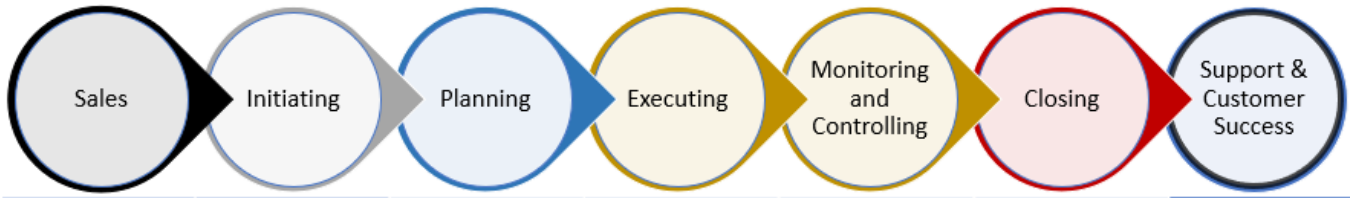
Purpose of Document

The purpose of this Statement of Work ("SOW") between PowerSchool Group LLC ("PowerSchool") and Customer ("You", "Your") is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Pre-Services	Project Begins	Project Management	Environment Setup	Training/Verification	Product Ready	Post-Services
Review/Choose Package	Initial contact	Project Plan	Integration Enabled	Confirm Training	Post-IMP Resources	Services → Support
Sign Contract/SOW	Team Assignments	Identify Team	Work Sessions/Setup	Project Review	Final Project Sign-off	Submit Cases
Sales → Services	Product Delivery	Project Collateral	Data Services	Communication Log	Customer Satisfaction	Customer Success

Released January 2021
Document Owner: PowerSchool Group LLC, Product Deployment Solutions

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General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. "Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee's request."
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the "Customer Responsibilities" included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer's behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

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Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

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Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmoleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

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Perform Advance Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Deploy Perform site
- Provide Login Credentials
- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
    - Project Manager
    - Technical Specialist
    - Implementation Specialist(s)
    - Education Impact Consultant
- Send Customer access to the following:
    - Project Plan

Customer Responsibilities

- Identify Customer Project Team
    - Project Manager
    - Subject Matter Expert(s)
- Review Statement of Work

Completion Criteria

This activity will be considered complete when:

- Customer signs the Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
- Advanced Model is one hundred and five (105) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Review the deliverables in the SOW and explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Discuss the role and responsibilities of a technical resource during the project
- Discuss the role and responsibilities of the Education Impact Consultant
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Released August 2021
Document Owner: PowerSchool Group LLC, Product Deployment Solutions

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Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and trainings throughout the project to stay up to date
- Plan for training and ensure users attend required training sessions
- Provide Example Evaluation Forms

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- Example Evaluation Forms have been provided

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) using LDAP or OIDC authentication for the PowerSchool product(s) undergoing implementation. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s). Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported.

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO using LDAP or SSO (if applicable)
- Configure AppSwitcher with current and new PowerSchool products (if applicable)

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

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Executing

PowerSchool Responsibilities

- Schedule and install the Software
- Provide Security Settings information.
- Create the following content in the Perform system
    - A maximum of 5 evaluation processes
    - One Action Plan
    - A maximum of 15 forms including walkthroughs/informal observations
    - Importing Users
    - A maximum of two rubrics
    - Edit any system notification emails
- Provide *system administrator training* and best practices on the following System Settings:
    - Data Import Templates
        - Locations
        - Users
        - Job Types
        - Supervisors
    - Creating Custom Forms – including but not limited to
        - Goal Setting
        - Observation
        - Walkthrough
        - Summative
    - Building Processes
    - Using Rubrics
    - Facilitating Workflows
    - Assigning and Managing Evaluators
    - Scripting Tool
    - Using System Reports
    - Perform Analytics
    - System Notifications
- Provide Evaluator Training (2 hours online unless additional on-site training purchased)
- If applicable, configure the App Switcher and SSO Authentication services
- The Education Impact Consultant provides expertise and guidance for the effective enablement of the product being implemented

Released August 2021
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Customer Responsibilities

- System Configuration
    - Provide sample content to project lead in a timely manner to allow for the building of content (allow a 3-week turnaround for any new content provided for build-out)
    - Complete remaining configuration tasks once Project Lead has completed contracted tasks (including but not limited to the list above)
    - Review and verify configuration, complete signoff

Completion Criteria

This activity will be considered complete when:

- The system has been installed
- Customer completes System Configuration Signoff

Monitoring

PowerSchool Responsibilities

- Schedule and conduct a launch review meeting
- Provide launch documentation

Customer Responsibilities

- Attend all Product Overviews and Training
- Complete end-user testing within the software
- Log and Follow Up on Support Cases as needed
- Report critical issues to your implementation team

Completion Criteria

This activity will be considered complete when:

- Customer has attended Product Overviews
- Customer has attended any additional training included in their package
- Customer has completed the launch review meeting

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Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods
- Submit Services to Support Survey
- Provide final project sign off to customer

Customer Responsibilities

- Review completed project deliverables
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff

Released August 2021
Document Owner: PowerSchool Group LLC, Product Deployment Solutions

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PowerSchool
Powering Brighter Futures

150 Parkshore Dr, Folsom, CA 95630
Remit Email: raquel.asencio-garcia@powerschool.com
Quote Date: 3-MAR-2022
Quote #: Q-557813-1

Prepared By:	Raquel Asencio-Garcia	Customer Contact:	Scott Hansen
Customer Name:	Manatee County School District	Title:	Director of Information Technology
Contract Term:	13 Months	Address:	PO BOX 9069
Start Date:	15-MAY-2022	City:	BRADENTON
End Date:	30-JUN-2023	State/Province:	Florida
Billing Frequency:	Annually	Zip Code:	342069069
		Phone #:	(352) 671-7775

Product Description		Quantity	Unit	Extended Price
Initial Term 15-MAY-2022 - 30-JUN-2023 License and Subscription Fees				
Unified Talent (TalentEd) Professional Learning	Classified License, Certificated License, PDMS Enterprise	1.00	Students	USD 70,348.02

License and Subscription Totals: **USD 70,348.02**

Quote Total

Initial Term	**15-MAY-2022 - 30-JUN-2023**
Payment Total	**USD 70,348.02**

PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:

Due Date	Payment Amount
30-JUN-2022	**USD 5,411.39**
1-JUL-2022	**USD 64,936.63**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Feb2022/, as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC	Manatee County School District
Signature: 	Signature:
Printed Name: Eric Shander	Printed Name:
Title: Chief Financial Officer	Title:
Date: 3-MAR-2022	Date:

PO Number: _____

PowerSchool
Powering Brighter Futures

150 Parkshore Dr, Folsom, CA 95630
Remit Email: raquel.asencio-garcia@powerschool.com
Quote Date: 26-JAN-2022
Quote #: Q-563265-1

Prepared By:	Raquel Asencio-Garcia	Customer Contact:	Scott Hansen
Customer Name:	Manatee County School District	Title:	Chief Technology Officer
Contract Term:	12 Months	Address:	PO BOX 9069
Start Date:	1-JUL-2022	City:	BRADENTON
End Date:	30-JUN-2023	State/Province:	Florida
Billing Frequency:	Annually	Zip Code:	342069069
		Phone #:	(941) 708-8770 X2125

Product Description	Quantity	Unit	Extended Price
Initial Term 1-JUL-2022 - 30-JUN-2023 License and Subscription Fees			
Schoology LMS Subscription	43,000.00	Students	USD 193,070.00

License and Subscription Totals: **USD 193,070.00**

Quote Total

Initial Term	**1-JUL-2022 - 30-JUN-2023**
Payment Total	**USD 193,070.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at http://www.powerschool.com/msa/, as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 21-JAN-2022

Manatee County School District

Signature:

Printed Name:

Title:

Date:

PO Number: _____

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing

Title
Public Hearing for 3-12 English Language Arts and K-12 Mathematics Instructional Materials Adoption for the 2022-2023 School Year

Executive Summary
Public Hearing for the Board to hear public comments regarding the consideration of the 3-12 English Language Arts and K-12 Mathematics Instructional Materials Adoption for the 2022-2023 School Year, and answer questions related thereto.

Contact
Submitting Department: Curriculum and Professional Learning
Initiated By: Robin Thompson

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the 3-12 English Language Arts and K-12 Mathematics Instructional Materials Adoption for the 2022-2023 School Year

Executive Summary
Florida State Statute 1006.34, Florida State Board of Education Rule 6A-7.0710, and School District of Manatee County Policy 2520 requires the adoption of instructional materials for use by Florida school districts. The process for selection of state-adopted instructional materials for 3-12 English Language Arts and K-12 Mathematics Instructional Materials has been completed. The District's textbook adoption committee, which includes administrators, teachers, parents, and community members, is recommending the adoption of the following:

- ELA Grades 3-5: Benchmark Education Company- Benchmark Advance
- ELA Grades 6-12: McGraw Hill Education Company- Florida StudySync
- Math Grades K-5: Savvas Learning Company- enVision Florida B.E.S.T. Mathematics
- Math Grades 6-12: CENGAGE Learning- Big Ideas Learning

According to Statute s.1006.31, all proposed instructional materials have been approved by the Florida Department of Education and will be implemented in the 2022-2023 school year. On February 25, 2022, the 3-12 English Language Arts and the K-12 Mathematics instructional materials adoption process and committee recommendations were presented to the Board.

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

Curriculum & Instruction | Goal 1
Review and revise the PreK-12 literacy continuum & Narrow the achievement gap by continuing to develop unique innovative initiatives that create well-rounded education for ALL students.

Recommendation
The Superintendent recommends the approval of the 3-12 English Language Arts and K-12 Mathematics Instructional Materials Adoption for the 2022-2023 School Year.

Financial Impact
At the March 8, 2022, Board Meeting, the Board approved the following item: Approval to Purchase Instructional Materials, Textbooks, Curriculum Software and Associated Professional Development, SDMC No. 23-0001-BS. The total bid amount is included in the proposed budget for the 2022-2023 school year.

Contact
Submitting Department: Curriculum and Professional Learning
Initiated By: Robin Thompson

Attachments:
Textbook Adoption Powerpoint 2022.pdf
21-22 K-12 Math FL Instructional Materials.pdf
21-22 FLDOE Addendum to Math Instructional Materials Bid Specifications.pdf
ELA 3-5 Benchmark Advance Research.pdf
ELA 6-12 Florida StudySync Research.pdf
20-21 K-12 ELA FL Instructional Materials.pdf

21-22 FLDOE Addendum to Math Instructional Materials Bid Specifications 1.pdf
20-21 FLDOE ELA Memo.pdf
20-21 FLDOE Math Memo.pdf

Curriculum & Professional Learning

SDMC English Language Arts and Mathematics Instructional Materials

B.E.S.T. Implementation Timeline

	2020-2021	2021-2022	2022-2023
Instructional Materials	Adoption: • ELA K-2	Adoption: • ELA 3-5 • Math K-5 • ELA 6-12 • Math 6-12	
Professional Development	Begin B.E.S.T. Standards and ELA Program training K-2	B.E.S.T. ELA and Mathematics Raising Awareness K-12 B.E.S.T. Implementation K-2	B.E.S.T. ELA and Mathematics Implementation K-12
Curriculum Implementation	Current materials still implemented	K-2 ELA materials implemented	3-12 ELA Implemented K-12 math Implemented

2021-2022
Florida Instructional Materials Adoption process

- Final Publishers were reviewed by the State Board of Education before selection by the District.
- Vendors presented print and digital materials that were then evaluated by the District Instructional Materials Adoption Committee (Principals, Teachers, Parents, and Community Members).
- Instructional Materials were presented, reviewed, and evaluated by school administrators.
- Materials were available for in-person view at the Professional Support Center or Wakeland Support Center for administrators and instructional employees.
- Administrators and instructional employees reviewed digital materials and completed a survey.

2021-2022
Proposed Instructional Materials for Adoption

ELA 3-5

Math K-5

ELA 6-12

Math 6-12

Publisher Selection

SDMC K – 5 Mathematics Instructional Materials

Savvas Learning Company

enVision® Florida
B.E.S.T. MATHEMATICS

enVision Florida B.E.S.T. Mathematics captures the simplicity, practicality, and specificity of the new standards, going beyond just basic alignment.

Savvas is committed to preparing Manatee County for the new F.A.S.T. with a variety of diagnostic, formative, and summative assessments in print and digital formats

FLORIDA'S B.E.S.T. STANDARDS
BENCHMARKS FOR EXCELLENT STUDENT THINKING

F.A.S.T.
FLORIDA'S ASSESSMENT OF STUDENT THINKING

enVision® Florida
B.E.S.T. MATHEMATICS

- Fluency and automaticity benchmarks are broken down into manageable parts to support students through the three developmental stages
- Student-led exploration encourages productive struggle with real-world contexts and hands-on activities with physical or digital manipulatives
- All lessons include a Language Objective and ELL instruction to support different levels of English proficiency, and Family Engagement resources are available in English and Spanish
- Differentiated options for each lesson focused on Florida's B.E.S.T. Standards encourage and challenge students of all learning levels
- Tier 2 and Tier 3 support resources provide effective intervention for students' needs
- Gain meaningful insight with a variety of auto-generated reports showing Florida's B.E.S.T. Standards mastery on assessments, overall progress and usage data

Selected Publisher

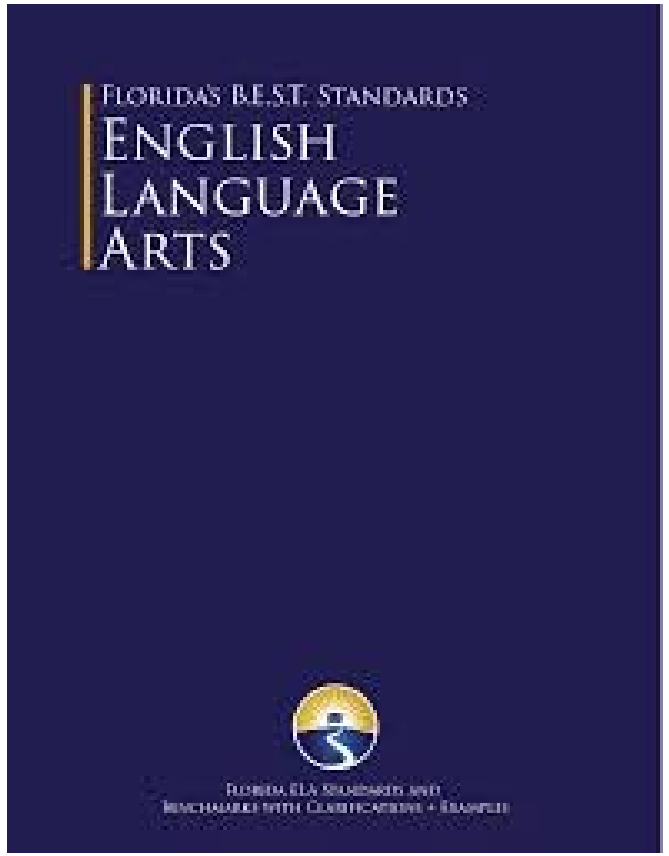
SDMC English Language Arts 3-5 Instructional Materials

- Text material that builds perspectives and content knowledge
- Purposeful explicit and systematic phonics instruction
- Instruction focused on differentiated learner needs
- Provides teachers with tools to inform instruction and monitor progress
- Easy to use online portal for teachers, students, and parents



Florida's B.E.S.T. Standards Grades 3-5

Complete alignment to the new Florida B.E.S.T. Standards



- Lessons are designed to instill background knowledge
- An emphasis on explicit systematic phonics instruction
- Students engage with literary and informational text selections from the B.E.S.T. book list
- Curriculum that is veristically aligned across grades and horizontally aligned across subjects within a grade

Selected Publisher

SDMC English Language Arts 6-12 Instructional Materials

- Student centered. Standards driven.
- Guided by Dr. Douglas Fisher and Dr. Timothy Shanahan, both members of the Florida B.E.S.T. Standards Review Committee.
- Instruction, including a close reading routine that evolves with students as they grow as learners, with an emphasis on content and reading rich, complex texts.
- A scope and sequence developed through careful analysis of the standards for each grade level, cultivating vertical alignment of standards across 6-12.

Selected Publisher

SDMC Mathematics 6-12 Instructional Materials

- Integrated Mathematical Thinking and Reasoning Standards (MTRs)
- Instruction focused on differentiated learner needs
- Provides teachers with tools to inform instruction and monitor progress
- Easy to use online portal for teachers, students, and parents
- Flexible Resources Accessible Anywhere
- Spanish language support

Big Ideas Learning

FLORIDA

B.E.S.T. Standards for MATH

NATIONAL GEOGRAPHIC LEARNING | CENGAGE

Next Steps

- Advertise on Website for Public Review (February 2022)
- 30 Day Window for Parent Review (March 2022)
- Adoption Finalized (April 2022)
- Purchase Materials (May 2022)

2021-2022 Florida Instructional Materials
Short Bid Report
by Submission Category

Total # of Bids = 132

Elementary Mathematics

Grade Kindergarten Mathematics #5012020 — **# of Bids- 5**

Publisher	Title	Author	Copyright	Edition	Grade Level
Accelerate Learning	STEMscopes Florida Math Kindergarten	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade K	Ron Larson and Laurie Boswell	2023	First Edition	K-5
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math!	Edward B. Burger, PhD; Juli K. Dixon, PhD; Thomasenia Lott Adams, PhD; Matthew R. Larson, PhD	2023	N/A	K-5
McGraw Hill LLC	Florida Reveal Math, Grade K	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade K	R. Charles, et al	2023	First Edition	K-5

Grade One Mathematics #5012030 — **# of Bids- 5**

Publisher	Title	Author	Copyright	Edition	Grade Level
Accelerate Learning	STEMscopes Florida Math Grade 1	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 1	Ron Larson and Laurie Boswell	2023	First Edition	K-5
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math!	Edward B. Burger, PhD; Juli K. Dixon, PhD; Thomasenia Lott Adams, PhD; Matthew R. Larson, PhD	2023	N/A	K-5
McGraw Hill LLC	Florida Reveal Math, Grade 1	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 1	R. Charles, et al	2023	First Edition	K-5

Grade Two Mathematics #5012040 — **# of Bids- 5**

Publisher	Title	Author	Copyright	Edition	Grade Level
Accelerate Learning	STEMscopes Florida Math Grade 2	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 2	Ron Larson and Laurie Boswell	2023	First Edition	K-5
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math!	Edward B. Burger, PhD; Juli K. Dixon, PhD; Thomasenia Lott Adams, PhD; Matthew R. Larson, PhD	2023	N/A	K-5

McGraw Hill LLC	Florida Reveal Math, Grade 2	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 2	R. Charles, et al	2023	First Edition	K-5
Grade Three Mathematics #5012050					**# of Bids- 5**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Grade 3	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 3	Ron Larson and Laurie Boswell	2023	First Edition	K-5
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math!	Edward B. Burger, PhD; Juli K. Dixon, PhD; Thomasenia Lott Adams, PhD; Matthew R. Larson, PhD	2023	N/A	K-5
McGraw Hill LLC	Florida Reveal Math, Grade 3	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 3	R. Charles, et al	2023	First Edition	K-5
Grade Four Mathematics #5012060					**# of Bids- 5**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Grade 4	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 4	Ron Larson and Laurie Boswell	2023	First Edition	K-5
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math!	Edward B. Burger, PhD; Juli K. Dixon, PhD; Thomasenia Lott Adams, PhD; Matthew R. Larson, PhD	2023	N/A	K-5
McGraw Hill LLC	Florida Reveal Math, Grade 4	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 4	R. Charles, et al	2023	First Edition	K-5
Grade Five Mathematics #5012070					**# of Bids- 5**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Grade 5	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 5	Ron Larson and Laurie Boswell	2023	First Edition	K-5
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math!	Edward B. Burger, PhD; Juli K. Dixon, PhD; Thomasenia Lott Adams, PhD; Matthew R. Larson, PhD	2023	N/A	K-5

McGraw Hill LLC	Florida Reveal Math, Grade 5	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 5	R. Charles, et al	2023	First Edition	K-5
Grade 3 Accelerated Mathematics #5012055					**# of Bids- 3**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Grade 3 Accelerated	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
McGraw Hill LLC	Florida Reveal Math, Grade 3 Accelerated	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 3 Accelerated	R. Charles, et al	2023	First Edition	K-5
Grade 4 Accelerated Mathematics #5012065					**# of Bids- 3**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Grade 4 Accelerated	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
McGraw Hill LLC	Florida Reveal Math, Grade 4 Accelerated	M.Ed.; John SanGiovanni, M.Ed.; Raj Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ralph Connelly, Ph.D.; Ruth Harbin Miles, Ed.S.; Jeff Shih, Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.	2023	First Edition	K-5
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 4 Accelerated	R. Charles, et al	2023	First Edition	K-5
Foundational Skills in Mathematics K-2 #5012005					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Foundational Grades K-2	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Foundational Skills in Mathematics 3-5 #5012015					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Accelerate Learning	STEMscopes Florida Math Foundational Grades 3-5	Dr. Jarrett Reid Whitaker	2021	First Edition	K-5
Middle Grades Mathematics					
Grade Six Mathematics #1205010					**# of Bids- 7**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 6 with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	6-8
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Middle School Math Solution, Grade 6 Mathematics	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	6-8
EdGems Math LLC	Florida EdGems Math Course 1	Shannon McCaw	2022	First Edition	6-8

Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Into Math	Edward B. Burger, PhD; Juli K. Dixon, PhD; Timothy D. Kanold, PhD; Matthew R. Larson, PhD; Steven J. Leinwand, PhD	2023	N/A	6-8
McGraw Hill LLC	Florida Reveal Math, Grade 6	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	6-8
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 6	Berry, et al	2023	First Edition	6-8
Study Edge	Math Nation: Florida's B.E.S.T. 6th Grade Math	Math Nation	2022	First Edition	6-8
Grade Six Accelerated Mathematics #1205020					**# of Bids- 7**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 6 Accelerated with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	6-8
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Middle School Math Solution, Grade 6 Accelerated Mathematics	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	6-8
EdGems Math LLC	Florida EdGems Math Course 1 Accelerated	Shannon McCaw	2022	First Edition	6-8
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Into Math Accelerated 6	Edward B. Burger, PhD; Juli K. Dixon, PhD; Timothy D. Kanold, PhD; Matthew R. Larson, PhD; Steven J. Leinwand, PhD	2023	N/A	6-8
McGraw Hill LLC	Florida Reveal Math, Grade 6 Accelerated	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	6-8
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 6 Accelerated	Berry, et al	2023	First Edition	6-8
Study Edge	Math Nation: Florida's B.E.S.T. 6th Grade Accelerated Math	Math Nation	2022	First Edition	6-8
Grade Seven Mathematics #1205040					**# of Bids- 7**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 7 with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	6-8
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Middle School Math Solution, Grade 7 Mathematics	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	6-8
EdGems Math LLC	Florida EdGems Math Course 2	Shannon McCaw	2022	First Edition	6-8
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Into Math	Edward B. Burger, PhD; Juli K. Dixon, PhD; Timothy D. Kanold, PhD; Matthew R. Larson, PhD; Steven J. Leinwand, PhD	2023	N/A	6-8

McGraw Hill LLC	Florida Reveal Math, Grade 7	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	6-8
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 7	Berry, et al	2023	First Edition	6-8
Study Edge	Math Nation: Florida's B.E.S.T. 7th Grade Math	Math Nation	2022	First Edition	6-8
Grade Seven Accelerated Mathematics #1205050					**# of Bids- 7**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 7 Accelerated with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	6-8
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Middle School Math Solution, Grade 7 Accelerated Mathematics	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	6-8
EdGems Math LLC	Florida EdGems Math Course 2 Accelerated	Shannon McCaw	2022	First Edition	6-8
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Into Math Accelerated 7	Edward B. Burger, PhD; Juli K. Dixon, PhD; Timothy D. Kanold, PhD; Matthew R. Larson, PhD; Steven J. Leinwand, PhD	2023	N/A	6-8
McGraw Hill LLC	Florida Reveal Math, Grade 7 Accelerated	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	6-8
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 7 Accelerated	Berry, et al	2023	First Edition	6-8
Study Edge	Math Nation: Florida's B.E.S.T. 7th Grade Accelerated Math	Math Nation	2022	First Edition	6-8
Grade Eight Mathematics: Pre-Algebra #1205070					**# of Bids- 7**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Grade 8 Pre-Algebra with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	6-8
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Middle School Math Solution, Grade 8 Mathematics: Pre-Algebra	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	6-8
EdGems Math LLC	Florida EdGems Math Course 3	Shannon McCaw	2022	First Edition	6-8
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Into Math	Edward B. Burger, PhD; Juli K. Dixon, PhD; Timothy D. Kanold, PhD; Matthew R. Larson, PhD; Steven J. Leinwand, PhD	2023	N/A	6-8
McGraw Hill LLC	Florida Reveal Math, Grade 8 Pre-Algebra	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	6-8

Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Mathematics Grade 8 Pre-Algebra	Berry, et al	2023	First Edition	6-8
Study Edge	Math Nation: Florida's B.E.S.T. 8th Grade Math: Pre-Algebra	Math Nation	2022	First Edition	6-8
Foundational Skills in Mathematics 6-8 #1204000					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Foundational Skills in Mathematics 6-8 Digital Student License	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	6-8
High School Mathematics					
Algebra 1 #1200310					**# of Bids- 10**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Algebra I	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Algebra 1 with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	9-12
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL High School Math Solution, Algebra 1 with Honors	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	9-12
EdGems Math LLC	Florida EdGems Math Algebra 1	Shannon McCaw	2022	First Edition	9-12
Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Into Algebra 1	Edward B. Burger, PhD; Juli K. Dixon, PhD; Timothy D. Kanold, PhD; Matthew R. Larson, PhD; Steven J. Leinwand, PhD; Robert Kaplinsky, MEd	2023	N/A	9-12
Link-Systems International, Inc.	Sofia	Link-Systems International, Inc.	2022	Second Edition	9-12
Mathspace Inc.	MATHSPACE FLORIDA: Algebra 1 B.E.S.T. 2022 edition	Hoyt, A., et al.	2022	First Edition	9-12
McGraw Hill LLC	Florida Reveal Algebra 1	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Algebra 1	Kennedy, Milou, Thomas, Zbiek & Cuoco	2023	First Edition	9-12
Study Edge	Math Nation: Florida's B.E.S.T. Algebra 1	Math Nation	2022	First Edition	9-12
Algebra 1 Honors #1200320					**# of Bids- 2**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Algebra I	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12

Study Edge	Math Nation: Florida's B.E.S.T. Algebra 1 Honors	Math Nation	2022	First Edition	9-12
Algebra 2 #1200330					**# of Bids- 8**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Algebra II	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Algebra 2 with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	9-12
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL High School Math Solution, Algebra 2 with Honors	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	9-12
Link-Systems International, Inc.	Sofia	Link-Systems International, Inc.	2022	Second Edition	9-12
Mathspace Inc.	MATHSPACE FLORIDA: Algebra 2 B.E.S.T. 2022 edition	Hoyt, A., et al.	2022	First Edition	9-12
McGraw Hill LLC	Florida Reveal Algebra 2	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Algebra 2	Kennedy, Milou, Thomas, Zbiek & Cuoco	2023	First Edition	9-12
Study Edge	Math Nation: Florida's B.E.S.T. Algebra 2	Math Nation	2022	First Edition	9-12
Algebra 2 Honors #1200340					**# of Bids- 2**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Algebra II	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12
Study Edge	Math Nation: Florida's B.E.S.T. Algebra 2 Honors	Math Nation	2022	First Edition	9-12
Algebra 1-A #1200370					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Intensified Algebra I (Vol 1)	Charles A. Dana Center at the University of Texas at Austin, Learning Sciences Research Institute at the University of Illinois at Chicago, Agile Mind, Inc.	2021	First Edition	9-12
Algebra 1-B #1200380					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Intensified Algebra I (Vol 2)	Charles A. Dana Center at the University of Texas at Austin, Learning Sciences Research Institute at the University of Illinois at Chicago, Agile Mind, Inc.	2021	First Edition	9-12
Probability and Statistics Honors #1210300					**# of Bids- 2**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**

Bedford, Freeman and Worth Publishing Group	Statistics and Probability with Applications	Daren Starnes	2021	Fourth Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Stats: Modeling the World	Bock	2019	Fifth Edition	9-12
Mathematics for College Algebra #1200700					**# of Bids- 5**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Cengage Learning	College Algebra	Larson	2022	Eleventh Edition	9-12
Cengage Learning	College Prep Algebra for Florida, Updated Edition	Larson	2022	Second Edition	9-12
Houghton Mifflin Harcourt	College Algebra	Young	2017	Fourth Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	College Algebra and Trigonometry	Lial	2021	Seventh Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Algebra and Trigonometry	Blitzer	2022	Seventh Edition	9-12
Mathematics for College Statistics #1210305					**# of Bids- 3**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Stats In Your World	Bock	2020	Third Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Elementary Statistics	Triola	2022	Fourtheenth Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Elementary Statistics: Picturing the World	Larson	2019	Seventh Edition	9-12
Mathematics for College Liberal Arts #1207350					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Thinking Mathematically	Blitzer	2019	Seventh Edition	9-12
Precalculus Honors #1202340					**# of Bids- 8**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Pre calculus	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12
Cengage Learning	Precalculus with Limits	Larson/Battaglia	2022	Fifth Edition	9-12
Cengage Learning	Precalculus with Limits: A Graphing Approach	Larson/Battaglia	2020	Eighth Edition	9-12

Houghton Mifflin Harcourt	Precalculus	Young	2018	Third Edition	9-12
Houghton Mifflin Harcourt	Functions Modeling Change	Eric Connally, Deborah Hughes-Hallett, Andrew Gleason	2019	Sixth Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Precalculus: Graphical, Numercial, Algebraic	Demana	2019	Tenth Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Precalculus: Enhanced with Graphing Utilities	Sullivan	2021	Eighth Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Precalculus	Blitzer	2022	Seventh Edition	9-12
Calculus Honors #1202300					**# of Bids- 1**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Calculus: Graphical, Numerical, Algebraic 6e	Demana	2020	Sixth Edition	9-12
Geometry #1206310					**# of Bids- 8**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Geometry	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12
Big Ideas Learning, LLC	Florida's B.E.S.T. Standards for MATH Geometry with CalcChat and CalcView	Ron Larson and Laurie Boswell	2023	First Edition	9-12
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL High School Math Solution, Geometry with Honors	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	9-12
Link-Systems International, Inc.	Sofia	Link-Systems International, Inc.	2022	Second Edition	9-12
Mathspace Inc.	MATHSPACE FLORIDA: Geometry B.E.S.T. 2022 edition	Hoyt, A., et al.	2022	First Edition	9-12
McGraw Hill LLC	Florida Reveal Geometry	Cathy L. Seeley , Ed.D; Raj Shah, Ph.D.; Cheryl R. Tobey, M.Ed.; Dinah Zike, M.Ed.; Walter Secada, Ph.D.	2023	First Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	enVision Florida B.E.S.T. Geometry	Kennedy, Milou, Thomas, Zbiek & Cuoco	2023	First Edition	9-12
Study Edge	Math Nation: Florida's B.E.S.T. Geometry	Math Nation	2022	First Edition	9-12
Geometry Honors #1206320					**# of Bids- 2**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Agile Mind Educational Holdings, Inc.	Florida Geometry	Agile Mind, the Charles A. Dana Center at the University of Texas at Austin	2021	First Edition	9-12

Study Edge	Math Nation: Florida's B.E.S.T. Geometry Honors	Math Nation	2022	First Edition	9-12
Mathematics for Data and Financial Literacy #1200387					**# of Bids- 2**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Cengage Learning	Financial Algebra Tax Update	Gerver/Sgroi	2021	Second Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	Thinking Quantitatively: Communicating with Numbers	Gaze	2020	Second Edition	9-12
Foundational Skills in Mathematics 9-12 #1200400					**# of Bids- 2**
Publisher	**Title**	**Author**	**Copyright**	**Edition**	**Grade Level**
Carnegie Learning, Inc. dba EMC Publishing & Mondo Ed	Carnegie Learning FL Foundational Skills in Mathematics 9-12 Digital Student License	Sandy Bartle Finocchi and Amy Jones Lewis	2023	First Edition	9-12
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	MathXL for School	Pearson	2009	First Edition	9-12

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MEMORANDUM

TO: Mathematics Publishers

FROM: Jacob Oliva

DATE: June 9, 2021

SUBJECT: Addendum to Mathematics Instructional Materials Bid Specifications

Please see an addendum to the instructional materials bid specifications to be met for all instructional materials bidding for the 2021-2022 state adoption (mathematics).

Addendum

The state's instructional materials bid specifications plainly articulate that materials must be accurate and aligned to the B.E.S.T. Standards. In an effort to make sure Florida students have the highest quality instructional materials, we are advising publishers and school districts to not incorporate unsolicited strategies, such as social emotional learning and culturally responsive teaching. These strategies are not called for in the specifications because they are not aligned to the B.E.S.T. Standards and, therefore, should not be in your instructional materials.

Validity Statements and Research Narratives for Content and Instructional Strategies: Prepared for the School District of Manatee County

Introduction

The following sections of this report are based on the Curriculum Evaluation Tool from The Reading League, which is based on the Simple View of Reading (Gough & Tunmer, 1986) and Scarborough's Rope (Scarborough, 2001). The structure is as follows.

- Word Recognition
  - Phonological and Phoneme Awareness
  - Phonics
  - Fluency
- Language Comprehension
  - Background Knowledge
  - Vocabulary
  - Knowledge of Language Structures
  - Verbal Reasoning
  - Literacy Knowledge
- Reading Comprehension
- Writing
  - Handwriting
  - Spelling
  - Composition
- Assessment

For each of these sections, there are two types of statements. The *Content and Instructional Validity Statements* provide the research upon which the Benchmark Advance program was developed. The *Content and Instructional Research Narratives* sections briefly describe how the research manifested itself in Benchmark Advance. These statements are meant to give the general idea of how the research was implemented. There are additional resources within the program itself and the available professional development that provide broader and deeper explanations of the actual implementation.

Word Recognition: Phonological and Phoneme Awareness

Content and Instructional Validity Statements:

Phonological awareness can be broken into three levels of development:

- Early phonological awareness (Adams, 1990; Cassady, Smith, & Putman, 2008; Kilpatrick, 2015) usually developing in preschoolers include: rhyming, alliteration, segmenting works into syllables, and identifying the first sounds in words.
- Basic phonological awareness (Adams, 1990; Kilpatrick, 2012; Swank & Catts, 1994; Wagner, Torgesen, & Rashotte, 1994) develops through kindergarten and first grade and include phoneme blending and segmenting.
- Advanced phonological awareness develops through third or fourth grade, appears to be needed for efficient sight vocabulary development (Caravolas, Volín, & Hulme, 2005; Vaessen & Blomert, 2010), and includes deleting, substituting, or reversing phonemes within words.

Blevins (2017) identified the most important aspects of teaching readiness (phonological and phonemic awareness) skills including:

- focus on the power skills of oral blending and oral segmenting;
- teach skills in an easiest to most complex progression.

Phonological awareness is defined by Kilpatrick (2015) as "having an awareness of sounds in spoken words, whether syllables, onsets, rimes, or individual phonemes" (p. 363). Phonemic awareness is a subset of phonological awareness and is related to the distinct sounds or phonemes in words (Blevins, 2017). "Activities that teach phonological awareness cultivate a student's ability to think about the internal details of the spoken word" (Moats, 2010, p. 56).

Many of the studies of phonological awareness for Tier 1 students used small group instruction (NELP, 2008). However, Shapiro and Solity (2008) used whole-group phonological awareness training which resulted in a 75% reduction in the number of students who developed reading difficulties. Based on a number of studies of whole-group instruction of phonological awareness, Kilpatrick (2015) concluded "it would seem that implementing Tier 1 phonological awareness training as whole class instruction is a defensible option" (p. 260).

"Direct teaching of phonological skills, … is necessary from when children begin school until they become proficient readers and writers" (Moats, 2010, p. 17).

The National Reading Panel report (NIH, 2000) emphasized the importance of connecting phonological awareness instruction to reading. Some, according to Kilpatrick (2015,) took this to mean phonological awareness should be taught using letters as prompts. However, the intent was to indicate phonemic awareness training is best when not taught as an isolated skill, it is best when "integrated at some point with the learning of letters and written words" (Kilpatrick, 2015, P. 262; NELP 2008)

Blevins (2017) identified the most important aspects of teaching readiness (phonological and phonemic awareness) skills including:

- activities from multiple activity types can be taught within the same instructional cycle, i.e., clapping syllables and identifying rhyming words;

- use of supports (i.e., picture cards or manipulatives) help with remembering, makes activities concrete, and helps to engage students; and
- use strong instructional routines for oral blending and oral segmentation that use steps that introduce the skill, followed by modeling (I do), then guided practice/practice (We do/You do), with corrective practice, as necessary.

Content and Instructional Research Narratives:

In Benchmark Advance, phonological awareness is a separate skill in the daily lesson at the Kindergarten and 1st grade levels, where the emphasis starts with early phonological skills (e.g., rhyming, alliteration, segmenting words into syllables, and identifying the first sounds in words) before moving to oral blending and oral segmenting, and continues with advanced skills of deleting, substituting, and reversing phonemes within words. In 2nd grade and beyond, the phonemic awareness skills are woven into the primary skill of the lesson as appropriate.

In Benchmark Advance, phonological and phonemic awareness skills are introduced in whole group targeted mini-lessons and then reinforced in small-group based on students' needs, providing differentiated, direct instruction. The phonological awareness skills are purposefully connected to the other activities in the lesson to show students the connection of these skills to reading. The phonological awareness activities involve multiple types of activities taught during the same lesson and include supports that aid in remembering and making the connections more concrete. Specific language for modeling the phonological awareness skills is provided in the daily lessons along with best practices routines in the Additional Resources in each unit. Intervention and Reteaching Resources are available for every unit. Specific reteaching lessons and practice activities are identified, and teachers are pointed to the Quick Check Assessments for specific skills.

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Word Recognition: Phonics

Content and Instructional Validity Statements:

Kilpatrick (2015) defines phonics as "a system for approaching reading that focuses on the relationship between letters and sounds. Phonics helps with sounding out unfamiliar words" (p. 363). Blevins (2017) states "explicit phonics instruction, when done effectively (i.e., not rote, but active and thought-provoking, instruction), is a transitory phase of learning to read, and never keeps students from reading and engaging with high-quality trade books" (p. xvi). Castles, Rastle, and Nation (2018) states "systematic phonics refers to reading instruction programs that teach pupils the relationship between graphemes and phonemes in an alphabetic writing system" (p. 12).

"Systematic phonics instruction should be viewed as a natural and logical consequence of the manner in which alphabetic writing systems represent spoken language" (Castles et al., 2018, p. 12). "Phonics programs are systematic when they teach grapheme-phoneme correspondences in an ordered manner" (Castles et al., 2018, p. 12). "It is better to teach the code system of written English systematically and explicitly than it is to teach it randomly, indirectly, or incidentally. The units of instruction (sound, syllable, morpheme, word) should vary according to students' reading and spelling skill" (Moats, 2010, p. 17).

Beck and McCaslin (1987) and Adams (1990) discuss how quickly phonics elements and skills are usually introduced, about one a week, in reading programs. This does not provide students with enough practice of these new elements. Systematic not only refers to "the sequence of phonics skills progressing from simplest to the most complex, but also to the internalized review and repetition built into that scope and sequence" (Blevins, 2017, p. 51). "When a new skill is introduced, it should be systematically and purposefully reviewed for the next four to six weeks. That means there should be significant instructional and practice opportunities for students" (Blevins, 2017, p. 203).

Blevins (2017), Moats (2010), and Stuart and Stainthorp (2016) provide summaries of research related to learning phonics, including:

- Teaching the names of letters and their sounds simultaneously tends to be more effective.
- The scope and sequence should be built from simplest to the most complex skills in ways that take advantage of previous learning, so many words can be formed as early as possible.
- After initial modeling of blending and the inclusion of blending examples in a small portion of the phonics lesson, decoding should take place in connected text (decodable text, book, or story) rather than in isolation.
- In skilled reading, visual word recognition is usually achieved through lexical processing, so students need to develop orthographic representations linked to phonology and word meaning. The two best types of exploration exercises for increasing word recognition are word building, including blending and word awareness, and word sorts, including open, closed, and timed sorts.
- Dictation, guided spelling practice, allows students to transfer phonics skills from reading to writing, can accelerate students' use of taught phonics skills in their writing, and provides the opportunity to model and practice how to write letters and words.

- Start work with multisyllabic words towards the end of 1st grade into 2nd grade by modifying the blending instruction to directly teach the six syllable types in English, Closed, Open, Consonant + *le* (Final stable syllable), Vowel Team, *r*-Controlled, and Final *e* (vowel-silent *e*).
- Direct instruction about base words, inflections, and compounds can begin in 1st grade. Students in 2nd and 3rd grade should continue to learn base words, prefixes, suffixes, and suffix ending rules.

"Orthographic mapping is the mental process we use to permanently store words for immediate, effortless retrieval. Orthographic mapping is the process minds use to take an unfamiliar printed word and turn it into an immediately recognizable sight word" (Kilpatrick, 2016, p. 31). Growth of the sight vocabulary, due to improvement of a student's orthographic mapping, leads to improvements in reading fluency and reading comprehension (Kilpatrick, 2016). "Meaningful strings of letters (i.e., written words) can be anchored in permanent memory *if the reader is able to recognize why those letter strings are meaningful*" (Kilpatrick, 2016, p. 34).

A phonics scope and sequence should be tightly linked to the reading students do as follow-up work (Blevins, 2017). "Students make progress at a much faster rate in phonics when the bulk of instructional time is spent on applying the skills to authentic reading and writing experiences rather than isolated skill-and-drill work" (Blevins, 2017, p. 211).

The connection between what is taught and what we have students read has a powerful effect on their word-identification strategies (Juel & Roper-Schneider, 1985) as well as their phonics and spelling skills (Blevins, 2006). Blevins (2017) states the type of text that is ideal for practicing a new target skill is decodable text. "This text is controlled based on the phonics skills taught up to that point in the scope and sequence, with an emphasis on the new target skill for that instructional cycle (e.g., week of instruction)" (Blevins, 2017, p. 215).

Effective instruction is based on the gradual release model (Blevins, 2017; Moats, 2010; Pearson & Gallagher, 1983), where the teacher provides a brief introduction to the skill (I Do), then the teacher models again while the students join in during guided practice when the teacher slowly turning over the responsibility of practice to the students (We Do), culminating in the students practicing collaboratively with a partner or on their own (You Do).

Teaching sight words or high-frequency words at the same time as phonics is being taught does not interfere with phonics learning (Castles et al., 2018). The teaching of sight words, high-frequency words, word parts (i.e., prefixes, suffixes, word families), is known as word study, which is the process of matching the oral phonemes to the letters as a memory aid for future retrieval (Kilpatrick, 2016). Word study is the third part of orthographic mapping, the conscious or unconscious part is the connection making process used to remember works (Kilpatrick, 2016).

Writing activities not only reinforce writing skills, but also provide opportunities for students to practice spelling. Spelling reinforces the phonics skills while improving spelling, phonological awareness, and reading (Graham & Santangelo, 2014; Kilpartick, 2015);

"Decodable books are texts written for children that consist primarily of words that they can read correctly using the grapheme-phoneme correspondences that they have learned" (Castle et al., 2018, p. 15). These books provide students with concentrated practice based on the instruction they have

received (Moats, 2010). Hatcher, Hulme, and Ellis (1994) indicate phonics instruction is more effective when students are provided with immediate practice opportunities, making the decodable books a valuable tool at during the early stages of learning to read. Castle et al. (2018) conclude "once children move beyond the very early stages of reading, the benefits of decodable readers are likely to be outweighed by their limitations" (p. 16) such as not maintaining children's interest in reading and not building vocabularies and knowledge (Solity & Vousden, 2009).

Castles et al. (2018) summarizes that "explicit teaching of phonics assists all children to access text material relatively early in reading instruction" (p. 13). Additionally, Snow and Juel (2005) add that explicit phonics instruction is particularly vital for some children (i.e., students who have a high probability of starting school as struggling readers due to being nonnative speakers of English or economically disadvantaged).

Content and Instructional Research Narratives:

In Benchmark Advance, phonics skills and elements are systematically and explicitly taught across kindergarten to 2nd grade and reinforced by a spiral review where skills are systematically and purposefully reviewed for the next four to six weeks. A substantial review-and-repetition cycle has been added to Benchmark Advance lessons to aid students in achieving mastery. Starting in 3rd grade, instruction in word study begins and includes syllable types, morphemes, and word analysis for multisyllabic words. For students who are significantly below level, the small-group lessons provide additional opportunities to teach and reteach the foundational skills, including phonics skills and elements.

The lessons in Benchmark Advance weave together the phonics skills needed by students in order to become skilled readers. With strong phonemic awareness and letter-sound skills, students naturally associate printed strings of words with the sounds in spoken works and remembering the words they encounter while reading with ease and efficiency (orthographic mapping) and increasing the size of their sight word vocabulary.

Benchmark Advance lessons not only includes phonics elements, but practice for those elements and the previously taught skills through reading, writing, and spelling. The weekly lessons are similar across the school year, leading to a familiarity that allows students to be comfortable and know what follows. Each unit of Benchmark Advance comes with a student book, called "My Reading and Writing" in Kindergarten and 1st Grade and "Texts for Close Reading" in 2nd Grade and beyond, that belongs to the student, will be used by students during the lessons, and follows the gradual release model.

In 2nd grade and beyond, foundational skills continue to be taught. Additionally, for students who need additional instruction and practice, Intervention and Reteaching Resources are provided and include reteaching lessons and practice activities as well and pointing to appropriate Quick Check Assessments.

Decodable Lap Books are available in Kindergarten and 1st Grade for each unit that supports the phonics elements taught each week. After each section of each lesson, the "Check to See" provides an if/then statement to help teachers understand what should occur if students are having difficulties. Additionally, lessons contain "EL" instructions and activities supporting nonnative speakers of English to ensure understanding and fill in gaps that might exist in foundational skills. Beginning about the middle of 1st Grade, word families and syllable types are incorporated into the phonics instruction.

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Word Recognition: Fluency

Content and Instructional Validity Statements

Hudson, Lane, and Pullen (2005) state "reading fluency is one of the defining characteristics of good readers, and a lack of fluency is a common characteristic of poor readers" (p. 702). Kilpatrick (2015) states "fluency refers to reading words quickly and accurately, but also with proper intonation or prosody…Just as songs vary their pitch, so do readers vary their intonation as they read. Such prosody suggests that the reader comprehends the passage *as she reads it*, otherwise she would not likely know when to inflect her voice" (p. 121). Blevins (2017) states "as readers begin to recognize larger and larger numbers of words automatically, their reading fluency (the speed and accuracy with which they read) improves. The more times a student encounters a word in text, the more likely the student will recognize it by sight and avoid making reading errors. Reading fluency is linked to reading comprehension. Improvements in reading fluency improve understanding of text" (p. 154).

Hudson, Pullen, Lane, and Torgesen (2009) state "reading fluency is a complex, multifaceted construct…it is accurate and efficient, it occurs with reasonable speed that varies with the text, and it involves good comprehension of the meaning of the text" (p. 5). Hudson et al. (2009) summarize that effortless, fluency reading is the result of a large number of sub-processes and "without automatic access to letter-sound relationships, quick and accurate operation of phonemic analysis and blending processes, automatic access to knowledge of phonograms, a large number of words that can be recognized "by sight," quick access to vocabulary knowledge, and efficient operation of basic information processes, reading fluency…in reading text will suffer" (p. 18).

Hudson et al. (2009) suggest sub-process areas of importance when examining fluency to determine the most appropriate intervention:

- Sight words: Especially for struggling readers, it is important to be able to recognize relatively common words fluently;
- Phonogram identification: Recognizing the letter groups withing a word that share a pattern across words allows readers to move to more advanced, efficient decoding using chunks instead of phonemes;
- Phonemic decoding: To determine phonemic decoding, or the understanding of the alphabetic principle, it is best to use novel combinations of letters that students are unlikely to have encountered before (i.e., nonwords or nonsense words);
- Letter knowledge: Both letter names (upper and lowercase) and the corresponding sound for a grapheme should be quickly and accurately identified;
- Phonemic awareness: Linked to later fluency outcomes, the phonemic awareness skills of blending and segmentation should be the focus of examination due to the close link to decoding.

Shanahan (2005) stated "the National Reading Panel examined 51 studies of oral-reading fluency instruction and found a substantial pattern of evidence supporting the idea that teaching oral fluency improves reading achievement" (p. 18).

"The most effective [reading] programs include daily exposure to a variety of texts and incentives for children to read independently and with others. Practices that build reading fluency include short practice drills in component skills, repeated readings of text, alternate reading with a partner,

simultaneous oral reading of easy material, and daily independent reading" (Moats, 2010, p. 17). Stevens, Walker, and Vaughn (2017) indicate all readers show improvement in reading fluency (reading rate and accuracy) and comprehension with oral repeated reading practice with teacher or peer feedback.

Shanahan (2005) concludes the different types of instruction to increase oral reading fluency that have been studied share three essential features: 1) the instruction must include oral reading rather than silent reading; 2) there must be repetition allowing student to practice reading texts repeatedly so that improvement occurs in accuracy, speed, and expression; and 3) guidance or feedback is beneficial making it important to have a listener who can provide help.

Content and Instructional Research Narrative:

Fluency is not only about the speed at which students read, but also about accuracy and prosody. Prosody has become more important over time as the complex, multifaceted nature of fluency and its connection to comprehension has been explored. As the sub-process areas of fluency continue to be explored, teachers have additional information available to determine at which points fluency breaks down, pointing to possible areas of intervention to explore. It is clear that teaching reading fluency has a positive effect on reading achievement and should therefore, be part of the reading instruction.

Benchmark Advance includes explicit fluency instruction during the Interactive Read-Aloud and during whole-group, Shared Reading using a variety of genres of texts. During this instruction, teachers model different aspects of fluency and invite students in rereading to build fluency. Decodable texts are used based on previously taught skills and student data. In small groups, the teacher and students read the decodable text chorally together to build accuracy and automaticity. Students use repeated reading procedures to reread the text (echo, choral, or buddy reading). Word-level fluency practice occurs during small group activities.

In Benchmark Advance, Shared Reading and Poetry Books allow students to participate in repeated readings during Shared Reading and engage with rhyme, rhythm, and repetition. This instruction includes authentic connections to previously taught phonics skills in context. This provides opportunities for fluency development and matches the student books. Additional fluency reteaching lessons and practice activities can be found in the Intervention and Reteaching Resources, along with Fluency Quick Checks. The Fluency Quick Check uses the nationally normed and validated Oral Reading Fluency Norms (Hasbrouck & Tindal, 2017) to provide an indication of grade-level expectations related to students' reading rate.

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Language Comprehension: Background Knowledge

Content and Instructional Validity Statements:

Kaefer (2020) states “background knowledge is essential for reading comprehension and learning from stories” (p. S173). Further, early development, meaning starting with young children, of content knowledge increases exponentially the amount of background knowledge children will develop and is key to academic success for all students (Neuman, Kaefer & Pinkham, 2014; Pinkham, Kaefer, & Neuman, 2012). Among other things, sufficient background knowledge, allowing students to draw appropriate inferences about a text, is needed to successfully comprehend that text (Kaefer, 2020). In a study of background knowledge, Kaefer found that “students with higher levels of knowledge on a topic, including the vocabulary specific to that topic, that was activated through prereading activities attended more to the relevant illustrations and made more appropriate inferences than did students who acquired new knowledge from prereading activities” (p. S180). Kaefer also found that “when students did not already have background knowledge related to the topic at hand, they were unlikely to engage in inductive inferencing, even if they successfully learned the information shared in the prereading activities” (p. S180).

Stuart and Stainthorp (2016) indicate reading to students has a long tradition and supports implicit vocabulary learning and is supported by evidence (e.g., Robbins & Ehri, 1994). In the Flack, Field, and Horst (2018) meta-analysis of research on storybook reading, the authors identified what influenced the new word learning during shared storybook reading, including: reading style; use of dialogic techniques such as pointing, providing definitions, or asking students questions during reading; and increasing the number of times students hear words during reading through repeated readings and asking questions about targeted words.

According to Kaefer (2020), read-alouds are a popular way to convey content knowledge and build literacy skills, but to be most effective, they should be interactive (Barnes & Dickinson, 2017) and involve multiple genres (Duke, Halvorsen, & Knight, 2012). Additionally, Keafer suggests the usage of diversified books may provide all students a chance to hear books that address knowledge they have already developed. The simple comprehension that can be achieved by providing knowledge in prereading activities may be the first step towards developing a rich background of information on a topic.

Wasik, Hindman, and Snell (2016) report on book reading practices as they relate to increases in vocabulary. Findings show six strategies that are consistently used in studies. These include, reading and re-reading texts, explicitly defining words, encouraging dialogue about book-related vocabulary through questions and discussion, re-telling, using props to illustrate word meanings, and encouraging students in post-reading activities that promote the exploration and discussion of vocabulary. A clear theme from the review of the literature showed adult-child interaction during book reading is critical for vocabulary learning to occur. These strategies allowed the deeper exploration of vocabulary opportunities, supporting growth in background knowledge.

If there is not enough background information to enable complex comprehension using read-alouds, different strategies for building background knowledge could be used. Knowledge is best built when it can be processed in depth (Beck & McKeown, 2007; Coyne, McCoach, Loftus, Zipoli, & Kapp, 2009), when it is repeated over time (Pinkham, Neuman, & Lillard, 2011), and when it can be connected to

information that students already know (Shing & Brod, 2016). With this information, it may be better to use knowledge building activities in a subject area in addition to read-aloud activities.

Content and Instructional Research Narratives:

In Benchmark Advance, knowledge strands are common across grade levels by unit. Each year, the knowledge strands stay consistent, but the topic and knowledge-building focus changes, building on the previous knowledge learned and introducing new grade appropriate concepts and information to build on the content knowledge. Materials for interactive read alouds are provided for each unit. The read alouds serve to extend the content knowledge, build upon background knowledge, and build vocabulary of students. The Anchor Texts that are part of each unit extend the content knowledge. These texts are read multiple times for different reasons, allowing for the extension of the content knowledge.

The vertical progression of knowledge-building unit topics and essential questions in Benchmark Advance provides opportunities for continuous building of background knowledge. Through read alouds, rereading of texts, work with complex texts, vocabulary development, the ten knowledge strands are developed across Kindergarten through 6th grade. The strands include both informational and literary topics.

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Language Comprehension: Vocabulary

Content and Instructional Validity Statement:

Stuart and Stainthorp (2016) describe two types of vocabulary, receptive and expressive or productive. The receptive vocabulary is the set of words that are understood but not necessarily used daily. Having a large receptive vocabulary means understanding a wide range of spoken and written communications. The expressive vocabulary contains the words we use and if we have a large expressive vocabulary, we can better convey our meaning. Vocabulary size grows with age as more words are encountered and added.

Kilpatrick (2015) indicates vocabulary belongs primarily on the language comprehension side of the simple view of reading, however "oral familiarity with a word plays the primary role in sight-word development, and any benefits of the semantic properties appear to be secondary" (p. 90). Stuart and Stainthorp (2016) state "the more extensive the breadth and depth of one's vocabulary, the better one's comprehension of texts is likely to be. The larger the vocabulary, the greater the chance that meanings of words in texts are already known" (p. 130).

Before starting school, children build their vocabulary from their oral environment. The backgrounds from which children come, will play a role in the size of vocabularies. "A limited vocabulary hinders many aspects of life, including educational progress and social interaction" (Stuart & Stainthorp, 2016, p. 104). Kilpatrick (2015) states "students from low SES backgrounds are more likely to arrive at school having heard far fewer words, and therefore have fewer words in their phonological lexicon…students from high SES backgrounds likely have larger phonological lexicons, which facilitates orthographic mapping" (p. 89). "The impact of low vocabularies on reading comprehension only becomes apparent in grades three, four, and above, when the comprehension of written materials begins to exceed may children's vocabulary" (Biemiller, 2003, p. 123).

From the research, Adams (1990) determined that vocabulary instruction generally results in an increase in students' word knowledge and in reading comprehension. The methods of vocabulary instruction that were most effective included both information about the words' definitions and examples of the words' usages in context. However, the amount of classroom time available for, or used for, vocabulary instruction does not account for the estimated number of words learned by students in a year, over 3,000 words per year or more than 8 words per day. This leads to the conclusion that the majority of words learned come from independent reading where vocabulary acquisition comes from learning from context.

Morphemes are the smallest meaningful units of language (Moats, 2010). Morphology is the study and description of the meaning components of words, morphemes (Oakhill, Cain, & Elbro, 2015). Moats (2010) states "knowing morphemes enhances reading, vocabulary and spelling. Awareness of morphemes is one aspect of a verbally proficient person's word knowledge" (p. 118). Moats (2010) continues by stating "with morphological knowledge, a good reader can guess at a definition for a word first encountered in text" (p. 118) and concludes by stating "the ability to use words well depends on levels of linguistic knowledge that are gained slowly with much exposure to text–knowledge of words' sound structures, grammatical categories, meanings, and spellings" (p. 119).

Moats (2010) states "vocabulary is best taught with a variety of complementary methods designed to explore the relationships among words and the relationships among word structure, origin, and

meaning. Close reading of text for topic-specific content is the most important activity for building comprehension" (p, 17).

Stuart and Stainthorp (2016) indicate reading to students has a long tradition and supports implicit vocabulary learning and is supported by evidence (e.g., Robbins & Ehri, 1994). In the Flack, Field, and Horst (2018) meta-analysis of research on storybook reading, the authors identified what influenced the new word learning during shared storybook reading, including: reading style; use of dialogic techniques such as pointing, providing definitions, or asking students questions during reading; and increasing the number of times students hear words during reading through repeated readings and asking questions about targeted words.

Oakhill, Cain, and Elbro (2015) identify two purposes for teaching vocabulary: helping students to learn the meaning of specific words, and to help students learn how to best figure out the meaning of new words through independent reading.

- When teaching the meanings of specific words, it is helpful to explain key words and link those words to topic knowledge before students read the text. It is also helpful to provide instruction on tier two words (Beck, McKeown, & Kucan, 2005). Additionally, repetition of new vocabulary words is also helpful.
- Oakhill et al., identify two ways to help students learn how to best figure out the meanings of new words. These methods are not mutually exclusive.
    - Teaching students how to derive meanings from context is one way to figure out the meanings of new words. Oakhill et al., states "Children can be taught to search the context for clues about the unknown word's category (what sort of thing is it?), for defining characteristic (how can you describe it?), and for likes and opposites (do you know of something similar or the opposite?)" (p. 66).
    - The other method is to teach word knowledge through morphology. Moats (2010) states "direct instruction about base words, inflections, and compounds can be started in first grade. Second- and third-grade students should continue to learn base words, prefixes, suffixes, and suffix ending rules" (p. 143). Suggested activities include: listening for specific parts of words (i.e., suffixes, prefixes, or base words); combining words to make compound words; removing inflections and simple suffixes from base words; sort past tense or plural words by the sound of their ending; categorize words by the meaning (words for things or words that describe) or by form (compound words or contractions). Derivational morphology occurs when a new word is derived from an old word by the addition of affixes (Stuart & Stainthorp, 2016). Some affixes are prefixes and must come before the root and some are suffixes and must come after the root. "Using affixation to support vocabulary extension in school can be very productive and fun and has the benefit of supporting spelling skills as well" (Stuart & Stainthorp, 2016, p. 108).

Content and Instructional Research Narrative:

In Benchmark Advance, improvement of students' expressive and receptive vocabularies, both oral and reading, through vocabulary instruction integrated into the Interactive Read-Alouds, Reading Mini-Lessons, Small-Group Reading, and Independent Reading. In addition to information about the individual

vocabulary words, students learn about root or base words, affixes, inflections, compounds, and building new words to increase their morphological knowledge. An explicit list of all academic vocabulary, domain-specific vocabulary, and vocabulary to support instructional objectives in the unit, including Tier 2 and Tier 3 vocabulary words, can be found on the Vocabulary Development in the Teacher Resource System (TRS) in Unit Resources.

In Benchmark Advance, vocabulary instruction is tightly integrated with the comprehension instruction and practice since vocabulary knowledge is strongly related to reading comprehension. Vocabulary instruction starts with the Interactive Read-Alouds where teachers share rich, high-quality fiction, poetry, and informational texts.

In Kindergarten and 1st Grade during the whole group activities, vocabulary activities include directly defining words, using context to determine the definition of unknown words, and exploring the different parts of words. In 2nd Grade and beyond during the whole group activities, words are also directly defined and context is used to define unknown words. Additionally, teachers teach and review morphological concepts and conventions.

During the Reading Mini-Lessons, Vocabulary and Word Solving skills are directly taught and reviewed. These are directly linked to the reading activity to provide for additional review of new vocabulary words. Based on informal observations of students' understanding of the instruction, for students who are in need of additional instruction of the vocabulary and word solving skills or any other vocabulary related activities, the small-group reading provides time for that instruction. For the specific vocabulary strategies and skills, reteaching lessons, practice activities, and Quick Check Assessments are available in Intervention and Reteaching Resources available in the Unit Resources.

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Language Comprehension: Knowledge of Language Structures

Content and Instructional Validity Statements:

Hjetland et al. (2019) found early language comprehension at age 4 was strongly related to code-related predictors, such as phoneme awareness, letter knowledge, and rapid naming. Additionally, language comprehension gains are importance over time. In early grades, decoding has the greatest influence on reading comprehension, when students are just learning to read. By third grade, language comprehension starts to have significant influence as decoding skills become stronger and more stable. Between ages 4 and 7, according to Hjetland et al., a broad oral language construct can be identified, including vocabulary, listening comprehension, grammar, and verbal working memory. There is a strong relationship between oral language skills and reading comprehension. There is also evidence that interventions that improve oral language skills transfer to improved reading comprehension (Fricke, Bowyer-Crane, Haley, Hulme, & Snowling, 2013).

Early emergent language problems can include "weak vocabulary knowledge, difficulties in processing grammatical information in spoken language, and poor performance on general measures of language comprehension" (Hulme &Snowling, 2011, p. 141). Clarke, Snowling, Truelove, and Hulme (2010) used vocabulary instruction, listening comprehension exercises, and narrative skills in an intervention with students who had weak oral language skills at school entry. Results showed the program was effective in boosting vocabulary and grammatical skills.

Content and Instructional Research Narratives:

In Benchmark Advance, many opportunities are woven into the instruction, allowing for constructive conversation practice, leading to better understanding of students' oral language. There is a clear scope and sequence for teaching conventions of grammar and language, as well as speaking and listening. The Conversation Blueprint models of constructive conversations to help teachers scaffold students' conversations. The Think-Speak-Listen Bookmarks in Grades K-1 and the Think-Speak-Listen Flip Book in Grades 2-6 provide tools, such as sentence stems, stems for expressing and eliciting general ideas, and stems for clarifying, supporting, and discussing the choice of one idea over others.

In Benchmark Advance, the Integrated English Language Development Support (iELD) in each mini-lesson helps address objectives that include vocabulary, language forms and functions, academic language skills, and grammar. Cognitive function is maintained regardless of language acquisition level while language demand is differentiated at appropriate levels of support. Across the grade levels of Benchmark Advance, there is a clearly articulated scope and sequence for grammar and language skills, by unit and week.

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Language Comprehension: Verbal Reasoning

Content and Instructional Validity Statements:

Elleman (2017) states inference generation is “the process by which a reader integrates information within or across texts using his or her background knowledge to fill in information not explicitly stated” (p. 761). According to Oakhill, Cain, and Elbro (2015), there are two types of inference that are both of central importance to text comprehension, local cohesion inferences and global coherence inferences. A local cohesion inference occurs when a reader “clarifies the meaning of words and phases by linking them to other words and phrases in the text” (p. 40). This could be a lexical inference (linking one word to another word in a different sentence) or a pronominal inference (linking a pronoun to a content words). The global coherence inference is one that makes the text cohere as a whole. “They connect different parts of the text by linking them within the mental model of the text” (Oakhill et al., 2015,p. 40).

Oakhill et al. (2015) identify three things about the factors that influence inference making ability in students. Students are more likely to make inference from a shorter than from a longer, more naturalistic text. A lack of making an inference could be due to forgotten critical explicit information in the text. “Third, inference and memory for explicit details are related; children who are good at making inference are also good at remembering other facts from the text” (p. 44).

Elleman (2017) found in a study of inference instruction that “inference instruction implemented with less skilled readers improved not only inferential understanding, but also literal comprehension of text” (p. 771). An important instructional factor that stood out as important to inference outcomes, was providing instruction in small groups. Many of the studies in Elleman’s study provided explicit instruction in finding pertinent information in a text and integrating it with prior knowledge to answer inferential questions. An unexpected side effect for less skilled readers is this type of instruction aided them in making inferences and required them to attend to important details that would usually go unnoticed.

Content and Instructional Research Narratives:

When teaching inferencing with Benchmark Advance, suggestions are provided through the Access suggestion in the TRS on how to break down the skill into smaller parts that will help students understand how making an inference works. Multiple models are provided for the teacher that also break down the process of make the inference, providing additional context for students.

In Benchmark Advance, inferencing is taught explicitly using text in whole group initially, then during guided practice with partners. There is also the opportunity for reteaching and reinforcement how to make inferences within the small group. When additional reteaching and practice are required, the Intervention and Reteaching Resources, found in the Unit Resources, point to specific locations for the unit strategies and skills being taught. This resource also includes Quick Check Assessments for all the unit strategies and skills being taught.

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Language Comprehension: Literacy Knowledge

Content and Instructional Validity Statements:

There are two broad text genres, narrative (typically stories) and informational (expository) texts (Oakhill, Cain, & Elbro, 2015). “Text genres are conventional types of texts that are used for specific purposes of communication. For example, fairy tales, news articles, timetables, blogs, and emails are all different genres” (Oakhill et al., 2015, p. 82). When readers are familiar with the structure of a genre, they have several advantages: “they know what to expect from different parts of the text, where to search for particular types of information, and how the different parts of the text are linked together” (Oakhill et al., 2015, p. 82).

Children come to school understanding the typical structure and common themes of narratives. Kendeou, van der Broek, White, and Lynch (2009) found that 6-year-old’s ability to recall key events in stories read aloud and also televised cartoons, predicted their reading comprehension 2 years later. Oakhill and Cain (2012) found when children aged 7 to 8 were able to sequence sentences to tell a good story, this ability predicts their reading comprehension 3 years later. Understanding the typical structure and common themes of narratives is important.

Even though young children often have more exposure to narrative texts, they do recognize and understand the differences between narrative and informational texts (Papas, 1993). Informational texts typically contain new facts and information, making background knowledge of a topic a principle predictor of comprehension of informational texts (Best, Floyd, & McNamara, 2008). Williams, Stafford, Lauer, Hall, and Pollini (2009) showed for building background knowledge in primary classrooms, informational texts are excellent.

Paris and Paris (2007) found that instruction that is specific to different genres is important. Informational text structures instruction does not have to take place only during the literacy block, but can be extended into the history, science, or geography lessons, allowing the text structure instruction to be embedded in learning. For narrative texts, helping students remember the key narrative elements, strategies to support inference making, and instruction on retelling narratives are effective (Paris & Paris, 2007).

Content and Instructional Research Narratives:

Benchmark Advance has about a 50/50 split between narrative and informational texts in all grades. In kindergarten and 1st grade, there are slightly more narrative than informational and that changes to slightly more informational that narrative in the upper grades. Even within the

In Benchmark Advance, both informational and narrative texts are part of the instruction and are used in multiple ways. Anchor charts and graphic organizers are used to organize students’ understanding of the features of each genre. The reuse of these texts during instruction reinforces the features of the different genres and provides additional opportunities for building background knowledge and vocabulary, as well as increasing comprehension of the texts.

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Reading Comprehension

Content and Instructional Validity Statement:

Castles, Rastle, and Nation (2018) state "reading comprehension is not a single entity that can be explained by a unified cognitive model. Instead, it is the orchestrated product of a set of linguistic and cognitive processes operating on text and interacting with background knowledge, features of the text, and the purpose and goals of the reading situation" (p, 28). Stated slightly differently, "comprehension comes about through the interaction of knowledge (e.g., vocabulary, background knowledge), processes that operate on text (e.g., meaning activation, inference generation), and general cognitive factors (e.g., working memory)" (Castles et al., 2018, p. 34).

Seidenberg (2017) summarizes the types of knowledge and mental operations involved in comprehending a text as follows:

- Lexical decoding: components of words (graphemes, phonemes, syllables, morphemes); relations between print and speech.
- Words: vocabulary, grammatical categories (noun, verb, adverb, etc.); syntactic patterns associated with particular words.
- Syntax: constituents (noun, verb, and prepositional phrases; clauses); word and constituent order.
- Textbase: propositional structure; referring expressions such as anaphora; bridging inferences that connect explicit propositions.
- Situation model: situation conveyed in a text; agents, objects, locations, instruments, etc.; temporal, spatial, causal, intentional dimensions of the situation; inferences that elaborate a text and link to the reader's background knowledge; images and mental simulations of events.
- Genre, rhetorical structure: type of genre (e.g., narrative, expository, descriptive); speech act categories (e.g., assertion, question, command, request); reliability, validity of assertions; theme, moral, or point of the text/discourse.
- Pragmatics: goals of the author and reader; attitudes and beliefs (humor, sarcasm, irony, etc.). (p. 273)

Kilpatrick (2015) states that once word recognition skills are removed from consideration, "reading comprehension difficulties most commonly involve language comprehension difficulties" (p. 323). Language comprehension skills include "vocabulary, syntax, general background knowledge, specific topical knowledge, listening comprehension, knowledge of idioms and expressions, working memory, and attention" (Kilpatrick, 2015, p. 323).

Willingham (2017) states "comprehension includes not only understanding the text moment by moment as you read it, but also the development of some overall sense of what the text is about. And that's what sticks with you" (p. 107). In discussing how comprehension works, Willingham discusses: extracting ideas from sentences; connecting those ideas; the situational model created from connecting those ideas (keeping track of: what the main character is doing; the timing of events; the spatial relations among the elements of the story; causal relations among events in the text; and whether events are relevant to the main character's goals); bridging meaning across sentences; making inferences when necessary; and having broad knowledge across many topics.

Stuart and Stainthorp (2016) state the important predictors of reading comprehension are the ability to draw inferences, an understanding of story structure, comprehension monitoring ability (Oakhill, Cain, & Bryant, 2003), vocabulary knowledge and grammatical skills (Muter, Hulme, Snowling, & Stevenson, 2004).

Moats (2010, p. 17) identifies effective teaching strategies, including:

- Key comprehension strategies include summarizing, clarifying, questioning, and visualizing; these should be modeled explicitly by the teacher and practiced overtly if students are not comprehending well or if they approach reading comprehension passively.
- Close reading of text for topic-specific content is the most important activity for building comprehension.
- Encouraging frequent prose writing to enable deeper understand of what is read.

Castles et al. (2019) identify reading comprehension implications for the classroom, including

- Benefits are derived from explicitly teaching comprehension strategies to prompt active engagement with text.
    - Discussing text with peers and teachers using methods such as clarification, summarization, prediction, and question generation.
    - After relatively little instruction, benefits of strategy instruction appear to emerge.
- Vocabulary instruction that might lead to greater transfer, in support of comprehension, includes instruction that teaches multiple and flexible strategies for establishing word meaning (e.g., using contextual clues, synonyms, syntactic constraints) and to focus on specific types of words (e.g., those words not yet known, like Tier 2 words or those specific to curricular topics).
- Inference instruction was shown to benefit reading comprehension (Elleman, 2017).
- Before children can read, interventions/instruction that targets oral language leads to improvements in reading comprehension (Fricke, Bowyer-Crane, Haley, Hulme, & Snowling, 2013). Castles et al. suggest extending this type of instruction to students who are focused on learning the alphabetic principle and read words also.

Stuart and Stainthorp (2016) identifies seven topics, besides vocabulary, when discussing teaching comprehension. These include:

- Teaching comprehension strategies: “Teaching comprehension strategies gives children tools to enable them to understand the texts they are reading and so use reading for the purposes of learning and studying more effectively” (Stuart & Stainthorp, 2016, pp. 137-138). Guiding principles of teaching comprehension strategies includes teachers actively modeling the strategies, making what is going on in their heads visible to students, making the strategies explicit before practicing, with an end goal of internalization of the strategies so students can use them as needed.
- Monitoring comprehension: “Monitoring one’s own comprehension of what one is reading is a useful cognitive strategy for ensuring that comprehension proceeds smoothly. This involves recognizing when the mental model one is constructing does not make sense, when comprehension has failed” (Stuart & Stainthorp, 2016, p. 138). With teacher modeling, students can be taught to monitor their own comprehension, using techniques such as re-reading the section, going back in the text, reading on to see if meaning becomes clear, identifying words

that may be causing the problem, showing where inferences had to be made from earlier parts of the text, or asking for help.

- Graphic organizer instruction: "This approach is where children are taught to use some form of external diagrammatic representation of the text…These techniques require readers to externalize concepts, themes, events, causal links, etc. in texts and to begin to see how they relate to each other" (Stuart & Stainthorp, 2016, p. 140).
- Questioning: "Questioning as an effective comprehension strategy includes both the generation of and response to questions…asking oneself questions for clarification, interpretation and prediction improved comprehension and supported comprehension monitoring strategies" (Stuart & Stainthorp, 2016, p. 142).
- Summarization: "The central aim of most summarization instruction is to teach the reader how to identify the main or central ideas of a paragraph or a series of paragraphs Summarization training has the effect of making readers more aware of how the text is structured and has the added benefit of incidentally teaching note-taking skills" (Stuart & Stainthorp, 2016, p. 142).
- Multiple strategy use and classroom organization: The National Reading Panel report (NIH, 2000) suggested learning multiple strategies is desirable. Stuart and Stainthorp (2016) state "for young learners, it may be easier for them to practise [*sic*] one strategy at a time and gradually learn to integrate their skills for optimum success. The evidence does seem to be that teacher modeling is an essential starting point. This can obviously be done with whole-class teaching, but it is very effective with groups and even for individual support" (p. 143).
- Story structure: Students who come to school with extensive experience with listening to stories and handling books benefit from explicit instruction about story structure, but for students who have not had this experience, explicit instruction about story structure is a must. Stuart and Stainthorp (2016) identify five questions that characterize teaching about story structure: Who is the main character? Where and when did the story occur? What did the main characters do? How did the story end? and How did the main character feel? (pp. 143-144)

Content and Instructional Research Narrative:

In Benchmark Advance, the overall goal is to provide instruction that enables students to understand the meaning of the texts they are reading and will read in school and outside of school. Fundamentally, being able to comprehension text, both literary and informational in multiple genres, is dependent upon students' abilities in the areas of phonological awareness, phonics, vocabulary, fluency and comprehension. However, comprehending text also requires more, such as background knowledge and language comprehension, that allows students to interact and to want to interact with texts. Not only does the instruction need to follow a comprehensive scope and sequence with sufficient review and practice and include the skills and strategies necessary to learn how to read, but the instruction, topics, and texts also needs to be interesting, enriching, and motivating to keep the attention of students who may need a great deal of practice to become skilled readers.

In Benchmark Advance, comprehending text, and the skills necessary to comprehend test, is central to instruction. During all the parts of the lessons, comprehension strategies and skills are taught, modeled, practiced, reviewed, and informally assessed by teachers. The Guide to Text Complexity for each unit provides quantitative (Lexile) and qualitative measure of text complexity for the texts used in the unit. The qualitative measure is a combination of four dimensions of complexity applied to each text.

During whole-group, the Read-Aloud, and Shared Reading, teachers build and strengthen comprehension, model fluent, expressive reading, and reinforce understanding of grammar and language conventions. The whole-group, mini-lessons address skills and strategies (e.g., metacognition, comprehension, vocabulary, and phonics/foundational skills) based on grade-level standards. In each unit, the reading mini-lessons follow a gradual release model the includes engaging thinking, model, guide practice, and share and reflect.

The small-group reading is designed to meet the needs of the students in the classroom. This instruction allows for the opportunity to revisit previously taught skills that need reinforcement, support for English Language development, and extension of concepts for students who are ready to move ahead. Decodable texts can be used based on previously taught skills and student data. Teachers and students can read decodable texts chorally together to build accuracy and automaticity. Students can use the decodable texts for repeated reading procedures to reread the text (echo, choral, or buddy reading). The Intervention and Reteaching Resources for each unit provides reteaching lessons and practice activities as well as Quick Check Assessments for students who need additional learning opportunities.

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Writing: Handwriting

Content and Instructional Validity Statements:

McCarroll and Fletcher (2017) compared standards-based report card grades in reading, writing, and math to scores on a screener of handwriting proficiency. Results indicated a significant positive relationship between the quality of handwriting and academic success in writing and reading. James (2017) found "handwriting experience can have significant effects on the ability of young children to recognize letters" (p. 1).

Santangelo and Graham (2016) conclude that because handwriting can influence teachers' evaluation of students' written products and may constrain writing development, it was important to determine if teaching handwriting resulted in better writing. Their study showed that "explicitly teaching HW [handwriting] not only improves students' HW legibility and fluency, but also enhances their writing" (Santangelo & Graham, 2016, p. 251). Instruction in fine motor skills did not produce better handwriting skill. Individualized handwriting instruction and teaching handwriting via technology resulted in significant improvements in legibility. Additionally, handwriting instruction produced gains in the quality, length, and fluency of students' writing.

A small number of studies (e.g., Li & James, 2016) show children "learn symbols better if they write them by hand during learning than through other forms of practice, including visual, auditory, and even typing" (James, 2017, p. 2). James and Engelhardt (2012) compared learning letters through the see-and-say method, printing, typing on a keyboard, or tracing. Results show that only after the printing training did the brains of the children in the study recruit the letter recognition network in the brain, similarly to what is observed in adults.

Ose Askvik, van der Weel, and van der Meer (2020) studied the brain electrical activity of 12 young adults and 12 children who were 12 years old. Both adults and children were asked to write in cursive by hand, typewriting, or drawing visually presented words that were varying in difficulty. Results for the adults and children were similar with the same activation patterns, but for the children, the patterns were not as strong. The activation patters for cursive writing by hand and drawing occur in particular brain areas important for memory and for the encoding of new information and, therefore, provides the brain with optimal conditions for learning. The implications of this research include "children, from an early age, must be exposed to handwriting and drawing activities in school to establish the neuronal oscillation patters that are beneficial to learning" (Ose Askvik et al., 2020, p.1).

Content and Instructional Research Narratives:

In Benchmark Advance, writing is integrated into most of the instruction in one way or another. Handwriting (in kindergarten, 1st and 2nd grades) and Cursive (in 2nd and 3rd grades) Instruction and Practice include instruction on proper grip and body posture, formation of letters, and practice pages of letters on lined paper. When students are expected to write, there are appropriate lined paper upon which to write. Handwriting is integrated into: phonics instruction, the Shared Reading and Complex Text reading activities, grammar and language lessons, and writing instruction itself. During writing tasks, learning targets include the development of handwriting and cursive writing skills.

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Writing: Spelling

Content and Instructional Validity Statements:

Kilpatrick (2015) states "in reading research, *orthography* is used to refer to the correct spelling of words" (p. 82). There are two levels of orthography, recall and recognition. Orthographic recognition "is the essence of word recognition–a particular orthographic sequence is instantly recognized as a familiar word" (pp. 82-83). In reading, word recognition requires sufficient detail to distinguish between the many look-alike words in English. Orthographic recall is necessary to correctly spell words. Words that are or can be easily recognized (e.g., tongue, bouquet, colonel, rendezvous, or licorice) are not easy to spell. "Spelling is an index of orthographic knowledge. It demonstrates that a student knows the correct orthographic representation of a given word" (Kilpatrick, 2015, p. 186). "Spelling can sometimes be a window into a student's phonological and orthographic skills" (Kilpatrick, 2015, p. 187).

Graham and Santangelo (2014) conducted a meta-analytic review of 53 studies on 6,037 students in kindergarten through 12th grade. The research questions centered around the impact of formally teaching spelling. Results of the study provided strong and consistent support for teaching spelling. Directly teaching spelling improved spelling when compared to no/unrelated spelling or informal/incidental approaches to spelling. Increasing the amount of spelling instruction also improved spelling performance. Gains in spelling were maintained over time and generalized to spelling when writing.

Berninger et al. (2002) studied 96 third grade students in an urban setting with verbal IQ in the normal range, among other criteria, with compositional fluency in the below average range. Students were randomly assigned to spelling training only, composition training only, combined spelling and composition training, or a control condition. Results indicated that all the treatments increased the compositional fluency. Spelling and combined spelling and composition training were most effective for word-specific spelling. The teaching of alternations, the alternative ways of representing the same phoneme in English orthography, improved phonological decoding, and transferred to spelling in composing. Only combined spelling plus composing increased both spelling and composing.

Treiman (2018) reminds us that spelling instruction in schools could involve asking students to memorize a list of words for a test. Not especially effective. Phonics instruction improved spelling in typically developing kindergartners and 1st graders. Older students who struggle with reading benefit from phonics instruction also. Treiman states "for children to understand how the writing system works, studying words can become a content area, like studying animals or arithmetic" (p. 237). What is commonly referred to as Word Study usually starts around 2nd grade and continues from there. Treiman indicates that "since English spellings reflect morphology, spelling instruction can be integrated with vocabulary instruction" (p. 237), with benefits to both spelling and vocabulary development.

Content and Instructional Research Narratives:

In Benchmark Advance, each week in kindergarten and 1st grade, students will build additional vocabulary based on phonics lessons. Over the course of the unit (3 weeks total), students will be reading and spelling words with the patterns being taught in the phonics lessons. In 2nd grade, each week students will build vocabulary based on phonics and word study lessons, reading and spelling words with the weekly patterns. In 3rd grade, in each week's word study lessons, students develop and apply knowledge of phonics, context clues, and structural analysis of word parts to determine the

meaning and pronunciation of multisyllabic words, with grade-appropriate spelling words reinforcing the focus skill(s).

Additional unit resources include a Spelling-Sound Correspondences Routine that helps teachers prepare for the introduction and practice of targeted spelling-sound. Teacher Tips provide suggestions for additional activities to reinforce targeted spelling-sound correspondences. On Fridays of each week during the Review and Assess (also referred to as Review and Monitor Progress) mini-lesson, spelling patterns using dictation are assessed. Mastery of the week's spelling patterns is not expected since the patterns will be reviewed in successive units.

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Writing: Composition

Content and Instructional Validity Statements:

Writing, or composition, is the other part of literacy that, by definition, includes both reading and writing (Graham & Perin, 2007a). Graham and Sandmel (2011) indicate the best writing instructional model to be implemented in schools is the process writing approach. The process writing approach is somewhat fluid in its definition, but Graham and Sandmel identify common underlying principles synthesized from several studies (e.g., Graham & Perin, 2007b, Nagin, 2006; Pritchard & Honeycutt, 2006).

> Students engage in cycles of planning (setting goals, generating ideas, organizing ideas), translating (putting a writing plan into action), and reviewing (evaluating, editing, revising). They write for real purposes and audiences, with some of their writing projects occurring over an extended period of time. Students' ownership of their writing is stressed, as is self-reflection and evaluation. Students work together collaboratively, and teachers create a supportive and nonthreatening writing environment. Personalized and individualized writing instruction is provided through minilessons, writing conferences, and teachable moments (Graham & Sandmel, 2011, pp. 396-397).

In 2012, the Institute of Education Sciences (IES) Practice Guide *Teaching Elementary School Students to be Effective Writers* (Graham et al., 2012) was published. This publication not only reinforced the importance of learning to write for all students but also offered recommendations. Each recommendation is ascribed with the level of evidence based on the high-quality experimental and quasi-experimental design studies that met What Works Clearinghouse (WWC) standards. For this practice guide, 34 studies were relevant to the panel's recommendations. Table 1 provides the recommendations, level of evidence and a brief explanation for each recommendation.

Table 1. IES Practice Guide Recommendations

Recommendation	Level of Evidence	Explanation
Recommendation 1. Provide daily time for students to write.	Minimal Evidence	The amount of time suggested for teaching and practicing writing was 30 minutes for students in kindergarten and 60 minutes for students in first grade and beyond.
Recommendation 2. Teach students to use the writing process for a variety of purposes.	Strong Evidence	This was such a broad and complex recommendation that it was broken into two sections.
Recommendation 2a. Teach students the writing process.		The writing process included seven steps: planning, drafting, sharing, evaluating, revising, editing, and publishing. Suggestions for implementing the recommendations included teaching appropriate writing strategies, using a gradual release of responsibility, and encouraging flexibility and changes in the use of strategies.
Recommendation 2b. Teach students to write for a variety of purposes.		Exposure to different genres and features of good writing through mentor texts are a large part of this recommendation. Additionally, expanding students'

		concept of audience and teaching techniques for writing for different purposes are necessary.
Recommendation 3. Teach students to become fluent with handwriting, spelling, sentence construction, typing, and word processing.	Moderate Evidence	Teaching handwriting can start with letters in isolation, then in the creation of sentences, and onto authentic writing experiences. Although often taught as a separate subject, spelling should be connected to writing as much as possible. Teaching students to write strong sentences allows them to convey intended meaning and engage readers.
Recommendation 4. Create an engaged community of writers.	Minimal Evidence	An engaged community of writers is one where writing is shared, students are given writing choices, students collaborate, give and receive feedback, and students' work is published beyond the classroom.

The purpose of the meta-analysis by Graham, Harris, and Santangelo (2015) was to identify effective instructional practices for teaching writing. The included studies "examined the effect of a writing treatment on overall writing quality, content learning, or reading performance" (p. 504) thus focusing on writing practices that had impact on more than just the skill being taught. Where appropriate, effect sizes (ES)[1] were included. Table 2 presents the findings of this meta-analysis.

Table 2. Graham et al. (2015) Meta-Analysis Recommendations

Recommendations	Average-weighted Effect size
Create a writing environment that is positive and supportive.	
Establish writing routines that create a pleasant and motivating writing environment.	
Implement a process approach to writing.	Writing quality = 0.37
Create routines that ensure students write frequently.	Writing quality = 0.37 Reading comprehension = 0.35
Design instructional routines where students compose together.	Writing quality = 0.66
Establish goals for students' writing.	Writing quality = 0.80
Use twenty-first-century writing tools.	Writing quality = 0.47
Provide feedback.	
Ensure students acquire needed writing skills, knowledge, and strategies.	
Teach handwriting, typing, and spelling.	Writing quality = 0.55
Teach sentence-construction skills.	Writing quality = 0.56
Have students gather ideas and information to write about.	Writing quality = 0.54
Teach students the basic elements of different types of text.	Writing quality = 0.41
Provide students with good models of written text.	Writing quality = 0.40
Teach students vocabulary that will improve their text.	Writing quality = 0.78
Teach students strategies for planning, drafting, revising, and editing.	Writing quality = 1.00
Use writing as a tool to support students' learning.	Content learning = 0.22 Reading comprehension = 0.65

There were enough research studies in the meta-analysis by Graham et al. (2015) to make five recommendations for students with disabilities. Table 3 contains those recommendations and effect

[1] The procedure to calculate ES was to "subtract the mean score of the writing treatment group at posttest from the mean score of the control group at posttest and divide this difference by the pooled standard of the two groups" (Graham et al., 2015, pp. 504-505). All effect sizes were adjusted for small-sample-size bias (Hedges, 1982). Often, the following are used to judge the size of the effect: 0.2 is small, 0.5 is medium, and 0.8 is large (Cohen, 1988).

sizes for students with disabilities. Please note, four of the five recommendations are also effective with students in general. The new recommendation, using dictation, was an effective treatment specific to students with disabilities.

Table 3. Graham et al. (2015) Meta-Analysis Recommendations for Students with Disabilities

Recommendations for Students with Disabilities	Average-weighted Effect size
Teach students strategies for planning, drafting, revising, and editing.	Writing quality = 0.93
Establish goals for students' writing.	Writing quality = 0.57
Allow students to dictate some part of their composition (e.g., plan, draft) into a tape recorder.	Writing quality = 0.55
Implement a process approach to writing.	Writing quality = 0.43
Use twenty-first-century writing tools.	Writing quality = 0.35 Decreased errors = 0.42

In Table 2, one of the recommendations from the Graham et al. (2015) meta-analysis is to provide feedback. Feedback is one of the influences, identified by John Hattie, related to learning outcomes with an effect size of 0.73, which is close to a large effect and is certainly a positive effect on learning outcomes (Waack, 2015). McGee (2017) suggests feedback in writing matters as much (or more than!) the writing lessons taught in the classroom. McGee provides five research-supported essentials for creating classrooms where the complicated work of writing can take place while also having space for feedback. This best practice writing classroom includes:

- Authentic audience-based writing experiences: Writers are invested and motivated when engaged with an immediate, compelling purpose.
- Goals that stretch each writer with support to reach those goals: Feedback is centered around reaching goals set by writers.
- Self-regulation in writing experiences with timely feedback: Writers own their process and are given, and give themselves, feedback on their choices.
- Routines and structures that promote writing and interactions with other writers.
- An environment that supports risk taking and reflection: When writers feel safe enough to take risks in the classroom, it deepens learning and makes transfer to other situations more likely. (McGee, 2017, pp. 22-23)

Content and Instructional Research Narratives:

In Benchmark Advance, Writing and Language Mini-Lessons are part of the daily instruction and are taught using a gradual release model. Generally, the parts of the writing process occur over several days to several weeks depending on the grade level and types of writing. The writing process is based on process writing but could contain more steps depending on the type of composition being written. Mentor texts that are part of the weekly lessons often serve as models for a types of composition students write. The grammar and language of the types of composition are taught and reinforced at the point of use. Language in Context and Grammar in Context mini-lessons are part of the weekly instruction.

Types of compositions taught in Benchmark Advance include narrative (both fiction and nonfiction), personal responses, informative/explanatory, procedural, opinion, multimedia presentation, and poetry. Other Text-Based Writing Tasks start at 2nd grade that include Daily Text Annotation in Texts for Close

Reading, Apply Understand Tasks for Mini-Lessons, Build-Reflect-Write Activities for Texts for Close Reading, and Writing in Response to Small-Group Reading.

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Assessment

Content and Instructional Validity Statements:

Kilpatrick (2015) states "because the available tests are not always ideally suited for assessing the various components of reading, the best reading assessment tool is the evaluator's knowledge of research on reading acquisition and reading difficulties" (p. 151). Dougherty Stahl, Flanigan, and McKenna (2020) describe two ways of bringing meaning to tests, comparing a student's results with results of other children (norm-referenced test) and comparing a student's results with a preestablished criterion or benchmark (criterion-referenced test). Both types of tests are useful, but Dougherty Stahl et al. state "a curriculum that consists of many specific skills to be learned is probably well served by a series of criterion-referenced tests (one per skill)" (p. 25).

Content and Instructional Research Narratives:

In Benchmark Advance, there are several types of assessment provide to keep teachers informed of the overall proficiency and progress of students in the classroom. Assessments in Benchmark Advance are designed to identify students' weaknesses or skills that might be weak or missing. Below is a description of the assessments.

- *Interim Assessments*: Interim Assessments are given four times a year. Interim Assessment 1 is given twice, once at the beginning of the year as a pretest and then again at the end of the year as a posttest. The Interim Assessment is based on the standards taught throughout the year.
- *Weekly & Unit Assessments*: Two Weekly Assessments and a Unit Assessment are based on the instructional content taught across each three-week unit. Additional assessments, providing information about specific skills, add additional data that can be combined with the Unit data to give a comprehensive view of student progress.
- *Foundational Skills Screeners*: Gives teachers a quick way to assess any student's general proficiency and provide data to use to tackle challenging and developing skill areas. Organized by level and by skill, the three levels correspond loosely to kindergarten to 2nd grade. Each screener contains five or six skill-specific miniassessments. For instance, Level A contains Letter Recognition, Phonological Awareness, Letter Sounds, Word Recognition, and Print Concepts miniassessments.
- *Skill-Area Specific Quick Checks*: Gives teachers a short, skill-based assessment designed to evaluate individual student proficiency in key skill and knowledge areas. Student performance on the Quick Checks can be used to inform the decision about whether and when to implement intervention steps using the Benchmark Advance Intervention materials. The different Skill-Areas include Phonological Awareness, Comprehension, Phonics and Word Recognition, Print Concepts, and Fluency Quick Checks. The Fluency Quick Check uses the nationally normed and validated Oral Reading Fluency Norms (Hasbrouck & Tindal, 2017) to provide an indication of grade-level expectations related to students' reading rate.

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RESEARCH BASE OVERVIEW



If reading opens the door of opportunity, will all students be able to cross the threshold to reading success? At McGraw Hill, we have always answered "Yes," to this question. It is our tradition to help every student learn to become critical readers, writers, and thinkers, and to help every instructor teach literacy in the most effective manner possible—a practice that continues today with the Florida StudySync 6-12 English Language Arts curriculum.

Florida StudySync will help guide students to mastery of the new Florida B.E.S.T. Standards—because StudySync is anchored in salient and consequential research about what works.

In fact, the National Institute for Literacy's Partnership for Reading (2000) states that "Success in school starts with reading." The state of Florida has always sought out programs grounded in research-verified instructional strategies, methods, and approaches ensuring each child receives a strong start toward achieving success in literacy. We are proud to have risen to this challenge by incorporating highly-regarded research related to effective reading instruction throughout development of the Florida StudySync curriculum.

If proven research is our foundation, then expert authors are our guides. McGraw Hill and StudySync are honored to work with world-class researchers and practitioners in education to assemble an expert authorship team, including Dr. Douglas Fisher and Dr. Timothy Shanahan—both members of the Florida B.E.S.T. Standards review committee. Our team works with these experts to design, develop, and validate instructional models, so you can be assured that Florida StudySync is not only built upon the new Florida Standards, but designed to meet the full spectrum of Florida educator and student needs in today's changing world.

This Research Base Overview showcases highlights of the strong pedagogy upon which Florida StudySync is built. We invite you to explore our full research base compendium at www.mheonline.com/StudySync-FL-ResearchBase.

Close Reading is the cornerstone of StudySync's pedagogy.

Complex texts do not easily reveal their meaning. Literary texts are challenging and use more unconventional text structures, layered literary devices, and multiple points of view. Informational texts may include nuanced infographics, reference scientific data, or depart from typical genre conventions. Across genres, complex texts assume that a reader has cultural, historical, or literary background information that they can use to glean meaning from the text. Sentence length, word frequency, and challenging vocabulary also contribute to the complex nature of some texts.

While reading complex texts may seem too challenging for readers, particularly readers who struggle with comprehension, **research** indicates that students learn more from reading texts that are too difficult for them.



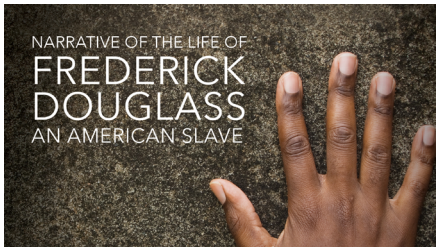
How students read complex texts is essential, too.

Close Reading promotes a process of active rereading, and meaningful interactions like text-dependent questioning, collaborative discussion, and reflection that helps students to glean meaning from the text. Through close reading, **Dr. Doug Fisher says,** "texts that would have been considered out of students' reach in the past can be made accessible when systematic questioning is used to support comprehension."

According to Dr. Tim Shanahan, "close reading requires a substantial emphasis on readers figuring out a high-quality text." Through a sequence of rereads, close reading is "an intensive analysis of a text in order to come to terms with what it says, how it says it, and what it means."

Let's take a closer look at StudySync's Close Reading Routine to see how this process draws upon meaningful, research-based practices:

CLOSE READING ROUTINE



First Read Lesson

In a First Read, students read, annotate, and discuss key details before answering a series of text-dependent questions.

In advance of reading the text, students get limited background knowledge in the form of a video text preview and brief written introduction.





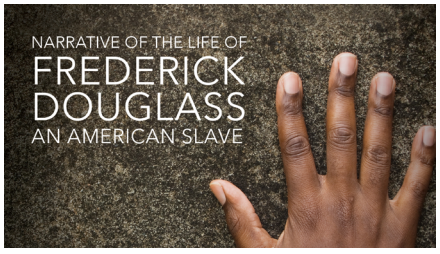
Skill Lessons

Skill Lessons follow a First Read. These lessons teach students to look for and analyze aspects of a text's complexity.

As students have already figured out what they text said, Skill Lessons are rereads of shorter passages to help students understand how the author creates meaning.

Checklists for analysis and modeling show students the type of expert thinking involved in figuring out a complex text.

Skill Lessons incorporate discussion as well as autograded Your Turn questions for varied formative assessment opportunities.



Close Read Lessons

In the third or fourth reading of the text, the Close Read, students go even deeper with the text. Leveraging what they've learned already, students annotate the text using a series of close read prompts, engage in an analytical discussion of the text, and demonstrate their knowledge in writing.

Multimedia, like StudySyncTV episodes, provide models of academic discourse to support students' in-class or online discussions.

Learning is a process, not an event.

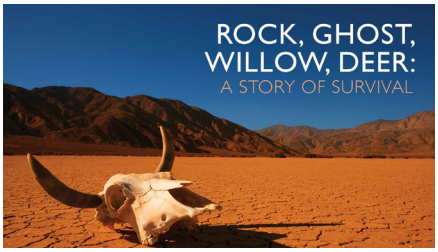
Close reading provides multiple access points to complex texts, while also instilling a valuable skill set that students can use on their own when confronted with challenging works of literature and information.

As Fisher and Hattie describe in their book, ***Teaching Literacy in the Visible Classroom***, "the goal of schooling is for students to apply what they have been taught--to transfer their learning to new situations, tasks, and problems."

StudySync's Close and Independent Reading work together to help students build effective habits for analyzing and responding to complex texts. Close Read Lessons shift the responsibility of analysis onto the student, while Independent Reads provide intentional opportunities for students to use their close reading skills autonomously.

Let's take a closer look at StudySync's Close Reading Routine to see how this process draws upon meaningful, research-based practices:

CLOSE READING ROUTINE



Independent Read Lesson

The teacher acts as facilitator throughout an Independent Read lesson. Just as with close reading, students are given limited background knowledge before reading and annotating the text on their own and discussing the text in collaborative groups.

A teacher may assign reading comprehension quiz questions along with the writing assignment for an additional data point.

Fisher and Hattie emphasize that "the movement from surface learning–the facts, concepts and principles associated with a topic of study–to deep learning, which is the ability to leverage knowledge across domains in increasingly novel situations, requires careful planning. If students are to deepen their knowledge, they must regularly encounter situations that foster the transfer and generalization of learning."

To ensure that students experience transfer learning, StudySync units combine close and independent reading in every unit. In middle school grades, students encounter 7 texts through close reading and 3 selections as independent read lessons. In high school, the amount of independent reading opportunities increase to help students become more autonomous learners as they near graduation. Opportunities for comparative reading within every unit promote the synthesis of information and ideas across texts.

Learning to write effectively and flexibly.

Writing instruction is integrated throughout StudySync's program. In both Close and Independent Reading lessons, for example, students write to process what they're learning and demonstrate their knowledge. Research shows us that writing about text improves comprehension. More specifically, writing longer analytical pieces at the secondary level has a significant impact in stimulating learning (Shanahan, 2006).

StudySync Close Read and Independent Read writing prompts, as shown below, illustrate the type of analytical writing embedded throughout reading instruction.

9TH GRADE CLOSE READING LESSON "THE NECKLACE" BY GUY DE MAUPASSANT	INDEPENDENT READING LESSON MEN WE REAPED: A MEMOIR BY JESMYN WARD
Literary Analysis At the end of this short story, readers discover along with Mathilde Loisel that she has labored for ten years, lost her beauty, and declined into poverty to replace what was actually a fake diamond necklace. Write a thoughtful response explaining what this ironic ending and other key elements from the story suggest about the story's themes. Your response must be based on ideas and information that can be found in the text and must include original commentary. Remember to quote or paraphrase evidence from the text to support your commentary.	**Literary Analysis** This excerpt contains descriptions of multiple settings that were significant in the author's life. Write a response in which you evaluate how the social and economic context of the settings influences the depictions of individuals and events. Remember to use textual evidence to defend your response.

Additional, longform writing takes place in StudySync's Extended Writing Projects, where students synthesize ideas from the unit as well as learn how to employ the writing process. Extended Writing Projects draw upon research that recommends teachers increase the amount of time students spend writing, as well as use effective writing instruction practices like modeling, explaining, and providing guided assistance when teaching (Graham, et al., 2006). Below, you can see an example of a StudySync Extended Writing Project Prompt along with an infographic that outlines the process students will employ to write.

7TH GRADE EXTENDED WRITING PROJECT PROMPT
ARGUMENTATIVE WRITING



Prompt

What are your interests, goals, and dreams? What club, class, or activity would you add to your school to help you achieve these goals or dreams?

Your principal has announced an essay writing contest:

If you had the option of adding a club, a class, or an activity to your school, what would it be and why would it be worth including? Think about why you would like it added to your school's offerings. Why is this club, class, or activity important to the school? How would other students benefit from this addition? Write an argumentative essay to convince your teachers or school leaders to establish this new club, class, or activity. In your essay, present your argument with clear reasons and relevant evidence. Be sure your essay includes the following:

- an introduction and conclusion
- a debatable claim
- an acknowledgment of at least one counterclaim
- relevant evidence and elaboration
- logical reasoning
- coherent body paragraphs
- varied transitions

Feedback and Writing for an Audience.

Another facet of effective writing instruction is the use of feedback. Long-held research shows that students' writing improves when teachers provide them with feedback about their writing and learning. StudySync utilizes several tools to ensure that teachers can provide feedback accurately and effectively while being mindful of a teacher's time.

With StudySync, students can engage in a process of anonymous peer review after writing. This feature draws on research that giving and receiving feedback from a peer further improves student writing (Graham et al., 2016). StudySync peer review also always ensures that students are writing for more than just their teacher. This type of peer-to-peer feedback and subsequent revision has been shown to improve the quality of student writers (Bazerman, 2016).

Digital tools, like computer-based feedback has also been shown to improve the quality of student writing (Graham et al., 2016). StudySync's new essay writing tool, WritePrecise, provides pointed feedback to students in advance of submitting final drafts of their writing. This tool is yet another resource to teachers who want to ensure that each student is afforded timely, meaningful writing feedback and that they spend less time grading and more quality instructional time with students.

Graham, S., Harris, K. R., Chambers, A. (2016). Evidence-based practice and writing instruction. In MacArthur, C., Graham, S., Fitzgerald, J. (Eds.), Handbook of writing research (Vol. 2, pp. 211–226). New York, NY: Guilford Press.

Shanahan, T. (2006). Relations among oral language, reading, and writing development. In MacArthur, C. A., Graham, S., Fitzgerald, J. (Eds.), Handbook of writing research (Vol 2., pp. 171–183). New York, NY: Guilford Press.

Bazerman, C. (2016). What do sociocultural studies of writing tell us about learning to write? In MacArthur, C. A., Graham, S., Fitzgerald, J. (Eds.), Handbook of writing research (Vol 2., pp. 11–23). New York, NY: Guilford Press.

2020-2021
K-12 English Language Arts
Instructional Materials Adoption List

K-5 English Language Arts

K-5 Series (#5010041-5010046)
(All grade levels K-5 must meet standards alignment and scoring criteria for adoption)

Publisher	Title	Subject-Specific Standards Score	Percentage of Alignment	Science of Reading Average	K-5 Topic Coverage Correlation, per s. 1001.215 (4), F.S.
Amplify Education, Inc.	*Amplify CKLA Florida Edition, Grade K*, 2021, 1st Edition	4.1	81.82%	4	Yes
	Amplify CKLA Florida Edition, Grade 1, 2021, 1st Edition	4	80%	4.3	Yes
	Amplify CKLA Florida Edition, Grade 2, 2021, 1st Edition	4.1	81.76%	4.3	Yes
	Amplify CKLA Florida Edition, Grade 3, 2021, 1st Edition	4.4	92.19%	4.4	Yes
	Amplify CKLA Florida Edition, Grade 4, 2021, 1st Edition	4.1	90.62%	4.5	Yes
	Amplify CKLA Florida Edition, Grade 5, 2021, 1st Edition	4.6	95.31%	4.7	Yes

* Updated 9/29/2021 www.fldoe.org

K-5 Series (#5010041-5010046) continued					
Benchmark Education Co.	*Florida Benchmark Advance (c)2022 (grade K)*, 2022, Florida Edition	4.4	96.78%	4.7	Yes
	Florida Benchmark Advance (c)2022 (grade 1), 2022, Florida Edition	4.9	100%	4.8	Yes
	Florida Benchmark Advance (c)2022 (grade 2), 2022, Florida Edition	4.2	85.94%	4.6	Yes
	Florida Benchmark Advance (c)2022 (grade 3), 2022, Florida Edition	4.2	81.25%	4.8	Yes
	Florida Benchmark Advance (c)2022 (grade 4), 2022, Florida Edition	4.2	79.68%	4.3	Yes
	Florida Benchmark Advance (c)2022 (grade 5), 2022, Florida Edition	4.8	95.31%	4.7	Yes

K-5 Series (#5010041-5010046) continued					
Great Minds PBC	*Wit & Wisdom Florida Edition with Fundations - Grade K*, 2020, 1st Edition	4.8	98.38%	4.8	Yes
	Wit & Wisdom Florida Edition with Fundations - Grade 1, 2020, 1st Edition	4.2	85.3%	4.3	Yes
	Wit & Wisdom Florida Edition with Fundations - Grade 2, 2020, 1st Edition	4.8	96.88%	4.9	Yes
	Wit & Wisdom Florida Edition with Fundations - Grade 3, 2020, 1st Edition	4.4	87.5%	4.4	Yes
	Wit & Wisdom Florida- Grade 4, 2020, 1st Edition	4.24	84.71%	3.8	Yes
	Wit & Wisdom Florida- Grade 5, 2020, 1st Edition	4.6	95.31%	4.2	Yes

K-5 Series (#5010041-5010046) continued					
Houghton Mifflin Harcourt	*HMH Florida Into Reading (grade K)* , 2022, 1st Edition	4.4	85.48%	4.5	Yes
	HMH Florida Into Reading (grade 1), 2022, 1st Edition	4.6	91.18%	4.7	Yes
	HMH Florida Into Reading (grade 2), 2022, 1st Edition	4.7	92.19%	4.5	Yes
	HMH Florida Into Reading (grade 3), 2022, 1st Edition	4.6	92.19%	4.7	Yes
	HMH Florida Into Reading (grade 4), 2022, 1st Edition	4.6	90.62%	4.7	Yes
	HMH Florida Into Reading (grade 5), 2022, 1st Edition	4.6	98.44%	4.4	Yes

K-5 Series (#5010041-5010046) continued					
McGraw-Hill School Education, LLC.	*Florida Wonders Grade K*, 2022, 1st Edition	4.8	96.78%	4.9	Yes
	Florida Wonders Grade 1, 2022, 1st Edition	4.8	98.53%	4.9	Yes
	Florida Wonders Grade 2, 2022, 1st Edition	4.3	93.75%	4.4	Yes
	Florida Wonders Grade 3, 2022, 1st Edition	4.6	98.44%	4.6	Yes
	Florida Wonders Grade 4, 2022, 1st Edition	4.3	92.18%	4.4	Yes
	Florida Wonders Grade 5, 2022, 1st Edition	4.7	100%	4.6	Yes

K-5 Series (#5010041-5010046) continued					
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*Florida myView Literacy Grade K*, 2022, 1st Edition	4.5	95.16%	4.8	Yes
	Florida myView Literacy Grade 1, 2022, 1st Edition	4.9	100%	4.4	Yes
	Florida myView Literacy Grade 2, 2022, 1st Edition	4.3	81.25%	4.4	Yes
	Florida myView Literacy Grade 3, 2022, 1st Edition	4.8	100%	4.9	Yes
	Florida myView Literacy Grade 4, 2022, 1st Edition	4.4	81.25%	4.8	Yes
	Florida myView Literacy Grade 5, 2022, 1st Edition	4	75%	4.3	Yes

Functional Basic Skills in Reading- Elementary (#5010020)			
Publisher	**Title**	**Subject-Specific Standards Score**	**Percentage of Alignment**
Lexia Learning Systems	*Lexia Core5 Reading – Basic Skills in Reading K-2 Edition*, 2020, v4.2 Edition	4.4	96.42%
Basic Skills in Reading 3-5 (#5010024)			
Houghton Mifflin Harcourt	*HMH Basic Skills in Reading Grades 3-5, Powered by READ 180*, 2021, 1st Edition	4.4	86.03%
Functional Reading Skills K-2 (#5010022)			
Lexia Learning Systems	*Lexia Core5 Reading – Functional Reading Skills K-2 Edition*, 2020, v4.2 Edition	4.8	96.66%
Functional Reading Skills 3-5 (#5010026)			
Houghton Mifflin Harcourt	*HMH Functional Reading Skills Grades 3-5, Powered by System 44*, 2021, 1st Edition	4.7	98.08%
Lexia Learning Systems	*Lexia Core5 Reading – Functional Reading Skills 3-5 Edition*, 2020, v4.2 Edition	4.3	83.65%

6-8 English Language Arts			
M/J Language Arts 1 (#1001010)			
Publisher	**Title**	**Subject-Specific Standards Score**	**Percentage of Alignment**
Amplify Education, Inc.	*Amplify ELA Florida Edition, Grade 6*, 2021, 1st Edition	4.8	93.34%
Great Minds PBC	*Wit & Wisdom Florida – Grade 6*, 2020, 1st Edition	4.2	83.13%
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.4	100%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 6*, 2022, 1st Edition	4.4	96.66%
Public Consulting Group, Inc.	*Florida Paths to College and Career- Grade 6*, 2021, 1st Edition	4.2	90%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts Grade 6*, 2022, 1st Edition	4.3	85%

M/J Language Arts 2 (#1001040)			
Amplify Education, Inc.	*Amplify ELA Florida Edition, Grade 7*, 2021, 1st Edition	4.8	96.67%
Great Minds PBC	*Wit & Wisdom Florida – Grade 7*, 2020, 1st Edition	4.1	82.5%
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.9	100%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 7*, 2022, 1st Edition	4.3	81.66%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts Grade 7*, 2022, 1st Edition	4.8	100%

M/J Language Arts 3 (#1001070)			
Amplify Education, Inc.	*Amplify ELA Florida Edition, Grade 8*, 2021, 1st Edition	4.4	85%
Great Minds PBC	*Wit & Wisdom Florida – Grade 8*, 2020, 1st Edition	4.3	91.67%
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.8	98.34%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 8*, 2022, 1st Edition	5	100%
Public Consulting Group, Inc.	*Florida Paths to College and Career- Grade 8*, 2021, 1st Edition	4.8	95%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts Grade 8*, 2022, 1st Edition	4.8	98.34%

M/J Intensive Reading (MC) (#1000010)			
Houghton Mifflin Harcourt	*HMH Intensive Reading Grade 6, Powered by READ 180 and System 44*, 2021, 1st Edition	4.4	93.1%
Lexia Learning Systems	*Lexia PowerUp Literacy – Intensive Reading 1 Edition, Grade 6*, 2020, v3.0 Edition	4.6	93.1%
M/J Intensive Reading 2 (#1000012)			
Houghton Mifflin Harcourt	*HMH Intensive Reading Grade 7, Powered by READ 180 and System 44*, 2021, 1st Edition	4.4	89.66%
M/J Intensive Reading 3 (#1000014)			
Houghton Mifflin Harcourt	*HMH Intensive Reading Grade 8, Powered by READ 180 and System 44*, 2021, 1st Edition	4.4	84.48%
Lexia Learning Systems	*Lexia PowerUp Literacy – Intensive Reading 3 Edition, Grade 8*, 2020, v3.0 Edition	4.3	89.66%

9-12 English Language Arts			
English 1 (#1001310)			
Publisher	**Title**	**Subject-Specific Standards Score**	**Percentage of Alignment**
Bedford, Freeman and Worth Publishing Group	*Foundations of Language and Literature*, 2018, 1st Edition	4.6	90%
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.4	86.66%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 9*, 2022, 1st Edition	4.6	96.67%
Perfection Learning Corporation	*Florida Connections Grade 9*, 2021, 1st Edition	4.6	90%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts English I*, 2022, 1st Edition	4.6	98.34%

English 2 (#1001340)			
Carnegie Learning, Inc dba EMC Publishing & Mondo Ed.	*Mirrors & Windows: Connecting with Literature Grade 10*, 2021, 3rd Edition	4.8	98.34%
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.4	98.34%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 10*, 2022, 1st Edition	4.6	93.34%
Perfection Learning Corporation	*Florida Connections Grade 10*, 2021, 1st Edition	4.6	95%
Public Consulting Group, Inc.	*Florida Paths to College and Career – Grade 10*, 2021, 1st Edition	4	95%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts English II*, 2022, 1st Edition	4.2	90%

English 3 (#1001370)			
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.6	91.66%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 11*, 2022, 1st Edition	4.9	96.66%
Perfection Learning Corporation	*Florida Connections Grade 11*, 2021, 1st Edition	4.4	96.66%
Public Consulting Group, Inc.	*Florida Paths to College and Career – Grade 11*, 2021, 1st Edition	4.6	96.66%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts English III*, 2022, 1st Edition	4.4	91.67%

English 4 (#1001400)			
Carnegie Learning, Inc dba EMC Publishing & Mondo Ed.	*Mirrors & Windows: Connecting with Literature British Tradition*, 2021, 3rd Edition	4.4	85%
Houghton Mifflin Harcourt	*HMH Florida Into Literature*, 2022, 1st Edition	4.6	96.66%
McGraw-Hill School Education, LLC.	*Florida StudySync Grade 12*, 2022, 1st Edition	4.4	85%
Perfection Learning Corporation	*Florida Connections Grade 12*, 2021, 1st Edition	4.2	78.33%
Public Consulting Group, Inc.	*Florida Paths to College and Career – Grade 12*, 2021, 1st Edition	4.8	95%
Savvas Learning Company LLC, formerly known as Pearson K12 Learning LLC.	*myPerspectives Florida English Language Arts English IV*, 2022, 1st Edition	4.8	95%

Intensive Reading 1 (#1000412)			
Houghton Mifflin Harcourt	*HMH Intensive Reading Grade 9, Powered by READ 180 and System 44*, 2021, 1st Edition	4.4	85.48%
Lexia Learning Systems	*Lexia PowerUp Literacy – Intensive Reading 1 Edition, Grade 9*, 2020, v3.0 Edition	4.2	77.42%
Intensive Reading 2 (#1000414)			
Houghton Mifflin Harcourt	*HMH Intensive Reading Grade 10, Powered by READ 180 and System 44*, 2021, 1st Edition	4.6	96.55%
Intensive Reading 3 (#1000416)			
Houghton Mifflin Harcourt	*HMH Intensive Reading Grade 11, Powered by READ 180 and System 44*, 2021, 1st Edition	4.6	87.5%

Social Media 1 (#1006375)			
eDynamic Learning ULC	*Social Media: Our Connected World*, 2020, 2nd Edition	4.5	87.5%
Speech 1 (#1007305)			
Perfection Learning Corporation	*Projects in Professional Communications*, 2017, 1st Edition	4.5	88%
Debate 1 (#1007330)			
Perfection Learning Corporation	*Mastering Competitive Debate*, 2020, 8th Edition	4.6	95.65%
Creative Writing 2 (#1009330)			
eDynamic Learning ULC	*Creative Writing: Unleashing the Core of Your Imagination*, 2018, 1st Edition	4.1	84%

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Joe York

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Richard Corcoran
Commissioner of Education

MEMORANDUM

TO: Mathematics Publishers

FROM: Jacob Oliva

DATE: June 9, 2021

SUBJECT: **Addendum to Mathematics Instructional Materials Bid Specifications**

Please see an addendum to the instructional materials bid specifications to be met for all instructional materials bidding for the 2021-2022 state adoption (mathematics).

Addendum

The state's instructional materials bid specifications plainly articulate that materials must be accurate and aligned to the B.E.S.T. Standards. In an effort to make sure Florida students have the highest quality instructional materials, we are advising publishers and school districts to not incorporate unsolicited strategies, such as social emotional learning and culturally responsive teaching. These strategies are not called for in the specifications because they are not aligned to the B.E.S.T. Standards and, therefore, should not be in your instructional materials.

State Board of Education

Andy Tuck, *Chair*
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Richard Corcoran
Commissioner of Education

MEMORANDUM

Contact Information:
Cathy Seeds
850-245-0903
Cathy.Seeds@fldoe.org
DPS 2021-52

TO: School District Superintendents

FROM: Jacob Oliva

DATE: March 31, 2021

SUBJECT: 2020-2021 Instructional Materials English Language Arts Adoption

In accordance with section (s.) 1006.34, Florida Statutes (F.S.), *Powers and duties of the commissioner and the department in selecting and adopting instructional materials*, attached you will find the 2020-2021 instructional materials state adoption list for K-12 English Language Arts (ELA).

Each reviewer conducted a careful and thorough study of the materials according to s. 1006.31, F.S., and each submission was evaluated to determine those that best implement the curriculum objectives of Florida's schools.

Materials were evaluated on their alignment to ELA B.E.S.T. Standards. Additionally, materials were reviewed for the adherence to the science of reading, imbedded throughout the ELA B.E.S.T. Standards. Reviewers focused on the following five components of reading:

1. Phonological awareness;
2. Phonics;
3. Fluency;
4. Vocabulary (language and academic vocabulary); and
5. Comprehension.

Instructional content in the science of reading is "the what and how" to teach students to read. The content listed above is essential and should be explicitly and systematically addressed in comprehensive ELA/reading instructional materials. In addition, explicit and systematic word recognition instruction was reviewed, ensuring word recognition instruction **does not** include strategies such as visual memory, guessing, the shape of the word or the use of context clues to decode words.

Although recommended for state adoption, some of these materials may best serve in the classroom with supplementary materials. We recommend each district review the state reviewer evaluations for each material considered for district adoption. Evaluations are posted for the

2020-2021 Adoption Year on the Florida Instructional Materials Adoption website, under Adopted Materials. Additionally, all pricing information for each material and packaging options are listed on the Instructional Materials webpage. For additional resources, please see CPALMS for ELA B.E.S.T. Standards and course descriptions.

For questions or concerns, contact Cathy Seeds, director of library media and instructional materials, at 850-245-0903 or via email at Cathy.Seeds@fldoe.org.

JO/cs

Attachment

cc: School District Instructional Materials Administrators

State Board of Education

Andy Tuck, *Chair*
Marva Johnson, *Vice Chair*
Members
Monesia Brown
Ben Gibson
Tom Grady
Ryan Petty
Joe York

Richard Corcoran
Commissioner of Education

MEMORANDUM

Contact Information:
Lauren Hamilton
850-245-0882
Lauren.Hamilton@fldoe.org

TO: Publishers of Instructional Materials

FROM: Cathy Seeds

DATE: April 5, 2021

SUBJECT: **Announcement of the 2021-2022 Instructional Materials Adoption**

The Florida Department of Education (FDOE) has announced plans for the 2021-2022 instructional materials adoption and is calling for bids in K-12 Mathematics.

Intents to bid will open Friday, April 9, 2021, and should be submitted no later than 11:59 p.m., Eastern Daylight Saving Time (EDT), Friday, May 14, 2021. Bids must be filed in the Instructional Materials Office of the FDOE no later than 5 p.m., EDT, Friday, June 11, 2021. Resulting contracts shall be for a five-year period effective April 1, 2022. FDOE reserves the right to reject any or all bids.

Electronic bid submissions are submitted through the Florida Instructional Materials Online portal at https://www.flimadoption.org/. Full bid submissions also require hardcopies be mailed to Instructional Materials Office by above date.

*Please note: Intent to bid opens electronically April 9, 2021. Once Intent is submitted, even before deadline, the electronic system will accept bid details submissions. Meaning, the sooner the Intent to Bid is submitted, the sooner input of the bid details may be submitted.

The bids submitted shall be for furnishing the designated materials in accordance with the specifications of FDOE. The bids shall state the lowest wholesale price at which the materials will be furnished, effective as of April 1, 2022.

The Florida adoption is limited to instructional materials that meet the definition of a “major tool” and the accompanying “ancillary materials” as follows:

- “Major tool” refers to materials that provide instructional content and student learning activities for each of the Florida Standards that are in the course descriptions; and
- “Ancillary materials” are those items that are designed to work with the major tool and may be priced or free with order.

FDOE requires the digital instructional materials bid for adoption to be interoperable on commonly available mobile and desktop digital devices, using industry standard protocols. Recommended specifications for devices can be accessed at http://www.fldoe.org/core/fileparse.php/5658/urlt/0097849-device-bandwidthtechspecs.pdf.

A publisher or manufacturer providing instructional materials as a single bundle shall also make the materials available as separate and unbundled items, each priced individually, as required by section 1006.29(2), Florida Statutes. Publishers are encouraged to offer sections of state-adopted materials in digital or electronic versions at reduced rates to school districts and teachers.

Publishers must provide FDOE with access to sample copies of the major tool, in their final form, which includes the Student Edition and the Teacher Edition, in an electronic or digital format, no later than 5 p.m., EDT, Friday, July 9, 2021. The materials that must be sampled as part of the 2021-2022 instructional materials adoption are as follows:

- **K-12 Mathematics**
  - Major Tool – Student and Teacher Editions

Publishers will host the samples for each state instructional materials reviewer and subsequent district and public reviewers. The samples will be accessed through links on the FDOE's online evaluation system. Samples must be the final versions of all instructional materials included in the publishers' bids.

In the event that new standards are adopted by the State Board of Education within the contract period, publishers are requested to provide a signed Standards Alignment Assurance. Publishers signing this form attest that all bid materials will be updated to reflect any new content standards within nine months of their adoption. Further information regarding this assurance form and all other policies and procedures may be found on the FDOE instructional materials webpage.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing

Title
Public Hearing for Consideration to Adopt and Amend School Board Policies

Executive Summary
Public Hearing for the Board to hear public comments regarding a proposed new policy and amendments to the following policies and answer questions related thereto.

Policy 1122/3122/4122 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 1122.01/3122.01/4122.01 - Prohibition Against Disability Discrimination in Employment (Revised)

Policy 1362/3362/4362 - Anti-Harassment (Revised)

Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)

Policy 5517 - Anti-Harassment (New)

On February 22, 2022, the Board approved of advertising a notice of intent to adopt and amend School Board policies and set a Public Hearing. On February 24, 2022, the advertisement appeared in the Bradenton Herald, which assures compliance with the provision of section 120.54 (3)(a) 1, Florida Statues (2021).

Policies will be electronically published, hyperlinked and keyword searchable.

The proposed policy amendments and new policies are attached and can also be viewed on the District's website at www.manateeschools.net.

This request for approval aligns with the District's Strategic Plan Goal(s) which state(s):

Equitable Recruitment & Retention

Goal 1: Recruit the most qualified, diverse and motivated staff.

Goal 2: Develop a district-wide Professional Learning System.

Contact
Submitting Department: Administration
Initiated By: Kevin Chapman

Attachments:
02-22-2022 Advertise Policies

Notice of Intent to Amend School Board Policies, Adopt New Policy and Setting a Public Hearing at the Board Meeting on April 12, 2022

NEOLA has requested these policies be revised to reflect changes in terminology, definitions, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations.

These revisions use the same language in all these policies that are found in the USDOE Title IX updated regulations.

Policy 1122/3122/4122 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 1122.01/3122.01/4122.01 - Prohibition Against Disability Discrimination in Employment (Revised)

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1122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

I. General Statement

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It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

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.

II. 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).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

III. District Compliance Officer(s)

The Superintendent shall appoint compliance officers whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title 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, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

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District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

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.

IV.

1. **Complaint Procedures**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination, ~~s/he~~ may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. Nothing contained in this policy is intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations ("FCHR"), or the Equal Employment Opportunity Commission ("EEOC").

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the OCR, FCHR, or EEOC.

Internal complaints must be in writing and identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

2. **Internal Complaint Procedure**

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination that is prohibited in this policy. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR, FCHR, or EEOC.

1. **An employee with a complaint based on alleged discrimination may first discuss the problem with the compliance officer.**

2. **If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event**

giving rise to the complaint unless the time for filing is extended by the compliance officer for good cause.

3. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent.

4. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

5. The Superintendent will render his/her decision within ten (10) days of the hearing.

6. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

7. 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. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO 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.

3. Filing a Complaint with OCR/FCHR/EEOC

At any time, if an employee believes that they have been subjected to unlawful discrimination, the individual may file a complaint with the OCR, FCHR, or EEOC.

4. 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.

II. **Training**

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

III. **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

IV. **Retention of Public Records, Student Records, and 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 in accordance with the Boards' records retention policy and applicable Federal and State law. Any records which are considered student records in accordance with the *Family Education Rights and Privacy Ac*t shall also be maintained in a manner consistent with the provisions of the Federal and State law.

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 (crated 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 and retention schedule.

Revised 2/13/18
Revised 9/10/19
Revised 11/9/21

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At any time, if an employee believes that they have been subjected to unlawful discrimination, the individual may file a complaint with the OCR, FCHR, or EEOC.

4. 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.

II. **Training**

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

III. **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

IV. **Retention of Public Records, Student Records, and 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 in accordance with the Boards' records retention policy and applicable Federal and State law. Any records which are considered student records in accordance with the *Family Education Rights and Privacy Ac*t shall also be maintained in a manner consistent with the provisions of the Federal and State law.

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 (crated 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 and retention schedule.

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Revised 9/10/19
Revised 11/9/21

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1122.01 - **PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

District Compliance Officers

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("District Compliance Officers"):

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center

215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

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.

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from either of the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment, the person may utilize the complaint procedures set forth in Policy 1122 - Nondiscrimination and Equal Employment Opportunity as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

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).

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional [x] sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, 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.

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.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative procedures and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officers will be **published on the District's website and** posted throughout the District, and **included**~~**published**~~ in the District's recruitment statements or general information publications.

Revised 2/13/18

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3122.01 - **PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

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The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

District Compliance Officers

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("District Compliance Officers"):

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
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District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center

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Bradenton, Florida 34205
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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.

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Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment, the person may utilize the complaint procedures set forth in Policy 1122 - Nondiscrimination and Equal Employment Opportunity as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

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).

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission ("EEOC").

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If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional [x] sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, 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.

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.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative procedures and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

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4122.01 - **PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

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District Compliance Officers

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The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment, the person may utilize the complaint procedures set forth in Policy 1122 - Nondiscrimination and Equal Employment Opportunity as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

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If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional [x] sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

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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.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative procedures and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officers will be **published on the District's website and** posted throughout the District, and **included**~~**published**~~ in the District's recruitment statements or general information publications.

Revised 2/13/18

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1362 - **ANTI-HARASSMENT**

I. **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. **Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. **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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or a school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Unwanted physical and/or sexual contact.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment, that may reasonably embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

D. Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyber harassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Members of the School District community and Third Parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is 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 unless the Complainant makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being

addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Equity Coordinator

The following individuals serve as "Equity Coordinator" for the District. They are hereinafter referred to as the "Equity Coordinator". **[x]** The EC shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and/ or on the School District's website.

The names, titles, and/or contact information of the persons presently serving as Equity Coordinator may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

E. Duties and Responsibilities

A Equity Coordinator Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and Third Parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Equity Coordinator within two (2) days. Thereafter, the Compliance Officer or designee must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.
The Equity Coordinator are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate

a specific individual to conduct such a process. In the case of a formal complaint, the Equity Coordinator will prepare, after consultation with **the Staff Attorney,** recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Equity Coordinator within five (5) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights (OCR), the Florida Commission on Human Relations (FCHR), and/or the Equal Employment Opportunity Commission (EEOC).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or Third Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant 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, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Equity Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a

teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Equity Coordinators.

All informal complaints must be reported to the Equity Coordinator 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 employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Equity Coordinator may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Equity Coordinator 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 Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Equity Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment 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 Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within **two (2)** days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Equity Coordinator will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Equity Coordinator or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Equity Coordinator/designee ~~( ) may ( ) should~~ **(x) shall** consult with the ~~( ) the Board Attorney~~ **(x) Staff Attorney**. A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Equity Coordinator recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Equity Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within **five (5)** days of receiving the report of the Equity Coordinator or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has 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 must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent 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 Superintendent.

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, 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 and related administrative procedures 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 Equity Coordinator or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Equity Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

VII. Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. 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 harassment is not substantiated, the Superintendent 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 Superintendent 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Equity Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Equity Coordinator or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Equity Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Equity Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 this policy and harassment in general, will be age and content appropriate.

XII. **Retention of Investigatory Records and Materials**

The Equity Coordinator 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;

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. 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;

N. 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;

O. 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 Code of Conduct and/or Employee Handbooks);

P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

Q. 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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3362 - **ANTI-HARASSMENT**

I. **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. **Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. **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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or a school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Unwanted physical and/or sexual contact.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment, that may reasonably embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

D. Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyber harassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Members of the School District community and Third Parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is 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 unless the Complainant makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being

addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Equity Coordinator

The following individuals serve as "Equity Coordinator" for the District. They are hereinafter referred to as the "Equity Coordinator". **[x]** The EC shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and/or on the School District's website.

The names, titles, and/or contact information of the persons presently serving as Equity Coordinator may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

E. Duties and Responsibilities

A Equity Coordinator Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and Third Parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Equity Coordinator within two (2) days. Thereafter, the Compliance Officer or designee must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.
The Equity Coordinator are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of

the School District community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Equity Coordinator will prepare, after consultation with **the Staff Attorney,** recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Equity Coordinator within five (5) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights (OCR), the Florida Commission on Human Relations (FCHR), and/or the Equal Employment Opportunity Commission (EEOC).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or Third Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant 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, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Equity Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Equity Coordinators.

All informal complaints must be reported to the Equity Coordinator 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 employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Equity Coordinator may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Equity Coordinator 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 Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Equity Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment 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 Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within **two (2)** days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Equity Coordinator will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Equity Coordinator or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Equity Coordinator/designee ~~( ) may ( ) should~~ **(x) shall** consult with the ~~( ) the Board Attorney~~ **(x) Staff Attorney** . A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Equity Coordinator recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Equity Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within **five (5)** days of receiving the report of the Equity Coordinator or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has 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 must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent 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 Superintendent.

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, 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 and related administrative procedures 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 Equity Coordinator or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Equity Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

VII. Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. 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 harassment is not substantiated, the Superintendent 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 Superintendent 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Equity Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Equity Coordinator or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Equity Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Equity Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 this policy and harassment in general, will be age and content appropriate.

XII. Retention of Investigatory Records and Materials

The Equity Coordinator 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;

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. 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;

N. 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;

O. 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 Code of Conduct and/or Employee Handbooks);

P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

Q. 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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4362 - **ANTI-HARASSMENT**

I. **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. **Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. **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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or a school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Unwanted physical and/or sexual contact.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment, that may reasonably embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

D. Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyber harassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Members of the School District community and Third Parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is 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 unless the Complainant makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being

addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Equity Coordinator

The following individuals serve as "Equity Coordinator" for the District. They are hereinafter referred to as the "Equity Coordinator". **[x]** The EC shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

The name(s), title(s), and contact information of these individuals will be published annually in the Staff handbooks and/or on the School District's website.

The names, titles, and/or contact information of the persons presently serving as Equity Coordinator may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

E. Duties and Responsibilities

A Equity Coordinator Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and Third Parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Equity Coordinator within two (2) days. Thereafter, the Compliance Officer or designee must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.
The Equity Coordinator are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate

a specific individual to conduct such a process. In the case of a formal complaint, the Equity Coordinator will prepare, after consultation with **the Staff Attorney,** recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Equity Coordinator within five (5) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights (OCR), the Florida Commission on Human Relations (FCHR), and/or the Equal Employment Opportunity Commission (EEOC).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or Third Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant 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, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Equity Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a

teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Equity Coordinators.

All informal complaints must be reported to the Equity Coordinator 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 employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Equity Coordinator may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Equity Coordinator 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 Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Equity Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment 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 Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within **two (2)** days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Equity Coordinator will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Equity Coordinator or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Equity Coordinator/designee ~~( ) may ( ) should~~ **(x) shall** consult with the ~~( ) the Board Attorney~~ **(x) Staff Attorney**. A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Equity Coordinator recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Equity Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within **five (5)** days of receiving the report of the Equity Coordinator or the designee, the Superintendent must either issue a written decision regarding

whether or not the complaint of harassment has 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 must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent 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 Superintendent.

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, 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 and related administrative procedures 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 Equity Coordinator or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Equity Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

VII. Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. 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 harassment is not substantiated, the Superintendent 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 Superintendent 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Equity Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Equity Coordinator or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Equity Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Equity Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 this policy and harassment in

general, will be age and content appropriate.

XII. Retention of Investigatory Records and Materials

The Equity Coordinator 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;

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. 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;

N. 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;

O. 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 Code of Conduct and/or Employee Handbooks);

P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

Q. 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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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, ~~trans~~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 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 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;

In accordance with Florida statute, the Board may establish and maintain a single-gender nonvocational class, extra-curricular activity, or school for elementary, middle, or high school students.

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.

II. **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).

III. **District Compliance Officer(s)**

A. Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. 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.

C. 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.

D. 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.**

E. **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.**

IV. Reports and Complaints of Unlawful Discrimination and Retaliation

Students **and Board employees are required,** and all other members of the School District community and **T**~~t~~hird **P**~~p~~arties 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**~~**complaining individual'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** ~~**his/her**~~ 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** ~~**him/her**~~ 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 ~~complaints~~ 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~~or a visitor to the District, or receive complaints that are initially filed with a school building administrator.~~ 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),~~complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or 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~~any person who files a complaint~~. 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 Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant~~the student, if age eighteen (18) or older, or the student's parents if the student~~ is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

V. Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been~~Any student who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of the~~his/her~~ 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 ~~should make every effort~~are encouraged to file a complaint within thirty (30) ~~calendar~~ 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.

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly~~quickly~~ 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.~~who believes s/he has been unlawfully discriminated or retaliated against.~~ 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.~~parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) 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 ~~against~~ a student will be formally investigated.

B. 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 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.

~~As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals 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 inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.~~

C. **A Complainant who alleges unlawful discrimination/retaliationA student who believes s/he has been unlawfully discriminated/retaliated against 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 students who believe they are being unlawfully discriminated/retaliated against 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:

D. 1.Advising the Complainant~~student~~ about how to communicate ~~his/her~~ concerns to the Respondent.~~person who allegedly engaged in the discriminatory/retaliatory behavior.~~

E.

F. 2. Distributing a copy of Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity ~~as a reminder~~ to the individuals in the school building or office where the Respondent~~individual whose behavior is being questioned~~ works or attends.

G. 3.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.~~between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

H.

~~A student who believes s/he has been unlawfully discriminated/retaliated against 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 students who believe they are being unlawfully discriminated/retaliated against 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:~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee **is directed** ~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. **If the Complainant is dissatisfied with** ~~Parties who are dissatisfied with the results of~~ the informal complaint process**, the Complainant** may proceed to file a formal complaint. And, as stated above, **either party**~~parties~~ 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)

B. 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 **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 student elects to file a formal complaint initially~~, the formal complaint process shall be implemented.

The Complainant~~A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "complainant")~~ may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District **official**~~employee~~ at the student's school, the CO, Superintendent, or another District **official**~~employee~~ 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) ~~calendar~~ days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District **official**~~employee~~ 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) ~~business~~ 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** ~~it is available~~: the identity of the **Respondent** ~~individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct;~~ 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 **Complainant and/or the Respondent.** ~~the complainant and/or the person alleged to have engaged in the misconduct.~~ In making such a determination, the CO should consult **Complainant to assess whether the individual agrees** ~~the complainant to assess his/her agreement to~~ 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) ~~business~~ 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~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "respondent") that a c~~omplaint 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 theRespondent has engaged in unlawful discrimination/retaliation of the Complainant ~~complainant has been subjected to unlawful discrimination/retaliation~~. 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~~final~~ 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~~complainant was subjected to unlawful discrimination/retaliation, s/he~~ 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 ~~complainant~~ may be represented, at their~~his/her~~ 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.
~~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 or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

V. **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. ~~All complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the respondent(s).~~

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 ~~s/he learns and/or provides~~ 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.

VI. **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.

VII. **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.
~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten 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 charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, 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.~~

VIII. 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.

IX. 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; and

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 or harassment;**

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. [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

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

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5517 - **ANTI-HARASSMENT**

I. **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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") (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as **Third Parties**, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. **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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964**,** "sexual

harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of **any** gender against a person of the same or **another** gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment **under this policy** may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Physical and/or sexual assault.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs**, activities,** or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **profanity,** jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, **graffiti,** video**s, posters,** audio recordings, or literature, placed in the work or educational environment, **that may reasonably** embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. **Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.**

8. **Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.**

9. **Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.**

10. **Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.**

11. Pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

13. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

D. Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyberharassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an

intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's **disability,** such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Board employees are required to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Students and all other members of the School District community, as well as **Third Parties**, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or other School District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a **report** shall file it with the District's Anti-Harassment Compliance Officer **within two (2) days of receiving the report of harassment.**

Members of the School District community, which includes students, or **Third Parties** who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is 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 unless the complaining individual makes the complaint maliciously or with the knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. **If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266.** While the Compliance Officer investigates the allegation, **or while the matter is being addressed pursuant to Policy 2266,** the Principal shall suspend **the** Policy 5517.01 investigation to await the Compliance Officer's written report **or the determination or responsibility pursuant to Policy 2266**. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide **the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the**

Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

[x] The COs shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

IV. Publication Required

The names, titles, and contact information for these individuals will be published annually in the staff handbooks and/or on the School District's website.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct or to intercede informally on behalf of the student.

E. Duties and Responsibilities

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the **Complainant,** if age eighteen (18) or older, or the **Complainant's parents/guardians** if under the age of eighteen (18), within two (2) business days to advise them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All

members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

V. Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student who believes that **they have** been subjected to unlawful harassment may seek resolution of **the** complaint through **the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.**
Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) 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 harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, **and/**or the Equal Employment Opportunity Commission.

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to **promptly** stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student **who alleges unlawful harassment or retaliation.** This informal procedure is not required as a precursor to the filing of a formal complaint.

Students, other members of the School District community or **Third Parties** who believe that they have been unlawfully harassed **or retaliated against,** may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where **the Complainant and the Respondent mutually agree to participate in it.**

The Complainant 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.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a **Complainant feels comfortable and safe in** doing so, the individual should tell or otherwise inform the **Respondent that the alleged harassing** conduct is unwelcome and must stop. **The Complainant** should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers is available to support and counsel individuals when taking this initial step or to intervene on behalf of the **Complainant** if requested to do so. **A Complainant** who is uncomfortable or unwilling to **directly approach the Respondent about the allegedly inappropriate conduct may file** an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to the Compliance Officers 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 students, other

members of the School District community and **Third Parties** who believe they are being unlawfully harassed by a student with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the **Complainant**, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the **Complainant** about how to communicate the unwelcome nature of the behavior to the **Respondent.**

2. Distributing a copy of **this** policy as a reminder to the individuals in the school building or office where the **Respondent** works or attends.

3. If both parties agree, the Compliance Officers may arrange and facilitate a meeting **or a 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 Compliance Officers 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 results of 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.

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or **the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process,** the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of a student, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

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 Compliance Officer, Superintendent, or other District **official** who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District **official** at the student's school, the Compliance Officer, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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)**; and 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant and/or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) days of receiving a formal complaint, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) days.

Within two (2) days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. The principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether Respondent engaged in unlawful harassment/retaliation of the Complainant. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Compliance Officer may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has 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) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or **T**hird **P**arty alleging the unlawful harassment 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,** 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 and related administrative procedures shall be maintained as confidential to the extent permitted by law. Confidentiality cannot be guaranteed, however. **Additionally, the Respondent must be provided the Complainant's identity.**

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that **is learned or provided** during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal law.

VII. Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment**/retaliation** by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officers or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment, in general, will be age and content appropriate.

XII. 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 **or individuals contracted or appointed by the Board to fulfill its responsibilities**;

D. any written documentation of actions taken by District personnel;

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 **supportive** measures offered and/or provided to **the Complainant and/or the Respondent,** 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 Code of Conduct and/or Employee Handbooks);**

Q. **copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; 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. [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

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, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval to Adopt New Policy and Amend School Board Policies

Executive Summary
The purpose of the new policy and requested amendments is to update the following School Board policies to conform to current legislation and eliminate redundant and obsolete language. The effect is that policies will be current and easier to understand and use.

Policy 1122/3122/4122 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 1122.01/3122.01/4122.01 - Prohibition Against Disability Discrimination in Employment (Revised)

Policy 1362/3362/4362 - Anti-Harassment (Revised)

Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)

Policy 5517 - Anti-Harassment (New)

On February 22, 2022, the Board approved of advertising a notice of intent to adopt and amend School Board policies and set a Public Hearing. On February 24, 2022, the advertisement appeared in the Bradenton Herald, which assures compliance with the provision of section 120.54 (3)(a) 1, Florida Statues (2021).

Policies will be electronically published, hyperlinked and keyword searchable.

The proposed policy amendments and new policy are attached and can also be viewed on the District's website at www.manateeschools.net.

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

Equitable Recruitment & Retention | Goal 1
Recruit the most qualified, diverse and motivated staff.

Equitable Recruitment & Retention | Goal 4
Develop a district-wide Professional Learning System.

Recommendation
The Superintendent recommends approval to adopt new policy and amend School Board policies.

Financial Impact
No financial impact.

Contact
Submitting Department: Administration
Initiated By: Kevin Chapman

Attachments:
02-22-2022 Advertise Policies.pdf

Notice of Intent to Amend School Board Policies, Adopt New Policy and Setting a Public Hearing at the Board Meeting on April 12, 2022

NEOLA has requested these policies be revised to reflect changes in terminology, definitions, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations.

These revisions use the same language in all these policies that are found in the USDOE Title IX updated regulations.

Policy 1122/3122/4122 - Nondiscrimination and Equal Employment Opportunity (Revised)

Policy 1122.01/3122.01/4122.01 - Prohibition Against Disability Discrimination in Employment (Revised)

Policy 1362/3362/4362 - Anti-Harassment (Revised)

Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)

Policy 5517 - Anti-Harassment (New)

1122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

I. General Statement

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It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

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.

II. 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).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

III. District Compliance Officer(s)

The Superintendent shall appoint compliance officers whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title 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, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

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District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
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Email: mungillow@manateeschools.net

B. Publication Required

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.

IV.

1. **Complaint Procedures**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination, ~~s/he~~ may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. Nothing contained in this policy is intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations ("FCHR"), or the Equal Employment Opportunity Commission ("EEOC").

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the OCR, FCHR, or EEOC.

Internal complaints must be in writing and identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

2. **Internal Complaint Procedure**

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination that is prohibited in this policy. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR, FCHR, or EEOC.

1. **An employee with a complaint based on alleged discrimination may first discuss the problem with the compliance officer.**

2. **If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event**

giving rise to the complaint unless the time for filing is extended by the compliance officer for good cause.

3. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent.

4. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

5. The Superintendent will render his/her decision within ten (10) days of the hearing.

6. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

7. 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. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO 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.

3. Filing a Complaint with OCR/FCHR/EEOC

At any time, if an employee believes that they have been subjected to unlawful discrimination, the individual may file a complaint with the OCR, FCHR, or EEOC.

4. 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.

II. **Training**

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

III. **Notice**

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

IV. **Retention of Public Records, Student Records, and 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 in accordance with the Boards' records retention policy and applicable Federal and State law. Any records which are considered student records in accordance with the *Family Education Rights and Privacy Ac*t shall also be maintained in a manner consistent with the provisions of the Federal and State law.

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 (crated 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 and retention schedule.

Revised 2/13/18
Revised 9/10/19
Revised 11/9/21

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3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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IV. **Retention of Public Records, Student Records, and 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 in accordance with the Boards' records retention policy and applicable Federal and State law. Any records which are considered student records in accordance with the *Family Education Rights and Privacy Act* shall also be maintained in a manner consistent with the provisions of the Federal and State law.

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 (crated 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 and retention schedule.

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Revised 9/10/19
Revised 11/9/21

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1122.01 - **PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

District Compliance Officers

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("District Compliance Officers"):

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center

215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

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.

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from either of the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment, the person may utilize the complaint procedures set forth in Policy 1122 - Nondiscrimination and Equal Employment Opportunity as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

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).

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional [x] sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, 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.

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.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative procedures and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officers will be **published on the District's website and** posted throughout the District, and **included**~~**published**~~ in the District's recruitment statements or general information publications.

Revised 2/13/18

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3122.01 - **PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

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District Compliance Officers

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("District Compliance Officers"):

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
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Retaliation

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The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

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Revised 2/13/18

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Revised 2/13/18

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1362 - **ANTI-HARASSMENT**

I. **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. **Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. **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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or a school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Unwanted physical and/or sexual contact.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment, that may reasonably embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

D. Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyber harassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Members of the School District community and Third Parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is 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 unless the Complainant makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being

addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Equity Coordinator

The following individuals serve as "Equity Coordinator" for the District. They are hereinafter referred to as the "Equity Coordinator". **[x]** The EC shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and/ or on the School District's website.

The names, titles, and/or contact information of the persons presently serving as Equity Coordinator may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

E. Duties and Responsibilities

A Equity Coordinator Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and Third Parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Equity Coordinator within two (2) days. Thereafter, the Compliance Officer or designee must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.
The Equity Coordinator are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate

a specific individual to conduct such a process. In the case of a formal complaint, the Equity Coordinator will prepare, after consultation with **the Staff Attorney,** recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Equity Coordinator within five (5) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights (OCR), the Florida Commission on Human Relations (FCHR), and/or the Equal Employment Opportunity Commission (EEOC).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or Third Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant 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, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Equity Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a

teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Equity Coordinators.

All informal complaints must be reported to the Equity Coordinator 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 employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Equity Coordinator may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Equity Coordinator 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 Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Equity Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment 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 Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within **two (2)** days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Equity Coordinator will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Equity Coordinator or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Equity Coordinator/designee ~~( ) may ( ) should~~ **(x) shall** consult with the ~~( ) the Board Attorney~~ **(x) Staff Attorney**. A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Equity Coordinator recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Equity Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within **five (5)** days of receiving the report of the Equity Coordinator or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has 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 must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent 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 Superintendent.

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, 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 and related administrative procedures 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 Equity Coordinator or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Equity Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

VII. Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. 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 harassment is not substantiated, the Superintendent 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 Superintendent 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Equity Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Equity Coordinator or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Equity Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Equity Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 this policy and harassment in general, will be age and content appropriate.

XII. Retention of Investigatory Records and Materials

The Equity Coordinator 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;

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. 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;

N. 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;

O. 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 Code of Conduct and/or Employee Handbooks);

P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

Q. 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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3362 - **ANTI-HARASSMENT**

I. **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. **Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. **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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or a school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Unwanted physical and/or sexual contact.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment, that may reasonably embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

D. Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyber harassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Members of the School District community and Third Parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is 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 unless the Complainant makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being

addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Equity Coordinator

The following individuals serve as "Equity Coordinator" for the District. They are hereinafter referred to as the "Equity Coordinator". **[x]** The EC shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and/or on the School District's website.

The names, titles, and/or contact information of the persons presently serving as Equity Coordinator may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

E. Duties and Responsibilities

A Equity Coordinator Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and Third Parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Equity Coordinator within two (2) days. Thereafter, the Compliance Officer or designee must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.
The Equity Coordinator are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of

the School District community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Equity Coordinator will prepare, after consultation with **the Staff Attorney,** recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Equity Coordinator within five (5) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights (OCR), the Florida Commission on Human Relations (FCHR), and/or the Equal Employment Opportunity Commission (EEOC).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or Third Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant 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, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Equity Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Equity Coordinators.

All informal complaints must be reported to the Equity Coordinator 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 employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Equity Coordinator may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Equity Coordinator 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 Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Equity Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment 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 Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within **two (2)** days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Equity Coordinator will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Equity Coordinator or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Equity Coordinator/designee ~~( ) may ( ) should~~ **(x) shall** consult with the ~~( ) the Board Attorney~~ **(x) Staff Attorney** . A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Equity Coordinator recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Equity Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within **five (5)** days of receiving the report of the Equity Coordinator or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has 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 must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent 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 Superintendent.

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, 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 and related administrative procedures 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 Equity Coordinator or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Equity Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

VII. Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. 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 harassment is not substantiated, the Superintendent 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 Superintendent 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Equity Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Equity Coordinator or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Equity Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Equity Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 this policy and harassment in general, will be age and content appropriate.

XII. Retention of Investigatory Records and Materials

The Equity Coordinator 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;

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. 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;

N. 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;

O. 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 Code of Conduct and/or Employee Handbooks);

P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

Q. 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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4362 - ANTI-HARASSMENT

I. General Policy Statement

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. Other Violations of the Anti-Harassment Policy

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. 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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or a school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Unwanted physical and/or sexual contact.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment, that may reasonably embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

D. Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyber harassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Members of the School District community and Third Parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is 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 unless the Complainant makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being

addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Equity Coordinator

The following individuals serve as "Equity Coordinator" for the District. They are hereinafter referred to as the "Equity Coordinator". **[x]** The EC shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. Publication Required

The name(s), title(s), and contact information of these individuals will be published annually in the Staff handbooks and/or on the School District's website.

The names, titles, and/or contact information of the persons presently serving as Equity Coordinator may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

E. Duties and Responsibilities

A Equity Coordinator Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and Third Parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Equity Coordinator within two (2) days. Thereafter, the Compliance Officer or designee must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.
The Equity Coordinator are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate

a specific individual to conduct such a process. In the case of a formal complaint, the Equity Coordinator will prepare, after consultation with **the Staff Attorney,** recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Equity Coordinator within five (5) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights (OCR), the Florida Commission on Human Relations (FCHR), and/or the Equal Employment Opportunity Commission (EEOC).

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or Third Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant 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, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Equity Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a

teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Equity Coordinators.

All informal complaints must be reported to the Equity Coordinator 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 employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Equity Coordinator may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Equity Coordinator 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 Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Equity Coordinator, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Equity Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment 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 Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within **two (2)** days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Equity Coordinator will inform the Respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Equity Coordinator or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Equity Coordinator/designee ~~( ) may ( ) should~~ **(x) shall** consult with the ~~( ) the Board Attorney~~ **(x) Staff Attorney**. A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Equity Coordinator recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Equity Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within **five (5)** days of receiving the report of the Equity Coordinator or the designee, the Superintendent must either issue a written decision regarding

whether or not the complaint of harassment has 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 must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent 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 Superintendent.

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, 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 and related administrative procedures 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 Equity Coordinator or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Equity Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

VII. Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. 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 harassment is not substantiated, the Superintendent 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 Superintendent 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Equity Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Equity Coordinator or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Equity Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Equity Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 this policy and harassment in

general, will be age and content appropriate.

XII. Retention of Investigatory Records and Materials

The Equity Coordinator 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;

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. 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;

N. 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;

O. 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 Code of Conduct and/or Employee Handbooks);

P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

Q. 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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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, ~~trans~~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 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 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;

In accordance with Florida statute, the Board may establish and maintain a single-gender nonvocational class, extra-curricular activity, or school for elementary, middle, or high school students.

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.

II. **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).

III. **District Compliance Officer(s)**

A. Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

B. 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.

C. 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.

D. 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.**

E. **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.**

IV. Reports and Complaints of Unlawful Discrimination and Retaliation

Students **and Board employees are required,** and all other members of the School District community and **T**~~t~~hird **P**~~p~~arties 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**~~**complaining individual'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** ~~**his/her**~~ 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** ~~**him/her**~~ 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 ~~complaints~~ 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~~or a visitor to the District, or receive complaints that are initially filed with a school building administrator.~~ 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),~~complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or 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~~any person who files a complaint~~. 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 Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant~~the student, if age eighteen (18) or older, or the student's parents if the student~~ is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

V. Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been~~Any student who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of the~~his/her~~ 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 ~~should make every effort~~are encouraged to file a complaint within thirty (30) ~~calendar~~ 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.

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly~~quickly~~ 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.~~who believes s/he has been unlawfully discriminated or retaliated against.~~ 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.~~parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) 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 ~~against~~ a student will be formally investigated.

B. 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 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.

~~As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals 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 inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.~~

C. **A Complainant who alleges unlawful discrimination/retaliationA student who believes s/he has been unlawfully discriminated/retaliated against 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 students who believe they are being unlawfully discriminated/retaliated against 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:

D. 1.Advising the Complainant~~student~~ about how to communicate ~~his/her~~ concerns to the Respondent.~~person who allegedly engaged in the discriminatory/retaliatory behavior.~~

E.

F. 2. Distributing a copy of Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity ~~as a reminder~~ to the individuals in the school building or office where the Respondent~~individual whose behavior is being questioned~~ works or attends.

G. 3.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.~~between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

H.

~~A student who believes s/he has been unlawfully discriminated/retaliated against 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 students who believe they are being unlawfully discriminated/retaliated against 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:~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee **is directed** ~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. **If the Complainant is dissatisfied with** ~~Parties who are dissatisfied with the results of~~ the informal complaint process**, the Complainant** may proceed to file a formal complaint. And, as stated above, **either party**~~parties~~ 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)

B. 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 **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 student elects to file a formal complaint initially~~, the formal complaint process shall be implemented.

The Complainant~~A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "complainant")~~ may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District **official**~~employee~~ at the student's school, the CO, Superintendent, or another District **official**~~employee~~ 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) ~~calendar~~ days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District **official**~~employee~~ 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) ~~business~~ 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** ~~it is available~~: the identity of the **Respondent** ~~individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct;~~ 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 **Complainant and/or the Respondent.** ~~the complainant and/or the person alleged to have engaged in the misconduct.~~ In making such a determination, the CO should consult **Complainant to assess whether the individual agrees** ~~the complainant to assess his/her agreement to~~ 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) ~~business~~ 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~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "respondent") that a c~~omplaint 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 theRespondent has engaged in unlawful discrimination/retaliation of the Complainant ~~complainant has been subjected to unlawful discrimination/retaliation~~. 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~~final~~ 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~~complainant was subjected to unlawful discrimination/retaliation, s/he~~ 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 ~~complainant~~ may be represented, at their~~his/her~~ 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.
~~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 or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

V. **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. ~~All complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the respondent(s).~~

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 ~~s/he learns and/or provides~~ 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.

VI. **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.

VII. **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.
~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten 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 charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, 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.~~

VIII. 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.

IX. 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; and

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 or harassment;**

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. [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

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

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5517 - ANTI-HARASSMENT

I. General Policy Statement

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, 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") (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as **Third Parties**, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

[x] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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.

II. Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. 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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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).

A. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

1. teasing;
2. threats;
3. intimidation;
4. stalking;
5. cyberstalking;
6. cyberbullying;
7. physical violence;
8. theft;
9. sexual, religious, or racial harassment;
10. public humiliation; or
11. destruction of property.

B. Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

C. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964**,** "sexual

harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of **any** gender against a person of the same or **another** gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment **under this policy** may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

2. Physical and/or sexual assault.

3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs**, activities,** or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **profanity,** jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, **graffiti,** video**s, posters,** audio recordings, or literature, placed in the work or educational environment, **that may reasonably** embarrass or offend individuals.

6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

7. **Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.**

8. **Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.**

9. **Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.**

10. **Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.**

11. Pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

12. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

13. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

D. Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyberharassment may be a form of sexual harassment.

E. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

F. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

G. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an

intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

H. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's **disability,** such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

I. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. Reports and Complaints of Harassing Conduct

Board employees are required to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Students and all other members of the School District community, as well as **Third Parties**, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or other School District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a **report** shall file it with the District's Anti-Harassment Compliance Officer **within two (2) days of receiving the report of harassment.**

Members of the School District community, which includes students, or **Third Parties** who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is 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 unless the complaining individual makes the complaint maliciously or with the knowledge that it is false. While there are no time limits for initiating complaints of harassment 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 reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. **If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266.** While the Compliance Officer investigates the allegation, **or while the matter is being addressed pursuant to Policy 2266,** the Principal shall suspend **the** Policy 5517.01 investigation to await the Compliance Officer's written report **or the determination or responsibility pursuant to Policy 2266**. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide **the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the**

Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A. Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

[x] The COs shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Schools and Educational Facilities
Dr. Robert "Pace" Edwards
Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550 x43038
Email: Edwards2p@manateeschools.net

District & Employment
Wendy Mungillo
Director of Human Resources
Student Support Center
215 Manatee Avenue West
Bradenton, Florida 34205
(941) 708-8770
Email: mungillow@manateeschools.net

IV. Publication Required

The names, titles, and contact information for these individuals will be published annually in the staff handbooks and/or on the School District's website.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct or to intercede informally on behalf of the student.

E. Duties and Responsibilities

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the **Complainant,** if age eighteen (18) or older, or the **Complainant's parents/guardians** if under the age of eighteen (18), within two (2) business days to advise them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All

members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

V. **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student who believes that **they have** been subjected to unlawful harassment may seek resolution of **the** complaint through **the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.**
Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) 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 harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, **and/**or the Equal Employment Opportunity Commission.

A. Informal Complaint Procedure

The goal of the informal complaint procedure is to **promptly** stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student **who alleges unlawful harassment or retaliation.** This informal procedure is not required as a precursor to the filing of a formal complaint.

Students, other members of the School District community or **Third Parties** who believe that they have been unlawfully harassed **or retaliated against,** may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where **the Complainant and the Respondent mutually agree to participate in it.**

The Complainant 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.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a **Complainant feels comfortable and safe in** doing so, the individual should tell or otherwise inform the **Respondent that the alleged harassing** conduct is unwelcome and must stop. **The Complainant** should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers is available to support and counsel individuals when taking this initial step or to intervene on behalf of the **Complainant** if requested to do so. **A Complainant** who is uncomfortable or unwilling to **directly approach the Respondent about the allegedly inappropriate conduct may file** an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant 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 Compliance Officers.

All informal complaints must be reported to the Compliance Officers 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 students, other

members of the School District community and Third Parties who believe they are being unlawfully harassed by a student with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

1. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

2. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

3. If both parties agree, the Compliance Officers may arrange and facilitate a meeting or a 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 Compliance Officers 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 results of 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.

B. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of a student, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

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 Compliance Officer, Superintendent, or other District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the Compliance Officer, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer 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); and 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 Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer 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 Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant and/or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) days of receiving a formal complaint, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) days.

Within two (2) days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. The principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether Respondent engaged in unlawful harassment/retaliation of the Complainant. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Compliance Officer may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has 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) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

[x] The decision of the Superintendent shall be final.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or **T**hird **P**arty alleging the unlawful harassment 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,** 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 and related administrative procedures shall be maintained as confidential to the extent permitted by law. Confidentiality cannot be guaranteed, however. **Additionally, the Respondent must be provided the Complainant's identity.**

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that **is learned or provided** during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal law.

VII. Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment**/retaliation** by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 harassment 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 harassment/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. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officers or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

X. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

XI. 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 shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment, in general, will be age and content appropriate.

XII. 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 **or individuals contracted or appointed by the Board to fulfill its responsibilities**;

D. any written documentation of actions taken by District personnel;

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 **supportive** measures offered and/or provided to **the Complainant and/or the Respondent,** 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 Code of Conduct and/or Employee Handbooks);**

Q. **copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; 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. [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

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, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Palmetto High School - Partial Replacement Project - Phase I Plans - Schematic Design, No Financial Impact

Executive Summary

The purpose of the requested action is to acknowledge submittal of Phase I Plans - Schematic Design for Palmetto High School - Partial Replacement Project.

The School Board approved the 2020-2021 Five-Year Capital Budget with the Palmetto High School Partial Replacement conceptual allocation at $25,000,000.00 and subsequently approved the 2021-2022 Five-Year Capital Budget with an increased allocation in the amount of $29,000,000.00. Meetings have been held with the community and school to review the campus needs and project scope/program. In addition, subsequent to School Board approval of the 2021-2022 Five-Year Capital Budget, the Department of Education (DOE) approved through their Castaldi process the option to demolish and replace the existing Cafeteria Building #5. Based on the meetings and the DOE Castaldi options, the Construction Services Department recommends the Project Scope be increased to include a new Cafeteria Building, an Administration Building addition with secure reception lobby, relocation of the bus loop and parking, replacement of select baseball field structures, and football field restroom facility upgrades. The additional scope will result in a budget increase of $10,000,000.00 bringing the project to $39,000,000.00 from what was approved in the 2021-2022 Five-year Capital Budget. The presented Schematic Package reflects this increase of scope and budget.

Palmetto High School Partial Replacement Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

The supporting documentation is available in the Construction Services Department for review.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Palmetto High School - Partial Replacement Project - Phase I Plans - Schematic Design, no financial impact.

Financial Impact
There is no financial impact to approve Phase 1 Plans - Schematic Design.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Project Summary Sheet

Palmetto HS Partial Replacement Project

PROJECT DIRECTOR: Reginald Goff

ARCHITECT/ENGINEER:	Schenkel & Shultz, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	Gilbane Building Company	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	TBD	

PROJECT BUDGET:	$	39,000,000.00	(04/12/2022) Revised Project Budget
	$	29,000,000.00	(09/28/2021) Original Project Budget

HISTORY: The site on which Palmetto High School is located was acquired in 1952 and is approximately 59 acres in size. Numerous campus modifications have occurred over the past 68 years under constantly changing codes resulting in intermittent campus-wide flooding. The school currently has 2,251 student stations.

SCOPE: The original scope of design services includes replacing existing buildings 6,7,8 & 9 and removal of classroom building #33 is increased to include per direction of the District Superintendent a new two (2) story classroom building, the demolition of existing cafeteria Building #5, a new cafeteria/kitchen building, replacing the existing baseball field buildings with new buildings and bleachers, new secured access addition to the administration building#1, relocating the parent loop and new bus loop and parking to the SE corner of the campus.

DEPARTMENT OF EDUCATION

APPROVED SPOT SURVEY: No

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 1,860,750.00	September 28, 2021	Approved	Architectural/Engineering Services
Amendment 1:	$ 436,575.00	April 12, 2022	Approved	Add'l Architecutural/Engineering Services
Phase I Plans:	$ -	April 12, 2022	Pending	Schematic Design
Letter of Commitment:	$ -	April 12, 2022	Pending	Architectural/Engineering Second Letter
TOTAL	$ 2,297,325.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 82,789.00	September 28, 2021	Approved	Pre-Construction Services
Amendment 1:	$ 39,627.00	April 12, 2022	Approved	Additional Pre-Construction Services
Letter of Commitment:	$ -	April 12, 2022	Pending	Construction Manager Second Letter
TOTAL	$ 122,416.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
Agreement:	$ -			
TOTAL	$ -			

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Palmetto High School - Partial Replacement Project - Second Letters of Commitment from Schenkel & Shultz, Inc., and Gilbane Building Company, No Financial Impact

Executive Summary
The purpose of the requested action is to acknowledge submittal of the Letters of Commitment (Schematic Design) from Schenkel & Shultz, Inc., and Gilbane Building Company endorsing the scope of work, budget and schedule.

Palmetto High School - Partial Replacement Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Palmetto High School - Partial Replacement Project - Second Letters of Commitment from Schenkel & Shultz, Inc., and Gilbane Building Company, no financial impact.

Financial Impact
There is no financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Palmetto HS Partial Replacement AE Ph I Letter of Commitment
Palmetto HS Partial Replacement CM Ph I Letter of Commitment
Project Summary Sheet

SCHENKELSHULTZ
ARCHITECTURE

18 February 2022

Mr. Reginald Goff
Project Director- Department of Construction Services
School District of Manatee County, Florida
1 Matzke Way
Bradenton, Florida 34208

RE: Palmetto High School , Partial Replacement- Schematic Phase

Dear Regi,

SchenkelShultz Inc. and the Project Design Team have completed our review of the submitted Palmetto High School, Partial Replacement Schematic Documents cost estimate by Gilbane Building Company.

Based on our review of the Schematic Phase cost estimate prepared by Gilbane Building Company, our firm has concluded that the cost estimate of $34,900,000.00 , currently complies with the established project scope of work and the construction budget allocated by the School District for the Palmetto High School, Partial Replacement project.

If you have any concerns or questions, please contact our office at your earliest convenience.

Sincerely,

Kenneth G. Dean AIA, LEED AP
Partner

677 North Washington Boulevard, Sarasota, Florida 34235
Phone 941-952-5875 • Fax 941-957-3630 • www.schenkelshultz.com • Architecture License No. AA-C000937

3-15-2022

Mr. Reginald Goff
Project Director – Department of Construction Services
Manatee County School District
1 Matzke Way
Bradenton, FL 34208

RE: Palmetto High School, Partial Replacement – Project Scope, original & current

Dear Regi,

Pursuant to your request please see the description below of the original project scope of work reviewed by the project team during the early stages of pre-construction and the current project scope of work developed by the project team over the past several months for the above referenced project.

The original project scope included replacement of 36,259 square feet of classroom space with a new 2 story classroom building, renovations to the existing cafeteria, slight renovations to the administration building, Improvements to the existing IT fiber loop, tennis courts, baseball press box and restrooms, and resealing/striping of parking areas.

The current project scope includes a new larger 2 story classroom building, new open courtyard with drainage improvements, new larger cafeteria building with outdoor covered dining, new addition to the administration building including renovation to the existing reception area, new baseball fieldhouse & concession, dugouts, bleachers, and press box. The parent drop off is being relocated to the existing bus loop and a new bus loop, entry to CEP with new parking area will be located on the east side of the campus.

Please let us know if you have any questions.

Sincerely,

Zachary McClary

Digitally signed by Zachary McClary
DN: C=US, E=zmcclary@gilbaneco.com, O=Gilbane, OU=Gilbane FLRO, CN=Zachary McClary
Date: 2022.03.15 13:04:00-04'00'

Zack McClary
Project Manager

Palmetto HS Partial Replacement Project

PROJECT DIRECTOR: Reginald Goff

ARCHITECT/ENGINEER: Schenkel & Shultz, Inc. — Selected through the Request for Qualifications process
CONSTRUCTION MANAGER: Gilbane Building Company — Selected through the Request for Qualifications process
BUILDING OFFICIAL: TBD

PROJECT BUDGET:

$	39,000,000.00	(04/12/2022) Revised Project Budget
$	29,000,000.00	(09/28/2021) Original Project Budget

HISTORY: The site on which Palmetto High School is located was acquired in 1952 and is approximately 59 acres in size. Numerous campus modifications have occurred over the past 68 years under constantly changing codes resulting in intermittent campus-wide flooding. The school currently has 2,251 student stations.

SCOPE: The original scope of design services includes replacing existing buildings 6,7,8 & 9 and removal of classroom building #33 is increased to include per direction of the District Superintendent a new two (2) story classroom building, the demolition of existing cafeteria Building #5, a new cafeteria/kitchen building, replacing the existing baseball field buildings with new buildings and bleachers, new secured access addition to the administration building#1, relocating the parent loop and new bus loop and parking to the SE corner of the campus.

DEPARTMENT OF EDUCATION
APPROVED SPOT SURVEY: No

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 1,860,750.00	September 28, 2021	Approved	Architectural/Engineering Services
Amendment 1:	$ 436,575.00	April 12, 2022	Approved	Add'l Architecutural/Engineering Services
Phase I Plans:	$ -	April 12, 2022	Pending	Schematic Design
Letter of Commitment:	$ -	April 12, 2022	Pending	Architectural/Engineering Second Letter
TOTAL	$ 2,297,325.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 82,789.00	September 28, 2021	Approved	Pre-Construction Services
Amendment 1:	$ 39,627.00	April 12, 2022	Approved	Additional Pre-Construction Services
Letter of Commitment:	$ -	April 12, 2022	Pending	Construction Manager Second Letter
TOTAL	$ 122,416.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
Agreement:	$ -			
TOTAL	$ -			

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Palmetto High School - Partial Replacement Project - Agreement Between Owner and Gilbane Building Company - Amendment 1, in the Amount of $39,627.00

Executive Summary

The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Gilbane Building Company which authorizes additional pre-construction services necessary to provide construction management at risk services for the Partial Replacement of Palmetto High School. The scope of work is increased to include demolition of the existing cafeteria and construct a new cafeteria facility, the addition of secure entrance at existing Administration Building, new campus bus loop and parking, new baseball facility renovations, and football field restrooms.

Palmetto High School - Partial Replacement Project Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
Motion and approval of Palmetto High School - Partial Replacement Project - Agreement between Owner and Gilbane Building Company - Amendment 1, in the amount of $39,627.00.

Financial Impact
The amount of Amendment 1 is $39,627.00. The revised Pre-construction Services fee is $122,416.00 and is included in the total project budget requirement of $39,000,000.00. A Guaranteed Maximum Price Proposal will be completed after the construction documents are developed. **This project is funded by Capital funds.**

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
CM Precon Amendment 1 w Revised Exhibit.pdf
Project Summary Sheet

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & CONSTRUCTION MANAGER

Amendment #: 1 **Amendment Date:** _____

This form is to be used for any revision to the established ~~Guaranteed Maximum Price~~ - Pre-Construction Agreement.

Project Name: Palmetto High School – Partial Replacement
Construction Manager: Gilbane Building Company
Construction Manager Address: 1950 Ringling Blvd., Suite 301
Sarasota, FL 34236

The work is as follows: In accordance with District Superintendent instructions the scope of work is increased to include demolition of the existing cafeteria and build a new cafeteria, renovation of baseball press box, fieldhouse, bleachers, concessions & restrooms, add new secure access to Administration Building, new campus bus loop and parking with the original scope of work amending the agreement between Owner and Construction Manager in accordance with increased Project Construction Budget and Gilbane Schematic Estimate dated March 7, 2022 and schematic documents dated March 8, 2022.

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: $ 39,627.00
Previous Amount of ~~GMP~~ Pre-Construction: $ 82,789.00
New Total Amount of ~~GMP~~ Pre-Construction: $ 122,416.00

CONSTRUCTION MANAGER:

By: _____ (Gilbane) By: _____

Name/Title: Tom Peacock Operations Mgr Name/Title: Thomas Thrasher, Senior Vice President

As Witnessed:

_____ Gilbane Building Company
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

EXHIBIT F – Revised 04/12/2022

A. Project Description:

PROJECT DESCRIPTION AND SCOPE OF WORK: In accordance with District Superintendent instructions the scope of work is increased to include demolition of the existing cafeteria and build a new cafeteria, renovation of baseball pressbox, fieldhouse, bleachers, concessions & restrooms, add new secure access to Administration Building, new campus bus loop and parking with the original scope of work amending the agreement between Owner and Construction Manager in accordance with increased Project Construction Budget and Gilbane Schematic Estimate dated March 7, 2022 and schematic documents dated March 8, 2022.

TOTAL PROJECT BUDGET: The Total Project Budget is $39,000,000.00 and is comprised of the following:

1. Design Services	$ 2,297,325.00
2. Construction Services	$ 34,976,900.00
3. Owner Services	$ 700,000.00
4. FF&E and Technology	$ 1,025,775.00
TOTAL PROJECT BUDGET:	**$ 39,000,000.00**

1.1.1.1 "**Owner Construction Services Budget**" is comprised of Owner's funds that are budgeted, requested and available for the construction of the Project and is **$34,976,900.00**, including the CM Fee and Cost of Work as further identified below:

Construction Costs	$ TBD
General Conditions	$ TBD
Overhead and Profit (CM Fee)	$ TBD
Preconstruction (Revised)	$ 122,416.00
Unforeseen Conditions	$ TBD
Bond	$ TBD
TOTAL	$ 34,976,900.00

Palmetto HS Partial Replacement Project

PROJECT DIRECTOR: Reginald Goff

ARCHITECT/ENGINEER: Schenkel & Shultz, Inc. Selected through the Request for Qualifications process
CONSTRUCTION MANAGER: Gilbane Building Company Selected through the Request for Qualifications process
BUILDING OFFICIAL: TBD

PROJECT BUDGET:
$ 39,000,000.00 (04/12/2022) Revised Project Budget
$ 29,000,000.00 (09/28/2021) Original Project Budget

HISTORY: The site on which Palmetto High School is located was acquired in 1952 and is approximately 59 acres in size. Numerous campus modifications have occurred over the past 68 years under constantly changing codes resulting in intermittent campus-wide flooding. The school currently has 2,251 student stations.

SCOPE: The original scope of design services includes replacing existing buildings 6,7,8 & 9, with a new two (2) story classroom addition and removal of classroom building #33 and renovation of the cafeteria is increased to include per direction of the District Superintendent, the demolition of existing cafeteria Building #5, a new cafeteria/kitchen building, replacing the existing baseball field buildings with new buildings and bleachers, new secured access addition to the administration building#1, relocating the parent loop and new bus loop and parking to the SE corner of the campus.

DEPARTMENT OF EDUCATION
APPROVED SPOT SURVEY: No

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 1,860,750.00	September 28, 2021	Approved	Architectural/Engineering Services
Amendment 1:	$ 436,575.00	April 12, 2022	Approved	Add'l Architectural/Engineering Services
Phase I Plans:	$ -	April 12, 2022	Pending	Schematic Design
Letter of Commitment:	$ -	April 12, 2022	Pending	Architectural/Engineering Second Letter
TOTAL	$ 2,297,325.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 82,789.00	September 28, 2021	Approved	Pre-Construction Services
Amendment 1:	$ 39,627.00	April 12, 2022	Approved	Additional Pre-Construction Services
Letter of Commitment:	$ -	April 12, 2022	Pending	Construction Manager Second Letter
TOTAL	$ 122,416.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
Agreement:	$ -			
TOTAL	$ -			

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Palmetto High School - Partial Replacement Project - Agreement Between Owner and Schenkel & Shultz, Inc., Amendment 1, in the Amount of $436,575.00

Executive Summary

The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Schenkel & Shultz, Inc., which will authorize additional architectural and engineering services for the partial replacement of Palmetto High School. The scope of work is increased to include demolition of the existing cafeteria and construct a new cafeteria facility, the addition of secure entrance at the existing Administration Building, new campus bus loop and parking, baseball facility renovations, and football field restrooms.

Palmetto High School Partial Replacement Summary Sheet is attached for reference.

This project does not require an Educational Plant Survey.

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

Financial Transparency & Capital Planning | Goal 2
Build and maintain district facilities to provide the best quality education and services to our students, staff and community.

Recommendation
The Superintendent recommends approval of Palmetto High School - Partial Replacement Project - Agreement Between Owner and Schenkel & Shultz, Inc., Amendment 1, in the amount of $436,575.00.

Financial Impact

The amount for Amendment 1 is $436,575.00. The revised fee for Architectural and Engineering Services, including this Amendment 1, is $2,297,325.00. The fee is included in the total project budget requirement of $39,000,000.00. **This project is funded by Capital funds.**

Contact
Submitting Department: Construction Services
Initiated By: Bill Horton

Attachments:
Project Summary Sheet
PHS Partial Building Replacement AE Amdt 1 & Revised Exhibit

Palmetto HS Partial Replacement Project

PROJECT DIRECTOR: Reginald Goff

ARCHITECT/ENGINEER: Schenkel & Shultz, Inc. Selected through the Request for Qualifications process
CONSTRUCTION MANAGER: Gilbane Building Company Selected through the Request for Qualifications process
BUILDING OFFICIAL: TBD

PROJECT BUDGET:
$ 39,000,000.00 (04/12/2022) Revised Project Budget
$ 29,000,000.00 (09/28/2021) Original Project Budget

HISTORY: The site on which Palmetto High School is located was acquired in 1952 and is approximately 59 acres in size. Numerous campus modifications have occurred over the past 68 years under constantly changing codes resulting in intermittent campus-wide flooding. The school currently has 2,251 student stations.

SCOPE: The original scope of design services includes replacing existing buildings 6,7,8 & 9, with a new two (2) story classroom addition and removal of classroom building #33 and renovation of the cafeteria is increased to include per direction of the District Superintendent, the demolition of existing cafeteria Building #5, a new cafeteria/kitchen building, replacing the existing baseball field buildings with new buildings and bleachers, new secured access addition to the administration building#1, relocating the parent loop and new bus loop and parking to the SE corner of the campus.

DEPARTMENT OF EDUCATION
APPROVED SPOT SURVEY: No

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 1,860,750.00	September 28, 2021	Approved	Architectural/Engineering Services
Amendment 1:	$ 436,575.00	April 12, 2022	Approved	Add'l Architectural/Engineering Services
Phase I Plans:	$ -	April 12, 2022	Pending	Schematic Design
Letter of Commitment:	$ -	April 12, 2022	Pending	Architectural/Engineering Second Letter
TOTAL	$ 2,297,325.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	July 27, 2021	Approved	
Agreement:	$ 82,789.00	September 28, 2021	Approved	Pre-Construction Services
Amendment 1:	$ 39,627.00	April 12, 2022	Approved	Additional Pre-Construction Services
Letter of Commitment:	$ -	April 12, 2022	Pending	Construction Manager Second Letter
TOTAL	$ 122,416.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
Agreement:	$ -			
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & ARCHITECT/ENGINEER

Amendment #: 1 **Amendment Date:** _____

This form is to be used for any revision to the established contract provisions.

Project Name: Palmetto High School - Partial Replacement
Architect/Engineer: Schenkel & Shultz, Inc.
Architect/Engineer Address: 2801 Fruitville Road, Ste. 301
Sarasota, FL 34237

The work is as follows: The original scope of design services includes replacing existing buildings 6,7,8,&9 and removal of building #33 is increased to include per direction of the District Superintendent a new two (2) story classroom building, the demolition of existing cafeteria Building #5, a new cafeteria/kitchen building, replacing the existing baseball field Buildings with new buildings and bleachers, a new secured access addition to the administration building #1, relocating the parent loop and new bus loop and parking to the SE corner of the campus.

This amendment is to be attached to and become a part of the subject agreement and in no other way alters terms and conditions thereof.

Amount of Amendment: $ 436,575.00
Previous Amount of Contract: $ 1,860,750.00
New Total Amount of Contract: $ 2,297,325.00

ARCHITECT/ENGINEER:

By: _____ By: _____

Name/Title: Daniel C. Laggan, President Name/Title: _____

Schenkel & Shultz, Inc. CORPORATE SEAL 1982 Florida

As Witnessed:

_____ Schenkel & Shultz, Inc.
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

EXHIBIT D – Revised 04/12/2022

A. Add to Project Description

PROJECT DESCRIPTION AND SCOPE OF WORK: The original scope of design services includes replacing existing buildings 6,7,8,&9 and removal of building #33 is increased to include per direction of the District Superintendent a new two (2) story classroom building, the demolition of existing cafeteria Building #5, a new cafeteria/kitchen building, replacing the existing baseball field Buildings with new buildings and bleachers, a new secured access addition to the administration building #1, relocating the parent loop and new bus loop and parking to the SE corner of the campus.

TOTAL PROJECT BUDGET: The Total Project Budget is $39,000,000.00 and is comprised of the following:

1. Design Services	$ 2,297,325.00
2. Construction Services	$ 34,976,900.00
3. Owner Services	$ 700,000.00
4. FF&E and Technology	$ 1,025,775.00
TOTAL PROJECT BUDGET:	$ 39,000,000.00

1.1.1 "**Owner Construction Services Budget**" is comprised of Owner's funds that are budgeted, requested and available for the construction of the Project and is **$34,976,900.00**, including all CM fees and costs of the work as further identified below:

Construction Costs	$ TBD
General Conditions	$ TBD
Overhead and Profit	$ TBD
Pre-Construction	$ 122,416.00
Unforeseen Conditions	$ TBD
Bond	$ TBD
TOTAL	$ 34,976,900.00

1.1.2 "**Total Project Cost**" is comprised of the actual costs for all design services, construction services, Owner services and all fees and other costs necessary to design, develop and construct the Project and is **$39,000,000.00**.

1.1.3 "**Total Project Budget**" means the total cost of the Project including design services, construction services, Owner services (including FF&E and Technology) and all fees and other costs necessary to design, develop and construct the Project and is **$39,000,000.00**.

COMPENSATION

1.2 Lump Sum Architect/Engineering Fee

1.2.1 The Owner agrees to pay the A/E as compensation for its services as described in Article 3 the amount of **$ 2,297,325.00** (the "**A/E Fee**") to be paid per Article 8, which is comprised of the following:

Basic Services (includes Structural and MEP services)		**$ 2,094,445.00**
Civil Engineering		
Civil Engineering	$ 117,000.00	
Landscaping (landscape architect)	$ 50,000.00	
Total Civil Engineering Services		**$ 167,000.00**
Authorized Additional Services		
CRM/SPECS	$ 4,000.00	
FLEET/LCCA	$ 3,500.00	
Food Service	$ 28,380.00	
Total Authorized Additional Services		**$ 35,880.00**
Total A/E Fee		**$ 2,297,325.00**

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Budget Amendments for February 2022

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 2022.

	GENERAL FUND	DEBT SERVICE	CAPITAL OUTLAY	FED'L FUNDS	FOOD SERVICE	INTERNAL SERVICE	TRUST & AGENCY
Budgeted Fund Balance 01/31/2022	$22,240,142	$11,308,996	$36,252,306	$0	$6,603,241	$7,876,589	$558,886
Fiscal Impact	$(453,995)	$0	$(37,011)	$0	$0	$(2,073)	$0
Budgeted Fund Balance 02/28/2022	$21,786,147	$11,308,996	$36,215,295	$0	$6,603,241	$7,874,516	$558,886

General Fund budgeted ending fund balance decreased $453,995 due to higher than estimated staff raises $332,364 and other miscellaneous changes $121,631.

Capital Outlay budgeted ending fund balance decreased $37,011 due mainly to Parrish Community High School's request for additional student desks and chairs $37,223.

Internal Service budgeted ending fund balance decreased $2,073 due primarily to higher than estimated staff raises.

There were no other changes to the budgeted ending fund balances.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Recommendation
The Superintendent recommends approval of the budget amendments for February 2022.

Financial Impact
No significant impact.

Contact
Submitting Department: Budget
Initiated By: Gina Maliniak

Attachments:
Combined Feb 2022 BAs.pdf
Feb Budget Amendment File Summary.pdf

Capital Fund
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Sum of Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(93,921,482)	(93,921,482)	-	0.0%	
30X	Revenue	(247,627,083)	(247,627,083)	-	0.0%	
74X	Facilities Acquisition and Con	258,455,243	258,492,253	37,011	0.0%	
92X	Debt Service	2,020,032	2,020,032	-	0.0%	
97X	Transfers	44,820,984	44,820,984	-	0.0%	
9X	Budgeted Fund Balance	36,252,306	36,215,295	(37,011)	-0.1%	

Debt Service Fund
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(12,202,979.00)	(12,202,979.00)	-	0.00%	
30X	Revenue	(31,101,594.87)	(31,101,594.87)	-	0.00%	
92X	Debt Service	31,995,578.00	31,995,578.00	-	0.00%	
9XX	Budgeted Fund Balance	11,308,995.87	11,308,995.87	-	0.00%	

General Fund

February 2022 Budget Amendment Summary

Fund	Fund Description	Function	Function Description	YTD Prior	YTD Current	Budget Amendment	% Change	Reference
10101	General Fund		Beginning Fund Balance	(42,260,186)	(42,260,186)	-	0.00%	
		3XX	Revenues, including Transfers In	(476,563,216)	(476,569,619)	(6,404)	0.00%	
		5XX	Instructional	321,394,004	321,936,965	542,961	0.17%	
		61X	Pupil Personnel Services	15,541,888	15,761,838	219,950	1.42%	
		62X	Instructional Media Services	5,165,737	5,162,037	(3,700)	-0.07%	
		63X	Curriculum	8,033,645	8,066,114	32,469	0.40%	
		64X	Instructional Staff Training	2,141,555	2,198,808	57,253	2.67%	
		65X	Instructional Technology	121,788	121,788	-	0.00%	
		71X	Board	1,933,270	1,928,159	(5,111)	-0.26%	
		72X	General Admin Superintendent	2,956,117	2,917,903	(38,214)	-1.29%	
		73X	School Administration	33,844,406	33,571,325	(273,081)	-0.81%	
		74X	Facility Acquisition and Construction	11,524,890	11,518,181	(6,709)	-0.06%	
		75X	Fiscal Services	3,119,132	3,108,264	(10,868)	-0.35%	
		76X	Food Service	181,114	202,202	21,088	11.64%	1
		77X	Central Services	12,340,342	12,355,594	15,252	0.12%	
		78X	Transportation	17,326,421	17,097,935	(228,486)	-1.32%	
		79X	Operation of Plant	37,288,818	37,264,291	(24,527)	-0.07%	
		81X	Maintenance of Plant	9,655,911	9,751,064	95,153	0.99%	
		82X	Administrative Technology	8,442,592	8,404,332	(38,260)	-0.45%	
		91X	Community Services	5,500,832	5,606,059	105,227	1.91%	
		92X	Debt Service	70,800	70,800	-	0.00%	
		9XX	Budgeted Fund Balance	22,240,142	21,786,147	(453,995)	-2.04%	

General Fund
Febrary 2022 Budget Amendment Summary Description

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	Budget Amendment
1	8	KK_DET_BUD	SDMC1	Transfer Adjustment	Posted	10101	General Fund	76010	Food Services	439001	Other Purchased Services	9855	00000	Discretionary				Move funds for purchase total	5.00
1	8	KK_DET_BUD	SDMC1	Transfer Adjustment	Posted	10101	General Fund	76010	Food Services	451001	Supplies	9855	00000	Discretionary				Move funds for purchase total	(5.00)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	411101	Adm/Direct Regular Pay	9855	00000	Discretionary				2022 Actual Raises	1,903.81
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	416201	B Support Regular Pay	9855	00000	Discretionary				2022 Actual Raises	569.84
1	8	KK_DET_BUD	SDMC1	Transfer Adjustment	Posted	10101	General Fund	76010	Food Services	451001	Supplies	9855	00000	Discretionary				Xfer from Supply to food to co	(3,000.00)
1	8	KK_DET_BUD	SDMC1	Transfer Adjustment	Posted	10101	General Fund	76010	Food Services	457001	Food	9855	00000	Discretionary				Xfer from Supply to food to co	3,000.00
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	416201	B Support Regular Pay	9855	00000	Discretionary				Projection for Cafes 21-22	619.39
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	421103	Retirement System	9855	00000	Discretionary				Projection for Cafes 21-22	394.04
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	422001	FICA	9855	00000	Discretionary				Projection for Cafes 21-22	278.60
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	423101	Health & Hospitalizations	9855	00000	Discretionary				Projection for Cafes 21-22	412.67
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	423201	Life Insurance	9855	00000	Discretionary				Projection for Cafes 21-22	6.85
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	424001	Worker's Compensation	9855	00000	Discretionary				Projection for Cafes 21-22	36.42
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	431001	Prof & Technical Services	9855	00000	Discretionary				Projection for Cafes 21-22	(64.00)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	435001	Repairs and Maintenance	9855	00000	Discretionary				Projection for Cafes 21-22	(700.00)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	439001	Other Purchased Services	9855	00000	Discretionary				Projection for Cafes 21-22	(3.62)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	439002	Printing	9855	00000	Discretionary				Projection for Cafes 21-22	36.71
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	451001	Supplies	9855	00000	Discretionary				Projection for Cafes 21-22	(1,723.09)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	457001	Food	9855	00000	Discretionary				Projection for Cafes 21-22	19,868.35
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	459001	Other Materials and Supplies	9855	00000	Discretionary				Projection for Cafes 21-22	(300.00)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	459002	Uniforms	9855	00000	Discretionary				Projection for Cafes 21-22	(240.00)
1	8	KK_DET_BUD	SDMC1	Adjustment	Posted	10101	General Fund	76010	Food Services	464201	Non-Capitalized FF&E	9855	00000	Discretionary				Projection for Cafes 21-22	(7.59)
																			21,088.38

Health Insurance Fund
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Sum of Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(11,678,999)	(11,678,999)	-	0.00%	
30X	Revenue	(49,961,000)	(49,961,000)	-	0.00%	
77X	Central Services	55,767,964	55,772,732	4,769	0.01%	
9XX	Unappropriated Fund Balances	5,872,036	5,867,267	(4,769)	-0.08%	

Workers Comp
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(2,022,148)	(2,022,148)	-	0.00%	
30X	Revenue	(2,605,900)	(2,605,900)	-	0.00%	
77X	Central Services	2,623,494	2,620,799	(2,695)	-0.10%	
9XX	Unappropriated Fund Balances	2,004,554	2,007,249	2,695	0.13%	

Trust Agency
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Sum of Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(600,754)	(600,754)	-	0.0%	
30X	Revenue	(698,757)	(712,665)	(13,908)	2.0%	
5XX	Instructional	683,725	696,413	12,688	1.9%	
61X	Pupil Personnel Services	40,115	41,335	1,220	3.0%	
64X	Instructional Staff Training Services	500	500	-	0.0%	
72X	General Administration (Super)	50	50	-	0.0%	
77X	Central Services	16,234	16,234	-	0.0%	
9XX	Unappropriated Fund Balance	558,886	558,886	-	0.0%	

Special Revenue
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
30X	Revenue	(78,041,304)	(81,727,767)	(3,686,463)	4.7%	1
5XX	Instructional	33,294,007	35,173,763	1,879,756	5.6%	2
61X	Pupil Personnel Services	13,057,906	13,333,865	275,959	2.1%	
62X	Instructional Media Services	(3,174)	40,962	44,137	-1390.4%	3
63X	Curriculum	7,565,982	7,595,391	29,409	0.4%	
64X	Instructional Staff Training	6,316,032	6,280,403	(35,629)	-0.6%	
65X	Instructional Technology	90,037	90,827	790	0.9%	
71X	Board	-	1,076	1,076	n/a	4
72X	General Admin Superintendent	3,432,876	3,449,130	16,254	0.5%	
73X	School Administration	(28,240)	311,730	339,970	-1203.9%	5
74X	Construction Services		10,765	10,765	n/a	6
75X	Fiscal Services	208,242	242,763	34,522	16.6%	7
76X	Food Services	-	285,196	285,196	n/a	8
77X	Central Services	6,236	145,903	139,667	2239.7%	9
78X	Transportation	63,773	302,147	238,375	373.8%	10
79X	Operation of Plant	442,239	710,287	268,049	60.6%	11
81X	Maintenance of Plant	(43,593)	55,368	98,962	-227.0%	12
82X	Administrative Technology Serv	746,887	805,018	58,131	7.8%	13
91X	Community Services	-	1,077	1,077	n/a	14
97X	Transfers	12,892,095	12,892,095	-	0.0%	

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
1	8	KK_REV_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	30000	Revenue	320101	Career and Technical Education		15001	Grants Program		4932304132		21/22 New Grant. Revenue Upload - Perkins Entrepreneurship Reserve Funding	(49,828.00)
1	8	KK_REV_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	30000	Revenue	327101	Education Stabilization K-12		15001	Grants Program		4930504379		Partial ESSER III Revenue Upload. Enough to cover the retention bonus payouts (and applicable benefits) only, until we receive the full award letter	(2,752,776.58)
1	8	KK_REV_BUD	SDMC1	Adjustment	Posted	42201	Federal Non Cash Advance	30000	Revenue	319201	Pell Grants		15001	Grants Program		4021104012		Revenue increase for Pell period 8	(883,858.46)
																			(3,686,463.04)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	416201	B Support Regular Pay	9323	15001	Grants Program	SDMC4	4932304132	5300000000	21/22 New Grant Upload - Perki	11,760.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	421103	Retirement System	9323	15001	Grants Program	SDMC4	4932304132	5300000000	21/22 New Grant Upload - Perki	1,272.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	422001	FICA	9323	15001	Grants Program	SDMC4	4932304132	5300000000	21/22 New Grant Upload - Perki	900.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	424001	Worker's Compensation	9323	15001	Grants Program	SDMC4	4932304132	5300000000	21/22 New Grant Upload - Perki	118.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	431001	Prof & Technical Services	9323	15001	Grants Program	SDMC4	4932304132	5300000000	21/22 New Grant Upload - Perki	10,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	451001	Supplies	9323	15001	Grants Program	SDMC4	4932304132	5300000000	21/22 New Grant Upload - Perki	72.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	412101	Teachers Regular Pay	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	14,901.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	421103	Retirement System	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	1,612.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	422001	FICA	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	1,140.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	423101	Health & Hospitalizations	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	1,974.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	423201	Life Insurance	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	33.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	424001	Worker's Compensation	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	149.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	436002	Rentals Software	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	1,800.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	473001	Dues and Fees	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	1,201.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	473002	Professional Development	0211	15001	Grants Program	SDMC4	4932304132	5350000000	21/22 New Grant Upload - Perki	1,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433004	Out of County Travel-Field Trp	9323	15001	Grants Program	SDMC4	4932304242	5300000000	ACT - Ga P&D	(300.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433005	Out of State Travel	9323	15001	Grants Program	SDMC4	4932304242	5300000000	ACT - Ga P&D	300.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433004	Out of County Travel-Field Trp	9323	15001	Grants Program	SDMC4	4932304242	5300000000	ACT - Ga P&D	(80.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433005	Out of State Travel	9323	15001	Grants Program	SDMC4	4932304242	5300000000	ACT - Ga P&D	80.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	433003	Out of County Travel	0211	15001	Grants Program	SDMC4	4021104142	5400000000	Adult Ed 4142. Per Maura, need	(1,432.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	433005	Out of State Travel	0211	15001	Grants Program	SDMC4	4021104142	5400000000	Adult Ed 4142. Per Maura, need	1,434.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	452001	Textbooks	0211	15001	Grants Program	SDMC4	4021104142	5400000000	Adult Ed 4142. Per Maura, need	(2.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	433003	Out of County Travel	0211	15001	Grants Program	SDMC4	4021104422	5400000000	Adult Ed 4422 Budget Transfer	(1,197.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	433005	Out of State Travel	0211	15001	Grants Program	SDMC4	4021104422	5400000000	Adult Ed 4422 Budget Transfer	862.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	452001	Textbooks	0211	15001	Grants Program	SDMC4	4021104422	5400000000	Adult Ed 4422 Budget Transfer	(96.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	423101	Health & Hospitalizations	0211	15001	Grants Program	SDMC4	4021104422	5400000000	Adult Ed 4422 Budget Transfer	(70.98)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	54010	Adult General	433005	Out of State Travel	0211	15001	Grants Program	SDMC4	4021104422	5400000000	Adult Ed 4422 Budget Transfer	47.32
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0762	15001	Grants Program	SDMC4	4932304242	5300000000	All Around Charter BRHS Disney	1,895.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	9323	15001	Grants Program	SDMC4	4932304242	5300000000	All Around Charter BRHS Disney	(1,895.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0762	15001	Grants Program	SDMC4	4932304242	5300000000	BRHS - Welch Ag Fl Farm Show	1,662.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	9323	15001	Grants Program	SDMC4	4932304242	5300000000	BRHS - Welch Ag Fl Farm Show	(1,662.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42201	Federal Non Cash Advance	53500	Instruction-Career&TechnicalED	479001	Miscellaneous Expense	0211	15001	Grants Program	SDMC4	4021104012	5350000000	Budget increase for period 8 Pell	883,858.46
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0072	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	330.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0181	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	330.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0351	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	330.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0431	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	330.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0721	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	330.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0852	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	330.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	9323	15001	Grants Program	SDMC4	4932304242	5300000000	Cons. Rodeo Bus	(1,980.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0581	15001	Grants Program	SDMC4	4932304242	5300000000	Escot - FCCLA SLC Charter	470.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0652	15001	Grants Program	SDMC4	4932304242	5300000000	Escot - FCCLA SLC Charter	470.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0721	15001	Grants Program	SDMC4	4932304242	5300000000	Escot - FCCLA SLC Charter	470.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	9323	15001	Grants Program	SDMC4	4932304242	5300000000	Escot - FCCLA SLC Charter	(1,410.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44301	CRRSA Act ESSER (ESSER II)	51010	Instructional - Basic K-12	469101	Capitalized Software	9318	15001	Grants Program	SDMC4	4957104375	5100000000	ESSER II Tech. Budget Transfer	7,443.78
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44301	CRRSA Act ESSER (ESSER II)	51010	Instructional - Basic K-12	469101	Capitalized Software	9571	15001	Grants Program	SDMC4	4957104375	5100000000	ESSER II Tech. Budget Transfer	(7,443.78)

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	535.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0853	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	311.89

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0811	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0853	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	2011	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	2083	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	9307	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	2,060.30
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53010	Career Education - 9-12	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	5300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53010	Career Education - 9-12	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	5300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53500	Instruction-Career&TechnicalED	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	5350000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	2,524.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0151	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0221	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0611	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(2,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0711	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0741	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(3,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0801	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0031	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0231	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0261	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0291	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(2,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0541	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0601	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0771	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0762	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	612.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	688.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	459.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0853	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	382.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	306.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	2051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	9305	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	9318	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0301	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0421	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0842	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	9305	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0521	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0771	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0301	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0351	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0621	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0691	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0711	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0721	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	80.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	153.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	229.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	2053	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	2083	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	2,134.03
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	9323	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53010	Career Education - 9-12	412109	Teachers Other	0211	15001	Grants Program	SDMC4	4930504379	5300000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53010	Career Education - 9-12	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	5300000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53500	Instruction-Career&TechnicalED	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	5350000000	ESSER III budget upload/cleanu	76.50
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0621	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0741	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III budget upload/cleanu	(1,000.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0031	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0061	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0072	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0151	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0181	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0221	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0231	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0261	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0271	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0281	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	7,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0291	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0301	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0351	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0381	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0411	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0421	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0431	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0521	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0541	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	7,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0601	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0611	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0621	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0631	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0641	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0651	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0652	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0671	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0681	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0691	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0701	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0711	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0721	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0741	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0752	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0761	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0762	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0771	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0781	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0791	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0801	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0821	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0842	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0852	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0853	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0857	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	412109	Teachers Other	0861	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	413409	Other Cert Other	0431	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0031	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00

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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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0061	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0072	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0151	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0181	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0221	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0231	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0261	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0271	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0281	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	7,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0291	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0301	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0351	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0381	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	6,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0411	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0421	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0431	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0521	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	6,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0541	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	6,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0601	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	6,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0611	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0621	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0631	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0641	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0651	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0652	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0671	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	6,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0681	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00

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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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0691	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0701	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0711	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0721	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0731	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0741	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0752	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0761	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0762	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0771	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0781	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0791	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0801	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0821	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	8,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0842	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0853	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0857	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415109	Teacher Aides Other	0861	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0031	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0072	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0181	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0221	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0231	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0261	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0271	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0281	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0291	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
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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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0301	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0351	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0381	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0411	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0421	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0431	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0521	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0541	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0581	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0601	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0611	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0621	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0631	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0651	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0652	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0671	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0691	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0701	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0711	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0721	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0731	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0741	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0752	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0761	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0762	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0771	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0781	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0791	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0801	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0821	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0842	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0853	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0857	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	0861	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	2051	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	415209	Instr Assist Other	9318	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	416109	NB Support Other	0811	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	416109	NB Support Other	9305	15001	Grants Program	SDMC4	4930504379	5100000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	412109	Teachers Other	0351	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	412109	Teachers Other	0411	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	412109	Teachers Other	0671	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	412109	Teachers Other	0721	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	413409	Other Cert Other	0641	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	413409	Other Cert Other	0691	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	413409	Other Cert Other	9305	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0051	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0061	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0072	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0151	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0181	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0221	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0231	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0261	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0271	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0301	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0351	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0381	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	3,000.00

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0411	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0421	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0431	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0521	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0541	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0581	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0601	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0611	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0621	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0641	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0651	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0652	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0681	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0691	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0731	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0741	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0761	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0781	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0791	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0801	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0821	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0842	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0852	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	415109	Teacher Aides Other	0857	15001	Grants Program	SDMC4	4930504379	5130000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	411209	Other SAMP Other	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	411209	Other SAMP Other	9323	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0261	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0431	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0521	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0611	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0641	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0652	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0671	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0721	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0731	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0771	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0842	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	0852	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	2053	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	2083	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	9307	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	412109	Teachers Other	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	413109	Occup Spec Other	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	7,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	413409	Other Cert Other	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0031	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0051	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0061	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0072	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0151	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0181	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0221	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0231	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0261	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0271	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	9,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0281	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0291	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0301	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0351	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00

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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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0381	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0411	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0421	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0431	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0521	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0541	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	6,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0581	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0601	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0611	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0621	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0631	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0641	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0651	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0652	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0671	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0691	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0701	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0711	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0721	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0731	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0741	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0752	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0761	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0762	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0771	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0781	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0791	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0801	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0811	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00

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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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0842	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	3,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0852	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0853	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	0857	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	2011	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	2083	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	4,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415109	Teacher Aides Other	9310	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	44,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	415209	Instr Assist Other	0721	15001	Grants Program	SDMC4	4930504379	5200000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53010	Career Education - 9-12	412109	Teachers Other	0211	15001	Grants Program	SDMC4	4930504379	5300000000	ESSER III Load Budget for the retention payments	5,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53010	Career Education - 9-12	412109	Teachers Other	0861	15001	Grants Program	SDMC4	4930504379	5300000000	ESSER III Load Budget for the retention payments	2,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	53500	Instruction-Career&TechnicalED	412109	Teachers Other	0211	15001	Grants Program	SDMC4	4930504379	5350000000	ESSER III Load Budget for the retention payments	36,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0151	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0301	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0621	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0741	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0771	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0791	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	55010	Prekindergarden	415109	Teacher Aides Other	0857	15001	Grants Program	SDMC4	4930504379	5500000000	ESSER III Load Budget for the retention payments	1,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0181	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0351	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0431	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0581	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0652	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0711	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0752	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0852	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	550.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	9323	15001	Grants Program	SDMC4	4932304242	5300000000	FBLA SLC All Around TF	(4,400.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	464201	Non-Capitalized FF&E	0852	15001	Grants Program	SDMC4	4932304242	5300000000	Haile - Come See Come Sav - Jo	456.95
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	464201	Non-Capitalized FF&E	9323	15001	Grants Program	SDMC4	4932304242	5300000000	Haile - Come See Come Sav - Jo	(456.95)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0072	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0181	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0351	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0431	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0611	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0721	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0752	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	0861	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	437.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	436001	Rentals	9323	15001	Grants Program	SDMC4	4932304242	5300000000	Holiday Coach HOSA SLC charter	(3,500.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	451001	Supplies	0752	15001	Grants Program	SDMC4	4932304242	5300000000	Nolan - Amazon Heidenthal Keyb	686.95
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	451001	Supplies	9323	15001	Grants Program	SDMC4	4932304242	5300000000	Nolan - Amazon Heidenthal Keyb	(686.95)

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	5100000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	2051	15001	Grants Program	SDMC4	4930504379	5100000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	9305	15001	Grants Program	SDMC4	4930504379	5100000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51010	Instructional - Basic K-12	422001	FICA	9318	15001	Grants Program	SDMC4	4930504379	5100000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	5130000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	5130000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	51300	ESOL	422001	FICA	9305	15001	Grants Program	SDMC4	4930504379	5130000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	2053	15001	Grants Program	SDMC4	4930504379	5200000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	52010	Exceptional Student Education	422001	FICA	9323	15001	Grants Program	SDMC4	4930504379	5200000000	Open Payroll lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	464201	Non-Capitalized FF&E	0852	15001	Grants Program	SDMC4	4932304242	5300000000	PCHS - Come See Come Sav - Gra	6,856.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	464201	Non-Capitalized FF&E	9323	15001	Grants Program	SDMC4	4932304242	5300000000	PCHS - Come See Come Sav - Gra	(6,856.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	433001	Local Travel	0211	15001	Grants Program	SDMC4	4021104102	5350000000	Perkins 4102 Travel Budget Tra	(109,000.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	433003	Out of County Travel	0211	15001	Grants Program	SDMC4	4021104102	5350000000	Perkins 4102 Travel Budget Tra	52,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53500	Instruction-Career&TechnicalED	433005	Out of State Travel	0211	15001	Grants Program	SDMC4	4021104102	5350000000	Perkins 4102 Travel Budget Tra	57,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0151	15001	Grants Program	SDMC4	4930504562	5100000000	SIG4 Bgt Adj	(847.01)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0151	15001	Grants Program	SDMC4	4930504562	5100000000	SIG4 Bgt Adj	(91.65)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0151	15001	Grants Program	SDMC4	4930504562	5100000000	SIG4 Bgt Adj	(64.80)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0151	15001	Grants Program	SDMC4	4930504562	5100000000	SIG4 Bgt Adj	(8.47)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	0581	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	22.40
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	0652	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	194.32
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	0711	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	131.60
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	0752	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	280.56
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	0842	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	202.72
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	0852	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	367.92
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433001	Local Travel	9323	15001	Grants Program	SDMC4	4932304242	5300000000	TF for Mileage - Fair	(1,199.52)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	475003	Subs for ATD Leaves	0072	15001	Grants Program	SDMC4	4932304242	5300000000	TF Sub budget to schools	600.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	475003	Subs for ATD Leaves	0852	15001	Grants Program	SDMC4	4932304242	5300000000	TF Sub budget to schools	1,200.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	475003	Subs for ATD Leaves	9323	15001	Grants Program	SDMC4	4932304242	5300000000	TF Sub budget to schools	(1,800.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0621	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Abel Cvr Exp	(3,230.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0621	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Abel Cvr Exp	242.11
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0621	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Abel Cvr Exp	(800.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464901	Tech FF&E Non Capitalized	0621	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Abel Cvr Exp	2,557.80
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0621	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Abel Cvr Supplies	(1,320.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	452001	Textbooks	0621	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Abel Cvr Supplies	(445.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0072	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Bayshore High Cvr Exp	2,100.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0072	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Bayshore High Cvr Exp	78.77
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	453001	Periodicals	0072	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Bayshore High Cvr Exp	386.45
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0072	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Bayshore High Cvr Exp	600.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0541	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Blackburn Cvr Purchase	(2,111.22)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0541	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Blackburn Cvr Purchase	2,111.22
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	9305	15001	Grants Program	SDMC4	4930504322	5100210000	T-I Homeless Cvr Benefits	501.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	415101	Teacher Aides Regular Pay	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(17,080.79)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0051	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	6,846.91
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0421	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	8,370.30
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	14,165.90
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	7,395.16
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	3,046.79
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(16,170.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	9305	15001	Grants Program	SDMC4	4930504322	5102300000	T-I K-Code Budget Amend	16,740.60
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0051	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	740.84
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0421	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	905.67
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	1,532.75
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	800.16
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	329.66
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(3,284.08)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	9305	15001	Grants Program	SDMC4	4930504322	5102300000	T-I K-Code Budget Amend	1,811.33
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0051	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	523.79
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0421	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	640.33

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	1,083.69
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	565.73
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	233.08
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(2,543.69)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	9305	15001	Grants Program	SDMC4	4930504322	5102300000	T-I K-Code Budget Amend	1,280.66
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(2,135.10)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423201	Life Insurance	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(37.58)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0051	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	68.46
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0421	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	83.70
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	141.66
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	73.95
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	30.47
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(412.82)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	9305	15001	Grants Program	SDMC4	4930504322	5102300000	T-I K-Code Budget Amend	167.41
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	431901	Tech-Related Prof & Tech Serv	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	2,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	433004	Out of County Travel-Field Trp	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(2,310.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(5,950.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	9305	15001	Grants Program	SDMC4	4930504322	5102300000	T-I K-Code Budget Amend	(20,000.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	1,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	(1,077.47)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439401	Dist to Charter-NonFEFP	2101	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	3,700.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439401	Dist to Charter-NonFEFP	2102	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	35,880.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439401	Dist to Charter-NonFEFP	2121	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	10,600.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439401	Dist to Charter-NonFEFP	2122	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	6,215.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439401	Dist to Charter-NonFEFP	2161	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	5,610.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0061	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	17,775.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0261	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	8,355.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0301	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	15,799.62
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	12,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	12,450.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	5,401.13
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5101000000	T-I K-Code Budget Amend	434.65
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5101100000	T-I K-Code Budget Amend	400.24
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5101300000	T-I K-Code Budget Amend	39.73
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5102000000	T-I K-Code Budget Amend	134.15
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5104000000	T-I K-Code Budget Amend	39.12
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5106000000	T-I K-Code Budget Amend	82.82
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5107000000	T-I K-Code Budget Amend	102.15
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504322	5109000000	T-I K-Code Budget Amend	16.64
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451901	Supplies Tech Related	0281	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	5,185.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451901	Supplies Tech Related	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	2,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0271	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	10,660.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0301	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	2,020.38
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	0281	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	12,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	14,745.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464801	Tech FF&E Capitalized	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	11,600.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464901	Tech FF&E Non Capitalized	0521	15001	Grants Program	SDMC4	4930504322	5100000000	T-I K-Code Budget Amend	12,660.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee Middle Cvr Exp	(9,369.04)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee Middle Cvr Exp	(1,013.73)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee Middle Cvr Exp	(716.73)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee Middle Cvr Exp	(93.69)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee Middle Cvr Exp	2,041.50
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464801	Tech FF&E Capitalized	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee Middle Cvr Exp	(2,041.50)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee MS Cvr Acaletics Exp	3,238.40
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464801	Tech FF&E Capitalized	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee MS Cvr Acaletics Exp	(3,238.40)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee MS Cvr Benefits	12,159.03
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	431001	Prof & Technical Services	0761	15001	Grants Program	SDMC4	4930504322	5100005100	T-I Lee MS Cvr Benefits	(1,200.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee MS Cvr Benefits	(510.72)

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee MS Cvr Benefits	(1,570.85)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0761	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lee MS Cvr Benefits	(29.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lincoln Cvr NCH Exp	4,277.70
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lincoln Cvr NCH Exp	462.96
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lincoln Cvr NCH Exp	327.25
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lincoln Cvr NCH Exp	42.78
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lincoln Cvr NCH Exp	(162.84)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0861	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Lincoln Cvr NCH Exp	(2,703.33)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0151	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Manatee Cvr Exp	398.85
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Benefits	13,074.74
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	433002	Local Travel - Field Trips	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Benefits	(3,409.81)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Benefits	(2,600.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Benefits	(564.29)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Benefits	(11.99)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	431001	Prof & Technical Services	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Exp	(5,322.90)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Exp	13,773.13
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Expense	(300.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Expense	300.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Expenses	(10.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Expenses	10.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Travel	(7,395.16)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Travel	(800.16)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Travel	(565.73)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0601	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Moody Cvr Travel	(73.95)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	0261	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Oneco Cvr Expenses	7,019.89
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0281	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Palm View Cvr Benefits	7,013.12
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	0281	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Palm View Cvr Benefits	(5,600.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0281	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Palm View Cvr Benefits	1,821.60
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0281	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Palm View Cvr Negatives	250.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0301	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Palmetto Cvr Benefits	(557.20)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr Benefits	10,630.56
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr Benefits	(31.56)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr Benefits	(0.04)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451901	Supplies Tech Related	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr Benefits	(31.01)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr NCH	7,088.75
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr NCH	767.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr NCH	542.29
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr NCH	70.89
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0381	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Prine Cvr Negatives	2,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	452001	Textbooks	9318	15001	Grants Program	SDMC4	4931804262	5100000000	T-I Pt D Cvr Negative Balance	405.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	453001	Periodicals	9318	15001	Grants Program	SDMC4	4931804262	5100000000	T-I Pt D Cvr Negative Balance	(405.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	452001	Textbooks	9318	15001	Grants Program	SDMC4	4931804262	5100000000	T-I Pt D Cvr Tech Supplies	(80.48)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	453001	Periodicals	9318	15001	Grants Program	SDMC4	4931804262	5100000000	T-I Pt D Cvr Travel Exp	(1,155.54)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0271	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Rogers-Garden Cvr Exp	5,036.02
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	0271	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Rogers-Garden Cvr Exp	(10,000.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	(452.16)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	(48.92)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	(34.59)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	4,026.70
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	(4.52)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	(2,387.50)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0671	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sea Breeze Cvr Benefits	(175.97)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Southeast Cvr Rental Exp	5,133.60
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0431	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Southeast Cvr Rental Exp	(5,133.60)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	416301	Regular Pay NCH	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	(3,262.80)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	(353.03)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	(249.60)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	4,174.02

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	(32.64)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	431001	Prof & Technical Services	0581	15001	Grants Program	SDMC4	4930504322	5100005100	T-I Sugg Middle Cvr Benefits	(1,200.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	(3,102.90)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464901	Tech FF&E Non Capitalized	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Benefits	(30.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Exp	5,821.05
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Exp	(5,821.05)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr PSAT	898.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr PSAT	2,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Workbks	5,821.05
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	0581	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Sugg Middle Cvr Workbks	(5,821.05)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451901	Supplies Tech Related	0521	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Tillman Cvr Headphone expe	1,276.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464901	Tech FF&E Non Capitalized	0521	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Tillman Cvr Headphone expe	(1,276.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	431001	Prof & Technical Services	0521	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Tillman Cvr Prof Tech Serv	700.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	433002	Local Travel - Field Trips	0521	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Tillman Cvr Prof Tech Serv	(700.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0061	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Various CC's Cvr Neg	3,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	0072	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Various CC's Cvr Neg	2,000.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	0061	15001	Grants Program	SDMC4	4930504322	5100000000	T-I Various CC's Cvr Neg	(3,000.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	415102	Teacher Aides Overtime Pay	0381	15001	Grants Program	SDMC4	4930504322	5100000000	Title I Payroll Open Lines	-
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	423101	Health & Hospitalizations	9305	15001	Grants Program	SDMC4	4930504932	5100000000	Title I Pt C Cover Negatives	3,723.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	475003	Subs for ATD Leaves	9305	15001	Grants Program	SDMC4	4930504932	5100000000	Title I Pt C Cover Negatives	(3,723.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	452001	Textbooks	9318	15001	Grants Program	SDMC4	4931804262	5100000000	Title I Pt D Cvr Negatives	88.75
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	9318	15001	Grants Program	SDMC4	4931804262	5100000000	Title I Pt D Cvr Negatives	(44.10)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cover Negatives	75.82
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	439002	Printing	9305	15001	Grants Program	SDMC4	4930504052	5100000000	Title III Pt A Cvr Neg	1,155.55
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504052	5100000000	Title III Pt A Cvr Neg	19.73
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Neg	174.89
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	461001	Library Books	9305	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Neg	55.80
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504052	5100000000	Title III Pt A Cvr Negatives	205.06
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	413401	Other Cert Regular Pay	0641	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	(1,794.96)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	421103	Retirement System	0641	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	(194.22)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	422001	FICA	0641	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	(137.32)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	423101	Health & Hospitalizations	0641	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	(237.83)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	423201	Life Insurance	0641	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	(3.95)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	424001	Worker's Compensation	0641	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	(17.95)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	399.15
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51300	ESOL	461001	Library Books	9305	15001	Grants Program	SDMC4	4930504052	5130000000	Title III Pt A Cvr Negatives	1,782.02
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	436901	Technology-Related Rentals	9305	15001	Grants Program	SDMC4	4930504112	5106000000	Title IV Cover Tech Related Re	323.60
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	459001	Other Materials and Supplies	9305	15001	Grants Program	SDMC4	4930504112	5100000000	Title IV moved budget to cover	(9,401.40)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	9305	15001	Grants Program	SDMC4	4930504112	5100000000	Title IV moved budget to cover	9,401.40
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451901	Supplies Tech Related	9305	15001	Grants Program	SDMC4	4930504112	5100000000	Title IV Part A	(377.48)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464401	Non-Capitalized Computer Hardw	9305	15001	Grants Program	SDMC4	4930504112	5100000000	Title IV Part A	2,414.20
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504112	5101100000	Title IV Pt A Cvr Exp	3,297.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	9305	15001	Grants Program	SDMC4	4930504112	5101100000	Title IV Pt A Cvr Exp	(3,297.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504112	5101100000	Title IV Pt A Cvr Negatives	(6,099.28)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	464201	Non-Capitalized FF&E	9305	15001	Grants Program	SDMC4	4930504112	5101100000	Title IV Pt A Cvr Negatives	6,099.28
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	451001	Supplies	9305	15001	Grants Program	SDMC4	4930504092	5100000000	Title IX Cover Negative Balanc	(163.88)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433004	Out of County Travel-Field Trp	0431	15001	Grants Program	SDMC4	4932304242	5300000000	TSA States SEHS	750.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	433004	Out of County Travel-Field Trp	9323	15001	Grants Program	SDMC4	4932304242	5300000000	TSA States SEHS	(750.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	412109	Teachers Other	0261	15001	Grants Program	SDMC4	4930504382	5100000000	UniSIG Cvr Suppl	6,968.00
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0261	15001	Grants Program	SDMC4	4930504382	5100000000	UniSIG Cvr Suppl	533.05
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	412109	Teachers Other	0261	15001	Grants Program	SDMC4	4930504382	5100000000	UniSIG ONECO Bgt Adj	(6,968.00)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	422001	FICA	0261	15001	Grants Program	SDMC4	4930504382	5100000000	UniSIG ONECO Bgt Adj	(533.05)
2	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	52010	Exceptional Student Education	436901	Technology-Related Rentals	9310	15001	Grants Program	SDMC4	4931004202	5200000000	VISION CONFERENCE 2022	(2,500.00)
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	421103	Retirement System	0261	15001	Grants Program	SDMC4	4930504382	5100000000	Zero budget upload for all 150	-
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	51010	Instructional - Basic K-12	424001	Worker's Compensation	0261	15001	Grants Program	SDMC4	4930504382	5100000000	Zero budget upload for all 150	-
2	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	42101	Federal Cash Advance	53010	Career Education - 9-12	416102	NB Support Overtime Pay	0752	15001	Grants Program	SDMC4	4932304242	5300000000	Zero budget upload for all 150	-
																			1,879,755.60

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	411109	Adm/Direct Other	9615	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	411209	Other SAMP Other	9615	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0031	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0051	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0072	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0181	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0221	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0231	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0261	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0281	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0291	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0351	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0381	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0411	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0431	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0521	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0541	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0581	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0611	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0631	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0671	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0681	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0691	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0701	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0711	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0731	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0741	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0752	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0761	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0762	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0771	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0781	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0801	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0811	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0821	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0842	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0852	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0853	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0857	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	1,000.00
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	416109	NB Support Other	9615	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III Load Budget for the retention payments	3,000.00
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0853	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
3	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	9615	15001	Grants Program	SDMC4	4930504379	6200000000	Open Payroll lines	-
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	413209	Media Spec Other	0811	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	(1,000.00)
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0853	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	76.50
3	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	62010	Instructional Media Services	422001	FICA	9615	15001	Grants Program	SDMC4	4930504379	6200000000	ESSER III budget upload/cleanu	382.50
																			44,136.50
4	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	71010	Board	411209	Other SAMP Other	9601	15001	Grants Program	SDMC4	4930504379	7100000000	ESSER III Load Budget for the retention payments	1,000.00
4	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	71010	Board	422001	FICA	9601	15001	Grants Program	SDMC4	4930504379	7100000000	Open Payroll lines	-
4	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	71010	Board	422001	FICA	9601	15001	Grants Program	SDMC4	4930504379	7100000000	ESSER III budget upload/cleanu	76.50
																			1,076.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0051	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0061	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0072	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0151	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0181	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0211	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	5,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0221	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0231	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0261	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0271	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0281	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0291	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0301	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0351	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	5,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0381	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0411	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0421	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0431	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0521	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0541	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0581	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0601	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0611	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0621	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0631	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0641	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0652	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0681	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0691	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0701	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0711	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0721	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0731	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
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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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0752	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0761	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0762	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0771	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0781	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0791	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0801	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0811	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0821	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0842	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0852	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0853	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0857	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411109	Adm/Direct Other	0861	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0072	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0181	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0211	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	6,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0351	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0431	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0721	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	5,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0731	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0762	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	1,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	411209	Other SAMP Other	0852	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0031	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0051	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0061	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0072	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	6,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0151	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0181	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	7,000.00

Special Revenue
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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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0211	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	7,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0221	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0231	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0261	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0271	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0281	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0291	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0301	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0351	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0381	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0411	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0421	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0431	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	7,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0521	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0541	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0581	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0601	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0611	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0621	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0631	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0641	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0651	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0652	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0671	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0681	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0691	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	5,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0701	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0711	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0721	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	6,000.00

Special Revenue
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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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0731	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0752	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0761	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0762	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	7,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0771	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0781	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0791	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0801	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	2,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0811	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0821	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0842	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0852	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	7,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0853	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	4,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0857	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0861	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Load Budget for the retention payments	3,000.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	421103	Retirement System	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	281.24
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	535.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00

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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50

Special Revenue
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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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	489.28
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	229.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0811	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	382.50

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	612.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0853	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	423101	Health & Hospitalizations	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	313.52
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	423201	Life Insurance	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	4.64
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	424001	Worker's Compensation	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	26.00
5	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7300000000	Open Payroll lines	-
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	416109	NB Support Other	0741	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	2,599.22
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	1,377.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	535.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	459.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	535.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	306.00
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	76.50
5	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	73010	School Admin - Principal	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	7300000000	ESSER III budget upload/cleanu	535.50
																			339,969.90
6	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	74010	Facilities Acquisition and Con	411109	Adm/Direct Other	9515	15001	Grants Program	SDMC4	4930504379	7400000000	ESSER III Load Budget for the retention payments	1,000.00
6	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	74010	Facilities Acquisition and Con	411209	Other SAMP Other	9515	15001	Grants Program	SDMC4	4930504379	7400000000	ESSER III Load Budget for the retention payments	4,000.00
6	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	74010	Facilities Acquisition and Con	416109	NB Support Other	9515	15001	Grants Program	SDMC4	4930504379	7400000000	ESSER III Load Budget for the retention payments	5,000.00
6	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	74010	Facilities Acquisition and Con	422001	FICA	9515	15001	Grants Program	SDMC4	4930504379	7400000000	Open Payroll lines	-
6	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	74010	Facilities Acquisition and Con	422001	FICA	9515	15001	Grants Program	SDMC4	4930504379	7400000000	ESSER III budget upload/cleanu	765.00
																			10,765.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	411109	Adm/Direct Other	9551	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	411109	Adm/Direct Other	9552	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
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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	Budget Amendment
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	411209	Other SAMP Other	9552	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	411209	Other SAMP Other	9553	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	9,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	411209	Other SAMP Other	9555	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	416109	NB Support Other	9305	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	416109	NB Support Other	9308	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	416109	NB Support Other	9323	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	416109	NB Support Other	9551	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	1,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	416109	NB Support Other	9553	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	7,000.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	416109	NB Support Other	9555	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III Load Budget for the retention payments	6,000.00
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9305	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9308	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9323	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9551	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9552	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9553	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9555	15001	Grants Program	SDMC4	4930504379	7500000000	Open Payroll lines	-
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9305	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	76.50
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9308	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	76.50
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9323	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	76.50
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9551	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	153.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9552	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	153.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9553	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	1,224.00
7	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	75010	Fiscal Services	422001	FICA	9555	15001	Grants Program	SDMC4	4930504379	7500000000	ESSER III budget upload/cleanu	535.50
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	416101	NB Support Regular Pay	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG FP&G Cvr Neg	(58.56)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	421103	Retirement System	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG FP&G Cvr Neg	29.23
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	422001	FICA	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG FP&G Cvr Neg	15.96
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	423101	Health & Hospitalizations	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG FP&G Cvr Neg	8.91
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	424001	Worker's Compensation	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG FP&G Cvr Neg	4.46
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	416101	NB Support Regular Pay	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cvr Neg	1,385.37
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	421103	Retirement System	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cvr Neg	(224.78)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	422001	FICA	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cvr Neg	(190.52)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	423101	Health & Hospitalizations	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cvr Neg	(302.72)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	423201	Life Insurance	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cvr Neg	(7.84)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	424001	Worker's Compensation	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cvr Neg	(20.72)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	416101	NB Support Regular Pay	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cover Negatives	1,224.54
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	421103	Retirement System	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cover Negatives	132.50
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	422001	FICA	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cover Negatives	91.76
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	423101	Health & Hospitalizations	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cover Negatives	124.76
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	423201	Life Insurance	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cover Negatives	1.94
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	424001	Worker's Compensation	9305	15001	Grants Program	SDMC4	4930504052	7500000000	Title III Pt A Cover Negatives	12.25
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	416101	NB Support Regular Pay	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG Cvr Neg	(162.30)
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	421103	Retirement System	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG Cvr Neg	59.52
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	422001	FICA	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG Cvr Neg	41.23
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	423101	Health & Hospitalizations	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG Cvr Neg	56.05
7	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	75010	Fiscal Services	424001	Worker's Compensation	9305	15001	Grants Program	SDMC4	4930504382	7500000000	UniSIG Cvr Neg	5.50
																			34,521.54
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	411109	Adm/Direct Other	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Load Budget for the retention payments	41,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	411109	Adm/Direct Other	9855	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Load Budget for the retention payments	2,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	411209	Other SAMP Other	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Load Budget for the retention payments	11,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	416109	NB Support Other	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Load Budget for the retention payments	6,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	416209	B Support Other	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Load Budget for the retention payments	183,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	416209	B Support Other	9855	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Load Budget for the retention payments	1,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	422001	FICA	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	18,589.50
8	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	422001	FICA	9855	15001	Grants Program	SDMC4	4930504379	7600000000	Open Payroll lines	-
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	411109	Adm/Direct Other	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III budget upload/cleanu	9,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	416209	B Support Other	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III budget upload/cleanu	12,000.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	422001	FICA	9516	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III budget upload/cleanu	1,377.00
8	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	76010	Food Services	422001	FICA	9855	15001	Grants Program	SDMC4	4930504379	7600000000	ESSER III budget upload/cleanu	229.50
																			285,196.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77010	Central Services	411209	Other SAMP Other	0211	15001	Grants Program	SDMC4	4930504379	7700000000	ESSER III Load Budget for the retention payments	3,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	77010	Central Services	473001	Dues and Fees	9310	15001	Grants Program	SDMC4	4931004202	7730000000	VISION CONFERENCE 2022	2,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77010	Central Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7700000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77010	Central Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7700000000	ESSER III budget upload/cleanu	229.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	411109	Adm/Direct Other	9304	15001	Grants Program	SDMC4	4930504379	7710000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	411109	Adm/Direct Other	9309	15001	Grants Program	SDMC4	4930504379	7710000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	411209	Other SAMP Other	9309	15001	Grants Program	SDMC4	4930504379	7710000000	ESSER III Load Budget for the retention payments	2,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	416109	NB Support Other	9309	15001	Grants Program	SDMC4	4930504379	7710000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	422001	FICA	9304	15001	Grants Program	SDMC4	4930504379	7710000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	422001	FICA	9309	15001	Grants Program	SDMC4	4930504379	7710000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	422001	FICA	9304	15001	Grants Program	SDMC4	4930504379	7710000000	ESSER III budget upload/cleanu	76.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77110	Planning, Research Development	422001	FICA	9309	15001	Grants Program	SDMC4	4930504379	7710000000	ESSER III budget upload/cleanu	306.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	411109	Adm/Direct Other	9614	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	411209	Other SAMP Other	0211	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	411209	Other SAMP Other	9614	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III Load Budget for the retention payments	3,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	416109	NB Support Other	9614	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7720000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	7720000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	422001	FICA	9614	15001	Grants Program	SDMC4	4930504379	7720000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III budget upload/cleanu	76.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III budget upload/cleanu	76.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77210	Information Services	422001	FICA	9614	15001	Grants Program	SDMC4	4930504379	7720000000	ESSER III budget upload/cleanu	382.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	411109	Adm/Direct Other	9534	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	411109	Adm/Direct Other	9537	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	1,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	411209	Other SAMP Other	9534	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	2,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	411209	Other SAMP Other	9535	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	9,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	411209	Other SAMP Other	9537	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	411209	Other SAMP Other	9551	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	416109	NB Support Other	9304	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	416109	NB Support Other	9308	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	3,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	416109	NB Support Other	9534	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	15,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	416109	NB Support Other	9535	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9304	15001	Grants Program	SDMC4	4930504379	7730000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9308	15001	Grants Program	SDMC4	4930504379	7730000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9534	15001	Grants Program	SDMC4	4930504379	7730000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9535	15001	Grants Program	SDMC4	4930504379	7730000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9537	15001	Grants Program	SDMC4	4930504379	7730000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9551	15001	Grants Program	SDMC4	4930504379	7730000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	416109	NB Support Other	9534	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	(1,000.00)
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9304	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	76.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9308	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	229.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9534	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	1,300.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9535	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	765.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9537	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	153.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77310	Personnel Services	422001	FICA	9551	15001	Grants Program	SDMC4	4930504379	7730000000	ESSER III budget upload/cleanu	76.50
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	77310	Personnel Services	433003	Out of County Travel	9305	15001	Grants Program	SDMC4	4930504092	7730000000	Title IX Cover Negative Balanc	(50.00)
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	77310	Personnel Services	433005	Out of State Travel	9305	15001	Grants Program	SDMC4	4930504092	7730000000	Title IX Cover Negative Balanc	(25.00)
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	77310	Personnel Services	473001	Dues and Fees	9305	15001	Grants Program	SDMC4	4930504092	7730000000	Title IX Cover Negative Balanc	(50.00)
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77410	Statistical Services	416109	NB Support Other	9303	15001	Grants Program	SDMC4	4930504379	7740000000	ESSER III Load Budget for the retention payments	5,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77410	Statistical Services	422001	FICA	9303	15001	Grants Program	SDMC4	4930504379	7740000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77410	Statistical Services	422001	FICA	9303	15001	Grants Program	SDMC4	4930504379	7740000000	ESSER III budget upload/cleanu	382.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	411109	Adm/Direct Other	9517	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	411109	Adm/Direct Other	9554	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	411209	Other SAMP Other	9554	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	3,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	411209	Other SAMP Other	9572	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	416109	NB Support Other	9517	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	416109	NB Support Other	9554	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	3,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	416109	NB Support Other	9572	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	3,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	416109	NB Support Other	9573	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	2,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	416209	B Support Other	0211	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	416209	B Support Other	9517	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III Load Budget for the retention payments	12,000.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7760000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9517	15001	Grants Program	SDMC4	4930504379	7760000000	Open Payroll lines	-

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9554	15001	Grants Program	SDMC4	4930504379	7760000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9572	15001	Grants Program	SDMC4	4930504379	7760000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9573	15001	Grants Program	SDMC4	4930504379	7760000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III budget upload/cleanu	76.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9517	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III budget upload/cleanu	1,071.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9554	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III budget upload/cleanu	535.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9572	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III budget upload/cleanu	306.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77610	Internal Services	422001	FICA	9573	15001	Grants Program	SDMC4	4930504379	7760000000	ESSER III budget upload/cleanu	153.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	411109	Adm/Direct Other	9518	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	411109	Adm/Direct Other	9519	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	411109	Adm/Direct Other	9531	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	411109	Adm/Direct Other	9532	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	411209	Other SAMP Other	9531	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	2,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	411209	Other SAMP Other	9532	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	416109	NB Support Other	0211	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	416109	NB Support Other	9518	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	416109	NB Support Other	9519	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	416109	NB Support Other	9531	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	35,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	416109	NB Support Other	9532	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Load Budget for the retention payments	1,000.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	76.50
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9531	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III Budget Upload. For benefits charged on Retention Bonus Payments	153.00
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9518	15001	Grants Program	SDMC4	4930504379	7790000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9519	15001	Grants Program	SDMC4	4930504379	7790000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9532	15001	Grants Program	SDMC4	4930504379	7790000000	Open Payroll lines	-
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9518	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III budget upload/cleanu	153.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9519	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III budget upload/cleanu	153.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9531	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III budget upload/cleanu	2,754.00
9	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	77910	Other Central Services	422001	FICA	9532	15001	Grants Program	SDMC4	4930504379	7790000000	ESSER III budget upload/cleanu	229.50
																			139,667.00
10	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	78010	Student Transportation Service	479101	Curricular Transportation/Fiel	0861	15001	Grants Program	SDMC4	4930504322	7800000000	T-I K-Code Budget Amend	(410.00)
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	411209	Other SAMP Other	9514	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III Load Budget for the retention payments	11,000.00
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	416109	NB Support Other	9513	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III Load Budget for the retention payments	1,000.00
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	416109	NB Support Other	9514	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III Load Budget for the retention payments	18,000.00
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	416209	B Support Other	9513	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III Load Budget for the retention payments	18,000.00
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	416209	B Support Other	9514	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III Load Budget for the retention payments	187,000.00
10	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	78010	Student Transportation Service	479101	Curricular Transportation/Fiel	0281	15001	Grants Program	SDMC4	4930504322	7800000000	T-I Palm View Cvr Benefits	(997.00)
10	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	78010	Student Transportation Service	479101	Curricular Transportation/Fiel	0072	15001	Grants Program	SDMC4	4930504322	7800000000	T-I Bayshore High Cvr Exp	(600.00)

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	422001	FICA	9514	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III Budget Upload. For b	13,760.58
10	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	42101	Federal Cash Advance	78010	Student Transportation Service	479101	Curricular Transportation/Fiel	0581	15001	Grants Program	SDMC4	4930504322	7800000000	T-I Sugg Middle Cvr PSAT	(2,898.00)
10	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	422001	FICA	9513	15001	Grants Program	SDMC4	4930504379	7800000000	Open Payroll lines	-
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	416209	B Support Other	9513	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III budget upload/cleanu	(1,000.00)
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	416209	B Support Other	9514	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III budget upload/cleanu	(8,000.00)
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	422001	FICA	9513	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III budget upload/cleanu	1,377.00
10	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	78010	Student Transportation Service	422001	FICA	9514	15001	Grants Program	SDMC4	4930504379	7800000000	ESSER III budget upload/cleanu	2,142.00
																			238,374.58
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411109	Adm/Direct Other	9512	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0072	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0181	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0211	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0351	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0721	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0762	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0852	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	9512	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0031	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0051	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0061	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	5,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0072	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	7,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0151	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	2,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0181	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	6,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0211	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	10,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0221	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0231	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0261	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0271	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0281	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0291	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0301	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0351	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	6,000.00

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	Budget Amendment
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0381	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0411	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0421	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0431	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	12,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0521	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0541	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0581	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	2,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0601	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0611	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	2,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0621	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0631	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0641	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0651	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0652	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0671	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0681	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0691	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0701	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0711	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0721	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	10,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0731	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0741	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0752	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0761	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	6,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0762	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	8,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0771	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	5,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0781	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	2,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0791	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	5,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0801	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0811	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	5,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0821	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	6,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0842	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0852	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	8,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0857	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	2,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0861	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	2011	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	2083	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9318	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	1,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	14,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9518	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	3,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9519	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	4,000.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9533	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III Load Budget for the retention payments	2,000.00
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0811	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	2011	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	2083	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9318	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9518	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9519	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9533	15001	Grants Program	SDMC4	4930504379	7900000000	Open Payroll lines	-
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	411209	Other SAMP Other	0721	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	(1,000.00)
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0031	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	(1,000.00)
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0072	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	(1,000.00)
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	0857	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	(1,000.00)
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	(1,000.00)
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	416209	B Support Other	9533	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	(1,000.00)
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0031	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	153.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0051	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0061	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	382.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0072	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	535.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0151	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	153.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0181	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	535.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0211	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	841.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0221	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0231	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0261	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0271	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0281	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0291	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0301	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0351	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	535.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0381	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0411	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	76.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0421	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0431	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	918.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0521	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0541	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0581	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	153.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0601	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0611	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	153.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0621	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0631	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0641	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0651	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0652	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0671	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0681	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0691	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0701	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0711	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0721	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	765.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0731	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0741	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0752	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0761	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	459.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0762	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	688.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0771	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	382.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0781	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	153.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0791	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	382.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0801	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0811	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	382.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0821	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	459.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0842	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0852	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	688.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0857	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	76.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	0861	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	2011	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	76.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	2083	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	76.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9318	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	76.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	1,377.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9518	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	229.50
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9519	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	306.00
11	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	79010	Operation of Plant	422001	FICA	9533	15001	Grants Program	SDMC4	4930504379	7900000000	ESSER III budget upload/cleanu	76.50
																			268,048.50
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81100	Maintenance & Operations	411109	Adm/Direct Other	9512	15001	Grants Program	SDMC4	4930504379	8100000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81100	Maintenance & Operations	411209	Other SAMP Other	9512	15001	Grants Program	SDMC4	4930504379	8100000000	ESSER III Load Budget for the retention payments	2,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81100	Maintenance & Operations	416109	NB Support Other	9512	15001	Grants Program	SDMC4	4930504379	8100000000	ESSER III Load Budget for the retention payments	5,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81100	Maintenance & Operations	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8100000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81100	Maintenance & Operations	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8100000000	ESSER III budget upload/cleanu	612.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81200	Building Maintenance	411109	Adm/Direct Other	9512	15001	Grants Program	SDMC4	4930504379	8120000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81200	Building Maintenance	411209	Other SAMP Other	9512	15001	Grants Program	SDMC4	4930504379	8120000000	ESSER III Load Budget for the retention payments	3,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81200	Building Maintenance	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8120000000	ESSER III Load Budget for the retention payments	36,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81200	Building Maintenance	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8120000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81200	Building Maintenance	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8120000000	ESSER III budget upload/cleanu	(3,000.00)
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81200	Building Maintenance	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8120000000	ESSER III budget upload/cleanu	2,830.50
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81300	Mechanical Systems	411109	Adm/Direct Other	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81300	Mechanical Systems	411209	Other SAMP Other	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III Load Budget for the retention payments	5,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81300	Mechanical Systems	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III Load Budget for the retention payments	19,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81300	Mechanical Systems	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8130000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81300	Mechanical Systems	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III budget upload/cleanu	1,912.50

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81350	Energy & Recycling	411209	Other SAMP Other	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81350	Energy & Recycling	416109	NB Support Other	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81350	Energy & Recycling	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8130000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81350	Energy & Recycling	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8130000000	ESSER III budget upload/cleanu	153.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81400	Grounds Maintenance	411109	Adm/Direct Other	9512	15001	Grants Program	SDMC4	4930504379	8140000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81400	Grounds Maintenance	411209	Other SAMP Other	9512	15001	Grants Program	SDMC4	4930504379	8140000000	ESSER III Load Budget for the retention payments	2,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81400	Grounds Maintenance	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8140000000	ESSER III Load Budget for the retention payments	6,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81400	Grounds Maintenance	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8140000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81400	Grounds Maintenance	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8140000000	ESSER III budget upload/cleanu	688.50
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81450	Site Maintenance	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8140000000	ESSER III Load Budget for the retention payments	5,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81450	Site Maintenance	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8140000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81450	Site Maintenance	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8140000000	ESSER III budget upload/cleanu	382.50
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81500	Pest Control	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8150000000	ESSER III Load Budget for the retention payments	2,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81500	Pest Control	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8150000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81500	Pest Control	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8150000000	ESSER III budget upload/cleanu	153.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81550	Small Equipment Repair	416209	B Support Other	9512	15001	Grants Program	SDMC4	4930504379	8150000000	ESSER III Load Budget for the retention payments	2,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81550	Small Equipment Repair	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8150000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81550	Small Equipment Repair	422001	FICA	9512	15001	Grants Program	SDMC4	4930504379	8150000000	ESSER III budget upload/cleanu	153.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81800	Charter Fleet	411209	Other SAMP Other	9513	15001	Grants Program	SDMC4	4930504379	8180000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81800	Charter Fleet	416109	NB Support Other	9513	15001	Grants Program	SDMC4	4930504379	8180000000	ESSER III Load Budget for the retention payments	1,000.00
12	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	81800	Charter Fleet	422001	FICA	9513	15001	Grants Program	SDMC4	4930504379	8180000000	Open Payroll lines	-
12	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	81800	Charter Fleet	422001	FICA	9513	15001	Grants Program	SDMC4	4930504379	8180000000	ESSER III budget upload/cleanu	76.50
																			98,961.50
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82010	Administrative Technology Serv	411109	Adm/Direct Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	1,000.00
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82010	Administrative Technology Serv	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	5,000.00
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82010	Administrative Technology Serv	416109	NB Support Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	1,000.00
13	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	82010	Administrative Technology Serv	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	Open Payroll lines	-
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82010	Administrative Technology Serv	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	535.50
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82020	Systems & Programming	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	3,000.00
13	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	82020	Systems & Programming	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	Open Payroll lines	-
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82020	Systems & Programming	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	229.50
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82030	Site Support	411109	Adm/Direct Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	1,000.00
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82030	Site Support	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	25,000.00
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82030	Site Support	416109	NB Support Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	4,000.00
13	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	82030	Site Support	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	Open Payroll lines	-
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82030	Site Support	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	2,295.00
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82040	IT Systems	411109	Adm/Direct Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	1,000.00
13	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	82040	IT Systems	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	Open Payroll lines	-
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82040	IT Systems	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	76.50

Special Revenue
February 2022 Budget Amendment Detail

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	Budget Amendment
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82050	Data Center Operations	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	11,000.00
13	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	82050	Data Center Operations	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	Open Payroll lines	-
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82050	Data Center Operations	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	(2,000.00)
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82050	Data Center Operations	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	688.50
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82060	Network Center Operations	411209	Other SAMP Other	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III Load Budget for the retention payments	4,000.00
13	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	82060	Network Center Operations	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	Open Payroll lines	-
13	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	82060	Network Center Operations	422001	FICA	9571	15001	Grants Program	SDMC4	4930504379	8200000000	ESSER III budget upload/cleanu	306.00
																			58,131.00
14	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	91010	Community Services	416109	NB Support Other	9323	15001	Grants Program	SDMC4	4930504379	9100000000	ESSER III Load Budget for the retention payments	1,000.00
14	8	PROJ_C_BUD	SDMC1	Transfer Adjustment	Posted	44501	ARP Act ESSER	91010	Community Services	422001	FICA	9323	15001	Grants Program	SDMC4	4930504379	9100000000	Open Payroll lines	-
14	8	PROJ_C_BUD	SDMC1	Adjustment	Posted	44501	ARP Act ESSER	91010	Community Services	422001	FICA	9323	15001	Grants Program	SDMC4	4930504379	9100000000	ESSER III budget upload/cleanu	76.50
																			1,076.50

Food Service Fund
February 2022 Budget Amendment Summary

Function	FunctionDescr	YTD Prior	YTD Current	Budget Amendment	Percent Change	Reference
	Beginning Fund Balance	(6,913,448)	(6,913,448)	-	0.00%	
30X	Revenue	(29,619,579)	(29,619,579)	-	0.00%	
76X	Food Services	29,929,786	29,929,786	-	0.00%	
9XX	Unappropriated Fund Balances	6,603,241	6,603,241	-	0.00%	

February 2022 Budget Amendments Summary
All Funds

Year	(All)
Posting Period	8

Row Labels	Sum of YTD Current
1	**$453,994.85**
10101 General Fund	**$443,917.81**
3	-$6,403.86
4	$450,321.67
10102 General Fund Grants	**$10,077.04**
4	$10,077.04
3	**$37,010.55**
37022 Local Capital Improvement 2122	**$23,016.84**
4	$23,016.84
39121 COPS Series 2021A	**$0.00**
4	$0.00
39192 Sales Tax Proceeds	**-$23,016.84**
4	-$23,016.84
39197 Impact Fees	**$37,010.55**
4	$37,010.55
4	**$0.00**
41001 Food Services	**$0.00**
4	$0.00
42101 Federal Cash Advance	**$0.00**
3	-$49,828.00
4	$49,828.00
42201 Federal Non Cash Advance	**$0.00**
3	-$883,858.46
4	$883,858.46
44101 CRRSA Act ESSER	**$0.00**
4	$0.00
44301 CRRSA Act ESSER (ESSER II)	**$0.00**
4	$0.00
44501 ARP Act ESSER	**$0.00**
3	-$2,752,776.58
4	$2,752,776.58
7	**$2,073.29**
71101 Self-Insurance - Health	**$4,768.71**
4	$4,768.71
71201 Self-Insurance - Workers Compe	**-$2,695.42**
4	-$2,695.42
8	**$0.00**
85002 Donation Trust Fund	**$0.00**
3	-$13,907.92
4	$13,907.92
Grand Total	**$493,078.69**

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of a New Job Description and Position of Facilities Planner

Executive Summary

The Planning function within the Department of Construction Services plays an important role in coordinating with the Florida Department of Education, the County and Local Municipalities, the Developer and Home Builders industry, and the Manatee County community. Critical functions include the tracking and projection of student growth; tracking of zoning changes and new residential developments; coordination of the District's Educational Concurrency program and Impact Fees; and reporting to the Florida Department of Education on the District's Five-year Work Plan, Florida Inventory School House (FISH), Castaldi Report Submittals, and Construction Cost reporting. With the upcoming number of major Capital Projects the District has in planning and design, it is important to ensure the Department has the ability to address the increasing workload by hiring a planning professional to support the Department.

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

Equitable Recruitment & Retention | Goal 1
Recruit the most qualified, diverse and motivated staff.

Recommendation
The Superintendent recommends approval of the new job description and position of Facilities Planner.

Financial Impact
The salary range for this position is from $62,527 to $106,637, plus benefits and is included in the proposed budget for 2022-2023 school year.

Contact
Submitting Department: Human Resources
Initiated By: Wendy Mungillo

Attachments:
74020 Facilities Planner - New

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PLANNER, FACILITIES
State Title: Facilities Planner
JOB DESCRIPTION

JOB GOAL:
To perform duties related to facilities, site and planning and serve as a liaison to other governmental agencies.

QUALIFICATIONS:
1. Master's Degree in management, building construction, planning, or related areas from an accredited educational institution.
2. Minimum of seven (7) years of successful experience in related work.
3. Possess a valid State of Florida Driver's License.
4. Comparable amount of training or experience may be substituted for the educational qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledgeable of all pertinent zoning changes which facilitate acquisition, sale, and leasing of real property. Knowledge of laws and rules governing School Board Construction. Knowledge of state and local Capital Outlay funding sources. Ability to undertake demographic research, geospatial analysis, and predictive modeling to support the facility planning decision-making process. Ability to utilize planning computer software applications to include spreadsheet, demographic, and Geographic Information Systems (GIS) software. Knowledge of land use practices, real property law and exaction assessment strategies and methodologies. Ability to manage projects, motivate others, resolve conflicts and to be respected by people in the system. Ability to represent data to management, and others after it is compiled. Ability to speak before groups, conduct meetings efficiently, conduct training and prepare written correspondence, reports, and other materials. Knowledge of local, regional, and state permitting requirements. Knowledge of Educational Facility Impact Fees. Knowledge of Interlocal Agreements with other governmental agencies. Possess good working knowledge of Manatee county development. Possess good working relationship with governmental agencies.

REPORTS TO:
Executive Planner

SUPERVISES:
Assigned Staff

PERFORMANCE RESPONSIBILITIES:
1. Assists in the oversight of employees and activities associated with facility and site planning.
2. Assists in the training of staff, committee members and others concerning their jobs, roles, and responsibilities.
3. Collect user requirements and supporting data and compile final documents.
4. Assists in the coordination of site procurement.
5. Assists in the management of necessary appraisals, environmental studies, rezoning, permitting, etc.
6. Assists in the coordination of the Educational Facility Impact Fee program.
7. Oversee implementation of Interlocal Agreements with other governmental agencies.
8. Assists in the negotiate purchase/sale of properties.
9. Assist with the preparation of contracts and other legal documents regarding site acquisition and disposition.
10. Undertakes research on property being considered for procurement/sale.
11. Conduct meetings that involve general issues for a project and issues affecting several organizational units including the resolution of conflicts.
12. Serve as the contact for decision makers and designers about user requirements and supporting data during the school design/development process.
13. Resolve conflicts at the appropriate organizational level.
14. Develop Board materials and make presentations.
15. Review construction specifications and documents as required.

16. Perform related work as required and directed by the Executive Planner.
17. Represent the School Board on applicable governmental committees, and before Planning Commission and County Commission/City Council.
18. Assist in the identification of future school sites.
19. Assist with the development of long-range Capital Outlay Plan.
20. Respond to inquiries and concerns in a timely manner.
21. Keep supervisor informed of potential problems or unusual events.
22. Maintain a network of peer contacts through professional organizations.
23. Represent the district in a positive and professional manner.
24. Provide oversight and direction for cooperative planning with other agencies.
25. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
26. Exercise proactive leadership in promoting the vision and mission of the district.
27. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
28. Assist in developing the department budget and monitor its implementation as required.
29. Prepare or coordinate the preparation of all required reports and maintain all appropriate records.
30. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
31. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
32. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
33. Assist in the development of the Educational Plant Survey, Facilities Work Plan, and FISH (Florida Inventory of School Houses) database.
34. Assist with traffic studies and develop and implement solutions to identified concerns.
35. 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.

Board approved:
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D11
SHORT TITLE: MPL100
STATE JOB CODE: 74020

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of a New Job Description and Position of Manager, Health Education, MTC Community Training Center

Executive Summary

Continuing education in healthcare is in demand and offers a high-growth potential to meet the need of the current and future workforce. Placing MTC's continuing healthcare education and American Heart Association Community Training Center classes under the administration of a designated manager will provide a comprehensive approach to design, market and manage all the required continuing education programs that meet our region's demand. The Manager would take care of scheduling and pricing courses, scheduling instructors, marketing, budgeting, and ensuring MTC has all required documentation for American Heart Association, and Florida Department of Education where required.

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

Equitable Recruitment & Retention | Goal 1
Recruit the most qualified, diverse and motivated staff.

Recommendation
Motion and approval of a new job description and position of Manager, Health Education, MTC Community Training Center.

Financial Impact
The salary range for this position is from $39,785 to $69,060, plus benefits and is included in the proposed budget for 2022-2023 school year.

Contact
Submitting Department: Human Resources
Initiated By: Wendy Mungillo

Attachments:
63010 Specialist-Mgr, InstrctnCurric, ICD143 [Manager, Health Education] -New

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, HEALTH EDUCATION, MTC COMMUNITY TRAINING CENTER
State Title: Specialist/Manager Instruction/Curriculum
JOB DESCRIPTION

JOB GOAL:
To design and administer MTC Health Education, Continuing Education Programs

QUALIFICATIONS:
1. Sixty (60) or more hours of college credit, or equivalent experience.
2. Minimum of two (2) years of successful experience setting up Health Education continuing education training.
3. Minimum of two (2) years of successful experience in accounting/budgeting and student fee collection.
4. Experience with Health Education, Continuing Education programs management.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of Basic Life Support training and AHA instructor certification preferred. Knowledge of American Heart Association (AHA) Programs. Thorough knowledge of computer software tools, office practices, and procedures. Ability to demonstrate proficiency to manage program budgets, keep records, and prepare statistical reports. Ability to analyze, interpret and use data in decision making. Possess positive interpersonal skills and model effective listening. Possess effective communication skills (written and oral). Ability to organize, prioritize, and manage time well. Ability to work independently and make accurate judgments. Ability to schedule courses and offerings and communicate in a timely manner.

REPORTS TO:
Assistant Director of Manatee Technical College (MTC) East or designee

SUPERVISES:
Part Time Instructors

PERFORMANCE RESPONSIBILITIES:
1. Manage all Health Education, Continuing Education initiatives.
2. Provide revenue producing programs and recommend procedures to minimize expenditures while providing a diversified Health Education, Continuing Education Programs.
3. Provide a diversified health promotion program, utilizing community support as well as generating revenue.
4. Compile, produce, and maintain reports and documents pertinent to assigned program areas.
5. Address problem areas as they arise pertaining to program participants.
6. Responsible for providing prompt and courteous service to patrons.
7. Ensure safety of all employees.
8. Attend training sessions and seminars as required.
9. Establish and maintain effective working relationships with co-workers, officials, vendors, and the general public.
10. Communicate clearly, effectively, and tactfully, orally and in writing, with employers, students, teachers, and the community; represent the School District of Manatee County in a proactive, professional manner always.
11. Perform special project tasks as assigned.
12. Implement and assess the Health Education, Continuing Education Programs.
13. Prepare or oversee the preparation of required reports and maintain appropriate records.
14. Prepare and maintain yearly budget reports for the department.
15. Maintain and model high standards of professional conduct.
16. Provide leadership and direction for developing the best possible learning environment for the enrolled students.
17. Set high standards and expectations for self, others, and school.
18. Maintain, update, and distribute departmental publications and standardized documents.
19. Design, update, and maintain departmental computer files.

20. Maintain departmental equipment and office supply inventory.
21. Handle the management, storage, and security of Community Training Center records consistent with District and state public records requirements.
22. Assist and train department personnel as needed.
23. Manage, train, and mentor instructors and training sites for the Community Training Center.
24. Meet the community training needs for Cardiopulmonary Resuscitation (CPR) class.
25. Implement and support School Board of Manatee County in addition to state statutes and federal regulations as they pertain to MTC.
26. Participate in District, MTC, and department meetings and other activities to enhance professional development.
27. Communicate, through the proper channels, to keep the Assistant Director, Director, and the ACT Department Director informed of impending problems or events of unusual nature.

PHYSICAL REQUIREMENTS:
Medium Work: Must be able to lift and carry equipment to offsite classes occasionally.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.

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

Board approved: TBD

SALARY SCHEDULE: SAMP
PAYGRADE: D03
SHORT TITLE: ICD143
STATE JOB CODE: 63010

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Advertising a Notice of Intent to Amend and Adopt School Board Policies and Setting a Public Hearing at the Board Meeting on May 24, 2022

Executive Summary
The purpose of the requested amendments is to update the following School Board policies and adopt new policies to conform to current legislation and eliminate redundant and obsolete language. The effect is that policies will be current and easier to understand and use.

Policy 0131- Legislative/ Policymaking (Revised)

Bylaw 0165.1 - Agendas (Revised)

Policy 1120/3120/4120 - Employment of Administrators/Instructional Staff/Support Staff (Revised)

Policy 1121.01/3121.01/4121.01 - Criminal Background and Employment History Checks (Revised)

Policy 1215/3215/4215 - Smoking and Tobacco-Free Environment (Revised)

Policy 5512/7434 - Smoking and Tobacco-Free Environment (New Policies)

Policy 1590/3590/4590 - Personnel File (Revised)

Policy 2421 - Career and Technical Education (Revised)

Policy 2423 - School-To-Work (Revised)

Policy 2430 - District-Sponsored Clubs and Activities (Revised)

Policy 2605 - Research and Evaluation (Revised)

Policy 3220- Evaluation of Instructional Personnel (Revised)

Policy 6220- Budget Preparation (Revised)

Policy 8310 - Public Records (Revised)

Policy 8406 - Reports of Suspicious Activity and Potential Threats to Schools (Revised)

Policy 8420 - Emergency Management, Emergency Preparedness, and Emergency Response Agencies (Revised)

Policy 8452 - Automated External Defibrillators (AED) (New Policy)

Policies will be electronically published, hyperlinked and keyword searchable.

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):

Equitable Recruitment & Retention | Goal 1
Recruit the most qualified, diverse and motivated staff.

Safety | Goal 1
Increase the number of best practices, resources and evidence-based approaches in the areas of school climate and safety across all district campuses and buildings.

Recommendation
The Superintendent recommends approval of advertising a Notice of Intent to amend and adopt School Board Policies and setting a Public Hearing at the Board Meeting on May 24, 2022.

Financial Impact
The cost to implement this agenda item will not exceed $200.00 for advertising in the newspaper. The funding source for this expenditure is the General Operating Fund and is included in the Board's approved budget for the 2021-2022 school year.

Contact
Submitting Department: Administration
Initiated By: Kevin Chapman

Attachments:
2022-04-12 Advertise Policies.pdf

Approval of Advertising a Notice of Intent to Amend School Board Policies, Adopt New Policies and Setting a Public Hearing at the Board Meeting on May 24, 2022

Policy 0131- Legislative/ Policymaking (Revised)

Bylaw 0165.1 - Agendas (Revised)

- **The following proposed revisions are included in these bylaws:**

  Bylaw 0131 - addition of language regarding internet publication of meeting notices.

  Bylaw 0165.1 - deletion of language requiring meeting materials to be published in electronic form at least seven (7) days before each meeting. Florida law only requires that the agenda be published seven (7) days before each meeting.

Policy 1120/3120/4120 - Employment of Administrators/Instructional Staff/Support Staff (Revised)

- These policies have been revised to include the requirements of HB 131 regarding the screening of applicants for employment.

Policy 1121.01/3121.01/4121.01 - Criminal Background and Employment History Checks (Revised)

- These policies have been revised to include the requirements of HB 131 regarding employment history checks. Before employing an individual, school districts are required to review each affidavit of separation from an applicant's previous employers pursuant to F.S. 1012.31.

Policy 1215/3215/4215- Smoking and Tobacco-Free Environment (Revised)

Policy 5512/7434 - Smoking and Tobacco-Free Environment (New Policies)

- These replacement policies have been updated to better define tobacco products and to specify the times and places where such products are not permitted; to prohibit electronic smoking devices; and to prohibit school personnel from accepting gifts from the tobacco industry. Neola has collaborated with the Florida Department of Health in developing these replacement policies.

Policy 1590/3590/4590 - Personnel File (Revised)

- These policies have been revised to include additional requirements for information to be included in an employee's personnel file in cases

involving separation due to termination or resignation in lieu of termination as specified in HB 131.

Policy 2421 - Career and Technical Education (Revised)

- The revision to Policy 2421 is the result of recent statutory changes clarifying that each career and professional academic at the middle school level must lead to careers in occupations "aligned to" as opposed to "designated as high skill, high wage, and high demand in" the CAPE Industry Certified Funding List.

Policy 2423 - School-To-Work (Revised)

- The revision to Policy 2423 specifies that unpaid students interning or getting workplace experience as part of an education program will be considered employees of the school district for worker's compensation purposes.

Policy 2430 - District-Sponsored Clubs and Activities (Revised)

- This policy now includes a statement that parents will be informed about the nature and purpose of clubs and activities offered at the school, via the school's website, pursuant to new F.S. 1014.05.

Policy 2605 - Research and Evaluation (Revised)

- As a result of new F.S. 1014.05, this policy is revised to include a statement that parents have the right to opt-out of any District-level data collection pertaining to their child that is not required by law.

Policy 3220- Evaluation of Instructional Personnel (Revised)

- This policy has been revised to include the legislative changes to evaluation procedures and criteria during 2021 legislative session. Provisions in the policies were also re-organized for clarity purposes.

Policy 6220- Budget Preparation (Revised)

- This policy has been revised to include the most current Florida Administrative Code references.

Policy 8310 - Public Records (Revised)

- The minor revision to Policy 8310 adds "examination and assessment instruments" to the example list of records that are typically not public records.

Policy 8406 - Reports of Suspicious Activity and Potential Threats to Schools (Revised)

Policy 8420 - Emergency Management, Emergency Preparedness, and Emergency Response Agencies (Revised)

- The technical change to Policy 8406 includes a legal reference to F.A.C. 6A-1.0018.
- Policy 8420 has been revised to incorporate new school safety and notification requirements outlined in F.A.C. 6A-1.0018.

Policy 8452 - Automated External Defibrillators (AED) (New Policy)

- This policy has been revised to include the requirements of HB 7011 (2021 Legislative Session). A specific provision of this legislation calls for an employee/volunteer who is reasonably expected to use an AED to be notified annually of the location of each AED on school grounds.

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 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 "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

The Superintendent shall publish notice of the development of a proposed policy before providing notice of a proposed policy as required below. The notice of policy development shall indicate the subject area to be addressed by policy development; provide a short, plain explanation of the purpose and effect of the policy development; cite specific legal authority for the proposed policy; and state how a person may obtain or access, without cost, a copy of any preliminary draft, if available.

The Board may hold workshops for the purpose of policy development after publication of the notice of policy development.

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 estimate of economic impact to all individuals affected by the proposed new policy or revision of an existing policy, 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.

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.

F.S. 120.54

Notices

All notices pertaining to policymaking shall be published:

A. in a newspaper of general circulation in the District;

Internet publication for School District notices under F.S. 50.0211(1)(b) may be made on the website of any newspaper in the county to which the legal notice pertains.

A. by mail to persons who have requested advance notice and to organizations representing persons affected by the policy; and

B. by posting on the District's website and in appropriate places.

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)

Challenge to Existing Policy

Any person substantially affected by an existing Board policy may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the validity of a policy pursuant to Florida statutes. Any hearing examiner's decision which is adverse to the Board or to the person substantially affected may be judicially reviewed.

F.S. 120.56(1)

Challenge to Proposed Policy

Any person who is substantially affected by a proposed policy, policy revision, or the repeal of a policy may, within twenty-one (21) days following notice of intent to adopt or repeal such policy, file a written request with the Board seeking an administrative determination as to the validity of the proposed action.

F.S. 120.56(2)

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.

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Legal

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

0165.1 - AGENDAS

The Superintendent shall establish the agenda for School Board meetings in consultation with the Board Chairman. Individual members of the Board may place items for discussion on an agenda by advising the Superintendent of their desire to do so. A motion to rescind or to amend action previously taken shall be timely placed on the agenda since either motion may be considered a "proposition". The Superintendent shall establish reasonable procedures and deadlines for the receipt of requests to place items of business on the agenda and requests to make a presentation in the public discussion period.

The agenda for Board meetings, hearings, and workshops shall be prepared in time to ensure that a copy of the agenda may be received at least seven (7) days before the event by any person in the State who requests a copy and who pays the reasonable cost of the copy. The agenda shall contain the items to be considered in order of presentation.

After the agenda has been made available, changes to the agenda shall be only for good cause, as determined by the person designated to preside, and stated in the record. Notification of such change shall be at the earliest practicable time.

A. The agenda, along with any meeting materials available in electronic form, excluding confidential or exempt information, shall be published on the Board's website ~~at least seven (7) days~~ before the event, and shall include any recommendations of the Superintendent.

B. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than seven (7) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member.

C. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

D. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

A member of the Board may request any item be removed from the consent agenda and defer it for individual discussion, public comment (if otherwise permitted), and action. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion, public comment (if otherwise permitted), and action. Any item on the consent agenda may be removed and discussed as a nonaction item if the Superintendent or any Board member thinks the item requires further discussion.

E. The agenda for special meetings called by the Superintendent, or by the Superintendent on request of the Board Chairman, or on the request of a majority of the Board members, shall be prepared upon the calling of the meeting but not less than forty-eight (48) hours prior to such a meeting. The agenda for special meetings, along with any meeting materials available in electronic form, excluding confidential or exempt information, shall be published on the Board's website at least twenty-four (24) hours before the special meeting, and shall include any recommendations of the Superintendent. The order of business at special meetings of the Board shall be established by the Board.

F. The agenda for emergency meetings, along with any meeting materials available in electronic form, excluding confidential or exempt information, may be published on the Board's website if possible under the circumstances and necessary to protect the public interest.

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Revised 4/13/21

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F.S. 120.525

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 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 the person is on the disqualification list maintained by the department pursuant to F.S. 1001.10(4)(b), is registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C), or has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to any of the felony offenses listed in F.S. 1012.315.

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.

F.S. 1001.10

F.S. 1012.01
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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F.S. 1012.01

F.S. 1012.23

F.S. 1012.315

F.S. 1012.32

F.S. 1012.33

F.S. 1012.55

F.S. 1012.56

3120 - EMPLOYMENT OF INSTRUCTIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with certified and competent personnel.

For purposes of this policy, instructional staff is defined as written in F.S. 1012.01.

The Superintendent shall also conduct employment history checks of all candidates for instructional staff positions. The employment history check shall include, but not be limited to, contacting any previous employer**, reviewing each affidavit of separation from previous employers pursuant to FS 1012.31,** and screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

~~**A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.**~~

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 the person is on the disqualification list maintained by the department pursuant to F.S. 1001.10(4)(b), is registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C), or has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to any of the felony offenses listed in F.S. 1012.315.

The Board shall approve employment, upon recommendation of the Superintendent.

Upon Board approval of employment, each instructional staff member shall execute a written contract as required by State law and Policy 3128 - Contracts: Instructional Personnel

INSTRUCTIONAL PERSONNEL

Qualifications of instructional personnel shall be as required by law and Florida Administrative Code. To be eligible for appointment in any position in the District, a person must be of good moral character; must have attained the age of eighteen (18) years; and must, when required by law, hold a certificate or license issued under rules of the state Board of Education or the Department of Children and Family Services, except when employed pursuant to F.S. 1012.55 or under the emergency provisions of F.S. 1012.24. Previous residence in this State shall not be required in any school of the state as a prerequisite for any person holding a valid Florida certificate or license to serve in an instructional capacity.

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information guides, School District preparation resources, and preparation courses offered by State universities and Florida college system institutions.

CERTIFICATION

A. State Certification

For purposes of this policy, "primary instructor" refers to any instructional employee of a Florida public school district who provides direct support in the learning process by planning, delivering, and evaluating instruction, including through virtual or blended environments, for all students during the entire class period.

Teachers who teach in classes for which FEFP funds are earned shall be certified teachers as defined in F.S. 1012.56 and the Florida State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and 6A-1.0502.

B. In-Field

To be considered "in-field", a primary instructor must meet one of the following qualifications:

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or

2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503 (2ah).

F.S. 1012.42

C. District Certification

Nondegreed Vocational Certificate: It is the intent of the Board that nondegreed vocational instructional personnel possess the credentials, knowledge, and/or expertise necessary to provide quality education in the School District. The purpose of District certification is to provide evidence of instructional qualifications in order to protect the interest of students, parents, and the public. The requirements for District certification may be found in the Board Nondegreed Vocational Employment and Certification Procedures.

D. Adjunct Teaching Certificate:

The District may issue an adjunct teaching certificate to an instructional applicant who meets the requirements of s. 1012.56 (2) (a)-(f) and (10) and who has expertise in the subject area to be taught as evidenced by passing a subject area test.

Each adjunct teaching certificate is valid through the term of the annual contact between the educator and the District. An additional annual certification and an additional contract may be awarded by the District at the District's discretion but only if the applicant is rated effective or highly effective during each year of teaching under the adjunct teaching certificate.

The District may issue an adjunct teaching certificate 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 three (3) 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.

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Revised 7/27/21

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F.S. 1012.01
F.S. 1012.22
F.S. 1012.24
F.S. 1012.27
F.S. 1012.315
F.S. 1012.32
F.S. 1012.33
F.S. 1012.42
F.S. 1012.55
F.S. 1012.56
F.S. 1012.57
F.A.C. 6A-1.0502
F.A.C. 6A-1.0503
20 U.S.C. 6301
20 U.S.C. 7801

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) work day 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, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for employment in any position that requires direct contact with students if the person is on the disqualification list maintained by the Florida Department of Education pursuant to F.S. 1001.10(4)(b), is registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C), or has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to any of the felony offenses listed in F.S. 1012.315.

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 toperform 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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F.S. 1012.01

F.S. 1012.37

F.S. 1012.40

F.S. 1012.56

F.A.C. 6A-1.0502(11)

20 U.S.C. 6301

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 check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

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.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. 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, shall 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.

Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an administrative staff member in order to comply with the law.

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)).

Pursuant to State law, all administrators employed by the District must self-report arrests for serious offenses (see AP 1121.01).

Additionally, the fingerprints of all administrators who are employed by the District and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

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.

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 by Certificated Employees.

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F.S. 435.09

F.S. 943.0585(4)(a)

F.S. 943.059(4)(a)

F.S. 1012.32

F.S. 1012.56

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 check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

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.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. 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, shall 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.

Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an instructional staff member in order to comply with the law.

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)).

Pursuant to State law, all instructional staff members employed by the District must self-report arrests for serious offenses (see AP 3121.01).

Additionally, the fingerprints of all instructional staff members who are employed by the District and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

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.

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 by Certificated Employees.

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F.S. 435.09
F.S. 943.0585(4)(a)
F.S. 943.059(4)(a)
F.S. 1001.10(5)
F.S. 1012.27(6)

F.S. 1012.315
F.S. 1012.32
F.S. 1012.56

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 check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

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.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks.

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, shall 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.

Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide service as a support staff member that has direct contact with students in order to comply with the law.

Furthermore, before employment 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.

All support staff members employed by the District must self-report arrests for serious offenses (see AP 4121.01).

Additionally, the fingerprints of all support staff members who are employed by the District and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

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.

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F.S. 435.09
F.S. 943.0585(4)(a)
F.S. 943.059(4)(a)
F.S. 1001.10(5)
F.S. 1012.27(6)
F.S. 1012.315
F.S. 1012.32
F.S. 1012.56

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. **"Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.**

B. **"Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.**

C. **"School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.**

D. **"Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.**

General Statement of Policy

A. **Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.**

B. **Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.**

C. **It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.**

D. **It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.**

Exceptions

It is not a violation of this policy:

A. **for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or**

B. **for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.**

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Violations of this policy by staff members will be addressed through established staff disciplinary procedures.

Dissemination of Policy

Notice of this policy will be provided through:

A. **appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;**

B. **written notice to students and parents/guardians in student handbooks and orientations;**

C. **written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;**

D. **reminder announcements of this policy at school and District events, as appropriate.**

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

~~**The School Board is committed to providing students, staff, and visitors with a tobacco-free environment, including on school grounds and in all facilities owned, leased, or contracted for by the Board (including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas). The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke and third hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students and our community, at large.**~~

~~For purposes of this policy, "use of tobacco" shall mean:~~

A. ~~to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;~~

B. ~~to use vapor-generating electronic devices, e-cigarettes vaping products or supplies, including but not limited to vape pods, liquids, or other vaping supplies, and/or;~~

C. ~~to use other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~The Board also prohibits clothing or use of other items that advertise or promote the use of tobacco products as described above on any Board property or Board sponsored events.~~
~~The Board also prohibits tobacco advertising and acceptance of gifts including curriculum from tobacco companies.~~
~~Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.~~
~~Notification~~

~~"No Tobacco" signs will be posted through the District. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Florida law for any person, student or visitor, not of the age of eighteen (18), to possess, purchase, or attempt to purchase tobacco products on school property and/or anything defined as "use of tobacco" in this policy.~~

~~Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.~~

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F.S. 386.209

F.S. 386.212

20 U.S.C. 6081 et seq.

20 U.S.C. 7182

3215 - SMOKING AND TOBACCO-FREE ENVIRONMENT

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Violations of this policy by staff members will be addressed through established staff disciplinary procedures.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

~~The School Board is committed to providing students, staff, and visitors with a tobacco-free environment, including on school grounds and in all facilities owned, leased, or contracted for by the Board (including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas). The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke and third hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. for our students and our community, at large.~~
~~For purposes of this policy, "use of tobacco" shall mean:~~

A. ~~to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;~~

B. ~~to use vapor-generating electronic devices, e-cigarettes, vaping products or supplies, including but not limited to vape pods, liquids, or other vaping supplies, and/or;~~

C. ~~to use other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~The Board also prohibits clothing or use of other items that advertise or promote the use of tobacco products as described above on any Board property or Board sponsored events.~~
~~The Board also prohibits tobacco advertising and acceptance of gifts including curriculum from tobacco companies.~~
~~Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.~~
~~Notification~~

~~"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Florida law for any person, student or visitor, not of the age of eighteen (18), to possess, purchase, or attempt to purchase tobacco products on school property and/or anything defined as "use of tobacco" in this policy.~~

~~Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.~~

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20 U.S.C. 6081 et seq.

20 U.S.C. 7182

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Violations of this policy by staff members will be addressed through established staff disciplinary procedures.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

~~The School Board is committed to providing students, staff, and visitors with a tobacco-free environment, including on school grounds and in all facilities owned, leased, or contracted for by the Board (including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas). The negative health effects of tobacco use for both users and nonusers, particularly in connection with second and third hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students and our community, at large.~~
~~For purposes of this policy, "use of tobacco" shall mean:~~

A. ~~to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;~~

B. ~~to use vapor-generating electronic devices, e-cigarettes vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or;~~

C. ~~to use other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~The Board also prohibits clothing or use of other items that advertise or promote the use of tobacco products as described above on any Board property or Board sponsored events.~~
~~The Board also prohibits tobacco advertising and acceptance of gifts including curriculum from tobacco companies.~~
~~Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.~~
~~Notification~~

~~"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Florida law for any person, student or visitor, not of the age of eighteen (18), to possess, purchase, or attempt to purchase tobacco products on school property and/or anything defined as "use of tobacco" in this policy.~~

~~Law enforcement shall be contacted if any person under the age of eighteen (18) violates this policy.~~

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F.S. 386.212

20 U.S.C. 6081 et seq.

20 U.S.C. 7182

5512 - **SMOKING AND TOBACCO-FREE ENVIRONMENT**

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time" means twenty-four (24) hours a day, seven days a week, 365 days a year.

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. **for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.**

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Enforcement of this policy shall be as specified in the Student Code of Conduct.

Dissemination of Policy

Notice of this policy will be provided through:

A. **appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;**

B. **written notice to students and parents/guardians in student handbooks and orientations;**

C. **written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;**

D. **reminder announcements of this policy at school and District events, as appropriate.**

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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20 U.S.C. 7182

Florida Department of Health and the Public Health Law Center's publication "Commerical Tobacco-Free K-12 School Model Policy: Questions and Answers"

7434 - **SMOKING AND TOBACCO-FREE ENVIRONMENT**

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time" means twenty-four (24) hours a day, seven days a week, 365 days a year.

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Visitors observed violating this policy will be asked to comply with this tobacco-free policy.

If a visitor fails to comply with the request, this policy violation may be referred to the building principal or other available school district supervisory personnel. The supervisor will decide on further action that may include a directive that the visitor leave school property and forfeit any fee charged for admission to a school-sponsored event.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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Legal

F.S. 381.84

F.S. 386.202

F.S. 386.204

F.S. 386.212

20 U.S.C. 6081 et seq.

20 U.S.C. 7182

Florida Department of Health and the Public Health Law Center's publication "Commerical Tobacco-Free K-12 School Model Policy: Questions and Answers"

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The School Board requires that sufficient records exist to determine an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Florida. Materials relating to work performance, discipline, suspension, or dismissal will be reduced to writing and signed by a person competent to know the facts or make the judgment. The resignation or termination of an employee before an investigation of alleged misconduct by the employee affecting the health, safety, or welfare of a student is concluded must be clearly indicated in an employee's personnel file.

The term personnel file as used in this section shall mean all records, information, data, or materials maintained by a public school system, in any form or retrieval system whatsoever, with respect to any of its instructional staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

Pursuant to State law, a complaint of misconduct against a District employee, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or

B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Materials relating to work performance, discipline, or dismissal must be reduced to writing and signed by an individual competent to know the facts or make the judgment. In cases of separation due to termination or resignation in lieu of termination, the person shall execute and maintain an affidavit of separation, on the form adopted by the Florida Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes an official statement within the purview of F.S. 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.

Regardless of the status of an investigation, any legally sufficient complaint will be filed in writing with Florida Department of Education (FLDOE) within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the District pursuant to F.S. 1012.796(1, d, 1). A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

A. by certified mail, return receipt requested, to his/her address of record; or

B. by personal delivery. The employee’s signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

No record in a personnel file which is confidential and exempt from inspection and copying pursuant to applicable law shall be disclosed except as provided by applicable law.

The Superintendent shall maintain a record in each personnel file of those persons reviewing the files each time they are reviewed.

A copy of each such entry shall be given to the employee upon request.

The employee shall have access to his/her file upon request.

The related procedures manual is entitled Personnel File Procedures.

Revised 9/10/19

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Legal

F.S. 119.011
F.S. 119.07
F.S. 119.071
F.S. 1012.31

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F.S. 119.07
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Revised 9/10/19

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F.S. 119.011
F.S. 119.07
F.S. 119.071
F.S. 1012.31

The School Board recognizes that education is a function of both knowledge and the application of knowledge. Education that ties abstract ideas to practical applications also prepares students to use their minds, as well as preparing them to be citizens, parents, and members of a civilized culture. Career and technical education and academic education are complementary, rather than exclusive.

Career and technical education will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

The Board shall provide career and technical education program offerings that include, but are not limited to:

A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;

B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

C. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;

D. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;

E. accelerated career and technical programs such as vocational dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

Any effort to recruit students to participate in a particular career and technical program shall follow applicable State and Federal laws regarding provision of information.

Career and technical education program offerings are available to elementary, middle, and high school students without regard to race, color, national origin, sex, age, disability, or marital status. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education, Curriculum Frameworks, and Student Performance Standards.

Career and Professional Academies; Career-Themed Courses

The District shall offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A "career and professional academy" is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the state.

A "career-themed course" is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Board expects career and professional academies offered in the District's high schools to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal Vocational Scholars award, and the opportunity to earn postsecondary credit when available.

The Board encourages the Superintendent to forge partnerships with local businesses in the development of career and professional academies. These partnerships will help prepare students for the State's workforce needs, as well as help attract, expand, and retain targeted, high-value industry and jobs in the community.

The District's career and professional academies should increase student academic achievement and graduation rates through integrated academic and career curriculum. Each middle school career exploration program, middle and high school career, and professional academies leading to industry certification, and high school graduation requirements shall be aligned.

Each career and professional academy and career-themed course at the high school level must:

A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.

B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships must provide opportunities for:

    1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;

    2. internships, externships, and on-the-job training;

    3. a postsecondary degree, diploma, or certificate;

    4. the highest available level of industry certification;

    5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.

C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at minimum, the Florida Gold Seal Vocational Scholars award pursuant to F.S. 1009.536.

D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.

E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.

F. offer applied courses that combine academic content with technical skills.

G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Each career and professional academy at the middle school level must:

A. lead to careers in occupations **aligned to** ~~**designated as high-skill, high-wage, and high-demand in**~~ the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education.

B. integrate content from core subject areas.

C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.

D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.

E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.

F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.

G. offer externships.

H. provide personalized student advisement that includes a parent-participation component.

An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of Economic Opportunity, shall collaborate with the most appropriate regional business leadership board.

The Board authorizes the Superintendent to collaborate with one (1) or more neighboring counties in the development of the strategic plan, and, upon approval of the plan, to offer career-themed courses, as defined in F.S. 1003.493(1)(b), or a career and professional academy as a joint venture.

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, CareerSource boards, economic development agencies, and State-approved postsecondary institutions.

Revised 11/14/17

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Legal

F.S. 445.004
F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1003.01
F.S. 1003.4156
F.S. 1003.428
F.S. 1003.491
F.S. 1003.492
F.S. 1003.493
F.S. 1003.4935
F.S. 1004.91
F.S. 1004.92

F.S. 1009.21
F.S. 1009.22
F.S. 1009.26
F.S. 1009.536
F.S. 1011.62
F.S. 1011.80
29 U.S.C. 201
29 U.S.C. 202
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29 U.S.C. 216
29 U.S.C. 216b
29 U.S.C. 217
29 U.S.C. 218
29 U.S.C. 219
F.A.C. 6A-6.301 through 6A-6.371
F.A.C. 6A-6.672
F.A.C. 6A-14.37

The School Board strongly supports the School-to-Work Opportunities Act as a vehicle to help the District prepare students more effectively for the world of work. Through this legislation, the District will be able to provide students with the following learning experiences needed to develop career-related knowledge, attitudes, and skills as well as life-long learning skills:

A. School-based learning which includes career awareness, exploration, and counseling and the integration of academic and vocational learning.

B. Work-based learning which provides students with a planned program of job training and/or various types of work experiences that are coordinated with school-based learning.

C. Connecting activities which are designed to ensure that there is effective correlation and coordination between what students learn in school and what they learn at worksites.

The Superintendent is authorized to design and implement school-to-work activities and programs, both independently for this District and in cooperation with other districts, that create the three (3) types of learnings described above. In addition, s/he should take the steps necessary to implement Board Policy 9555 - Partnerships with Business and also ensure that the District is participating actively in alliances, consortia, and/or committees that are coordinating school-to-work initiatives in this area.

The Superintendent's procedures for the development and implementation of school-to-work activities/programs need to provide for the following concerns of the Board:

A. Proposals are submitted to obtain planning and/or implementation funds from the State and other sources, when available and appropriate.

B. Informed parental consent will be obtained for any out-of-district activities such as career-awareness trips, job shadowing, work experiences, and the like.

C. Proper supervision is being provided all students when they are participating in learning activities in off-school sites.

D. All students are being provided appropriate opportunities to participate in school-to-work activities.

E. Emphasis is being placed throughout the program on the development/reinforcement of a high-quality work ethic by every student.

F. Each learning activity/program will have defined objectives with clear correlation to career preparation and a means for assessing how well each student is achieving the objectives.

G. All activities/programs will comply with associated Board policies and District procedures as well as applicable Federal/State laws.

As appropriate to a particular program initiative, the Superintendent may request waivers from the State on certain statutory or regulatory provisions that are contained in the Elementary and Secondary Education Act and the Carl D. Perkins Vocational and Applied Technology Act.

Unpaid students interning or getting workplace experience as part of an education program will be considered employees of the District for Worker's compensation purposes.

The Superintendent shall keep the Board informed periodically on the progress of the District toward the goals of this important program.

F.S. 446.54
F.A.C. 6A-6.055

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F.A.C. 6A-6.055

The School Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

A. the subject matter is actually taught or will be taught in a regularly offered course;

B. the subject matter concerns the District's composite courses of study;

C. participation is required for a particular course;

D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however, will not assume any responsibility for the planning, conducting, or evaluating of such activities.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

In order to be eligible for any co-curricular, interscholastic, and noninterscholastic extra-curricular activity, a student must have maintained at least a 2.5 grade-point average for the semester(s) prior to the grading period in which s/he wishes to participate.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Students identified as disabled under the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student s disability.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Any student who has not made a passing score on all required sections of the ninth-grade proficiency tests after two (2) attempts shall be ineligible to participate in any extra-curricular activity, including athletics.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Parents will be informed about the nature and purpose of the curricular and extra-curricular clubs and activities in their child's school through the school's website.

The Superintendent shall prepare administrative procedures to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such procedures should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

F.S. 1006.15
F.S. 1006.195
F.S. 1014.05

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Legal

F.S. 1006.15

The School Board believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Superintendent shall develop systematic and specific administrative procedures for conducting research and program evaluations. The design of these studies will include:

A. Clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined.

B. Provisions for staff, resources, and support necessary to achieve each program's purposes.

C. Evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved.

D. Recommendations for revisions and modifications needed to better fulfill expectations and purposes.

E. **The right of a parent to opt out of any District-level data collection relating to their minor child that is not required by law.**

The Superintendent shall maintain a schedule of assessment activities and program evaluations and shall make periodic evaluation reports to the Board. Findings of the assessment program will be used to evaluate the progress of students and the effectiveness of the curriculum; and/or the effectiveness of the school/delivery system.

The Superintendent shall recommend improvements in the educational program annually, based on District evaluation.

F.S. 1008.34
F.S. 1008.345
F.S. 1014.05

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F.S. 1008.34

F.S. 1008.345

Classroom Instructional Staff

Pursuant to State law, evaluations shall be conducted for the purpose of increasing student learning growth by improving the quality of instructional services in the District. Except for classroom teachers who are newly hired in the District and excluding substitute teachers, a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated twice during their first year of teaching in the District.

The Principal is responsible for the performance of all personnel employed by the School Board and assigned to the school to which the Principal is assigned. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the Superintendent and approved by the Board, and approved, as required by State law, by the Florida Department of Education (FLDOE).

Instructional Personnel Evaluation System

The performance evaluation of instructional personnel must be based upon the performance of students assigned to their classrooms. The performance evaluation system must be based upon sound educational principles and contemporary research in effective educational practices. The District's performance evaluation system is not limited to basing unsatisfactory performance of instructional personnel and school administrators solely upon student performance, but may include other criteria to evaluate instructional personnel and school administrators' performance, or any combination of student performance and other criteria. All personnel must be fully informed of the criteria, dat sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place. Additionally, the Principal shall assist the teachers within the school to use student assessment data, as measured by student learning growth gains pursuant to State law for self-evaluation and improvement.

The evaluation system for instructional personnel will:

A. be designed to support effective instruction and student learning growth, and performance evaluation results must be used when developing District and school level improvement plans;

B. provide appropriate instruments, procedures, timely feedback, and criteria for continuous quality improvement of the professional skills of instructional personnel, and performance evaluation results must be used when identifying professional development;

C. include a mechanism to examine performance data from multiple sources, including opportunities for parents to provide input into employee performance evaluations when appropriate;

D. identify those teaching fields for which special evaluation procedures and criteria are necessary;

E. differentiate among four (4) levels of performance as follows:

1. highly effective
2. effective
3. needs improvement or, for instructional personnel in the first three (3) years of employment who need improvement, developing
4. unsatisfactory

F. provide for training and monitoring programs based upon guidelines provided by the Department of Education to ensure that all individuals with evaluation responsibilities understand the proper use of the evaluation criteria and procedures;

G. a peer assistance process.

Evaluation Procedures and Criteria

Evaluation procedures and criteria must comply with, but are not limited to, the following:
~~**A performance evaluation must be conducted each instructional staff member at least once a year, except that a classroom teacher, as defined in F.S. 1012.01(2)(a), excluding substitute teachers, who is newly hired by the District, must be observed and evaluated at least twice in the first year of teaching in the District. All personnel must be fully informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place.**~~

A. Performance of Students

At least one-third (1/3) of a performance evaluation of instructional personnel must be based upon the data and indicators of student performance of the teacher's students **as determined by the District in accordance with F.S 1012.37(7)**. The performance of students' ~~criterion~~ shall also include growth or achievement data of the teacher's students for at least three (3) years or, if less than three (3) years is available, the years for which data are available. **The Proportion of growth or achievement data may be determined by instructional assignment.**

For classroom teachers of grades and subjects for which their students' performance is assessed by Statewide standardized assessments, the District may measure student learning growth using the **methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE and the** ~~formulas approved by the Commissioner and~~ the standards for performance levels adopted by the State Board for courses associated with the Statewide, standardized assessments administered under F.S. 1008.22. ~~no later than the school year immediately following the year the formula is approved by the Commissioner (see F.A.C. 6A-5.030 and 6A-5.0411)~~

For classroom teachers of grades and subjects for which their students' performance is not assessed by Statewide, standardized assessments, the District may use the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

For instructional personnel who are not classroom teachers, the District shall use the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

Pursuant to State law, the proportion of growth or achievement data in the District-determined student performance measures may be determined by instructional assignment.

B. Instructional Practice

At least one-third (1/3) of the performance evaluation must be based upon instructional practice. Evaluation criteria used when annually observing classroom teachers, as defined in F.S. 1012.01(2)(a), excluding substitute teachers, must include indicators based upon each of the Florida Educator Accomplished Practices adopted by the State Board of Education. For instructional personnel who are not classroom teachers, evaluation criteria must be based upon indicators of the Florida Educator Accomplished Practices and may include specific job expectations related to student support.

C. Other Indicators of Performance

The remainder of a performance evaluation may include, but is not limited to, professional and job responsibilities as recommended by the State Board of Education or identified by the Board. These professional and job responsibilities are to be included in the job description for positions held by instructional staff members.

The performance evaluation may also include peer reviews, objectively reliable survey information from students and parents based on teaching practices that are consistently associated with higher student achievement, and other valid and reliable measures of instructional practice.

The individual responsible for supervising the employee must evaluate the employee's performance. The evaluation system may provide for the evaluator to consider input from other personnel trained under F.S. 1012.34(2). The evaluator must submit a written report of the evaluation to the Superintendent for the purpose of reviewing the employee's contract. The evaluator must submit the written report to the employee no later than ten (10) days after the evaluation takes place. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his or her personnel file.

Non-Classroom Instructional Staff

For purposes of performance salary schedules adopted in accordance with State law, the student assessment data in the performance evaluation must be from Statewide assessments or District-determined assessments in the subject areas taught.

The evaluation criteria shall be:

A. student performance, as described above;

B. instructional practice, including indicators based upon each of the Florida Educator Accomplished Practices adopted by the State Board;

C. professional and job responsibilities adopted by the State Board, as well as additional professional and job responsibilities established by the Board.

The Principal shall inform all instructional personnel of the criteria and procedures associated with the performance evaluation process before evaluation begins. Additionally, the Principal shall assist the teachers within the school to use student assessment data, as measured by student learning growth gains pursuant to State law, for self-evaluation and improvement.

The evaluation shall be completed and on file in accordance with the time schedule established by the Superintendent. The written report of the evaluation must be on file and provided to the employee within ten (10) days after the evaluation conference. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his/her personnel file. The evaluator may amend an evaluation based upon assessment data from the current year if the data becomes available within ninety (90) days after the close of the school year.

If an employee who holds a professional service contract is not performing his/her duties in a satisfactory manner, the evaluator shall notify the employee in writing of such determination. The notice must describe such unsatisfactory performance and include notice of the procedural requirements set forth in F.S. 1012.34**(4)**.

An evaluation shall be submitted at the time an instructional staff member leaves the District if services terminate prior to annual evaluations.

An instructional staff member shall be given a copy of any documents relating to his/her performance **that**~~**which**~~ are to be placed in the personnel file.

A portion of each instructional staff member's compensation shall be based on the employee's performance evaluation as required by State law.

In addition, the Superintendent shall annually report the evaluation results of instructional staff members using the four (4) levels of performance set forth in State law to the FLDOE. The results shall be provided by school and shall be disaggregated by classroom teachers, as defined in State law, excluding substitute teachers, and all other instructional personnel, also as defined in State law.

The Superintendent shall also notify the FLDOE of any instructional staff members who receive two (2) consecutive unsatisfactory evaluations or three (3) consecutive needs improvement/unsatisfactory evaluations, as well as any instructional personnel who are given written notice by the District of intent to terminate or not renew their employment.

Annual Review of District Instructional Personnel Evaluation System

The Superintendent may appoint a District Evaluation System Review Committee who shall be responsible for annually reviewing the instructional staff evaluation system to analyze whether it complies with Florida law and this policy. The District Evaluation System Review Committee shall follow procedures adopted by the Superintendent when reviewing the evaluation system. All substantial revisions to the evaluation system must be reviewed and approved by the Board before being used to evaluate instructional personnel.

The District Evaluation System Review Committee shall be composed of individuals from the following areas:

A. instructional staff member;

B. school administrator.

Revised 11/14/17
Revised 9/10/19
Revised 1/25/22

Legal

F.S. 1012.01
F.S. 1012.22
F.S. 1012.28
F.S. 1012.31
F.S. 1012.34
F.A.C. 6A-5.030
F.A.C. 6A-5.0411

The Superintendent shall present the budget for review and adoption in accordance with the Truth in Millage (TRIM) calendar.

The budget recommended by the Superintendent shall include budgeted reserves in assigned and unassigned funds as required by Policy 6210 - Fiscal Planning.

The School Board shall adopt an annual budget, as required by an in conformance with State law and the rules of the State Board of Education, and submit it to the Florida Department of Education.

Adjustments to the approved budget shall be made in accordance with Florida statutes and the rules of the State Board of Education.

The financial activities of the District shall be carried out in accordance with the budget recommended by the Superintendent and adopted by the Board.

The School Food Services Fund shall be operated on a self-supporting basis utilizing Federal and State revenues, as well as customer revenues. The prices for meals shall, therefore, be maintained at a level adequate to sustain a balanced budget.

The Board shall adhere to a policy of full and open public disclosure of its financial activities.

F.S. 1001.42

F.S. 1011.01

F.A.C 6A-1.004~~6A-1.002~~

F.A.C 6A-1.007~~6A-1.006~~

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F.S. 1001.42

F.S. 1011.01

F.A.C. 6A-1.002

F.A.C. 6A-1.006

The School Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

Exemptions from Public Records

"Public records" generally means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the School Board. Due to the growing number of exemptions set forth in Florida law, it is impracticable for the School Board to provide an all-inclusive list of every document that may be exempt from the definition of "public records". However, "public records" do not typically include student records, **examination and assessment instruments,** medical records, documents containing genetic information, trial preparation records, and confidential law enforcement investigatory records, all of which are legally exempt from public disclosure. The determination of whether a particular document is legally exempt will be made upon receipt of a request for release of said document as a public record.

Personally identifiable information of a dependent child of a current or former officer or employee of the School District, who is insured by a group insurance plan provided by the District, is also exempt from public records requirements as set forth in the State Constitution and State statutes. This exemption applies to all personally identifiable information held by the District.

Further, the home addresses, telephone numbers, dates of birth, and photographs of current or former human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers whose duties include hiring and firing employees, labor contract negotiations, administration, or other personnel-related duties, as well as the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel, and the names and locations of schools and day care facilities attended by the children of such personnel, are exempt from F.S. 119.07(1) and Section 24(a), Article 1 of the State Constitution.

The identity of a school or postsecondary educational institution, the personally identifiable information of any District personnel, or any specific allegations of misconduct obtained or reported pursuant to an investigation of a testing impropriety conducted by the Department of Education are confidential and exempt from the constitutional public records provisions until the conclusion of the investigation or until such time as the investigation ceases to be active.

Pursuant to State law, a complaint of misconduct against a District employee, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or

B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

A. by certified mail, return receipt requested, to his/her address of record; or

B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

Access to Public Records

Pursuant to State law, the Superintendent shall appoint a Records Management Liaison Officer (RMLO), such appointment is the Director of Communications, Family and Community Engagement, who shall serve as the primary point of contact between the District and the Division of Library and Information Services of the Florida Department of State, which is the agency responsible for the State's records management program. The Superintendent may also appoint a Custodian of Records for the District who shall be responsible for implementing the requirements in State law and the State's records management program regarding the public records maintained by the District.

Any individual may inspect and request copies of public records of this District during the regular business hours of the office in which such records are maintained. The District may not require requests for public

records to be in writing, nor may the person requesting the information be required to disclose name, address, or phone number unless specifically required to do so by law. The Custodian of Records is authorized to grant or refuse access to the records of this District in accordance with the intent of this policy and applicable law.

Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of public records.

A District employee who has custody of public records may designate another District employee to permit the inspection and copying of public records, but must disclose the identity of the designee to the person requesting to inspect or copy the public records.

No record in a personnel file which is confidential and exempt from inspection and copying pursuant to applicable law shall be disclosed except as provided by applicable law.

A custodian of public records and/or his/her designee must promptly acknowledge, in writing, requests to inspect or copy records promptly and respond to such requests in good faith. A good faith response includes making reasonable efforts to determine from other officers or employees of the School District whether such a record exists, and, if so, the location at which the record can be accessed. Upon determination that the requested record exists, it must be reviewed to determine whether it contains any information that would be statutorily exempt from public inspection or copying as provided by law. See Policy 8350 – Confidentiality.

Duplicated copies or certified copies of the District's public records shall be provided upon payment of the appropriate fee set forth in the Florida statutes. If the nature or volume of the public records requested will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by District personnel, a special service charge attributable to the extensive use of the information technology resources and/or the labor cost of the personnel providing the service will be collected as permitted by State law.

In addition, the actual cost of duplication will be collected for copies of the District's public records in a form other than a duplicated copy. The special service charge will also be collected if the requested copies of the public records in a form other than duplicated copy will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by District personnel as permitted by State law.

If the request for copies of a public record in any form could result in the collection of a special service charge, an estimate of the fee that will be due and payable shall be provided to the requestor. The duplication of the requested records will commence upon payment of the estimated fee by the requestor.

No public record may be removed from the office in which it is maintained, except by a Board employee in the course of the performance of his/her duties.

All District records will be maintained in accordance with general records schedules GS1-SL and GS7, as established by the Department of State.

F.S. Chapter 119
F.S. 119.071(2)(k)
F.S. 257.36(5)(a)
F.S. 286.011
F.S. 1002.221
F.S. 1003.25(1)
F.S. 1008.23
20 U.S.C. 1232g
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Article I, Section 24, State Constitution
F.A.C. 1B-24.001
F.A.C. 1B-24.003
F.A.C. 1B-26.0021
F.A.C. 1B-26.003
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F.S. Chapter 119

F.S. 119.071(2)(k)

F.S. 257.36(5)(a)

F.S. 286.011
F.S. 1002.221
F.S. 1003.25(1)
20 U.S.C. 1232g
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Article I, Section 24, State Constitution
F.A.C. 1B-24.001
F.A.C. 1B-24.003
F.A.C. 1B-26.0021
F.A.C. 1B-26.003

8406 - REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS

It is vitally important that local public safety agencies and school officials be made aware of potential threats to schools as quickly as possible. All employees shall, and students and members of the community are strongly encouraged, to promptly make reports concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to local public safety agencies and/or school officials. The following is a non-exhaustive list of mechanisms to disclose such information by:

A. contacting local law enforcement agencies, including the Manatee County Sheriff's Office, Bradenton Police Department, Palmetto Police Department or Holmes Beach Police Department;

B. utilizing the Florida Department of Education's mobile suspicious reporting tool ("FortifyFL");

C. contacting the District's School Safety Specialist as follows:

1. in person at 1 Matzke Way Blvd #9, Bradenton, FL 34208;

2. via-telephone at (941) 708-8800 ext 44071;

3. via-email at safetyandsecurity@manateeschools.net;

D. calling 9-1-1.

In addition, employees must also report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Chief of Safety & Security or his/her designee.

The identity of the reporting party and any other information received by school officials through the Florida Department of Education's mobile suspicious reporting tool is confidential and exempt under Florida's Public Records Act.

F.S. 119.07
F.S. 943.082
F.S. 1006.07
F.A.C. 6A-1.0018

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F.S. 119.07

F.S. 943.082

F.S. 1006.07

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 ~~shooter~~ 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.

The active assailant ~~shooter~~ 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 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 ~~shooter~~ and hostage situations shall be conducted at least as often as emergency drills and fire drills required by the Florida Fire Prevention Code, as adopted by the State Fire Marshall ~~other emergency drills~~; and

K. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

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.

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.

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.

Revised 5/25/19
Revised 8/11/20
Revised 7/27/21

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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)

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.

Each public school in the District that is a member of the Florida High School Athletic Association (FHSAA) must have an operational AED on school grounds.

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.**

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.

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21 C.F.R. 801.109

F.S. 401.2915

F.S. 768.13

F.S. 768.1325

F.S. 1006.165

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Travel Expense for School Board Member to Attend the Florida School Boards Association (FSBA) School Finance 2.0, April 27-29, 2022, in Howey-in-the-Hills, FL, Not to Exceed $1,000.00

Executive Summary
Board Member Foreman will be traveling to Howey-in-the-Hills, April 27-29, 2022, to participate in the Florida School Board Association's (FSBA) School Finance 2.0, Certified Board Member Forum. School Finance 2.0 digs deeper into the financing of school programs. Topics such as instructional unit placements, performance-based pay and a more in-depth look at local funding will be covered.

Florida Statute 1001.39 (2021) requires that when School Board members travel outside of the District and request reimbursement of travel expenses in excess of $500.00, they are required to obtain prior confirmation from the School Board that the travel is for official school board business and that it complies with the rules of the State Board of Education.

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

Inclusive Culture & Engagement | Goal 2
Improve internal and external communications.

Recommendation
Motion and approval of travel expense for School Board Member to attend the Florida School Boards Association (FSBA) School Finance 2.0, April 27-29, 2022, in Howey-in-the-Hills, FL, not to exceed $1,000.00.

Financial Impact
The financial impact to the district will not exceed $1,000.00. The source of funds is the General Fund and is included in the School Board approved budget for 2021-2022.

Contact
Submitting Department: School Board
Initiated By: Mary Foreman

Attachments:
Travel Expense Worksheet FSBA Finance Forum 2.0
School Finance 2.0 Tentative Agenda

Travel Expense Worksheet						
Expense	# Attending	Quantity of	Per diem			
Mileage						
122	1	1	0.56	68.32		
122	1	1	0.56	68.32		
Hotel						
195.00	1	2		390.00		
				390.00		
Registration						
395.00	1			395.00		
Breakfast	1	2	6.00	12.00		
Lunch	1	2	11.00	22.00		
Dinner	1	2	19.00	38.00		
				72.00		
Total Expenses Anticipated					993.6	

School Finance 2.0

FSBA Certified Board Member Forum

LAKE COUNTY, FL
REAL FLORIDA • REAL CLOSE

Thursday | April 28, 2022 | 8:30 a.m. – 5:00 p.m. | Howey-in-the-Hills

AGENDA

THURSDAY

7:30 a.m. Help yourself to the Breakfast Buffet in La Hacienda

8:30 a.m. Welcome, Introductions

Morning Session

The FEFP is not easy to understand. It seems like once you gain an understanding of things, something is added, and something is removed. Gretchen and Leanne will dive deeper into the FEFP and provide insight into the impacts of the changes made in this last legislative session as well as provide insight into FEFP Calculations 1-5.

12 -1:00 p.m. Lunch

Afternoon Session

The afternoon session will provide categorical updates, information about available grants and a look into the Base Student Allocation from the past, present and future.

Closing Discussion

5:00 p.m. Adjourn

For training purposes, please bring:

- **July 2021 TRIM Advertisement from your District**
- **Five-Year Capital Outlay Plan Survey for your District**

Your School District Finance Officer can provide you with the following information. Please notify them as soon as possible to give them plenty of time to assemble.



Tina Pinkoson
FSBA Director of Leadership Services



April Griffin
FSBA Consultant

School Finance 2.0

FSBA Certified Board Member Forum

Friday | April 29, 2022 | 8:00 a.m. – 11:30 a.m. | Howey-in-the-Hills

AGENDA

FRIDAY

7:30 a.m. Help yourself to the Breakfast Buffet in La Hacienda

8:00 a.m. Welcome Back

Morning Session

Our Friday morning session will focus on Capital and Debt programs. The importance and relevance of the 5 Year Plan for Capital will be discussed as well as your role in assuring a healthy fund balance. What a great way to end your week!

11:30 a.m. Adjourn

PRESENTERS



Gretchen Saunders, Chief Financial Officer, St. Johns County School District

Gretchen Saunders joined the St. Johns County School District in 2021 as the Chief Financial Officer. Prior to joining St. Johns County, Gretchen worked with the School District of Hillsborough County from 1996 through 2020.

She is a past president of the Florida School Finance Officers Association, and currently the association sponsor coordinator. She was elected to membership on the Florida School Finance Council in June 2004 and is currently the Finance Council Chair. The council is a policy advisory group of the Commissioner of Education.

She holds a Bachelor of Science in Business from Ferris State University, Big Rapids, Michigan, and a Master of Science degree in Public Administration from Central Michigan University.



Leanne Evans, CTP, Treasurer, Palm Beach County School District

Leanne Evans has worked in Palm Beach County Schools since 1997 and served as Treasurer since 2000. Her responsibilities include investment management, issuance of debt, development of the 10-year capital plan, management of the capital budget, oversight of the sales tax revenues and coordination of the associated oversight committees. She serves on the boards of several non-profit groups including the Florida School Finance Officers Association.

School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of Internal Auditor Reports

Executive Summary
On March 2, 2022, the Audit Committee recommended the Agitech Contract PAR Report, Sales Tax Report, and Budget Function Report from the Internal Auditor, Carr, Riggs & Ingram (CRI), be presented to the Board. CRI presented the reports to the Board during the March 11, 2022 School Board Workshop.

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

Financial Transparency & Capital Planning | Goal 1
Maximize all district resources to enhance the learning environment and ensure financial sustainability.

Recommendation
Motion and approval of the Internal Auditor reports.

Financial Impact
No financial impact.

Contact
Submitting Department: School Board
Initiated By: School Board

Attachments:
Agitech Contract PAR Draft Report Updated.pdf
Final Draft Sales Tax Report 2021.pdf
SDMC IA of Budget Function Draft Report 2.17.22.pdf

CRI CARR RIGGS & INGRAM
CPAs and Advisors

Carr, Riggs & Ingram, LLC
1001 3rd Avenue West
Suite 500
Bradenton, FL 34205

(941) 747-0500
(941) 746-0202 (fax)
CRIcpa.com

October 18, 2021

Audit Committee and
School Board of Manatee County
215 Manatee Ave. W.
Bradenton, FL 34205

RE: Agitech Contract Renewal PAR

Pursuant to the approved 2021/2022 internal audit plan, we hereby submit our Post Audit Review of the Agitech Contract Renewal Review. We will be presenting this report to the Audit Committee at the next scheduled meeting on November 3, 2021.

Our report is organized in the following sections:

AT-1	Renewal of Contract
AT-2	Invoice Review Processes and Controls
AT-3	Request Refund
AT-4	Review Scope Changes and Payment Increases

DRAFT

We would like to thank all those involved in assisting the Internal Auditors in connection with the Post Audit Review.

Respectfully Submitted,

Carr, Riggs, & Ingram, LLC
Internal Auditors

Finding and Recommended Action	District Action Plan Steps	Audit Follow –Up Testing	Status
AT-1 Renewal of Contract			
The Board cover letter should reflect the terms included in the contract. In addition, the first year invoices exceeded the $200,000 cap, see AT-03.	When Purchasing prepares the Board work, contract terms will be reflected in the Board work summary.	Obtained the Board work for the Agitech Renewals/Contracts for the most recent contract reviewed (starts 7/1/2021). Compared the Board work to the Contracts to ensure that the Contract Term was appropriately included in the Board Work. The most recent contract was presented to the Board at the 5/25/2021 Meeting. The Action Item Page contained the Term (1 year) and Contract Cost for the new contract. The contract was approved by the Board at the Meeting We discussed with Management if there was a Request for Proposal (RFP) published for the most recent Agitech Contract. Per Management, a RFP was not required as the services provided by Agitech qualify under the Technology and Professional services exceptions noted in Florida State Statute Subsections as follows: • Subsection 6A-1.012(11) F.A.C. states, "The requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by Section 1010.04(4)(a), F.S., for: (a) The purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis,	Closed.

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Finding and Recommended Action	District Action Plan Steps	Audit Follow –Up Testing	Status
AT-1 Renewal of Contract			
		treatment, prevention, medical consultation or administration. • Subsection 6A-1.012(14) F.A.C. states, "A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.004(11), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the district school board." Verbiage from the above Statute was included in the material provided to the Board when the Agitech Contract was approved.	

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Finding and Recommended Action	District Action Plan Steps	Audit Follow –Up Testing	Status
AT-2 Invoice Review Process and Controls			
Recommendation: The review of the detail of payments made to Agitech did not tie to the invoice date and led to an overpayment for the first contract year. The District needs to review processes & controls around posting and accrual dates.	Review monthly invoice date and service ticket log for work performed prior to approval/payment. View Report generated in SD or login to SD to view tickets. Each monthly fixed invoice will include contract number SDMC#17-0030-CC and include invoice dates. Example: August 16, 2019 - Sep 15, 2019 Use Contract Management Verification Form dated June 2019 for sign off/approval to pay invoice.	Selected a sample of Monthly Invoices over the 2019/2020 and 2020/2021 school year and obtained the service and ticket log reports reviewed as part of the invoice review process. Used the same sample of Agitech Invoices and reviewed that the Invoices contained the Contract Number and invoice dates. Used the same sample of Agitech Invoices and obtained and reviewed the completed Contract Management Verification Form. Additionally, we obtained a report of payments made to Agitech for the 2019/2020 and 2020/2021 School Year and tied the payments to the Agitech Contracts to ensure payments agreed to stated Contracts amounts. All payments were made in accordance with stated contract amounts.	Closed.

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Finding and Recommended Action	District Action Plan Steps	Audit Follow –Up Testing	Status
AT-3 Request for Refund			
Recommendation: We believe a request for refund of $76,450 from the vendor should be addressed for the contract period ended September 2017. This should be analyzed by counsel with a report back to the School Board for recommendation.	Management responded that Agitech did indeed do the work invoiced for and was due payment. There were however, timing issues with the receipt and review of invoices. Purchasing compares spend to board threshold by payment date. In this instance the delay in invoicing made the comparison inaccurate. Purchasing reviews spend in this way because they do not have visibility into service dates. Contract monitors should be monitoring spend and services received to the board approved contract prior to sign off. As an Action Step to correct any discrepancies going forward, Management noted that the Contract Verification Form is completed for all contractual services before payment is made.	We performed the following, as noted in AT-2, to validate that Management properly reviews invoices and activity performed by Agitech as outlined in the contract: Selected a sample of Monthly Invoices over the 2019/2020 and 2020/2021 school year and obtained the service and ticket log reports reviewed as part of the invoice review process. Used the same sample of Agitech Invoices and reviewed that the Invoices contained the Contract Number and invoice dates. Used the same sample of Agitech Invoices and obtained and reviewed the completed Contract Management Verification Form. Additionally, we obtained a report of payments made to Agitech for the 2019/2020 and 2020/2021 School Year and tied the payments to the Agitech Contracts to ensure payments agreed to stated Contracts amounts. All payments were made in accordance with stated contract amounts.	Closed. The Audit Committee accepts that the review of the refund did not go through council. The Audit Committee agreed that the District has addressed the concern based on the testing (AT-2) performed by CRI in this PAR Review.

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Finding and Recommended Action	District Action Plan Steps	Audit Follow –Up Testing	Status
AT- 4 Review Scope Changes and Payment Increases			
We recommend the District should review scope changes when payment amounts are increased in order to have a properly authorized written agreement to support the new terms for proper approval of payment.	Governance Committee Meets monthly to review any enhancement requests submitted by SDMC staff. Any change order requires a Functional Requirements Document submitted by SDMC. Statement of Work (SOW) includes cost associated to change order request to align with PO. District has not authorized and change requests for any $$$ amount not included in current Board approved contract.	Obtained evidence (project calendar, meeting agenda, etc.) of the most recently held meeting and discussed with the Chief Technology Officer (CTO) the meeting process. Based on discussion with the CTO, there have been not been any changes in SOW outside of items updated in the contract. Based on our testing at AT-2, and discussion with the CTO, there have not been any change requests to increase the Board approved contracts amount.	Closed.

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School Board of Manatee County

Sales Surtax Report

June 30, 2021

DRAFT



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Exhibit B – School Board Resolution 2016-10

Exhibit C – Fund Statements 392

Exhibit D – Capital Quarterly Reports 6.30.2021

Exhibit E – Sales Tax Projects- Expenditures from all Funds

Exhibit F – Project Summaries

Exhibit G – Sales Tax Block Grant Tracker

Exhibit H – Attorney Opinion

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CRI CARR RIGGS & INGRAM
CPAs and Advisors

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October 25, 2021

Audit Committee and School Board of
Manatee County
215 Manatee Ave. W.
Bradenton, FL 34205

Pursuant to the approved 2021/2022 internal audit plan, we hereby submit the 2021 Sales Surtax Audit. We will be presenting this report to the Audit Committee at the next scheduled meeting on November 3, 2021.

Our report is organized in the following sections:

Executive Summary	This provides a summary of the observations and testing results related to our Sales Surtax Audit.
Background	This provides an overview of resolutions that impact the Sales Surtax audit and an overview on previous Sales Surtax Audit findings and recommendations.
Objectives, Scope, and Methodology	The audit objectives and focus are expanded upon in this section as well as period of review and areas evaluated in our review.
Testing	This section documents the testing performed and results of the areas reviewed during the audit.

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We would like to thank all those involved in assisting the Internal Auditors in connection with the Sales Surtax Audit.

Respectfully Submitted,

Carr, Riggs & Ingram, LLC
Internal Auditors

Resolution 2016-03 (Exhibit A) adopted by the Board on 6/14/16 and approved by the voters on 11/8/16 provided for the extension of the sales surtax from 1/1/18 to 12/31/32, and charged the Audit Committee ("AC") with the "review of the collection and proper use of the funds raised through implementation of the sales surtax". Resolution 2016-10 (Exhibit B) further confirmed the appointment of the Audit Committee to provide oversight of the use and collection of the one-half cent sales surtax for school capital outlay expenditures in accordance with Resolution 2016-03 and Section 212.055(6), Florida Statues.

Resolution 2016-10 requires the Audit Committee to report to the School Board and state whether in its opinion the actual revenues recorded are in agreement with the sales tax remittances received from the State of Florida and the expenditures recorded are in agreement with Resolution 2016-03 and the Project List, as amended, and to provide a listing of exceptions noted. At the request of the Audit Committee, Carr, Riggs & Ingram LLC (CRI) performed procedures to verify the recorded transactions and to obtain other information that the Committee needs to complete its report. CRI performed the following procedures to review the revenue received and expenditures charged to the Sales Surtax Funds during the June 30, 2021 fiscal year:

- Documented beginning and ending balances for fiscal year 2021 of the Sales Surtax Fund.
- Reviewed revenue and interest received from Sales Surtax Proceeds.
- Reviewed a selection of expenditures through invoices and journal entries charged to each project and program.
- Reviewed project descriptions and resolution qualifications.
- Reviewed Charter School Sales Tax Block Grant Expenditures.

Fund balances and revenues were adequate to support expenditures for the fiscal year ended June 30, 2021. Interest received from Sales Tax Proceeds were properly recorded and supported for the fiscal year ended June 30, 2021. Expenditures totaling approximately $32M made by the School District of Manatee County for the fiscal year ended June 30, 2021, were properly supported by appropriate documentation and were in compliance with requirements of the Sales Surtax Resolution. Below is the Sales Surtax Fund statement for the fiscal year 2021:

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Fund 39192 - Sales Surtax Fund		
		Fiscal Year Ended June 30, 2021
Additions		
	Sales Tax Proceeds	36,684,612
	Interest	20,682
	Other Misc. Local Sources	4,240
Total Additions		**36,709,534**
Expenditures		
	Projects and Programs	33,266,792
	Charter Schools Block Grant	2,026,902
	Capital Lease Proceeds	(3,708,240)
	Total	**31,585,454**
Adjustments		
	Transfer to Debt Service Fund	(12,020,605)
	Total	**(12,020,605)**
Total Expenditures after Adjustments		**19,564,849**
Net Additions		**17,144,685**
Fund Balance - Beginning of Period		**30,928,455**
Fund Balance - End of Period		**48,073,140**

The following should be noted:

- There was a main adjustment to expenditures that moved $12,020,605 for prior year Bond Interest and Principal Payments (as well as current year Bond Interest and Principal Payment) to Impact Fees based on changes in Impact Fee Ordinance and Florida Statutes. Confirmation was obtained from Bond Council by the District that Impact Fees are permitted to pay debt service for projects that increase capacity. The School Board approved the use of Impact Fees to pay for debt service at the 11/10/2020 School Board Meeting. These funds were expended in 2020 and in 2021 the transfer between the funds was made.

- There was also $3,708,240 booked and recognized as an expenditure in the Sales surtax fund for Capital Lease Proceeds for Computer Expenditures for the initial capitalization of the assets. As this amount was not a true expenditure in 2021, the amount was backed out of the sales surtax fund expenditures. Using GASB 87 guidance, the entire lease is recorded as an other financing source in the debt service fund during the first year and then is converted to a long-term liability for the government wide statements. Subsequent principal and lease payments out of the debt service fund are then booked as expenses.

- The School District's Sales Tax Revenue Bond Fund was closed in 2020 as all bond proceeds had been expended.

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Critical	Such an issue would be expected to receive immediate attention from Management, but must not exceed 30 days to remedy from the final Audit Report date.
High	Such an issue would be expected to receive urgent corrective action by Management, and must be completed within 60 days of final Audit Report date.
Moderate	Such an issue would be expected to receive corrective action from Management, and must be completed within 90 days of final Audit Report date.
Low	Such an issue does not warrant immediate attention but requires corrective action by Management, and must be completed within 120 days of final Audit Report date.

BACKGROUND

School Board Resolution 2016-03 (Exhibit A) approved on June 14, 2016 stated the language of the ballot question to be put to the voters should include:

> "Shall the Manatee County School Board extend the existing countywide one-half cent sales surtax for fifteen additional years, beginning January, 1, 2018, to through December 31, 2032, charging its Audit Committee with the oversight of the surtax, thereby maintaining revenues statutorily available to be used for capital expenditures to reduce overcrowding, reduce portable classrooms, renovate existing schools, build new schools where needed, purchase technology, and improve student safety and achievement."

Resolution 2016-10 (Exhibit B) further confirmed the appointment of the Audit Committee as the Citizens' Oversight Committee to provide oversight of the use and collection of the one-half cent sales surtax for school capital outlay expenditures in accordance with Resolution 2016-03 and Section 212.055(6), Florida Statues.

As a follow up to the 2019/2020 Sales Surtax Review, the School District's Sales Tax Revenue Bond account was closed on February 24th, 2020 as all bond proceeds had been expended. As a result, Florida Fixed Income Trust (FL-FIT) posted the interest to the General Fund account. This amount remained in the General Fund until the School Board identified the issue in September and requested FL FIT to calculate the interest for February for the Sales Tax Arbitrage Report. Based on discussion with the Deputy Superintendent for Finance the $15,326 was not material and a prior year adjustment was not be posted. Although the District had planned on recognizing the $15,326 as interest revenue in fiscal year 2021 in the bond fund revenue account and then expending the funds for bond revenue qualified projects, the District decided that the amount was immaterial and the funds remained in the General Fund. At the time there was a "due to the general fund" from the bond account which resulted in the bond fund not having a balance to earn interest.

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OBJECTIVE

Pursuant to Resolution 2016-03 the Board charged the Audit Committee with the review of the collection and proper use of the funds raised through implementation of the sales surtax. Resolution 2016-10 further confirmed the appointment of the Audit Committee as the Citizens' Oversight Committee to provide oversight of the use and collection of the one-half cent sales surtax for school capital outlay expenditures in accordance with Resolution 2016-03 and Section 212.055(6), Florida Statues. The Audit Committee requested CRI to perform procedures to verify the recorded transactions and to obtain other information that the Committee needs to complete its report.

SCOPE

The scope of the audit included revenue and expenditures associated with Sales Surtax Funds for 2020/2021 Fiscal Year (July 1, 2020 through June 30, 2021).

METHODOLOGY

To evaluate the collection and proper use of funds raised through sales surtax, CRI performed the following:

- Documented beginning and ending balances for fiscal year 2021 of the Sales Surtax Fund.
- Reviewed revenue and interest received from Sales Surtax Proceeds.
- Reviewed a selection of expenditures through invoices and journal entries charged to each project and program.
- Reviewed project descriptions and resolution qualifications.
- Reviewed Charter School Sales Tax Block Grant Expenditures.

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TESTING

Revenue Sales Surtax Fund Balance

CRI documented the fund statement for fiscal year 2021 (Exhibit C) to display the changes in fund balances based on additions and expenditures. The Fund balance and revenues were adequate to support expenditures for the fiscal year ended June 30, 2021. The Sales Surtax Fund balance at the start of fiscal year 2021 was $30,928,456 and at the end of the fiscal year it was $48,073,141, with $36,709,534 in additions (Interest and Sales Tax Proceeds) and $19,564,849 in expenditures.

It should be noted that there was a main adjustment to expenditures that moved $12,020,605 for prior year Bond Interest and Principal Payments (as well as current year Bond Interest and Principal Payment) to Impact Fees based on changes in Impact Fee Ordinance and Florida Statutes. Confirmation was obtained from Bond Council by the District that Impact Fees are permitted to pay debt service for projects that increase capacity. The School Board approved the use of Impact Fees to pay for debt service at the 11/10/2020 School Board Meeting. These funds were expended in 2020 and in 2021 the transfer between the funds was made. There was also $3,708,240 booked and recognized as an expenditure in the Sales surtax fund for Capital Lease Proceeds for Computer Expenditures for the initial capitalization of the assets. As this amount was not a true expenditure in 2021, the amount was backed out of the sales surtax fund expenditures. Using GASB 87 guidance, the entire lease is recorded as an other financing source in the debt service fund during the first year and then is converted to a long-term liability for the government wide statements. Subsequent principal and lease payments out of the debt service fund are then booked as expenses.

The Expense by Fund Schedule (Exhibit E) displays the source of funds for the various projects funded with Sales Surtax Fund 39192. This shows that there are additional funding sources beyond the Sales Surtax for the various Projects and Programs.

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Sales Surtax Fund Revenues

Revenues
Sales Surtax Fund
39192

		Fiscal Year Ended 6/30/2021
Sales Tax Collected	$	36,684,612
Interest Earned	$	20,682
Other Misc. Local Source	$	4,240
Total	**$**	**36,709,534**

CRI traced the revenue from the G/L to supporting statements from the State Board of Administration (SBA) Account CRI also traced the total G/L revenue to the Capital Quarterly Report as of 6/30/21. All G/L entries for revenue received through the Florida Department of Revenue for sales tax proceeds (39192) were properly recorded and supported.

CRI obtained the SBA Average Daily Balance and Interest Allocation Worksheets to determine if interest received from the SBA Agency Account was properly allocated. CRI also traced the deposits for sales tax proceeds to the SBA Average Daily Balance and Interest Allocation Worksheet to ensure the deposits were included in the calculation of the Average Balance. All deposits were properly recognized and interest was correctly calculated and applied to the Sales Surtax Fund.

Expenditures

We obtained a detail report of expenditures based on the Projects and Programs listed in the Capital Quarterly Report (Exhibit D) and selected samples for our testing. The sample size of 50 Expenditures (both Journal Entries and AP Invoices) was based on the total Amount for each Project as follows:

Project Amount Under $500,000 – 1
Project Amount $500,001 to $1,000,000 – 2
Project Amount $1,000,000 to $10,000,000 -5

CRI selected and reviewed 50 expenditures and obtained supporting documentation for the expenditures. Below is the breakdown by Project/Program with Amount Tested from Each Project/Program:

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Project Name	Program Description	Count in Sample	Amount Tested
Bayshore HS Track/PressBox	Capital Projects	1	$43,618.40
Braden River Middle Renovation	Capital Projects	5	$1,145,793.78
King Middle Covered Walks	Capital Projects	1	$17,600.00
MHS, replace practice field	Capital Projects	1	$60,414.00
Palmetto HS Drainage Improveme	Capital Projects	2	$65,923.23
Palmetto HS Renovation	Capital Projects	1	$365.04
Rogers Garden Office Sec Renov	Capital Projects	1	$14,422.70
Seabreeze ES Drainage	Capital Projects	1	$13,307.86
Sugg Middle Replacement	Capital Projects	5	$2,354,529.94
Witt Elementary Add/Reno	Capital Projects	5	$1,116,870.65
Programs	2017 Series Sales Tax Bond	2	$12,512,125.00
	5200 HP 3PAR	2	$105,338.67
	Blackboard Enterprise	1	$181,538.48
	Central Computer Purchase	5	$309,416.08
	COVID 19 EM (Technology-Laptops)	5	$376,647.92
	Destiny Follett Enterprise	1	$126,313.60
	EOC / CBT Infrastructure/Hdwr	1	$23,846.44
	Focus	1	$169,048.40
	LightSpeed Content Filter-UTD	1	$129,801.75
	MYSDMC ClassLink Portal	1	$124,755.00
	Peoplesoft ERP	5	$1,115,414.41
	School Phone System Upgrade	1	$14,726.55
	Schoology Enterprise Learning	1	$193,204.36
Total		**50**	**$ 20,215,022.26**

We reviewed each invoice and verified that the amounts matched the amounts entered in PeopleSoft and further reviewed the documentation for indication that the correct project was charged and that the charges appeared appropriate. No exceptions were noted.

Project and Program Descriptions and Sales Surtax Qualifications

CRI reviewed project and program descriptions and sales surtax qualifications to assess how each project was identified as appropriately funded by the Sales Surtax Funds (Exhibit F). In addition to using the descriptions, CRI discussed with management how they determined if Projects were appropriate for the use of sales tax collections stated in Resolution. Expenditures totaling approximately $32M made by the School District of Manatee County for the fiscal year ended June 30, 2021, were properly supported by appropriate documentation and were in compliance with requirements of the Sales Surtax Resolutions and District Attorney Opinion (Exhibit H).

Charter School Capital Outlay Sales Tax Block Grant

Sales Tax Block Grant Fund applications are submitted by charter schools to the District for review and approval. The application contains the purpose and narrative for the use of funds along with the amount. After applications are approved, charter schools are provided with an approval email. During the 2020/2021 fiscal year, all Charter School Sales Tax funds were provided to the charter schools on a cost reimbursement basis. The charter schools submitted Quarterly Reports for the expended funds with supporting documentation which are reviewed by the Accounting Department to ensure use of funds agrees with the purposes submitted on the applications. Funds are then reimbursed to the charter schools after approval by the Accounting Department.

CRI was provided with the Charter School Block Grant Funds Tracker (Exhibit G) for the 2020/2021 school year. The document contains the amounts awarded for each school, list of expenditures that were approved, and columns for receipts and balance not used for each quarter. The tracker also documents the amount of carry forward awards unused from the previous year. Again, funds are provided on a cost reimbursement basis, therefore these funds are available for future use but were not provided to the charter schools. We performed expenditure testing for funds used by Charter Schools during the 2020/2021 school year. We based our test on the Charter School Block Grant Funds Tracker.

Expenditure Testing

Of the $2,334,751 in approved funds for the 2020/2021 school year, per the tracking spreadsheet provided by the District, $2,038,545.90 were used by the Charter Schools for the 2020/2021 school year. Therefore $296,038.26 in expenditures approved for the charter schools during the current school year and carried over from previous school years were not used during the 2020/2021 school year. As these are reimbursable, the District confirmed that these amounts carry over to the 2021/2022 school year for future use as noted on the tracking spreadsheet for the next school year. The funds have not been provided to the schools and will only be provided when receipts of use are provided to the Distract.

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We selected 5 Charter Schools and tested $1,397,386 in approved funds. Out of this amount, two (2) schools did not use the approved amounts totaling $60,294.26 which will carry over to the next school year. We obtained the Quarterly Reports and supporting invoices and other documentation submitted by the Charter Schools to the District to determine if the amount tracked and approved by the District matches the application, approval of the applications, expenditures match the amounts tracked by the District, expenditures are properly reported to the District, expenditures match those stated on the application, and if the expenditures qualify per the Sales Surtax Referendum.

Charter Schools use Sales Surtax Funds for debt servicing or mortgage payments, which include principal and interest, to acquire land and build structures for the respective schools. In order to confirm that the use of Sales Surtax Funds for debt servicing are allowable, District Management reached out to the Board Attorney for a legal opinion. Per the Board Attorney, there is nothing prohibiting use of the discretionary Sales Surtax Funds for debt service on capital project built after the Sales Surtax extension was approved. Resolution 2016-03 (Exhibit A) for the Sales Surtax extension was adopted by the Board on 6/14/16 and approved by the voters on 11/8/16 and provided for the extension of the Sales Surtax from 1/1/18 to 12/31/32. Charter Schools that used Sales Surtax Funds for debt servicing for the 2020/2021 school year were for capital projects that started after the extension was adopted and approved.

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SCHOOL BOARD OF MANATEE COUNTY
RESOLUTION 2016-03

A RESOLUTION OF THE SCHOOL BOARD OF MANATEE COUNTY, SUBMITTING TO THE VOTERS OF MANATEE COUNTY AN EXTENSION OF THE EXISTING ONE-HALF CENT SALES SURTAX FOR SCHOOL CAPITAL OUTLAY EXPENDITURES; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR SUBMISSION TO THE VOTERS OF MANATEE COUNTY A REFERENDUM QUESTION FOR THE EXTENSION OF THE EXISTING ONE HALF CENT SALES SURTAX FOR ACQUISITION, RENOVATION AND CONSTRUCTION OF EDUCATIONAL FACILITIES SET FORTH IN THE DISTRICT'S CAPITAL OUTLAY PLAN; PROVIDING FOR LIMITATION OF THE USE OF THE SURTAX TO STATUTORILY AUTHORIZED PROJECTS AND RELATED COSTS; PROVIDING FOR CREATION OF A CITIZENS' OVERSIGHT COMMITTEE

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WHEREAS, in 2002, the voters of Manatee County approved a one-half cent discretionary sales surtax ending on December 31, 2017, which discretionary sales surtax has been used for authorized school capital outlay projects, and has been an important component of financing fixed capital expenditures or fixed capital costs for the Manatee County School District.

WHEREAS, Section 212.055(6), Florida Statutes (2015), provides that the School Board in each county may levy a discretionary sale surtax not to exceed one half cent, pursuant to resolution conditioned to take effect only upon approval of a majority vote of the electors of the county voting in a referendum.

WHEREAS, there is an existing need to provide a financing source for fixed capital expenditures or fixed capital costs associated with the construction, reconstruction or improvement of school facilities throughout Manatee County which have a useful life expectancy of five (5) or more years and for land acquisitions, land improvement, design and engineering costs related thereto. Further financing is needed to pay for the costs of retrofitting and providing for technology implementation including hardware and software for the various sites within the school district.

WHEREAS, the School Board of Manatee County deems it in the best interests of the school children of Manatee County to seek extension of the existing one half cent sales surtax for school capital outlay and related costs.

WHEREAS, the School Board has designed a tentative Ten Year Capital Outlay Plan for use of the surtax proceeds, combined with all other available revenue resources, for fixed capital expenditures or fixed capital costs associated with the construction, reconstruction, or improvement of school facilities and campuses which have a useful life expectancy of five (5) or more years, and for the land acquisition, land improvement, design, and engineering costs, and for the costs of retrofitting and providing for technology implementation including hardware and software for the various sites within the school district. The capital outlay plan is attached hereto as Exhibit A.

WHEREAS, surtax revenues may be used for the purpose of servicing bond indebtedness to finance projects authorized by the law and any interest accrued thereto may be held in trust to finance such projects; provided, however, neither the proceeds of the surtax nor any interest accrued thereto shall be used for operational expenses.

WHEREAS, the surtax revenues shall be collected by the Florida Department of Revenue pursuant to the law and shall be distributed to the School Board in accordance with the provisions of Florida law.

WHEREAS, as section 212.055(6), Florida Statutes (2015) provides that the matter shall be placed on the ballot by the governing body of the county, the School Board does request the Board of County Commissioners to place this matter on the ballot in the November 8, 2016, election.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Manatee County, that pursuant to section 212.055(6), Florida Statutes (2015), the School Board of Manatee County, Florida, does herby adopt this Resolution submitting to the voters of Manatee County, a referendum question, the effect of which shall be to extend the effective date of the 2002 one half cent sales surtax Resolution from January 1, 2003, to January 1, 2018, and ending on December 31, 2032, but only upon approval of a majority vote of the electors of Manatee County, Florida, voting in a referendum to be held on November 8, 2016.

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BE IT FURTHER RESOLVED, that the School Board shall annually review and adopt a Ten Year Capital Outlay Plan, revised as needed based on changing local needs as dictated by student enrollment growth, facilities condition, educational requirements and construction costs, and based on the 15 year sales tax proceeds, along with other revenue sources.

BE IT FURTHER RESOLVED, that upon approval of the extension of the one-half cent sales surtax, the School Board shall charge its Audit Committee with review of the collection and proper use of the funds raised through implementation of the sales surtax. The members of the Audit Committee shall not be affiliated with or employed by any business or occupation that would have a direct or indirect financial benefit from any project partially or fully funded by the surtax collections.

BE IT FURTHER RESOLVED, that the title and language of the ballot question shall be as follows:

EXTENDING THE EXISTING SCHOOL ONE HALF CENT SALES SURTAX FOR CAPITAL OUTLAY OF EDUCATIONAL FACILITIES

Shall the Manatee County School Board extend the existing countywide one half cent sales surtax for fifteen additional years, from January, 1, 2018, to ending on December 31, 2032, charging its Audit Committee with the oversight of the surtax, thereby maintaining revenues statutorily available to be used for capital expenditures to reduce overcrowding, reduce portable classrooms, renovate existing schools, build new schools where needed, purchase technology, and improve student safety and achievement.

_____For the one half cent sales tax

_____Against the one half cent sales tax

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BE IT FURTHER RESOLVED, that the Chairman and the Superintendent of Schools are authorized to request the Board of County Commissioners to place this matter on the ballot for the general election to be held November 8, 2016, and to perform such other routine and ministerial actions necessary to implement such submission of the question to the voters.

AND BE IT FURTHER RESOLVED that the Chairman and the Superintendent of Schools are empowered to make scrivener's revisions which may be necessary or required to accomplish the purposed of this Resolution including revisions mandated by the Supervisor of Elections, without further action by the School Board.

Notwithstanding the foregoing, the freeze on non-capital local school property taxes previously required under Section 212.055(6)(d), Florida Statutes (2003), is not extended by this Resolution since this section has been repealed by the legislature.

IN TESTIMONY WHEREOF, in regular session, the members of the School Board have hereunto subscribed their names and have caused the Official Seal of the School Board of Manatee County, Florida, to be hereunto affixed, in the County of Manatee, Florida, on this 14th day of June, 2016.

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Attest:

Dr. Diana Greene
Superintendent

SCHOOL BOARD OF MANATEE COUNTY

Karen Carpenter
Chairman

Exhibit A

SCHOOL DISTRICT OF MANATEE COUNTY
10 YEAR PROJECTED CAPITAL OUTLAY

						Anticipated Revenue					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
TYPE	FUND	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
BEGINNING BAL		10,000,000	(82,102,497)	(95,564,345)	(105,242,516)	(73,292,982)	(31,663,091)	(38,086,581)	(42,591,721)	(17,267,487)	29,740,479
PECO	341	1,151,539	1,364,798	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659
CO & DS	360	271,408	271,408	271,408	271,408	271,408	271,408	271,408	271,408	271,408	271,408
MILLAGE	37X	48,365,772	51,437,952	54,930,811	56,029,427	57,150,016	58,293,016	59,458,876	60,648,054	61,861,015	63,098,235
SALES TAX	392	31,731,708	32,366,342	33,013,669	33,673,942	34,347,421	35,034,370	35,735,057	36,449,758	37,178,753	37,922,328
FUEL TAX	391	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
CHARTER SCH C/O	396	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
IMPACT FEES	397	9,750,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000
PROCEEDS FROM CAPITAL LEASE											
MISC/INTEREST											
TOTAL ESTIMATED REVENUE		103,145,427	18,213,003	9,001,202	1,081,921	34,825,522	78,285,362	73,728,419	71,127,158	98,393,348	147,382,110
BUDGET ESTIMATED EXPENDITURES											
New Construction		80,000,000	20,000,000	20,000,000	-	-	50,000,000	50,000,000	20,000,000	-	-
District Wide-Cooling & Heating		2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
District Wide-Roof Repair/Replace		10,000,000	10,000,000	10,000,000	10,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
District Wide - Grounds (Play Grounds, Tracks)		1,460,000	1,460,000	1,460,000	1,460,000	1,460,000	500,000	500,000	500,000	500,000	500,000
District Wide-Finishes (Paint, Carpet/Flooring)		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
District Wide-Traffic/Parking		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	600,000	600,000	600,000	600,000	600,000
District Wide-Safety & Security		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
District Wide-Property Acquisitions			2,000,000								
District Wide-Property Renovations		20,000,000	20,000,000	20,000,000	3,170,000	3,170,000	3,170,000	3,170,000	3,170,000	3,170,000	3,170,000
District Wide - Annual Maintenance		3,000,000	3,060,000	3,121,200	3,183,624	3,247,296	3,312,242	3,378,487	3,446,057	3,514,978	3,585,278
District Wide - Technology		11,511,963	11,876,963	14,136,963	10,903,630	6,778,780	7,778,780	7,478,780	9,300,123	9,300,123	9,300,123
Transportation - Buses		2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000
Vehicle Maintenance-Vehicle Purchases		750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Misc Equip											
UNINSURED PROPERTY		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
X-SCHOOLS FF&E, Music & Band Uniforms		650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000
X-Special School Maint Projects		1,151,539	1,364,798	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659
X-Construction Dept		1,100,000	1,122,000	1,144,440	1,167,329	1,190,675	1,214,489	1,238,779	1,263,554	1,288,825	1,314,602
X-Maintenance Dept		7,140,000	7,282,800	7,428,456	7,577,025	7,728,566	7,883,137	8,040,800	8,201,616	8,365,648	8,532,961
X-Charter School Capital Outlay		1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
X-Property Insurance		2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Debt Service		32,484,422	18,210,786	18,078,000	18,038,636	18,038,636	18,038,636	18,038,636	18,038,636	18,038,636	18,038,636
TOTAL ESTIMATED EXPENDITURES		185,247,924	113,777,347	114,243,718	74,374,903	66,488,612	116,371,943	116,320,141	88,394,645	68,652,869	68,916,258
FUND BALANCE		(82,102,497)	(95,564,345)	(105,242,516)	(73,292,982)	(31,663,091)	(38,086,581)	(42,591,721)	(17,267,487)	29,740,479	78,465,852

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Exhibit A

SCHOOL DISTRICT OF MANATEE COUNTY
10 YEAR PROJECTED CAPITAL OUTLAY

						Anticipated Revenue					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
TYPE	FUND	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
BEGINNING BAL		10,000,000	13,397,503	(9,264,345)	(28,142,516)	(5,392,982)	27,036,909	11,413,419	(2,291,721)	13,832,513	51,640,479
PECO	341	1,151,539	1,364,798	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659
CO & DS	360	271,408	271,408	271,408	271,408	271,408	271,408	271,408	271,408	271,408	271,408
MILLAGE	37X	48,365,772	51,437,952	54,930,811	56,029,427	57,150,016	58,293,016	59,458,876	60,648,054	61,861,015	63,098,235
SALES TAX	392	31,731,708	32,366,342	33,013,669	33,673,942	34,347,421	35,034,370	35,735,057	36,449,758	37,178,753	37,922,328
FUEL TAX	391	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
CHARTER SCH C/O	396	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
IMPACT FEES	397	9,750,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000
PROCEEDS FROM NEW DEBT		100,000,000									
MISC/INTEREST											
TOTAL ESTIMATED REVENUE		203,145,427	113,713,003	95,301,202	78,181,921	102,725,522	136,985,362	123,228,419	111,427,158	129,493,348	169,282,110
BUDGET ESTIMATED EXPENDITURES											
New Construction		80,000,000	20,000,000	20,000,000	-	-	50,000,000	50,000,000	20,000,000	-	-
District Wide-Cooling & Heating		2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
District Wide-Roof Repair/Replace		10,000,000	10,000,000	10,000,000	10,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
District Wide - Grounds (Play Grounds, Tracks)		1,460,000	1,460,000	1,460,000	1,460,000	1,460,000	500,000	500,000	500,000	500,000	500,000
District Wide-Finishes (Paint, Carpet/Flooring)		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
District Wide-Traffic/Parking		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	600,000	600,000	600,000	600,000	600,000
District Wide-Safety & Security		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
District Wide-Property Acquisitions			2,000,000								
District Wide-Property Renovations		20,000,000	20,000,000	20,000,000	3,170,000	3,170,000	3,170,000	3,170,000	3,170,000	3,170,000	3,170,000
District Wide - Annual Maintenance		3,000,000	3,060,000	3,121,200	3,183,624	3,247,296	3,312,242	3,378,487	3,446,057	3,514,978	3,585,278
District Wide - Technology		11,511,963	11,876,963	14,136,963	10,903,630	6,778,780	7,778,780	7,478,780	9,300,123	9,300,123	9,300,123
Transportation - Buses		2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000
Vehicle Maintenance-Vehicle Purchases		750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Misc Equip											
UNINSURED PROPERTY		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
X-SCHOOLS FF&E, Music & Band Uniforms		650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000
X-Special School Maint Projects		1,151,539	1,364,798	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659	1,474,659
X-Construction Dept		1,100,000	1,122,000	1,144,440	1,167,329	1,190,675	1,214,489	1,238,779	1,263,554	1,288,825	1,314,602
X-Maintenance Dept		7,140,000	7,282,800	7,428,456	7,577,025	7,728,566	7,883,137	8,040,800	8,201,616	8,365,648	8,532,961
X-Charter School Capital Outlay		1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
X-Property Insurance		2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
New Debt Service		4,500,000	9,200,000	9,200,000	9,200,000	9,200,000	9,200,000	9,200,000	9,200,000	9,200,000	9,200,000
Debt Service		32,484,422	18,210,786	18,078,000	18,038,636	18,038,636	18,038,636	18,038,636	18,038,636	18,038,636	18,038,636
TOTAL ESTIMATED EXPENDITURES		189,747,924	122,977,347	123,443,718	83,574,903	75,688,612	125,571,943	125,520,141	97,594,645	77,852,869	78,116,258
FUND BALANCE		13,397,503	(9,264,344.51)	(28,142,515.84)	(5,392,982.15)	27,036,909.36	11,413,418.87	(2,291,721.27)	13,832,513.09	51,640,479.15	91,165,851.55

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THE SCHOOL BOARD OF MANATEE
COUNTY, FLORIDA
RESOLUTION 2016-10

A RESOLUTION OF THE SCHOOL BOARD OF MANATEE COUNTY PROVIDING DIRECTION ON THE USE AND COLLECTION OF THE ONE HALF CENT SALES SURTAX FUNDS AUTHORIZED IN THE NOVEMBER 8, 2016, GENERAL ELECTION; CHARGING THE STANDING AUDIT COMMITTEE OF THE SCHOOL BOARD WITH FURTHER DIRECTION ON ITS ROLE AS CITIZENS' OVERSIGHT COMMITTEE; PROVIDING REVIEW OF THE COLLECTION AND PROPER USE OF THE FUNDS RAISED THROUGH THE ONE HALF CENT SALES SURTAX FOR SCHOOL CAPITAL OUTLAY EXPENDITURES; PROVIDING FOR FINDINGS OF FACT; PROVIDING DIRECTION TO THE AUDIT COMMITTEE AS CITIZENS' OVERSIGHT COMMITTEE ON BEHALF OF THE SCHOOL BOARD OF THE ONE HALF CENT SALES SURTAX; PROVIDING FOR PERIODIC REPORTING BY THE AUDIT COMMITTEE TO THE SCHOOL BOARD ON THE USE OF THE SALES TAX PROCEEDS; AND PROVIDING FOR AN EFFECTIVE DATE.

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WHEREAS, on June 14, 2016, the School Board of Manatee County (School Board) adopted Resolution 2016-03 authorizing submission to the voters of Manatee County the question of whether the current one half cent discretionary sales surtax should be extended in accordance with Section 212.055(6), Florida Statutes (2015); and

WHEREAS, said extension of one half cent discretionary sales surtax will be submitted to the voters of Manatee County at the general election scheduled for November 8, 2016; and

WHEREAS, the School Board recognizes the responsibility it holds relating to the proper collection and use of the sales surtax and the need to be good stewards of the public funds entrusted to the School Board for use of the students and school system: and

WHEREAS, in Resolution 2016-03, the School Board has charged its Audit Committee to act as a Citizens' Oversight Committee with the review of the collection and proper use of the funds to be raised following implementation of the one-half cent sales surtax; and

WHEREAS, the School Board deems it desirable to provide its Audit Committee with sufficient detail in its direction to carry out the tasks associated with its role of providing oversight of the collection and proper use of the funds raised through the one half cent sales surtax.

NOW, THEREFORE, be it resolved by the School Board of Manatee County, Florida, the following:

1. The School Board hereby confirms the appointment of its Audit Committee as the Citizens' Oversight Committee to provide oversight of the use and collection of the one half cent sales surtax for school capital outlay expenditures in accordance with Resolution 2016-03 and Section 212.055(6), Florida Statutes. The Audit Committee's oversight is to include the Project List, prepared by the Administration to enumerate those projects which will be paid for from the half cent sales surtax. The Project List may be amended periodically by the School Board in the ordinary course of business. Attached hereto and incorporated herein as Exhibit A is the 3 Year Capital Outlook as of the effective date of this Resolution. This exhibit is deemed the Project List but may be amended periodically over the life of the sales surtax in accordance with regular practices.
2. Annually, and within four months after the end of the District's fiscal year, the Finance Department will prepare and submit a report to the Audit Committee that includes the following:
   - Sales surtax fund balance at the beginning of the fiscal year, sales surtax remittances from the State of Florida, sales surtax expenditures during the year, and sales surtax fund balance at the end of the fiscal year.
   - Actual revenues and expenses related to the half cent sales surtax compared to the annual budget, including a description of variances.
   - An identification and documentation of any amendments to the Project List approved by the School Board during the year under review.
   - For all half cent sales surtax expenditures, an assertion that each expenditure is in agreement with Resolution 2016-03 and the Project List, as amended.
3. The Audit Committee shall have the authority to ask for and receive all records and documentation showing the collection and use of the surtax proceeds, to engage the District Internal Auditor to perform audit procedures to verify the recorded transactions, to obtain other information that the Audit Committee will need to complete its report, and to consult with School Board counsel if necessary.
4. The Audit Committee will report to the School Board on the results of its review of the Finance Department's report and the District's accounting records. The Audit Committee will state whether in its opinion the actual revenues recorded are in agreement with the sales tax remittances received from the State of Florida and the expenditures recorded are in agreement with Resolution 2016-03 and the Project List, as amended, and will provide a listing of any exceptions noted.
5. The Audit Committee, its members and in all its proceedings will continue to be governed by and comply with all applicable laws and School Board policies including, without limitation, Chapter 286, Florida Statutes, Florida Government in

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the Sunshine Law, Chapter 119, Florida Statutes, Florida Public Records Law, Chapter 112, Florida Statutes, and the Florida Public Ethics Code.

6. This resolution shall become effective upon its adoption by the School Board of Manatee County, Florida, and approval of the extension of the existing one half cent sales surtax for school capital outlay expenditures by the voters of Manatee County, Florida.

SCHOOL BOARD OF MANATEE COUNTY

Attest:

Dr. Diana Greene
Superintendent
Date: October 14, 2016

Karen Carpenter
Chair
Date: October 14, 2016

Attachment:

Exhibit A - 3 Year Capital

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Exhibit C -
Fund Statement

Fund 39192 - Sales Surtax Fund		
		Fiscal Year Ended June 30, 2021
Additions		
Sales Tax Proceeds		36,684,612
Interest		20,682
Other Misc. Local Sources		4,240
Total Additions		**36,709,534**
Expenditures		
Projects and Programs		33,266,792
Charter Schools Block Grant		2,026,902
Capital Lease Proceeds		(3,708,240)
	Total	**31,585,454**
Adjustments		
Transfer to Debt Service Fund		(12,020,605)
	Total	**(12,020,605)**
Total Expenditures after Adjustments		**19,564,849**
Net Additions		**17,144,685**
Fund Balance - Beginning of Period		**30,928,455**
Fund Balance - End of Period		**48,073,140**

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School District of Manatee County
Statement of Revenues, Expenditures and Changes in Fund Balance
Capital Outlay Funds
For the Period Ending June 30, 2021

	Original Budget	Current Budget	YTD Actuals	Capital Outlay & Debt Service	Local Capital Improvement	COPS 2021	Fuel Tax	Sales Tax	Charter School Capital Outlay	Impact Fees	Educational Facilities Security Grants
REVENUES											
CO&DS Distributed	$ 1,293,177.00	$ 1,356,738.77	$ 1,356,738.77	$ 1,356,738.77	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest on Undistributed CO&D	54,155.00	31,070.37	31,070.37	31,070.37	-	-	-	-	-	-	-
Public Education Capital Outlay	2,000,000.00	-	-	-	-	-	-	-	-	-	-
Charter School Capital Outlay	3,396,240.00	3,427,353.00	3,427,353.00	-	-	-	-	-	3,427,353.00	-	-
Other Miscellaneous State Reve	-	542,943.16	542,943.16	-	-	-	-	-	-	-	542,943.16
STATE SOURCES	6,743,572.00	5,358,105.30	5,358,105.30	1,387,809.14	-	-	-	-	3,427,353.00	-	542,943.16
District Local Capital Improve	63,913,676.00	64,261,360.44	64,261,360.44	-	64,261,360.44	-	-	-	-	-	-
School District Local Sales Ta	28,591,209.64	36,684,612.26	36,684,612.26	-	-	-	-	36,684,612.26	-	-	-
Interest on Investments	223,880.00	38,641.83	38,641.83	-	-	-	-	20,681.61	-	17,960.22	-
Other Misc. Local Sources	79,875.00	346,446.54	346,446.54	-	269,475.91	-	72,713.25	4,240.43	-	16.95	-
Impact Fees	15,999,725.00	29,073,368.71	29,073,368.71	-	-	-	-	-	-	29,073,368.71	-
LOCAL SOURCES	108,808,365.64	130,404,429.78	130,404,429.78	-	64,530,836.35	-	72,713.25	36,709,534.30	-	29,091,345.88	-
TOTAL REVENUES	115,551,937.64	135,762,535.08	135,762,535.08	1,387,809.14	64,530,836.35	-	72,713.25	36,709,534.30	3,427,353.00	29,091,345.88	542,943.16
EXPENDITURES											
Land	-	61,481.10	61,481.10	-	-	-	-	-	-	61,481.10	-
Building & Fixed Equipment	28,304,395.05	24,094,150.76	13,119,241.31	-	-	-	-	6,857,304.37	-	6,261,936.94	-
Capitalized FF&E	1,357,582.18	389,653.97	336,218.80	-	336,218.80	-	-	-	-	-	-
Non-Capitalized FF&E	910,210.43	3,191,324.81	1,692,021.08	-	970,368.66	-	-	478,631.72	-	243,020.70	-
Capitalized Computer Hardware	2,252,853.37	3,025,599.26	3,025,599.26	-	3,025,599.26	-	-	-	-	-	-
Non-Capitalized Computer Hardware	4,411,058.27	8,084,248.60	7,065,109.60	-	1,537,182.68	-	-	5,364,601.72	-	163,325.20	-
Tech FF&E Capitalized	668,862.05	720,000.00	180,000.00	-	180,000.00	-	-	-	-	-	-
Tech FF&E Non Capitalized	2,055,714.66	2,742,980.13	2,245,588.17	-	1,948,705.06	-	-	249,368.59	-	47,514.52	-
Buses	1,743,356.01	2,228,864.50	2,198,466.50	-	2,198,466.50	-	-	-	-	-	-
Other Motor Vehicles	408,279.68	643,132.10	230,406.00	-	230,406.00	-	-	-	-	-	-
Capitalized Improvements other than Building	869,876.34	1,599,470.07	1,411,413.10	-	380,493.40	183,905.41	-	847,014.29	-	-	-
Non-Capitalized Improvements other than Building	2,415,563.65	1,528,094.41	1,479,283.53	-	1,047,142.89	76,883.11	293,243.53	62,014.00	-	-	-
Capitalized Remodeling & Renovation	19,226,128.04	20,069,844.55	18,525,461.21	-	1,613,989.11	267.93	-	16,239,286.92	-	671,917.25	-
Non-Capitalized Remodeling & Renovation	33,000,302.73	22,676,466.29	14,832,590.67	-	14,820,994.23	-	11,596.44	-	-	-	-
Capitalized Software	-	525,000.00	525,000.00	-	525,000.00	-	-	-	-	-	-
Non-Capitalized Software	10,000.00	2,090,078.54	2,090,078.54	-	-	-	-	2,090,078.54	-	-	-
Charter School Capital Outlay Sales Tax		2,322,940.01	2,026,901.75	-	-	-	-	2,026,901.75	-	-	-
FACILITIES ACQUISITION & CONSTR	97,634,182.46	95,993,329.10	71,044,860.62	-	28,814,566.59	261,056.45	304,839.97	34,215,201.90	-	7,449,195.71	-
											-
Redemption of Principal	1,692,891.49	1,974,376.13	1,699,234.85	-	627,897.98	-	-	1,071,336.87	-	-	-
Interest	69,943.50	50,360.10	50,360.10	-	43,204.88	-	-	7,155.22	-	-	-
Dues and Fees	-	6,410.54	6,410.54	2,070.02	4,340.52	-	-	-	-	-	-
DEBT SERVICE	1,762,834.99	2,031,146.77	1,756,005.49	2,070.02	675,443.38	-	-	1,078,492.09	-	-	-
TOTAL EXPENDITURES	99,397,017.45	98,024,475.87	72,800,866.11	2,070.02	29,490,009.97	261,056.45	304,839.97	35,293,693.99	-	7,449,195.71	-
OTHER FINANCING SOURCES											
Capital Lease	(772,348.52)	(4,583,664.21)	(4,583,664.21)	-	(875,424.21)	-	-	(3,708,240.00)	-	-	-
Transfers to General Fund	20,647,413.00	22,246,413.16	21,811,512.86	-	17,841,216.70	-		-	3,427,353.00	-	542,943.16
Transfers to Debt Service Fund	29,675,029.62	29,686,033.30	29,686,033.30	-	17,171,908.30	-		(12,020,605.14)	-	24,534,730.14	-
Total Other Financing Sources	49,550,094.10	47,348,782.25	46,913,881.95	-	34,137,700.79	-	-	(15,728,845.14)	3,427,353.00	24,534,730.14	542,943.16
APPROPRIATIONS											
Unappropriated Fund Balances	44,480,498.77	68,262,971.63	-	-	-	-	-	-	-	-	-
APPROPRIATIONS	44,480,498.77	68,262,971.63	-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND APPROPRIATIONS	94,030,592.87	115,611,753.88	46,913,881.95	-	34,137,700.79	-	-	(15,728,845.14)	3,427,353.00	24,534,730.14	542,943.16
TOTAL EXPENDITURES, TRANSFERS & APPROPRIATIONS	193,427,610.32	213,636,229.75	119,714,748.06	2,070.02	63,627,710.76	261,056.45	304,839.97	19,564,848.85	3,427,353.00	31,983,925.85	542,943.16
EXCESS/(DEFICIENCY) OF REVENUE OVER EXP	(77,875,672.68)	(77,873,694.67)	16,047,787.02	1,385,739.12	903,125.59	(261,056.45)	(232,126.72)	17,144,685.45	-	(2,892,579.97)	-
Beginning Fund Balance	77,875,672.68	77,873,694.67	77,873,694.67	3,686,158.93	13,391,770.21	-	232,126.72	30,928,455.40	-	29,635,183.41	-
Ending Fund Balance	**-**	**-**	**93,921,481.69**	**5,071,898.05**	**14,294,895.80**	**(261,056.45)**	**-**	**48,073,140.85**	**-**	**26,742,603.44**	**-**

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School District of Manatee County
Statement of Revenues, Expenditures and Changes in Fund Balance
Sales Tax Fund
For the Period Ending June 30, 2021

	Original Budget	Current Budget	YTD Actuals	Original Budget to Current Budget Variance	Current Budget to Actual Variance
REVENUE					
School District Local Sales Tax	$ 28,591,209.64	$ 36,684,612.26	$ 36,684,612.26	$ 8,093,402.62	$ -
Interest on Investments	124,130.00	20,681.61	20,681.61	(103,448.39)	-
Other Miscellaneous Local Sources	-	4,240.43	4,240.43	4,240.43	-
TOTAL REVENUE	**28,715,339.64**	**36,709,534.30**	**36,709,534.30**	**7,994,194.66**	**-**
EXPENDITURES					
Capital Projects:					
Bayshore High Press Box/Track Resurface	-	43,618.40	43,618.40	43,618.40	-
Braden River Addition/Renov	6,989,895.71	7,077,965.90	5,017,522.93	88,070.19	2,060,442.97
HVAC-Chillers	-	62,014.00	62,014.00	62,014.00	-
King Middle Covered Walks	450,000.00	22,195.00	22,195.00	(427,805.00)	-
Palm View Gym Addition	3,303,074.90	12,775.00	-	(3,290,299.90)	12,775.00
Palmetto HS Drainage Press box	951,150.00	951,150.00	763,093.03	-	188,056.97
Palmetto HS Renovation	2,000,000.00	1,590.03	1,590.03	(1,998,409.97)	-
Rogers Garden Office Sec Renov	274,379.71	138,190.80	138,190.80	(136,188.91)	-
Seabreeze ES Drainage	-	18,107.86	18,107.86	18,107.86	-
Sugg Middle Replacement	12,707,727.15	13,301,403.26	6,855,714.34	593,676.11	6,445,688.92
Tara Elem Renovation	999,079.21	-	-	(999,079.21)	-
Willis Elementary Addition	67,704.29	-	-	(67,704.29)	-
Witt Elementary Add/Reno	7,018,693.35	12,157,726.65	11,698,710.72	5,139,033.30	459,015.93
Technology Projects:					-
Blackboard Enterprise	-	181,538.48	181,538.48	181,538.48	-
Central Computer Purchase	1,141,366.04	917,505.29	470,256.39	(223,860.75)	447,248.90
Computer Lease/Refresh	973,153.42	4,956,534.70	4,681,393.42	3,983,381.28	275,141.28
Destiny Follet Enterprise	-	126,313.60	126,313.60	126,313.60	-
EOC/CBT Infrastructure/Hardware	-	130,000.00	130,000.00	130,000.00	-
Emergency Mngt COVID-Student Laptops	2,169,502.09	1,168,968.11	1,168,968.11	(1,000,533.98)	-
Focus	-	169,048.40	169,048.40	169,048.40	-
HP 3 Par Lease	105,338.67	105,338.67	105,338.67	-	-
LightSpeed Content Filter	-	129,801.75	129,801.75	129,801.75	-
MYSDMC ClassLink Portal	-	124,755.00	124,755.00	124,755.00	-
Peoplesoft ERP	-	1,115,414.41	1,115,414.41	1,115,414.41	-
Schoology Enterprise Learning	-	193,204.36	193,204.36	193,204.36	-
School Phone System-Alarm Communication License Renewal		50,002.54	50,002.54	50,002.54	-
Other:					
Capital Lease Proceeds	-	(3,708,240.00)	(3,708,240.00)	(3,708,240.00)	-
Charter Schools Capital Outlay Sales Tax Grant	2,334,751.00	2,322,940.01	2,026,901.75	(11,810.99)	296,038.26
Transfer to Debt Service Fund	12,514,050.00	(12,020,605.14)	(12,020,605.14)	(24,534,655.14)	-
TOTAL EXPENDITURES	53,999,865.54	29,749,257.08	19,564,848.85	(24,250,608.46)	10,184,408.23
APPROPRIATIONS					
Unappropriated Fund Balance	5,643,929.50	37,888,732.62	-	32,244,803.12	37,888,732.62
TOTAL APPROPRIATIONS	5,643,929.50	37,888,732.62	-	32,244,803.12	37,888,732.62
TOTAL EXPENDITURES AND APPROPRIATIONS	**59,643,795.04**	**67,637,989.70**	**19,564,848.85**	**7,994,194.66**	**48,073,140.85**
EXCESS/(DEFICIENCY) OF REVENUE OVER EXPENSE	(30,928,455.40)	(30,928,455.40)	17,144,685.45	-	48,073,140.85
Beginning Fund Balance	30,928,455.40	30,928,455.40	30,928,455.40	-	-
Ending Fund Balance	$ -	$ -	$ 48,073,140.85	$ -	$ 48,073,140.85

Sales Tax Budget Amendments (Change in Unappropriated Fund Balance)

Revenue	Adj Revenue Estimate Sales Tax	(8,093,402.62)
	Adj Revenue Estimate Int/Misc	99,207.96
Projects moved (to)/from Impact Fees	Palm View Gym Addition	$ (3,290,299.90)
	Sales Tax Revenue Bond DS Payment	(24,534,730.14) *
	Willis Addition	(67,704.29)
Projects moved (to)/from Millage	Seabreeze ES Drainage	18,107.86
	Bayshore HS Press Box/Track Resurface	43,618.40
	Technology Projects	1,563,861.00
(Closed) or New Projects	Rogers Garden	(136,188.91)
	Witt Technology	100,000.00
	Practice Field Replacement at MHS	62,014.00
	Technology Projects/Computers	(293,035.91)
Scheduling/Miscellaneous	BRMS	88,070.19
	King Middle School	(427,805.00)
	Palmetto HS Project moved to 21/22	(1,998,409.97)
	Sugg	593,676.11
	Tara Renovation Budget move to 21/22	(999,079.21)
	Witt Elem budget moved from 21/22	5,039,033.30
	Charter Sales Tax Grant 19/20 Refund	(11,810.99)
	Budget for Arbitrage Invoice	75.00
		$ (32,244,803.12)

*Moved Sales Tax Revenue Bond debt service payment from "half-cent sales tax" to "impact fees". Change based on recent review of the impact fee ordinance and FL statutes. Confirmation obtained from Bond counsel that impact fees are permitted to pay debt service for projects that increase capacity. School Board meeting 11/10/20.

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School Board of Manatee County
Statement of Revenues, Expenditures and Changes in Fund Balance
Impact Fees
For the Period Ending June 30, 2021

	Original Budget	Current Budget	YTD Actuals	Original Budget to Current Budget Variance	Current Budget to Actual Variance
REVENUE					
Interest on Investments	$ 99,750.00	$ 17,960.22	$ 17,960.22	$ (81,789.78)	$ -
Impact Fees	15,999,725.00	29,073,368.71	29,073,368.71	13,073,643.71	-
Other Miscellaneous Local Sources		16.95	16.95	16.95	-
TOTAL REVENUE	**16,099,475.00**	**29,091,345.88**	**29,091,345.88**	**12,991,870.88**	**-**
EXPENDITURES					
Capital Projects:					
Barbara A Harvey Elementary Sc	620,325.05	622,135.31	501,199.82	1,810.26	120,935.49
Braden River Middle School Renovation/Addition	-	947,700.00	947,700.00	947,700.00	-
Buffalo Creek 2story addition	3,000,000.00	1,367.73	1,367.73	(2,998,632.27)	-
Gullett Addition	-	5,960.00	5,960.00	5,960.00	-
Lakewood Ranch Addition	3,000,000.00	1,477.71	1,477.71	(2,998,522.29)	-
Mona Jain Middle School	20,472.76	92,563.95	92,563.95	72,091.19	-
Palm View Gym Addition	-	3,290,299.90	2,818,388.75	3,290,299.90	471,911.15
Parrish Community High School	1,282,510.16	431,735.19	256,747.52	(850,774.97)	174,987.67
Sugg Middle Replacement	4,500,000.00	4,500,000.00	502,902.26	-	3,997,097.74
Tillman FSC to Classrooms	834,404.56	821,917.25	780,010.85	(12,487.31)	41,906.40
Willis Elementary Addition	615,300.08	192,060.21	147,353.06	(423,239.87)	44,707.15
Witt Elementary Add/Reno	1,364,216.93	1,384,210.04	1,332,042.96	19,993.11	52,167.08
Land Acquisition	1,500,000.00	61,481.10	61,481.10		-
Other:					
Transfer to Debt Service Fund	-	24,534,730.14	24,534,730.14	24,534,730.14	-
TOTAL EXPENDITURES	16,737,229.54	36,887,638.53	31,983,925.85	21,588,927.89	4,903,712.68
APPROPRIATIONS					
Unappropriated Fund Balance	28,997,428.87	21,838,890.76	-	(7,158,538.11)	21,838,890.76
TOTAL APPROPRIATIONS	28,997,428.87	21,838,890.76	-	(7,158,538.11)	21,838,890.76
TOTAL EXPENDITURES & APPROPRIATIONS	**45,734,658.41**	**58,726,529.29**	**31,983,925.85**	**12,991,870.88**	**26,742,603.44**
EXCESS/(DEFICIENCY) OF REVENUE OVER EXPENSE	(29,635,183.41)	(29,635,183.41)	(2,892,579.97)	-	(26,742,603.44)
Beginning Fund Balance	29,635,183.41	29,635,183.41	29,635,183.41	-	-
Ending Fund Balance	$ -	$ -	$ 26,742,603.44	$ -	$ (26,742,603.44)

Impact Fee Budget Amendments (Change in Unappropriated Fund Balance)

Revenue	Adj Revenue Estimate Impact Fees	$	(13,073,643.71)
	Adj Revenue EstimateInterest/Misc		81,772.83
Projects moved (to)/from sales tax	Palm View Gym Addition		3,290,299.90
	Sales Tax Revenue Bond DS		24,534,730.14 *
	Willis addition		67,704.29
Projects (Closed)/New	Barbara Harvey - closing adj		1,810.26
	Gullet addition-closing adj		5,960.00
	Mona Jain -closing adj		72,091.19
	Parrish Community-closing adj		(850,774.97)
	Tillman FSC - closing adj		(12,487.31)
	Site Acquisition		-1,438,518.90
	WIllis addition-closing adj		-490,944.16
Scheduling/Miscellaneous	Braden River MS		947,700.00
	Buffalo Creek Addition-move to 21/22		(2,998,632.27)
	LRHS addition to 21/22		(2,998,522.29)
	Witt		19,993.11
		$	7,158,538.11

*Moved Sales Tax Revenue Bond debt service payment from "half-cent sales tax" to "impact fees". Change based on recent review of the impact fee ordinance and FL statutes. Confirmation obtained from Bond counsel that impact fees are permitted to pay debt service for projects that increase capacity. School Board meeting 11/10/20.

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Exhibit E - Sales Tax Projects- Expenditures from all Funds

	37000	39192	39197	
	Local Capital Improvement	**Sales Tax Proceeds**	**Impact Fees**	**Total**
Projects				
Bayshore HS Track/PressBox		43,618.40		43,618.40
Braden River Middle Renovation		5,017,522.93	947,700.00	5,965,222.93
Manatee High Practice Field Replacment		62,014.00		4,819,004.60
King Middle Covered Walks		22,195.00		22,195.00
Palmetto HS Drainage Improveme		763,093.03		763,093.03
Palmetto HS Renovation		1,590.03		1,590.03
Rogers Garden Office Sec Renov		138,190.80		138,190.80
Seabreeze ES Drainage		18,107.86		18,107.86
Sugg Middle Replacement		6,855,714.34	502,902.26	7,358,616.60
Witt Elementary Add/Reno		11,698,710.72	1,332,042.96	13,030,753.68
Programs				
2017 Series Sales Tax Bond		(12,020,605.14)	24,534,730.14	12,514,125.00
5200 HP 3PAR		105,338.67		105,338.67
Blackboard Enterprise		181,538.48		181,538.48
Central Computer Purchase		470,256.39		470,256.39
Charter School CO - Sales Tax		2,026,901.75		2,026,901.75
Computer Lease-Refresh Schools		4,681,393.42		4,681,393.42
COVID 19 EM (Technology- Laptops)	84,555.74	1,168,968.11		1,253,523.85
Destiny Follett Enterprise		126,313.60		126,313.60
EOC / CBT Infrastructure/Hdwr	180,762.01	130,000.00		310,762.01
Focus		169,048.40		169,048.40
LightSpeed Content Filter-UTD		129,801.75		129,801.75
MYSDMC ClassLink Portal		124,755.00		124,755.00
Peoplesoft ERP	525,000.00	1,115,414.41		1,640,414.41
School Phone System Upgrade	1,485,804.72	50,002.54		1,535,807.26
Schoology Enterprise Learning		193,204.36		193,204.36
Total	**2,276,122.47**	**23,273,088.85**	**27,317,375.36**	**57,623,577.28**
		-3,708,240.00	Capital Lease Proceeds (see Capital Quarterly Report)	
	Net	**19,564,848.85**	Agrees to Capital Quarterly Report	

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Exhibit F -
Project and Program Descriptions

Project/Program Number	Project/Program Name	Project and Program Descriptions	Resolution 2016-03 Qualifications
3951520092	Bayshore HS Track/PressBox	The scope of work will include, but is not limited to, the installation of a rubberized surface on the new asphalt athletic track and adding two press boxes at the baseball and softball fields.	Improve student safety and achievement
3951539870	Braden River Middle School Renovations & Addition Project	The scope of the work will include a campus-wide heating ventilation/air conditioning (HVAC) renovation which includes new ductwork, HVAC equipment, HVAC controls, lighting, fire alarm, phone system, ceilings, flooring, painting, exterior doors and hardware, and partial casework; reconfiguring the front office and media center for increased efficiency and security; renovating the science labs to science technology labs; expanding the cafeteria and modifying the serving line walls; and possibly construction of a new 6 classroom wing addition.	Renovate existing schools
3951575975	King Middle School Covered Walkways	The project is for the construction of covered walkways to assist with school drop off and dismissal, and will include, but is not limited to, new footings, framing, metal roof panels and electrical lighting at multiple locations.	Improve student safety and achievement
3951200100	Manatee High School - Replace Practice Field	Performed by Maintenance Department. Replace practice field turf.	Improve student safety and achievement
3951531830	Palmetto HS Campus Drainage Improvements	Per the Board workshop on January 17, 2020, the scope for the "Immediate Plan" was established to be: regrade slopes, lower the drainage inlets and re-sod 12 courtyard areas at Buildings 5, 6, 7, 8, 13, 14, 15 and 17; modify the stadium side pond on the west by excavating the littoral shelf, making the pond deeper and lowering the water levels, and reconstruct the westerly ponds to meet the Southwest Florida Water Management (SWFWMD) requirements; provide a drainage inlet and regrade area adjacent to the football home concession stand; reduce impervious paving and add drainage at the Central Energy Plant; and add concrete at edge of restrooms at Buildings 6, 7 and 8.	Renovate existing schools
3951575990	Palmetto HS Renovation	The scope of work may include, but is not limited to, replacement of buildings 6, 7, 8, 9, and possibly part of all of the cafeteria/building 5. Additional needs of the project could include the baseball pressbox and restrooms, tennis court remediation, IT fiber loop, painting needed areas, resealing and restriping the parking lots, and slight renovations to the admin building.	Renovate existing schools
3951575985	Rogers Garden Elementary School Office Security Rennovation	The intent of the G.D. Rogers Garden Elementary School office security renovation includes but is not limited to: separating visitors from the students and staff, containing visitors to a lobby for screening, limiting access from visitor lobby to school, and making the office reception area function better.	Renovate existing schools
3951500002	Seabreeze ES Drainage	The scope of work includes, but is not limited to, drainage improvements to the existing school courtyards to meet current condition needs and updated Building Code Requirements in order to address stormwater and drainage issues.	Improve student safety and achievement

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Exhibit F -
Project and Program Descriptions

Project/Program Number	Project/Program Name	Project and Program Descriptions	Resolution 2016-03 Qualifications
3951539850	Sugg Middle School Replacement	The scope of the work consists of the construction of a two (2) story brick veneer prototype containing 1,165 student stations and all improvements required for a dynamic, state of the art learning environment for grades six through eight, in addition to the demolition of the existing facility, bus loop, administrative, teacher and pedestrian parking and auxiliary outdoor facilities. Exhibits A through F, further defining the scope of work, is attached hereto and incorporated herin by reference.	Build new schools
3951539820	Witt Elementary Add/Reno	The scope of work will include various building upgrades, enhanced traffic and parking, additional playfield areas, roof replacement, and update heating ventilation/air conditioning, as well as construct a new classroom wing addition. These items include additional vehicle quering onsite, drainage modifications, development of the adjacent parcel for additions and playfield space, and an enlarge classroom wing addition.	Improve student safety and achievement
39087	2017 Sales Tax Bond Principal and Interest Redemption	Principal and Interest Owed for Bond, paid out of Sales Surtax Proceeds Fund (this was paid from Sales Surtax and then Reimbursed)	N/A
34095	5200 HP 3PAR	Leasing agreement for the purchase of an upgraded Hewlett Packard 3PAR Storage System. The current 3PAR Storage System is currently at 80% capacity of maximum storage. To prepare for new PeopleSoft Enterprise System, the District will upgrade from the current 7200 3PAR model to the 8200 3PAR giving the District the needed storage capacity.	Purchase technology
34013	Blackboard Enterprise	Countywide - Enterprise WEB Platform and Mass Communication System	Purchase Technology
35177	Central Computer Purchase	District Wide Annual Computer Refresh	Purchase technology
40004	Charter School Capital Outlay Grant	Provide Charter Schools with funds from Sales Surtax.	Provide Charter Schools with Funds to be used as noted in Resolution 2016-03.

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Exhibit F -
Project and Program Descriptions

Project/Program Number	Project/Program Name	Project and Program Descriptions	Resolution 2016-03 Qualifications
34100	Computer Lease-Refesh Schools	12,000 Student Chromebooks - Year 2 Lease	Purchase technology
13736	COVID 19 Emergency Management	Technology - Laptops	Purchase technology
34015	Destiny Follett Enterprise	Enterprise Library, Textbook, Resource Manager System	Purchase technology
35187	EOC/CBT Infrasturure/Hardware	School and Distrct Structured Cabling	Purchase technology
34012	Focus	Enterprise Student Information System	Purchase technology
34011	LightSpeed Content Filter-UTD	Enterprise Staff and Student Content Filter - CIPA Compliance Requirement	Purchase technology

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Exhibit F -
Project and Program Descriptions

Project/Program Number	Project/Program Name	Project and Program Descriptions	Resolution 2016-03 Qualifications
34006	MYSDMC Classlink Portal	Enterprise Signle Sign-On Platform	Purchase technology
34019	PeopleSoft ERP	Enterprise Resource Planning - Business Financial, Payroll and Human Resource System	Purchase technology
35158	School Phone System Upgrade	Enterprise VOIP Phone System Upgrade	Purchase technology
34014	Schoology Enterprise Learning	Enterprise Learning Management System - eLearning	Purchase technology

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Exhibit G - 2020/2021 Charter School Block Grant Expenditure Tracker

CC	SCHOOL		Carry Forward Receipts Needed	20/21 Project	Revised	Total	20/21 Proj Description	Prior Year Receipts Received 20/21	Notes on Prior Year	Balance Due
2124	Imagine Lakewood Ranch		96,009.98				Construction of Concrete courtyard and cover for courtyard	96,009.98	Rec'd 11/5/20, Emailed CRI	-
	Debra Tisdale	Approved		143,280.00		143,280.00	Electrified Latches for Classroom doors, Alarm System, AC Units, Instacoat Seal for Roof, Software for Student Safety			-
2123	Imagine North Manatee		-			-				-
	Erin Kelly,Tracey Carroll, Christine Miller, Step	Approved		176,607.00	(166.84)	176,440.16	HVAC, Doors, Renovations, Fencing, Technology Implementation			-
2121	Manatee Charter		206,905.00			-	Card Reader/Card Swipe, Replace and Installation of HVAC System	203,502.01		(0)
	Anna Frank, Bonnie Brett	Approved		220,059.00		220,059.00	Card Reader, Parking lot pavement, water fill station, security gates, auto lights, upgrade PA system, RF Amplifier			-
2104	Manatee School for the Arts *		665,000.00			-	PA System, Phone System, Fencing, gates, lighting, Demo Structures, Sidewalks, AC Replacements	665,000.00		-
		Approved		715,099.00		715,099.00	Computers, touchless water system, roof, AC repair, FF&E headsets, walki talkies			-
2101	Manatee School of Arts/Sciences		33,191.00			-	Basketball Court Structure and Covering	24,950.00	request to use balance	-
		Approved		66,682.00		66,682.00	Covered walkway for transition between building and shaded play areas. Application was for 50,000 sent email. Will send update when back in the office			66,682.00
2122	Oasis *		39,425.00			-	Addition to school for dual space cafeteria and multipurpose area-Amended Debt Payments on New Facility	39,425.00	10/27/20 will amend her 19/20 to show mortgage/bought	-
	Edna Bailey			46,633.00		46,633.00	Addition and "improvements" -requested more info and function change, 2nd email 9/16/20, Corrected to use funds for mortgage on building. Purchase of real property			20,102.77
2131	Palmetto Charter		-	-		-				-
	Brian Bustle	Approved		116,321.00		116,321.00	Payment on mortgage for construction costs of cafeteria and gym. 2m was rolled into their mortgage			-
2120	Rowlett Middle Academy *		-	-		-				-
	Shelby Ericsson, Jamara Clark	Approved		284,011.00		284,011.00	Chiller, Roof Repair, install security cameras			-
2141	State College of Florida Collegiate School		2.00			-	Construct outdoor fitness trail, pavilion, renovate tennis courts to create multi purpose recreational court, create sports field.		Rec'd TB showing Balance	2.00
	Janet Shoup		154,072.00			-	New Construction for restrooms		in Fund , no expenses yet	154,072.00
	Kelly Monod	Approved		166,168.00		166,168.00	Continued construction for remodeling and renovation of classrooms in building 19			166,168.00
2102	Team Success *		-	-		-				-
	Elias Cadena	Approved		302,878.00		302,878.00	New Construction for South Campus			-
2161	Visible Men Academy *	18/19	6,559.47			-	Amended: Portable roof repair, mulch playground, portable repair of foundation, ramp, flooring	6,559.47		-
	Tiffany Mickens	19/20	38,577.00			-	Amended: Seal and Paint Parking Lot, Computers, portable repairs, technology repairs, Arch services for new building (site plan, floor plan, renderings)	38,577.00		-
	Louis Parker	Approved		48,765.00		48,765.00	Wireless network repairs, intercom sys , new fencing, plumbing repairs, floor renovation (also wants to appeal portable decision) security cameras, computers, VPK playground			40,191.49
2171	Rowlett Elem		50,000.00			-	Macbooks, Ipads, Tech related rentals	50,000.00		-
	Kim Doktorski ap@rowlettacademy.org	Approved		48,248.00		48,248.00	I Pads			2,894.00
						-				
	Total		1,289,741.45	2,334,751.00		2,334,751.00	Total			296,038.26

* Selected for Testing

Matches Original Budget per Capital Quarterly Report 06.2021

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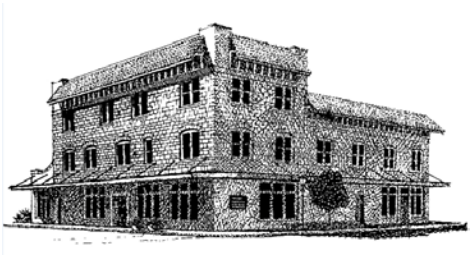
Exhibit H

DYE HARRISON

Dye, Harrison, Kirkland, Petruff, Pratt & St. Paul, PLLC

A FULL SERVICE LAW FIRM SINCE 1920

David K. Deitrich[τ]
James D. Dye[†τ]
Stephen R. Dye
G. Joseph Harrison
Thomas W. Harrison
W. Nelon Kirkland
Patricia A. Petruff[†]
Charles J. Pratt, Jr.
Alexander A. Stewart
Alexandra St. Paul
Thomas A. Thanas[τ]
[τ]Of Counsel
[†]Board Certified: City, County And Local Government Law



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MEMORANDUM

TO: School Board Members, Superintendent Saunders

FROM: Stephen R. Dye, Esq.

DATE: December 15, 2020

RE: Sales Surtax use of funds for technology

Questions presented:

Did Resolution 2016-03 (and the successful ballot referendum) require that technology purchases made by the District with sales surtax monies be limited to "student related/directed expenditures"?

Short Answer:

Resolution 2016-03 did not establish a requirement that technology purchased utilizing the sales surtax be only for student related/directed expenditures.

Discussion:

On June 14, 2016 the Manatee School Board approved Resolution 2016-03 extending the existing one-half cent discretionary sales surtax authorized in 2002 for an additional fifteen years ending December 31, 2032. The Resolution also charged the School Board's Audit Committee with oversight of the surtax. The Resolution stated that funds were directed to be used for capital expenditures to reduce overcrowding, reduce portable classrooms, renovating existing schools, build new schools where needed, purchase technology and improve student safety and achievement. The Audit Committee, after several discussions on the intent of the use of the sales tax dollars with regard to technology, concluded or at least had concern that in their opinion the purchase of technology was conditional and must be "student directed expenditures" based on certain promotional documentation promoting passage of the surtax. While an argument can be

made that a person may interpret the promotional materials for the proposed extension of the surtax (to fund capital expenditures, reduce overcrowding, reduce portable classrooms, renovating existing schools, build new schools where needed, purchase technology and improve student safety and achievement) that there was a theme to the items listed it's the plain language of the Resolution and Referendum ballot question that controls what was actually approved, not promotional materials and media. The Board carefully debates and reviews the language in its Resolutions and the Ballot Referendum and if it was the Board's true intent to qualify technology purchases in some manner, that limitation would have been put in the language of the Resolution and Referendum and it's not. Moreover, looking at the plain language of the Resolution again, the fifth Whereas clause states an intent that the funds be used for the cost of retrofitting and providing for technology implementation including hardware and software for the various sites within the School District. Again no limitation that the funds be just used only for classrooms or some other direct nexus to student use.

Conclusion:

Resolution 2016-03 did not establish a requirement that technology purchased utilizing the sales surtax funds be limited to only student directed expenditures or any other conditional language. In reaching this conclusion, I reviewed Resolution 2016-03, Resolution R-16-109, Resolution 2016-10, the email from former Chairperson of the Audit Committee, Mary Forman to Lorri Kidder, CPA dated October 28, 2020, as well as the attachments: sales surtax promotional flyer; District Facebook post 11-7-2016; and a Bradenton Herald article regarding the surtax.

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School Board of Manatee County

Internal Audit of the Budget Function

February 17, 2022

DRAFT

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CRIcpa.com

February 23, 2022

Audit Committee and School Board of
Manatee County
215 Manatee Ave. W.
Bradenton, FL 34205

Pursuant to the approved 2021/2022 internal audit plan, we hereby submit the Internal Audit of the Budget function. We will be presenting this report to the Audit Committee at the next scheduled meeting on March 2, 2022.

Our report is organized in the following sections:

Executive Summary	This provides a summary of the observations and testing results related to our internal audit of the Budget function.
Background	This provides an overview of the Budget Department and the Budget function.
Objectives, Scope, and Methodology	The internal audit objectives and focus are expanded upon in this section as well as the period of our methodology and areas evaluated.
Testing	This section documents the testing performed and results of our internal audit procedures.

We would like to thank all those involved in assisting the Internal Auditors in connection with the Budget Audit.

Respectfully Submitted,

Carr, Riggs & Ingram, LLC
Internal Auditors

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The internal audit of the Budget function was included in the 2021/2022 Internal Audit Plan. The Budget function received a Medium Score during the five year Internal Audit Risk Assessment conducted in 2020. We interviewed personnel, conducted walkthroughs, obtained budget documents and reports, and performed testing to determine whether the Budget Department functions are operating effectively, efficiently and with appropriate internal controls and in compliance with applicable laws, rules, and regulations.

We evaluated Risk of the Budget function and developed a program that addressed the following related functions:

- Preparation of the Budget
- School Board Approval of the Budget
- TRIM Compliance (Truth in Millage)
- State Agency Approvals
- Budget Amendments
- Monthly Budget Review Process

Overall the specific operating controls evaluated during this audit (noted above) as it relates to the Budget Department is rated as ***Satisfactory.*** The School District of Manatee County (District) budget preparation process is well documented and supported. The District holds the required public hearings, presents and obtains approvals for the tentative and final budgets from the School Board, and submits for approval the required documents and reports to the Florida Department of Education and the Florida Department of Revenue. Budget Amendments are appropriately documented and submitted for approval monthly to the School Board. The specific test steps, can be found at Appendix A. The following is a summary of the areas that should be addressed:

> *Best Practice: We recommend District Management establish a formal back-up for the school site based budgeting performed by the Allocation Administrator as there is not one currently assigned. The Allocation Administrator is the only associate with access to the spreadsheets and conducts the coordination of this process. Although this is beneficial from a control standpoint that there are no other associates that have access to the spreadsheets, there should be an established back-up and the process should be formally documented in the event the Allocation Administrator is unavailable.*

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BACKGROUND

The Budget Department is located within the Finance Department. The Budget Director reports directly to the Associate Superintendent of Finance. There are currently two associates in the Budget Department with a third position recently approved to post. As noted in the *Annual Budget Book*, the District has developed a budgeting system involving the School Board, administration and staff in all phases of budget development. The District prepares the budget, which is submitted to the Florida Department of Education (FLDOE) using Generally Accepted Accounting Principles (GAAP) applicable to governmental entities.

Budgeting in the District is on a July 1 through June 30 fiscal year basis and is essentially a year-round process. The budget cycle begins in December of the prior school year and continues until the Final budget is approved by the School Board and filed with the FLDOE. Budget amendments occur throughout the year and are presented to the School Board monthly. The process of budget formulation involves a number of participants. The Budget Department meets with department heads and reviews their request and need for staffing, supplies and equipment to prepare a tentative budget for consideration by the Superintendent and presentation to the School Board for approval. The Final Budget of $1,068,672,687 for the fiscal year 2021/2022 was approved unanimously by the School Board on September 7, 2021.

OBJECTIVE

To determine whether certain budget functions are operating effectively, efficiently and with appropriate internal controls and in compliance with applicable laws, rules, and regulations.

SCOPE

Our internal audit scope included the budget activities for creating the 2021/2022 Budget and budget amendments for the 2021/2022 School Year.

METHODOLOGY

We evaluated the budget functions to determine the associated risk. We interviewed District Management, read available policies and procedures, and previously issued reports and District-wide Risk Assessment to develop our audit program. We tested the following budget areas:

- Preparation of Budget
- Approval of Budget
- TRIM Compliance (Truth in Millage)
- Budget Amendments
- Monthly Budget Review Process

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TESTING

Budget Preparation

Florida Statute 1001.42 states the following as it relates to the District School Board responsibility in regards to the budget:

(b) Annual budget.
1. Cause to be prepared, adopt, and have submitted to the Department of Education as required by law and rules of the State Board of Education, the annual school budget, such budget to be so prepared and executed as to promote the improvement of the district school system.
2. An individual school board member may request and shall receive any proposed, tentative, and official budget documents, including all supporting and background information.

School Board Policy po6220 – Budget Preparation references F.S 1004.42 and outlines the general policy on the Budget Preparation, and contains the following:

"The School Board shall adopt an annual budget, as required by an in conformance with State law and the rules of the State Board of Education, and submit it to the Florida Department of Education."

A large component of the budget as it relates to expenses is payroll. Budgets for schools are performed through Site-Based Budgeting, which determines the staffing needed based on full-time equivalent (FTE) at each school. The Allocation Administrator works with schools by providing them a spreadsheet to calculate the staffing needs at that school. The anticipated student count at each school is provided to the Allocation Administrator by the Director of Student Demographics. The District follows the allocation for ratios that are published by the State as follows:

Classroom Teachers
- K-3 18:1
- 4-5 22:1
- 6-8 22:1
- 9-12 25:1

Exception Student Education (ESE) and English for Speakers of Other Languages (ESOL) teachers are placed according to needs at that school. Also there are certain positions that are needed at each school, such as principals, assistant principals, guidance counselors, and nurses. The spreadsheet for the schools have the ratios and other formulas built in to calculate the staffing needs based on the students at that school. After the 10-day count is conducted, the spreadsheet is adjusted to make any final staffing changes in order to address the needs of the schools. The Allocation Administrator makes comments and footnotes of any changes on the spreadsheets. During the year, needs at the various schools may change, such as the addition of an ESE student. Average salaries are calculated for each position which drive the payroll expense for that school.

Zero-based budgeting is conducted for departments in the District. Zero-based budgeting is a budgeting approach that involves developing a new budget from scratch every time. The Budget Department, starting with the 2021/2022 annual budget process, began to hold meetings with departments to review and develop their budgets. A spreadsheet is kept for each department that documents the needs for that department which includes staffing, capital expenditures, and other expenditure items, such as office supplies, printing and travel. Any large items require support for the need and discussion with Directors, Associate Superintendent, and when necessary the Superintendent. For example, there could be a need for additional fleet vehicles for the year. This would be discussed and a line item added in the budget for the department.

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Budget information is entered into the PeopleSoft system. Original entries are made and descriptions are used to distinguish changes throughout the Budget Preparation process. The Budget Department will upload all the information into PeopleSoft either manually or through spreadsheets. Every entry made in the software is considered a budget amendment when loaded. For the 2021/2022 school year the Budget Department started using common descriptions to distinguish what kind of entry was made so that reports could be generated. For example, descriptions for entries when the budget was created start with "Orig Bgt." Subsequent amendments are made with their descriptions for the reason of the budget amendment as the budget is built and ongoing after approval.

The District's budgeting process and budget cycle are documented in the *Annual Budget Book*. The preparation process takes place from December (the December before the next school year) through October of the current school year. The budget process involves all departments, schools, and District Staff and administrators. Certain aspects of the budget are known or estimated throughout this process. For example, the District is provided with the preliminary revenue figures from the FLDOE in May and Tax Roll Estimate from the Tax Assessor in June. These are all for planning purposes as the first Budget Draft Manual is produced in July

The District provides the tentative budget to the School Board and conducts a public hearing in July and then the final budget is provided for final hearing and to the School Board in September. Once the Budget is approved, documentation is sent to the FLDOE. Confirmation of acceptance and approval is provided to the School District by the FLDOE.

Site Based Budgeting and Zero Based Budgeting

We obtained and reviewed documentation of the Site Based Budgeting for schools and the Zero-Based Budgeting for Departments. We reviewed the spreadsheets and the process used by the Allocation Administrator for the staffing at schools based on FTE. Spreadsheets contained the correct ratios to calculate the required staff at each school. The spreadsheets were updated with the 10-day count and are continuously updated throughout the year when changes are made with corresponding footnotes. It should be noted the 10-day Count had a FTE of only 10.5 FTE higher than the original tentative amount, resulting in 0.24% difference in FTE across all the schools. For Zero-Based Budgeting we reviewed various spreadsheets and communication between the Budget Department and other various departments for requests to determine the budgets of each of the departments. The Annual Budget Book, which is presented to and approved by the School Board, contains information provided for all cost centers and the budgets for each with the corresponding fund. Each department is displayed along with the change from the previous year actual. Additionally, staffing levels are presented with any differences from year to year.

Overall the process to develop school and department budgets is well documented. Changes from year to year are displayed and presented at the initial and final budget School Board meetings.

Best Practice: We recommend District Management establish a formal back-up for the Site Based Budgeting performed by the Allocation Administrator as there is not one currently assigned. The Allocation Administrator is the only associate with access to the spreadsheets and conducts the coordination of this process. Although this is beneficial from a control standpoint that there are no other associates that have access to the spreadsheets, there should be an established back-up and the process should be formally documented in the event the Allocation Administrator is unavailable.

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Approval of Budget

Throughout the budget process, there were a number of School Board workshops and meetings to discuss components of the budget and tentative and final budget. As noted in the *Executive Summary* of the report from the Associate Superintendent of Finance that was presented to the School Board on September 7, 2021, the following workshops and meetings were held in regard to the District's 2021/2022 Budget:

- May 15, 2021 School Board Workshop - Staffing Plans for the 2021/2022 School Year
- June 24, 2021 School Board Workshop - Budget Process Overview
- July 29, 2021 School Board Workshop - Millage Allocations Discussion
- August 13, 2021 School Board Workshop - General Fund Overview
- August 27, 2021 School Board Workshop - Capital Budget Overview

On July 23, 2021, the community was notified by a one page ad of the TRIM notice in the local newspaper. The ad included a Budget Summary, the Notice of Proposed Tax Increase and the Notice of Tax for School Capital Outlay.

On July 27, 2021, the Board approved the tentative millage and budget for the 2021/2022 Fiscal Year.

We obtained the minutes from the September 7, 2021 School Board meeting which captured unanimous approval of the 2021/2022 fiscal year budget,. After the final budget was approved by the School Board, the District submitted the *District Budget Summary* electronically to the FLDOE. We were provided the Certification of Electronic filing of the *Budget Summary*. *The Budget Summary* was filed on 9/8/2021, the day after School Board Approval. Therefore the budget was properly approved and submitted to the FLDOE as required.

TRIM

In July the District receives the *Certificate of Taxable Value from the Tax Assessor* and starts the TRIM notice process. TRIM, or Truth in Millage (TRIM) is a law designed to inform taxpayers which government entity is responsible for the taxes levied and the amount of tax liability taxpayers owe to each taxing authority. There is a set time table that lays out the required TRIM Notice process. There are published advertisement requirements, hearing requirements, as well as a certification process. All school districts submit the TRIM compliance package to the Florida Department of Revenue within 30 days following final budget hearing. We reviewed the following to determine the District's compliance with TRIM:

- TRIM calendar (published dates of milestones)
- TRIM certification
- Submission of TRIM certification email to Florida Department of Revenue

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- TRIM compliance letter

Based on the documentation provided, TRIM calendar dates were followed, TRIM certification was completed, and certification was submitted and approved by the Florida Department of Revenue.

Budget Amendments

Budget Amendments or changes to budgets can be made by schools, departments, or the Budget Department. Certain changes can only be made by the Budget Department. These include those that increase budgets within programs or between programs. Changes between chart strings, or specific line item categories, in the same program can be made by schools and departments as long as there is enough in the overall budget. The system will not allow the change to be made if it puts the program out of budget. This allows schools and departments to have the flexibility to make necessary changes throughout the year. Schools and departments do not have the ability to increase past the budget amount for that program or move between programs. Any changes that need to be made for those must be made by the Budget Department.

Department of Education State Board of Administration Rule 6A-1.007(2a) 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."

School Board Policy po6233 – District Budget states that "The School Board shall monitor the budget on a monthly basis." The Budget Department presents budget amendments to the School Board at the School Board meeting after the month close is completed. A table is provided that shows the various funds and changes or fiscal impacts. Any change/fiscal impact in the funds due to budget amendments are summarized in the School Board Report. There is additional discussion by the Associate Superintendent of Finance during the School Board meetings. He will present the significant amendments and answer any questions from the School Board. Following the executive summary presented to the School Board is the Combined Budget Amendments Report for the Month.

The Combined Budget Amendment Report provides a summary of the budget amendments for the month for each fund. If there is a change in fund that is more than 5% in a function or any other significant change, a detailed list of those chart strings or line items that make up that function are presented. The *Combined Budget Amendment Report* is created by the Budget Director from a report out of PeopleSoft that contains all budget amendments for the month. The Budget Director will review the budget amendment report for the month for any unusual activity.

The School Board will then approve the budget amendments and any discussion is documented in the minutes. The approved budget amendments are then published on the District's website.

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Schools and departments are provided with budget training. We were provided with screen shots for examples of the in-person training as well as the *Budget Transfer Job Aide*. Training is provided to new employees or transferred employees that have budget responsibilities within a school or department. Employees also can request to attend training for a refresher. The Budget Department is in the process of creating a more advanced training program to be rolled out this year.

We were provided with a *Budget Amendment Report* out of PeopleSoft for all budget amendments for the months of October, November, and December 2021. These were the most recently closed months that were presented to the School Board for review and approval. We selected 20 budget amendments and reviewed for the following:

A. Budget amendment was properly supported with documentation for the reason of the Amendment.

B. Budget amendment account was properly offset and account that was used was contained adequate description for change.

C. Budget amendments for the months reviewed (October, November, and December) were submitted to the School Board.

   I. If the total for the Function is over 5% change, the individual chart string adjustments are presented to ensure that the chart string was included.

Although we selected 20 budget amendment chart string line items, we reviewed any offsetting entries for each of these budget amendments as well as other chart string lines that made up the entire amendment. Therefore the total number of chart strings reviewed was more than the 20 selected.

We obtained supporting documentation for budget amendments from the Budget Director, which included documentation, when applicable, such as emails and analysis from departments requesting the transfer of funds from one program to another (with reason), letters that support additional funding received (such as grants), or redistribution of budget items across funds. As previously noted, changes between chart strings in the same program can be made by schools and departments as long as there is enough in the overall budget. For any of these in our sample, we reviewed the Budget Amendment Report to make sure that the offsetting entry was in the same program.

We obtained the *Combined Budget Amendment Report* that is provided to the School Board and is published on the District's Website. The Combined Budget Amendment Report provides a summary of the budget amendments for the month for each fund. If there is a change in fund that is more than 5% or significant in function, a detailed list of those chart strings, or line items, that make up that function are presented. We reviewed and documented in our testing sheet those that were within functions that had a change greater than 5%.

Overall, there were no exceptions noted. Budget amendments were properly supported, offsetting entries made when applicable, and amendments noted in the *Combined Budget Amendment Report* when applicable.

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We obtained and reviewed the School Board agenda packages for the months of October, November, and December 2021. We were able to verify that the *Combined Budget Amendment Reports* were also published on the District's website. Based on discussion with the Budget Director and Associate Superintendent of Finance, and review of the *Combined Budget Amendment Report* and School Board minutes, there is adequate discussion and review of budget amendments at the School Board Meetings.

Monthly Budget Review Process

On a monthly basis the Budget Department reviews various budget reports for school cost centers and departments. *The Budget Monthly Review Process* document captures the reviews performed by the Budget Department and the reports obtained from PeopleSoft. The review process includes steps such as reviewing actual expenditures compared to budget to determine if there are any chart strings that exceed the budgeted amount or certain items that could exceed if extrapolated over the year. In instances where expenses might exceed budget amounts, the Budget Department will research by running specific queries for the type of expense and then work with the school or department to address. As a result of the research and discussions, budget amendments are entered when necessary. The overall budget for that school or department does not change. Any additional funding needed that would increase the overall budget would require School Board approval.

We were provided with examples of the monthly reports reviewed by the Budget Department along with emails from the Budget Director to the Sr. Budget Analyst. The Budget Department reviewed these various reports and took action as outlined in the *Budget Monthly Review Process* document to ensure that departments stay within budget overall for programs.

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School Board of Manatee County
April 12, 2022 - Regular Board Meeting and Public Hearing
Action Item

Title
Approval of the Removal of an Audit Committee Member

Executive Summary
During the March 2, 2022 Audit Committee Meeting, the Committee members collectively agreed to remove member Chris Portale from the Audit Committee due to lack of attendance.

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

Inclusive Culture & Engagement | Goal 4
Enhance parent and community engagement.

Recommendation
Motion and approval of the removal of an Audit Committee Member.

Financial Impact
No financial impact.

Contact
Submitting Department: School Board
Initiated By: School Board