



**SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS**

*"Where Learning is the Expectation  
And Caring is a Commitment"*

October 2, 2018

ADMINISTRATIVE HEARING: 3:00 P.M.  
REGULAR MEETING: 4:00 P.M.  
CITRUS COUNTY SCHOOL BOARD  
OCTOBER 9, 2018

THOMAS KENNEDY  
DISTRICT 1

VIRGINIA BRYANT  
DISTRICT 2

DOUGLAS A. DODD  
DISTRICT 3

SANDRA COUNTS  
DISTRICT 4

LINDA B. POWERS  
DISTRICT 5

**AGENDA:**

**ADMINISTRATIVE HEARING: 3:00 P.M.**

**REGULAR MEETING: 4:00 P.M.**

Opening Exercise and Pledge of Allegiance

- I. ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT
- II. CITIZEN COMMENTS  
The first Citizen Comments is reserved for comments on the items requesting approval on the agenda. Another opportunity is available for any subject at 5:15 p.m. and at the end of business.
- III. APPROVE CONSENT AGENDA – (Recognition of donations)
- IV. PRESENTATION
  - A. Citrus County Education Foundation, Shaunda Burdette  
Grants for Citrus County Schools Programs and Impact Statement
  - B. District Student Services, Gina Dickey  
Recognition and Approval of the Proclamation of Red Ribbon Week, National Bullying Prevention Month and Unity Day
- V. EDUCATIONAL SERVICES, SCOTT HEBERT
  - A. Approval of 2018-2019 School Volunteers
  - B. Approve the 2019-2020 School Calendar Options for Citrus County Schools
  - C. Approve to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to Approve the Request for a Second Amendment to the 2018-2019 Code of Student Conduct

- D. Approve Research Proposal Request – Efficacy Trial of I Control
- E. Approve Contract with Florida Elks Children’s Therapy Service
- F. Approval of the Department of Education Approved 2018-2019 IDEA Entitlement Grant and the IDEA Preschool Grant
- G. Other Sites:
  - 1. Approval of Affiliation Agreement between the State of Florida, Department of Health/Citrus County Health Department and the Citrus County School Board/Withlacoochee Technical College
  - 2. Approval of Indefinite Quantity Agreement between CareerSource Citrus Levy Marion and Withlacoochee Technical College

VI. SCHOOL SUPPORT SERVICES, JONNY BISHOP

- A. Facilities, Construction and Maintenance, Eric Stokes
  - 1) Approve Pre-Qualification of Contractors for Educational Facilities
  - 2) Approval of Change Order #1 for Hernando Elementary School Kitchen Renovation & Remodeling
  - 3) Approval of Change Order #2 for Inverness Primary School Partial Re-Roofing on Buildings 1A, 3 & 5
- B. Human Resources, Suzy Swain
  - 1) Approve Instructional and Support Recommendations
  - 2) Approval of the Affiliation Agreement with the University of West Florida (Internship)
- C. Planning and Growth Management, Chuck Dixon  
Citrus County School District Continuity of Operations Plan (COOP)
- D. Risk Management, Cheri Cernich  
Approval of the settlement agreement between Kristan Ward and the School Board of Citrus County, Florida regarding case #2016CA001053

VII. FINANCE, MIKE MULLEN

- A. Approve Request to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute to Hawaii: Commemorating the 75<sup>th</sup> Anniversary of WWII and to enjoy the area’s cultural and historical venues from June 5 – 10, 2019
- B. Approve Request to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Agricultural Exposition on October 17, 2018
- C. Approve the \$500 Florida Agriculture in the Classroom grant to Central Ridge Elementary School
- D. Approve the \$500 donation to Forest Ridge Elementary from the VFW Auxiliary Post 10087
- E. Approve the \$1,000 donation to Hernando Elementary School from Keller Williams Realty

- F. Approve the \$500 credit donation to Lecanto Primary School from James Patterson/Scholastic Book Club Giveaway Award
- G. Approve the donation of Bristlebot Kits for a value of \$510 to Lecanto Primary School from DonorChoose.org
- H. Approve the \$675 donation to the Academy of Environmental Science from Fero & Sons Insurance
- I. Approve the \$500 donation to the Academy of Environmental Science from Save Crystal River, Inc.
- J. Approve the \$935 donation to the Academy of Environmental Science from Network for Good
- K. Approve the \$10,000 donation to Withlacoochee Technical College from Crystal River Eagles Aerie 4272, Inc.
- L. Approve renewal of ITB 2015-07 Commercial Paint Labor Services to Lamphier Company d/b/a Lamphier & Company
- M. Approve Disposal of Active Surplus Property
- N. Approve Reactivation of Previously Surplus Property
- O. Approve the 2017-2018 Revised Annual Financial Report
- P. Approve Resolution Affirming Participation in the Small School District Council Consortium

VIII. BUDGET UPDATE

IX. ATTORNEY, LEGAL MATTERS

X. APPROVE MINUTES

XI. CITIZEN COMMENTS

XII. ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD

XIII. ADJOURNMENT

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the Superintendent's Office at 726-1931, ext. 2206, prior to the date of the scheduled School Board Meeting.

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for: October 9, 2018 School Board Meeting

Requested by: Karen Lisa, Department of Research & Accountability

Additional contact(s)/originator: Shaunda Burdette, Citrus County Education Foundation

Document Title: Citrus County Education Foundation Grants for Citrus County Schools Programs

## Board Action Required:

- Presentation / Recognition  Information \_\_\_\_\_  
 Consideration / Approval: \_\_\_\_\_

Backup Materials: attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

## Executive Summary / Highlights:

The Citrus County Education Foundation has secured the attached program funding for the first semester of the 2018-2019 school year.

## Strategic Goals:

1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activities

## Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted.)
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community connections

Financial Impact to the District: Funded by the Citrus County Education Foundation grants

Amount Budgeted \$ \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: Citrus County Education Foundation funded grants

## Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/ level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: \_\_\_\_\_

(Form Board Approved 7/10/07)



<b>Project/Event</b>	<b>Amount/Source</b>	<b>Description</b>	<b>Contacts</b>
Math Field Day	<b>From Suncoast Credit Union:</b> \$5,175.00	Funding will be used in the following ways: <ul style="list-style-type: none"> <li>To purchase trophies, t-shirts, and ribbons for students</li> <li>Supplies for Math Field Day in April 2019</li> </ul>	David Roland Beverly Tidwell
AVID Program	<b>From Suncoast Credit Union:</b> \$5,000.00 <b>From Duke Energy:</b> \$5000.00	This funding may be used for AVID program needs. Examples are student fieldtrips to colleges, student supplies, and AVID T-shirts.	Debbie Stanley
Foundation for Success Classroom Mini Grants	<b>From Suncoast Credit Union:</b> \$15,000.00 <b>From Duke Energy:</b> \$15,000.00 <b>From CFEF:</b> \$27,432.97 <b>From Black Diamond:</b> \$5000.00	The Citrus County Education Foundation offers classroom mini grants to teachers that focus on STEM or Literacy.	Shaunda Burdette Susan Frampton Karen Lisa
Field Trips for 5 <sup>th</sup> graders to Duke Energy, Crystal River  Field Trips for 8 <sup>th</sup> graders to Duke Energy, Crystal River	<b>From Duke Energy:</b> \$5,000.00  <b>From Duke Energy:</b> \$2500.00	The purpose of this grant is to provide 5th and 8 <sup>th</sup> grade students from Citrus County the opportunity to tour, explore, and learn about the Duke Energy facilities right here in Citrus County. This grant will provide the necessary funding to cover the cost of the trip, including transporting students to and from the facility.	Beth Branch
First Library Early Literacy for Pre-K and Kindergarten	<b>From Duke Energy:</b> \$10,000.00 <b>From Black Diamond:</b> \$5000.00 <b>From Altrusa:</b> \$5000.00 <b>From Online Fundraiser:</b> \$5000.00 <b>From Century Link:</b> \$5000.00 <b>From Storybook Treasures:</b> \$30,000.00 (in kind)	Funds 6 books a year for each Pre-K and Kindergarten student. Students take the books home and keep them to start a "First Library".	Shaunda Burdette Megan Furniss

Welcome Back Events 2018	<b>From Suncoast Credit Union:</b> \$2000.00	Funded district wide welcome back events at Lecanto Complex in August, Citrus High in Inverness and Administration Welcome Back in Inverness	Shaunda Burdette Susan Frampton
Supplies for Success Teacher Store	<b>From Suncoast Credit Union:</b> \$2000.00 <b>From Elks Club:</b> \$1500.00 <b>From Kiwanis Club:</b> \$1000.00 <b>In kind donations from :</b> Publix, Barnes and Noble, Winn Dixie, Walmart, Office Depot/Max, World Fusion, Transition Academy, Lowes, Century Link, Walgreens, WTC, Citrus County Schools Maintenance Department	Provides supplies for teachers in all schools	Shaunda Burdette Susan Frampton
Science Fair	<b>From Dr. Rushi Patel:</b> \$10,000.00	Covers cost of District Science Fair and partial State Science Fair: Science Fair: 251 students that participated in District Science Fair # students that participated in Regional Science Fair- 51 Sr. Division & 99 Jr Division - 150 total ; 7 out of 20 students placed at the state Science Fair.	Beth Branch
Men Building Men	<b>From Wells Fargo:</b> \$1000 <b>From Kiwanis:</b> \$1000 <b>From Subway:</b> In kind donation	The Men Building Men lunch program will provide direct mentorships with students. The book <u>7 Habits of Highly Effective Teens</u> will be used as a <u>resource</u> .	Shaunda Burdette Cregg Dalton
Teacher Classrooms	<b>From Crystal Automotive:</b> \$9000.00	This program provides funds directly to specific teacher classrooms and programs. Designated by Crystal Automotive.	Shaunda Burdette
Galaxy of the Stars	<b>From Duke Energy:</b> \$5000.00 <b>From Suncoast Credit Union:</b> \$5000	Every year CCEF hosts a celebratory dinner honoring the Teacher of the Year and School Related Employee of the Year from each district school and department.	Shaunda Burdette Amy Barbieri

Marine Science Station	<b>From Black Diamond:</b> \$5000.00	Supports this charter school in our district.	Shaunda Burdette
Schoolhouse Hustle	<b>From Suncoast Credit Union:</b> \$10,000.00	One of the Citrus County Education Foundation's largest fundraiser events is the annual 5k/10k/1 mile walk event called the Schoolhouse Hustle. This fun, family-friendly event was designed with the entire community in mind.	Shaunda Burdette Tracy
Golf Tournament	<b>From Suncoast Credit Union:</b> \$1000	The Superintendent's Golf Classic is the longest running fundraiser for the Citrus County Education Foundation. This annual event brings together approximately 150 golfers competing in three flights based upon the skill level of their team. The event includes door prizes, raffles, hole-in-one prizes, and more.	Shaunda Burdette
<b>Total</b>	<b>\$168607.97</b>		

# BUILDING TOGETHER



Public schools are the building blocks of our shared community foundation.



## Our Mission

Created in 1988, the CCEF is the only 501(c)(3) non-profit corporation whose sole mission is to support public education, prekindergarten through twelfth grade, in Citrus County. We are dedicated to providing resources to enhance the quality of education by:

- Encouraging business & community involvement.
- Promoting creative and innovative educational programs; and
- Recognizing outstanding achievements of students & staff.

### Mission In Action

Your local education foundation raises funds annually to support initiatives that promote student achievement and teacher innovation through supplemental funding of numerous programs and recognition events.



## 2017-18 Partners

### 2017/2018 A+ Partners:

Duke Energy Foundation.....	\$43,500
Suncoast Credit Union Foundation.....	\$41,500
Consortium of Florida Education Foundations.....	\$35,460
Citrus Oral & Facial Surgery.....	\$15,000

### Committed Community Partners:

Black Diamond Foundation	Crystal Automotive/Motorcycle/Tractor Group	Seven Rivers Regional Medical Center
Brannen Bank	Edward Jones-Cami Plaisted	Technology Conservation Group
CenturyLink	Gulf to Lake Marine & Trailers	Wells Fargo Bank
Citrus Aitrusa	Kingsbridge Travel	
Citrus County Blessings	Lowe's Home Improvement	
Citrus County Chronicle	Nature Coast EMS	
Citrus County Library System	Pine Street Eatery/The Cove	
Citrus County Sheriff's Office	Raymond James Financial-Vaughn McLaughlin Team	
Citrus County YMCA	Rotary Clubs of Citrus County	

## SERVING

**15,542** OF  
CITRUS COUNTY'S  
**16,729**  
K-12 STUDENTS



**\$10,000**

Donated by school district employees through workplace giving campaigns.



**\$1,540**

Raised from county drivers who bought and renewed their Support Education tag.



**\$1,550**

Sourced through Amcot's annual 'Just a Dollar' drive in February.



**\$80,000**

Raised in community fundraising events.

SERVING **93%**



**OF SCHOOL-AGED CHILDREN IN CITRUS COUNTY**

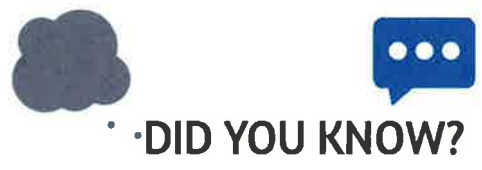


# MAKING AN IMPACT

**105** LITERACY/STEM AND HEALTH/WELLNESS  
MINI GRANTS TOTALING

 **\$80,700**

**188 TEACHERS**  
**14,000 STUDENTS**



## DID YOU KNOW?


30 NEW-TO-COUNTY STUDENTS ASSISTED FOLLOWING HURRICANE IRMA.

PIRATE COVE, PANTHER PLACE AND EYE OF THE STORM RESOURCE ROOMS FOR DAILY NECESSITIES WERE ESTABLISHED IN OUR HIGH SCHOOLS.

20,000+ BOOKS DISTRIBUTED IN THE PAST 5 YEARS THROUGH OUR 'FIRST LIBRARY' EARLY LITERACY PROGRAM.

48 TEACHERS AND SCHOOL-RELATED EMPLOYEES WERE HONORED AT THIS YEAR'S 'GALAXY OF STARS' EVENT.

**8,250 BOOKS** DISTRIBUTED THROUGH 'FIRST LIBRARY' AND STORYBOOK TREASURES



IMPACTING **1,650** PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS IN **11 SCHOOLS** DURING 66 CELEBRITY READER SESSIONS



**\$200,000+** RECEIVED THROUGH IN-KIND DONATIONS FROM HAWORTH, PUBLIX, STORYBOOK TREASURES, WALMART, AND NUMEROUS LOCAL BUSINESS AND INDIVIDUALS.

**19** STUDENTS ATTENDED THE STATE SCIENCE & ENGINEERING FAIR.

**36** SCHOLARSHIPS DISTRIBUTED IN THE AMOUNT OF

 **\$24,500**

 **\$15,000** RETURNED TO SCHOOLS THROUGH COMMUNITY 'COUPONS FOR CLASSROOMS' PURCHASES



**30** KIDS ATTENDED LIFE CAMP AND VISITED 10 LOCAL BUSINESSES/GOVERNMENT LOCATIONS



## SAVE THE DATE

- 9/18 Mini-Grant Workshop
- 10/4 Bunco for Books
- 10/20 Kings Bay 5k
- 11/1 Literacy/STEM Mini Grant Gala
- 11/10 Lake Hernando Dragon Boat Festival
- 12/14 Foundation Fest
- 1/17 Galaxy of Stars
- 1/24 Bayfront Health Seven Rivers Health & Wellness Mini Grant Awards
- 4/6 SCU Schoolhouse Hustle 5k/10k/1-Mile Walk
- 4/25 Golden Citrus Scholars
- 4/27 Superintendent's Golf Classic
- Various 'First Library' Read-Ins

## 2017-18 SUPPLEMENTAL PROGRAMS

- Academic Teams
- All-County Chorus
- AVID
- Duke Energy Field Trips
- Environmental Jeopardy
- 'Festival of the Arts' Student Area
- Life Camp
- Math Field Day
- Regional and State Science and Engineering Fairs
- High School Resource Rooms
- 'Stuff the Bus' School Supply Drive
- Web-Based Curricula and Classroom Technology

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# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting.

Requested by Gina Dickey  Department of Student Services

Additional contact(s)/originator \_\_\_\_\_

Document Title Proclamation Red Ribbon Week, National Bullying Prevention Month and Unity Day

**Board Action Required:**

Presentation/Recognition Recognition and Approval Information \_\_\_\_\_ 

Consideration/Approval \_\_\_\_\_

Recognition and Approval of the Proclamation of Red Ribbon Week, National Bullying Prevention Month and Unity Day

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**

Proclaim October 22<sup>th</sup> through October 26<sup>th</sup>, 2018 Red Ribbon Week

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** N/A

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** \_\_\_\_\_

(Form Board Approved 7/10/07)

# Proclamation

## Red Ribbon Week, National Bullying Prevention Month & Unity Day

**WHEREAS**, Citrus County Schools, along with the Citrus County Street Team, a group of local prevention agencies, together value the health and safety of all our students;

**WHEREAS**, substance abuse and bullying is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides, and;

**WHEREAS**, it is the goal of Red Ribbon Week, National Bullying Prevention Month, and Unity Day, to involve families, schools, businesses, churches, law enforcement agencies, and service organizations in all aspects of this campaign and establish an atmosphere that supports awareness, education, and on-going initiatives to prevent illegal drug use, bullying and;

**WHEREAS**, the Citrus County Red Ribbon Week Campaign theme of “BE ALL YOU CAN BE” promotes a positive message to students and encourages them to make decisions that impact bright futures by living a healthy, drug-free lifestyle, along with Unity Day, which encourages students to take a stand against bullying, choose kindness, and demonstrate peace.

**NOW, THEREFORE**, BE IT RESOLVED That I, Sandra “Sam” Himmel, serving as the Superintendent of Citrus County Schools, do hereby proclaim the following:

- **October** to be National Bullying Prevention Month
- **Wednesday, October 24<sup>th</sup>** as **Unity Day**
- and **October 22<sup>nd</sup> through October 26<sup>th</sup>, 2018**, as “Red Ribbon Week” in Citrus County Schools.


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Date

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Sandra “Sam” Himmel  
Superintendent

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.   
Requested by Lindy Woythaler  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Approval of 2018-2019 School Volunteers

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approval of 2018-2019 School Volunteers

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary / Highlights:

Final Step in the approval process for trained volunteers, in compliance with School Board Policy.

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: \$542.00 for the month of September

Amount Budgeted \$15,000.00 annually Additional Amount Requested N/A

Funding Source: Project #02800

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)



Last Name	First Name
Amante	Valerie
Andrews	Maryann
Arashiro	Clyde
Ball	Janice
Bare	Gregory
Beckett	Sue
Belken	Michael
Bell	Catherine
Bennett	Karen
Bielecki	Margaret
Breidenbaugh	David
Burton	Kari
Carlton	Randi
Carpenter	Linda
Childs	Emily
Chiles	Tamara
Clark	Nancy
Cook	Joan
Cook	Jason
Cook	Rebekah
Costa	Denise
Culver	Rebecca
Curham	Pamela
Darrien	Lela
Davis	Sharon
Davis	Jason
Davis	Tammie
Dlugokecki	Patricia
Doss	Chad
Drummon	Virginia
Ebert	Jessica
Embling	Judith
Embling	Ronald
Engel	Evelyn
Ertle	Tiffany
Fisher	Keith
Fitzpatrick	Alyse
Flowers	Kortney

Last Name	First Name
Foster	Cindy
Frank	Gloria
Gans	Elinor
Gibbs	Ryan
Gierak	Robert
Gingerich	Steven
Gotterup	Thomas
Gregg	Jacqueline
Haley	Sandra
Hamlin	Ivy
Hanks	Esther
Harden	Nicole
Harralson	Steve
Harralson	Diann
Hazzard	Cynthia
Healey	Barbara
Healey	Barbara
Hinck	Ronda
Hines	Robert
Hodges	Deborah
Hoefsmi	Jennifer
Hotop	Susan
Inman	Dallas
Izzo	Karen
Jaworski	Biagine
Jean-O'Brien	Isabelle
Jensen	Kayla
Jonaitis	Melissa
Jones	Elsie
Julian-Payne	Marie
Karpiscak	Madelyn
Kirk	Kourtney
Kuhlman	Deborah
Kuhlman	Henry
LaBella	Alison
Laga	Frank
Latimer	Enrique
Lattin	Brad

Last Name	First Name
Lehtinen	Sandra
Lewis	Curtis
Lolly	Kelly
Lozzi	Denise
Marquardt	Mary
Martin	Alissa
Massullo	Patricia
Mattox	Audrey
McBride	Judith
McClure	Gail
McKethan	Erica
Merkel	Marie
Michaels	Robert
Miller	Wayne
Miller	Jane
Minogue	Janet
Mitchell	Nanette
Moran	John
Mulvey	Christine
Mysliwicz	Sonja
Nathan	Michael
Oathout	Darlene
O'Barr	Dee
Oconnell	Marianne
Pace	Jacquelyn
Parker	Marilyn
Patterson	Kathy
Perge	Peter
Perge	Maria
Pike	Bonnie
Pofi	Nancy
Ponds	Brenda
Pope	Nancy
Powell	Tiffanie
Radke	Tami
Ramirez	Cassandra
Reynolds	Robin
Reynolds	Karen

Last Name	First Name
Rigalo	Kimberly
Ritter	Lynda Joyce
Rivenbark	Charles
Rivenbark	Connie
Rosier	Kristin
Russ	Lauren
Santiago	Jennifer
Santiago	Juan
Singer	Harriet
Snare	DeAnna
Steen	Nancy
Stillwell	Wendy
Stitzel	John
Stokes	Gayle
Stonge	Linda
Sullivan	Daniel
Symans	Maria
Teaster	Stephen
Tetterton	Tina
Thatcher	Carolyn
Turck	Joseph
Ullom	Taylor
Valentin	Gladys
Vega	David
Vino	Jack
Wadron	Linda
Wallace	Patricia
Watson	Sandra
Weatherford	Ruth
Whittemore	Kevin
Wierzbicki	Sandra
Wiler	Veronica
Willets	Linda
Williams	Sommer
Wilson	William
Windsor	Brady
Winter	Susan
Woodham	Michael

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for: October 9, 2018 School Board Meeting  
Requested by: Amy Crowell, Department of Research and Accountability  
Additional contact(s)/originator: Amy Crowell  
Document Title: 2019-20 School Calendar Options

### Board Action Required:

- Presentation / Recognition  Information  
 Consideration / Approval: Motion to approve the 2019-20 School Calendar Options for Citrus County Schools

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached  available in district office  other

### Executive Summary / Highlights:

**Calendar options and calendar rationales for the 2019-20 school year which were developed by the calendar committee will be presented for review and approval.**

**Upon review and approval, the calendar committee will utilize the School Board's input to finalize no more than three calendar options to submit to all staff and School Advisory Councils for their review and vote.**

### Strategic Goals:

1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activities

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted.)
- Staff development, recruitment, and retention of work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community connections

Financial Impact to the District: None  
Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_  
Pay grade/ level \_\_\_\_\_  
Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy Wilson  
(Form Board Approved 7/10/07)

# Calendar #1 Rationale

Calendar #1	Date(s)	RATIONALE
<b>START DATE</b>	<p><b>Teacher</b> Aug 2</p> <p><b>Student</b> Aug 12</p>	Only 6 teacher preplanning days prior to student start with 14 hours for PD. Student start is the first possible school day after State Mandate of Aug 10. Support Staff will start August 9 <sup>th</sup> .
<b>THANKSGIVING BREAK</b>	<p><b>Teacher</b> Nov 23 – Dec 1</p> <p><b>Student</b> Nov 23 – Dec 1</p>	One week for Thanksgiving Break with November 25, 26, & 27 designated as Hurricane make-up days.
<b>CHRISTMAS BREAK</b>	<p><b>Teacher</b> Dec 21 – Jan 6</p> <p><b>Student</b> Dec 21 – Jan 8</p>	Teachers will return on Jan 7 for a workday and then PD on Jan 8. Students return on Jan 9, 2020.
<b>FIRST SEMESTER ENDS</b>	December 20	87 student contact days which equal enough hours for a student to earn .5 credit at the high school level.
<b>LAST DAY</b>	<p><b>Student</b> May 29</p> <p><b>Teacher</b> June 1</p>	May 29 will be student half day and opportunity for teachers to grade and record grades. Testing could possibly occur for make-up. The reason for this last day is State Testing Window.
<b>HALF DAYS (Students)</b>	Aug 28; Oct 31; Dec 19 & 20; May 29	This includes all teacher PD and workdays.
<b>PROFESSIONAL DEVELOPMENT (Teachers)</b>	<p><b>Full Days</b> 2 pre-planning days; Oct 4; Jan 8</p> <p><b>Half Days</b> Aug 28</p>	14 hours during pre-planning, 2 full days (Oct 4 & Jan 8), and 1 half day (Aug 28) of PD to meet required 30 hrs.
<b>WORK DAYS (Teachers)</b>	<p><b>Full Days</b> 4 pre-planning days; Jan 7; June 1</p> <p><b>Half Days</b> Oct 31; Dec 19 &amp; 20; May 29</p>	Pre-planning – 28 hours designated as work time. The half days in December and May are for teacher grading and recording of grades. Oct. 31 is a chance for teachers to grade, lesson plan, etc.
<b>PARENT CONFERENCE DAY</b>	October 4	This is the 39 <sup>th</sup> day for students and an opportunity for elementary/middle teachers to meet with parents. High School teachers will have the chance for professional development.

**CITRUS COUNTY SCHOOL DISTRICT**  
**2019 - 2020**  
**SCHOOL CALENDAR**  
**LEAP YEAR**

Calendar #1

MONTH	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S
Jul.	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31			
Aug.				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30	
Sept.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30					
Oct.		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30			
Nov.					1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29	
Dec.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30	31				
Jan.			1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31	
Feb.	3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28							
Mar.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30	31				
Apr.			1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30		
May					1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28		
June	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30				

**Teacher Work Day** (Yellow)

**Professional Development** (Red)

**Holiday- No School for Staff and Students** (Purple)

**Students' First/Last Day of School or Return to School (Cannot be earlier than August 10th per Florida Statute 1001.42 Section (4) 3 (f))** (Pink)

**Parent Conference Elementary & Middle / HS Professional Development Day** (Dark Red)

**FTE Weeks**

October 7-11, 2019  
February 3-7, 2020

1st Nine Weeks- Oct. 11 43 Days  
2nd Nine Weeks- Dec 20 44 Days  
3rd Nine Weeks- March 13 45 Days  
4th Nine Weeks- May 29 48 Days

**Spring Break/ County Fair**  
March 23-29, 2020

**FSA/NGSSS Assessments**  
September 9-27, 2019 - Grade 10 ELA Retake  
September 9-27, 2019 - FSA & NGSSS EOCs  
December 2-20, 2019 - FSA & NGSSS EOCs  
February 24-March 13, 2020 - Grade 10 ELA Retakes  
April 1-14, 2020 - Grades 4-10 ELA Writing  
May 4-15, 2020\* - Grade 3 ELA Reading  
May 4-15, 2020\* - Grades 4-6 ELA Reading  
May 4-15, 2020\* - Grades 3-6 Mathematics  
May 4-15, 2020\* - Grades 5 & 8 NGSSS Science  
May 4-15, 2020\* - Grades 7-10 ELA Reading  
May 4-15, 2020\* - Grade 7 & 8 Mathematics  
May 4-15, 2020\* - FSA & NGSSS EOCs

**Notes:**  
2 days designated as PD (Aug 2 - 9)  
87 days in semester one  
93 days in semester two

\*The bill analysis provided by legislative staff offers the following guidance: "[HB 7069] requires school districts to administer the assessments associated with a May 1 assessment window no earlier than 4 weeks before the last day of school for the district. In effect, this will require the last 4 weeks of a school district's school year to overlap with the May 1 assessment windows to the extent necessary for all assessments in the district to be administered. This does not require the last 4 weeks of the school year to start with the May 1 assessment window, rather, school districts will have the flexibility to adjust their last day of school to provide sufficient time, based upon the district's capacity and needs, to administer these assessments within their respective assessment windows."

Needs to reflect 196 days of which 6 are paid teacher holidays, leaving a total of 190 days for teachers.  
Needs to reflect 180 days for students.

Paid Holidays	Holidays
Sept. 2 - Labor Day	Nov. 11 - Veteran's Day
Nov. 28 - Thanksgiving Day	Dec. 25 - Christmas Day
Nov. 29 - Day After Thanksgiving	Jan. 1 - New Year's Day
Jan. 20 - Martin Luther King	Feb. 17 - President's Day
April 10 - Good Friday	
May 25 - Memorial Day	



# Calendar #2 Rationale

Calendar #2	Date(s)	RATIONALE
<b>START DATE</b>	<p><b>Teacher</b> Aug 1</p> <p><b>Student</b> Aug 12</p>	7-day preplanning as requested by Board and teacher survey, with 2 days for PD. Students start on Monday to allow for full week off at Thanksgiving.
<b>THANKSGIVING BREAK</b>	<p><b>Teacher</b> Nov 23 – Dec 1</p> <p><b>Student</b> Nov 23 – Dec 1</p>	Students and staff have full week off.
<b>CHRISTMAS BREAK</b>	<p><b>Teacher</b> Dec 21 – Jan 5</p> <p><b>Student</b> Dec 21 – Jan 6</p>	At least 2 weeks for Christmas Break per Board request. (Teachers return Jan 6, Students return Jan 7)
<b>FIRST SEMESTER ENDS</b>	December 20	First Semester ends by Christmas (87 days)
<b>LAST DAY</b>	<p><b>Student</b> May 29</p> <p><b>Teacher</b> June 1</p>	Late end date due to state mandated testing window.
<b>HALF DAYS (Students)</b>	Oct 31; Dec 19; Dec 20; Feb 13; Mar 13; Apr 22; May 29	Includes all teacher PD and workdays
<b>PROFESSIONAL DEVELOPMENT (Teachers)</b>	<p><b>Full Days</b> 2 pre-planning days; Oct 2</p> <p><b>Half Days</b> Oct 31, Feb 13, Apr 22</p>	14 hours during pre-planning, 1 full day (Oct 2) & 3 half days (Oct 31, Feb 13, Apr 22) of PD to meet required 30 hrs.
<b>WORK DAYS (Teachers)</b>	<p><b>Full Days</b> 5 pre-planning days; Jan 6; June 1</p> <p><b>Half Days</b> Dec 19; Dec 20; Mar 13; May 29</p>	Pre-planning- 35 hours designated as work time; 2 full days (Jan 6 and June 1) for workdays; 4 half days (Dec 19, Dec 20, Mar 13, May 29) to provide time for finals, grading, report cards, etc.
<b>PARENT CONFERENCE DAY</b>	October 2	Full day conference day requested by elementary and middle school teachers; Full day PD for high schools
<b>OPTIONAL: ADDED HOLIDAYS</b>	<p>March 20</p> <p>February 14</p>	<p>Additional Friday* off added to Spring Break</p> <p>Additional Friday* off - 4-Day Weekend for Valentine's/President's Day</p> <p>*Hurricane Make-up days if needed</p>



Calendar #2

CITRUS COUNTY SCHOOL DISTRICT  
2019 - 2020  
SCHOOL CALENDAR  
LEAP YEAR

MONTH	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S					
Jul.	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		
Aug.				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30
Sept.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30				
Oct.		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30		
Nov.						1	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
Dec.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30	31			
Jan.				1	2	3		6	7	8	9	10	13	14	15	16	17		20	21	22	23	24		27	28	29	30	31
Feb.	3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28		30				
Mar.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30				
Apr.			1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31
May						1	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
June	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30			

Teacher Work Day  
Professional Development  
Holiday- No School for Staff and Students

Students' First/Last Day of School or Return to School (First Day cannot be earlier than August 10th per Florida Statute 1001.42 Section (4) 3 (f))  
Parent Conference Elementary & Middle / HS Professional Development Day

FTE Weeks	Spring Break/ County Fair
October 7-11, 2019	March 23-29, 2020
February 3-7, 2020	
1st Nine Weeks- Oct. 11	43 Days
2nd Nine Weeks- Dec 20	44 Days
3rd Nine Weeks- March 13	46 Days
4th Nine Weeks- May 29	47 Days

Notes:

2 days designated as PD (Aug 1-9)  
87 days in semester one  
93 days in semester two

FSA/NGSSS Assessments
September 9-27, 2019 - Grade 10 ELA Retake
September 9-27, 2019 - FSA & NGSSS EOCs
December 2-20, 2019 - FSA & NGSSS EOCs
February 24-March 13, 2020 - Grade 10 ELA Retakes
Algebra 1 Retake
April 1-14, 2020 - Grades 4-10 ELA Writing
Grade 3 ELA Reading
May 4-15, 2020* - Grades 4-6 ELA Reading
Grades 3-6 Mathematics
Grades 5 & 8 NGSSS Science
May 4-29, 2020* - Grades 7-10 ELA Reading
Grade 7 & 8 Mathematics
May 4-29, 2020* - FSA & NGSSS EOCs

\*The bill analysis provided by legislative staff offers the following guidance: "[HB 7069] requires school districts to administer the assessments associated with a May 1 assessment window no earlier than 4 weeks before the last day of school for the district. In effect, this will require the last 4 weeks of a school district's school year to overlap with the May 1 assessment windows to the extent necessary for all assessments in the district to be administered. This does not require the last 4 weeks of the school year to start with the May 1 assessment window; rather, school districts will have the flexibility to adjust their last day of school to provide sufficient time, based upon the district's capacity and needs, to administer these assessments within their respective assessment windows."

Needs to reflect 196 days of which 6 are paid teacher holidays, leaving a total of 190 days for teachers.  
Needs to reflect 180 days for students.

Paid Holidays	Holidays
Sept. 2 - Labor Day	Nov. 11 - Veteran's Day
Nov. 28 - Thanksgiving Day	Dec. 25 - Christmas Day
Nov. 29 - Day After Thanksgiving	Jan. 1 - New Year's Day
Jan. 20 - Martin Luther King	Feb. 17 - President's Day
April 10 - Good Friday	
May 25 - Memorial Day	

# Calendar #3 Rationale

Calendar #3	Date(s)	RATIONALE
<b>START DATE</b>		
<b>Teacher</b>	Aug 5	ALL LEVELS REQUESTED STUDENTS STARTING SCHOOL MID-WEEK – NOT ON A MONDAY; Provided 7 Pre-planning days
<b>Student</b>	Aug 14	Students start date allows 87 days prior to Christmas break. This required taking 2 days from Thanksgiving break to meet request. 87 days minimum requirement to meet instructional hours.
<b>THANKSGIVING BREAK</b>		
<b>Teacher</b>	Nov 27-Dec 1	5-day break; Two days removed from Thanksgiving Break in order for students to start mid-week, instead of a Monday.
<b>Student</b>	Nov 27-Dec 1	
<b>CHRISTMAS BREAK</b>		
<b>Teacher</b>	Dec 21-Jan 6	17-day break for Christmas, with 1 workday for teachers
<b>Student</b>	Dec 21-Jan 7	
<b>FIRST SEMESTER ENDS</b>		
	December 20	87 days in first semester; Ends prior to Christmas
<b>LAST DAY</b>		
<b>Student</b>	May 29	Required to include all testing days in Spring window.
<b>Teacher</b>	June 1	Provides teacher workday at the end of the year.
<b>HALF DAYS (Students)</b>		
	Sept 26; Oct 31; Jan 30; Dec 19-20; Mar 13; May 29	This includes all teacher PD and workdays
<b>PROFESSIONAL DEVELOPMENT (Teachers)</b>		
<b>Full Days</b>	3 pre-planning days	21 hours during pre-planning and 3 half days (Sept 26, Oct 31, Jan 30) of PD to meet required 30 hours
<b>Half Days</b>	Sept 26, Oct 31, Jan 30	
<b>WORK DAYS (Teachers)</b>		
<b>Full Days</b>	4 pre-planning days; Oct 14; Jan 7; Jun 1	Pre-planning- 28 hours designated as work time. 1 day for parent conference/teacher workday (not PD); 1 day after Christmas break; 1 day at end of year; Half days provide time for finals, grading, report cards, etc.
<b>Half Days</b>	Dec 19; Dec 20; Mar 13; May 29	
<b>PARENT CONFERENCE DAY</b>		
	October 14	Full day at end of 1 <sup>st</sup> 9 weeks/Teacher Workday (not PD)
<b>OPTIONAL: ADDED HOLIDAYS</b>		
	February 14	Could not accommodate 4-day Easter weekend due to the mandatory testing window, so we added Valentine's Day as a holiday to create a 4-day weekend.



Calendar #3

CITRUS COUNTY SCHOOL DISTRICT  
2019 - 2020  
SCHOOL CALENDAR  
LEAP YEAR

MONTH	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S	M	T	W	TH	F	S/S
Jul.	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26	
Aug.				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23	
Sept.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27	
Oct.		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25	
Nov.					1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22	
Dec.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27	
Jan.			1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24	
Feb.	3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28	
Mar.	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27	
Apr.			1	2	3		6	7	8	9	10		13	14	15	16	17		20	21	22	23	24	
May					1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22	
June	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26	

Teacher Work Day  
Professional Development  
Holiday- No School for Staff and Students

Students' First/Last Day of School & Return to School (First Day cannot be earlier than August 10th per Florida Statute 1001.42 Section (4) 3 (f))  
Parent Conference Elementary & Middle / HS Work Day

**FTE Weeks**  
October 7-11, 2019  
February 3-7, 2020  
1st Nine Weeks- Oct. 11  
2nd Nine Weeks- Dec 20  
3rd Nine Weeks- March 13  
4th Nine Weeks- May 29

**Spring Break/ County Fair**  
March 23-29, 2020

**FSA/NGSSS Assessments**  
September 9-27, 2019 - Grade 10 ELA Retake  
September 9-27, 2019 - FSA & NGSSS EOCs  
December 2-20, 2019 - FSA & NGSSS EOCs  
February 24-March 13, 2020 - Grade 10 ELA Retakes  
April 1-14, 2020 - Grades 4-10 ELA Writing  
May 4-15, 2020\* - Grades 4-6 ELA Reading  
May 4-29, 2020\* - Grades 7-10 ELA Reading  
May 4-29, 2020\* - FSA & NGSSS EOCs

**Paid Holidays**  
Sept. 2 - Labor Day  
Nov. 28 - Thanksgiving Day  
Nov. 29 - Day After Thanksgiving  
Jan. 20 - Martin Luther King  
April 10 - Good Friday  
May 25 - Memorial Day

**Holidays**  
Nov. 11 - Veteran's Day  
Dec. 25 - Christmas Day  
Jan. 1 - New Year's Day  
Feb. 17 - President's Day

**Notes:**  
3 days designated as PD (Aug 5 - 13)  
87 days in semester one  
93 days in semester two

\*The bill analysis provided by legislative staff offers the following guidance: "[HB 7069] requires school districts to administer the assessments associated with a May 1 assessment window no earlier than 4 weeks before the last day of school for the district. In effect, this will require the last 4 weeks of a school district's school year to overlap with the May 1 assessment windows to the extent necessary for all assessments in the district to be administered. This does not require the last 4 weeks of the school year to start with the May 1 assessment window; rather, school districts will have the flexibility to adjust their last day of school to provide sufficient time, based upon the district's capacity and needs, to administer these assessments within their respective assessment windows."



Needs to reflect 196 days of which 6 are paid teacher holidays, leaving a total of 190 days for teachers.  
Needs to reflect 180 days for students.

# MAJOR DIFFERENCES BETWEEN CALENDAR OPTIONS

PD- Professional Development    S- Students  
 WK- Work Day                            T- Teachers

	Calendar #1	Calendar #2	Calendar #3
<b>First Day of School</b>	S: Monday, Aug 12 T: Friday, Aug 2	S: Monday, Aug 12 T: Thursday, Aug 1	S: Wednesday, Aug 14 T: Monday, Aug 5
<b>Pre-Planning Days</b>	6 Days PD- 14 hours WK- 28 hours	7 Days PD- 14 hours WK- 35 hours	7 Days PD- 21 hours WK- 28 hours
<b># of HALF Days for Professional Development &amp; Work Days</b>	5 Half Days PD- 1 WK- 4	7 Half Days PD- 3 WK- 4	7 Half Days PD- 3 WK- 4
<b># of FULL Days for Professional Development &amp; Work Days</b>	10 Full Days PD- 4 WK- 6	10 Full Days PD- 3 WK- 7	10 Full Days PD- 3 WK- 7
<b>Parent Conference Day</b>	Friday, October 4	Wednesday, October 2	Monday, October 14
<b>Thanksgiving Break</b> <i>(not including weekends)</i>	5 Days Nov 25-29	5 Days Nov 25-29	2 Days Nov 27-28
<b>Christmas Break</b> <b>-All begin Dec 23</b> <i>(not including weekends)</i>	S: 13 Days/ Return Jan 9 T: 11 Days/ Return Jan 7	S: 11 Days/ Return Jan 7 T: 10 Days/ Return Jan 6	S: 12 Days/ Return Jan 8 T: 11 Days/ Return Jan 7
<b>Additional Days Off Throughout Year</b>	None	Friday, Feb 14 (4-day weekend) Friday, Mar 20 (Additional Spring Break day)	Friday, Feb 14 (4-day weekend)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Kit Humbaugh  Department of District Student Services  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Second Amendment to the 2018-2019 Code of Student Conduct 

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_

Approve to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the Request for a Second Amendment to the 2018-2019 Code of Student Conduct

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**

Please see the attached Amendment to the 2018-2019 Code of Student Conduct.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** N/A

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

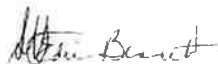
Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Edie Bennett

(Form Board Approved 7/10/07)



**AMENDMENTS AND RESTATEMENTS**  
**TO**  
**2018-2019**  
**CITRUS COUNTY CODE OF STUDENT CONDUCT**

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The following are Amendments and Restatements to the 2018-2019 Code of Student Conduct for Citrus County Schools:

1. The following amends and restates in its entirety the section on “**ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT BEHAVIOR**” starting on page 13:

**ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME**

**It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The Citrus County School Board and Administration are determined to provide an environment that is drug-free and protects students’ physical and mental health, safety, and civil rights.** This goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal. Although education and prevention strategies are the preferred means of achieving safe schools, there must be a clear statement of policy that violence in schools will not be permitted. The law enforcement agency that has jurisdiction shall be notified as soon as possible of all violations involving violent criminal acts.

Students who are determined by the School Board to have committed one of the following violations as defined by Florida Law or this code while on School Board owned, operated or maintained property (including a school bus or other school or School Board vehicle) or while at a school/School Board sponsored activity (whether on or off a school site, or School Board owned, operated or maintained property) **WILL** be expelled from all Citrus County public schools, with or without educational service, from the student’s regular school for a period of not less than one for a minimum of one (1) calendar year:

- a. Bringing a firearm or weapon, as defined in Florida Statute 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school.

<p><b>NOTE:</b> For the purposes of zero tolerance, a “firearm” means any weapon (including a starter gun) 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 firearm muffler or firearm silencer; any destructive device; or any machine gun. The term</p>
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“firearm” does not include an antique firearm unless the antique firearm is used in the commission of a crime.

“Weapon” means any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife.

**Students will be referred to mental health services identified by the school district pursuant to §1012.584(4) and the criminal justice or juvenile justice system.**

- b. Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity.

**Students will be referred for criminal prosecution and mental health services identified by the school district pursuant to §1012.584(4), for evaluation or treatment, when appropriate.**

District school boards may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student who has a disability, the district school board shall comply with applicable State Board of Education rules.

Any student found to have committed a violation of Florida Statute §§ 784.011(1), (2), or (3) [Assault or battery on specified officials or employees] shall be expelled or placed in the district alternative school or other alternative program as deemed appropriate. Upon being charged with an offense under Florida Statute §§ 784.011 ( 1 ), (2), or (3 ), the student shall be immediately removed from his or her school of regular attendance and placed in the district alternative school, or other alternative program as deemed appropriate and as required by Florida Statute § 1006.13(5).

It is the policy of the Citrus County School District that no student shall possess a firearm in a vehicle on a school campus. This policy is in conjunction with Florida Statute § 790.115 (2)(a)3.

The school district will invoke the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts on school property, on school-sponsored transportation, at school bus stops, on school buses, or during school-sponsored activities. **Violent or disruptive students WILL be assigned to an**

**alternative educational program or be referred to mental health services identified by the school district pursuant to §1012.584(4).**

Violent criminal acts include, but are not limited to, the following offenses:

- a. Homicide (murder, manslaughter)
- b. Sexual battery
- c. Armed robbery
- d. Aggravated battery
- e. Battery or aggravated battery on a teacher or other school personnel
- f. Kidnapping or abduction
- g. Arson
- h. Possession or use of a firearm or other weapon, as defined on page 24-25
- i. Possession or use of any explosive device
- j. Bomb threats



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for: October 9, 2018 School Board Meeting.

Requested by: Lynne Kirby, Director ESE *(LK)*

Additional contact(s)/originator: Karen Lisa, Department of Research and Accountability

Document Title: Research Proposal Request – Efficacy trial of I Control

### Board Action Required:

- Presentation / Recognition  Information \_\_\_\_\_  
 Consideration / Approval: Research Proposal Request – Efficacy trial of I Control

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:** This is a research request from Dr. Stephen Smith from UF. He has received a grant from the US Dept. of Education to perform an efficacy trial of I Control. This is an intensive intervention to improve self-regulation for middle school students with emotional and behavioral problems.

### Strategic Goals:

1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activities

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted.)
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community connections

### Financial Impact to the District:

Amount Budgeted \$0 \_\_\_\_\_ Additional Amount Requested \$0 \_\_\_\_\_

Funding Source: \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_  
Pay grade/ level \_\_\_\_\_  
Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy Wilbur  
(Form Board Approved 7/10/07)

The logo for 'I Control' features the word 'I Control' in a large, bold, sans-serif font. The letter 'I' is a simple vertical bar. The word 'Control' is where the 'o' is replaced by a large gear. Above the 'o' gear, there are two smaller gears, one slightly to the left and one slightly to the right, creating a cluster of three gears. The entire logo is rendered in a dark gray color.

# I Control

A self-regulation curriculum for middle school students

University of Florida, Special Education

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## **Research Aims**

The aims of this research are to investigate the effectiveness of I Control in comparison to SAU conditions and are threefold: (1) determine whether I Control improves student attitudinal and behavioral characteristics related to self-regulation (SR), general behavioral functioning, and academic performance, (2) determine I Control effects at one-year follow-up, and (3) explore whether these effects are mediated by proposed variables in the Theory of Change.

## **Hypothesis - Proximal outcomes**

**1. Compared to peers in the services as usual (SAU) condition, middle school students in the I Control condition identified with Emotional and Behavioral Disorders (EBD) will exhibit better scores on measures of SR and executive function (EF) related to:**

- a) Goal-setting (I Control Goal Setting Questionnaire)
- b) Emotion control/regulation (Emotion Regulation Index for Children and Adolescents & Behavior Rating Inventory of Executive Function-2 Teacher Form, Emotional Control/Emotion Regulation Index)
- c) Social problem solving (Social Problem-Solving Inventory for Adolescents-Academic Process, Problem Orientation, Problem Solving scales)
- d) Contextualized EF (Behavior Rating Inventory of Executive Function-2 Teacher Form - Behavior Regulation Index, Cognitive Regulation Index)
- e) National Institute of Health (NIH) Toolbox tasks (List Sorting [working memory test], Flanker Task [inhibitory control], and Dimensional Change Card Sort Test [attentional shift]) Hypotheses - Distal outcomes

**2. Compared to peers in the SAU condition, middle school students in the I Control condition identified with EBD will exhibit better scores on measures of general behavioral functioning related to:**

a) Internalizing and externalizing behaviors (Achenbach System of Empirically Based Assessment – Child Behavior Checklist – Teacher Report Form (TRF) and Youth Self-Report Forms (YSR))

b) Social skills (Social Skills Improvement System [SSiS] Teacher & Parent - Social Skills, Problem Behaviors, Academic Competence Domains)

c) Behavior ratings (Direct Behavior Rating)

**3. Compared to peers in the SAU condition, middle school students in the I Control condition identified with EBD will exhibit better academic/school performance (year-end standardized tests, attendance, office referrals, suspensions/expulsions) Hypothesis - One-year follow-up**

**4. Compared to peers in the SAU condition, middle school students in the I Control condition identified with EBD will exhibit better scores on measures related to:**

a) General behavioral functioning (TRF, YSR, & SSiS)

12 b) Educational placement (see (a) Significance section, Figure 1, Theory of Change)  
Exploratory mediation hypotheses

5. SR mediates I Control effects on general behavioral functioning (measures from Hypothesis #2 [a-c]).

6. Direct measures of EF mediate I Control effects on general behavioral functioning (measures from Hypothesis #2 [a-c]).

Measure	Type	Constructs	Score
<b>Proximal Outcomes</b>			
Behavior Rating Inventory of Executive Function ( <i>BRIEF2</i> )	Teacher report	Behavior regulation, Emotion regulation, Cognitive regulation	Raw, standard
Emotion Regulation Index for Children and Adolescents ( <i>ERICA</i> )	Student report	Emotional control, emotional awareness, situational responsiveness	Raw, standard
<i>I Control</i> Goal Setting ( <i>ICGS</i> ) Questionnaire	Student report	Goal setting	Raw, standard
Social Problem-Solving Inventory for Adolescents ( <i>SPSI-A</i> )	Student report	Academic process, problem orientation, problem-solving	Raw, standard
National Institute of Health ( <i>NIH</i> ) Toolbox	Researcher administered	Inhibitory control, set shifting, working memory	Raw, standard
<b>Distal Outcomes</b>			
Achenbach System of Empirically Based Assessment ( <i>ASEBA</i> )	Teacher & student reports	Internalizing, externalizing	Raw, standard
Direct Behavior Rating (DBR)	Direct obs.	Behavior ratings	Raw, standard

Social Skills Improvement System (SSiS)	Teacher & parent report	Social skills, problem behaviors, academic comp.	Raw, standard
<b>Treatment Receipt</b>			
I Control Knowledge Questionnaire (ICKQ)	Student report	EF, goal setting, ER, social problem solving	Raw

Note: EF = Executive function; ER = emotion regulation

## Research Design

The proposed design is a pretest-posttest cluster randomized efficacy trial with one fixed between-subjects factor. This design will be replicated each of the first 3 years of the project across two sites (Florida & Ohio) to test treatment effects against the effects of SAU. The between subjects factor consists of 2 conditions: (a) I Control intervention and (b) SAU comparison. Schools will be randomly assigned to condition; thus, school is a random factor. The study involves 3 cohorts of schools (Years 1-3) that will be recruited in FL and OH across multiple districts. In each cohort and within each site, schools will be randomly assigned to the intervention and comparison conditions. As shown in Table 1, we anticipate a total of 92 schools, with an average of 7 students per school.

**Randomization procedure.** During each year of the study, once schools, teachers, and students have been recruited and consented, the schools in both sites will be assigned a unique school ID, and the list of IDs will be submitted to the project statistician (Algina). PROC PLAN in SAS 9.4 will be used to randomly assign schools from within each site to the two conditions. Given the number of schools in each site we expect to be able to recruit a sufficient number of schools.

**Documentation of group equivalency and potential bias from overall and differential attrition.** We will collect pretest data for all outcome variables and all variables related to student characteristics (i.e., race, gender, National School Lunch Program [NSLP], Florida Standards Assessment [FSA] - language arts and math, Ohio Achievement Assessments [OAA]). We will document group equivalency by testing for significant differences between I Control and SAU groups using  $p = .05$ . Given random assignment and  $p = .05$ , we expect no more than 5% of the tests to show significance. We will use the procedure described in Assessing Attrition Bias, which describes the procedure used by What Works Clearing House to develop standards for dealing with potential bias. We acknowledge that the procedure relies on pretest difference between program completers and program dropouts to determine the correlation coefficient in each group between propensity to drop out and posttest variables,

**Description of counterfactual.** During our Goal 2 pilot study, we interviewed all SAU teachers using the I Control Foundations Survey/Interview to examine the behavioral programming provided in their classrooms, assess whether core components of I Control were being delivered (i.e., goal setting, emotion regulation, social problem solving), and whether any professional development (PD) opportunities related to behavior management were available during the school year. Including open- and closed-ended response items and rating scales, the survey/interview questions elicit information about any published or informal/teacher made curricular materials being used, the extent of social-emotional or self-regulatory skills taught, time devoted to behavioral instruction, approaches to behavior management, and whether they received any PD. From our pilot study, we found that most teachers did not use a specific set of

materials or curriculum, and behavioral programming was delivered inconsistently throughout the year or as situations arose, without a set instructional time. Thus, findings from our Goal 2 study suggested that treatment in SAU classrooms was sufficiently different from I Control. In the current project, all SAU teachers will complete the I Control Foundations Survey/Interview (see Appendix D), and we will use descriptive analyses to determine SAU behavioral programming.

### Data Analysis Procedures

**Hypotheses 1(a-e), 2 [a-c], & Hypothesis 3** address the effect of I Control on SR, EF, general behavioral functioning, and academic performance. For each measured variable (e.g., ICGS as a measure of goal setting), other than attendance, office referrals and suspensions/expulsions, we will use a 2-level ANCOVA model (Hedges and Hedberg, 2007):

$$Y_{ij} = \gamma_0 + \gamma_1 Z_j + \gamma_2 (X_{ij} - M_j) + \gamma_3 M_j + u_{0j} + \varepsilon_{ij}$$

where  $Y_{ij}$  is the posttest score on the outcome variable for the  $i$ th child in the  $j$ th school,  $Z_j$  is a dummy coded variable (1 for treatment and 0 for comparison),  $X_{ij}$  is the student-level covariate (i.e., the pretest score on the outcome variable),  $M_j$  is the school-mean covariate (i.e., school mean pretest score on the outcome variable for participating students from school  $j$ ),  $u_j$  is the school-level residual, and  $\varepsilon_{ij}$  is a child-level residual. The  $\gamma$  coefficients are regression coefficients; in particular,  $\gamma_1$  is the treatment effect. The model does not include district, site, or year as fixed effects, but we will explore their inclusion during data analysis. Prior to implementing the analysis, between-school and within-school covariate by treatment interactions will also be investigated. Standardized mean difference effect sizes will be reported to complement each analysis. The effect size is  $\delta = \gamma_1 / \sigma$ , where  $\sigma^2$  is the sum of the school- and student-level variance components from the multilevel ANOVA model  $Y_{ij} = \gamma_0 + \gamma_1 Z_j + u_{0j} + \varepsilon_{ij}$ . Parent data will be collected only at posttest. For each parent variable, we will use the corresponding pretest teacher variable as the covariate (e.g., the SSiS-Teacher social skills pretest as the covariate for the SSiS-Parent social skills posttests). Scales for achievement measures from FL and OH are not on the same scale. To analyze these data we propose separate standardization of FL and OH tests to mean zero and standard deviation 1. This will be done separately for pretest and posttest data. Pretest data will be from the Spring of the school year prior to the students' enrollment in I Control and posttest data will be from spring of the school year students participate in the study. A two-group (FL & OH) analysis using Equation (1) in both groups will be conducted. All parameters will be allowed to vary across groups allowing estimation of and testing hypotheses about the treatment effect in each state, without any constraints across groups on the parameters. In addition it will allow estimation of and testing a hypothesis about the average treatment effect across states. We plan to use full information maximum likelihood (FIML) to estimate coefficients and test hypotheses. Covariates will be treated as random variables so that cases with complete data, as well as cases with missing data, on the dependent variable or a covariate are included in the analysis (see p. 8, Muthen & Muthen, 1998-2017)). For office referrals and suspensions/expulsions, we will modify the analysis to reflect that these variables are count variables and may be zero-inflated. Among the candidate methods of analysis for such variables are multilevel Poisson and negative-binomial models, as well as zero-inflated versions of these models, and multilevel two-part models. Similarly, a

modified model may be required for attendance. For the variables potentially requiring a modified analysis, we will explore using the pretest measures of the other variables (e.g., ICGS) as covariates.

**Hypotheses 1(b-d), 2(a-b), and 3** each have multiple variables relevant to the hypothesis. For each hypothesis, we propose using the Benjamini-Hochberg (BH) correction (adopted by the What Works Clearinghouse) to account for multiple comparisons. For example for hypothesis 1b we will control the false discovery rate over the ERICA and BRIEF2 emotion control/regulation subscales.

**Hypothesis 4** addresses the effect at a one-year follow-up of I Control on general behavioral functioning (TRF, YSR, SSiS) and educational placement. For these measures we will use the model in equation (1), where  $Y_{ij}$  will be an outcome variable measured at the end of the follow-up year. We will explore using the pretest measures of these variables measured as covariates. For educational placement, we will use a multilevel multinomial model.

**Hypotheses 5 & 6** address mediation of the effect of I Control on distal outcomes by SR and EF. Both variables are student-level variables. However, because schools are randomly assigned to treatment, mediation of the treatment effect will be through the school-level component of the mediators. This type of mediation is called 2-1-1 by Preacher, Zyphur, and Zhang (2010). At the school-level, EF measures are likely to be highly correlated, and SR measures are likely to be highly correlated. We propose, therefore, to use one composite of the direct EF measures and one composite of the SR measures as mediators. Panel B of Figure 2 (see Appendix C) depicts the level-2 aspect of a multi-level path model in which EF and SR jointly mediate the effect of I Control. O, EF, SR, and T denote an outcome, EF and SR variable, and treatment, respectively. Pre and post subscripts indicate time of measurement; correlations among variables at the far left are not depicted but will be included in the model. Panel A of Figure 2 depicts the level-2 aspect of the model. A latent decomposition (Preacher et al., 2010) of the pretest variables, other than treatment, will be used. The level-1 components of the model imply that any lack of fit is due to the level-2 components; therefore, any modifications to improve fit will be made to the level-2 aspect. After estimating the model in Figure 2, we will conduct a sensitivity analysis specifying a correlation between the residual for each mediator and the residual for the outcome variable to prevent a potential confound issue between the mediator and the outcome.



**SANDRA "SAM" HIMMEL**  
**SUPERINTENDENT OF SCHOOLS**  
*"Where Learning is the Expectation  
 And Caring is a Commitment"*

**CITRUS COUNTY SCHOOLS**  
**RESEARCH PROPOSAL REQUEST**  
 (Print or type – all items must be completed.  
 Use additional paper if necessary.)

If you have any questions, contact the Department of Research &  
 Accountability Phone: 352-726-1931 Extension 2235, email:  
[crowella@citrus.k12.fl.us](mailto:crowella@citrus.k12.fl.us)

**Date:** 8/5/18

<b>Does this request pertain to a grant funded project?</b>	XX	<b>Yes</b>		<b>No</b>
If yes, please provide the complete grant name and official funding agency below. <b>NOTE: A copy of the grant paperwork MUST BE SUBMITTED WITH THE APPLICATION.</b>				
<b>Grant Name:</b> Efficacy trial of I Control: An intensive intervention to improve self-regulation for middle school students with emotional and behavioral problems	<b>Funding Agency:</b> US Dept. of Education, Institute of Education Sciences			

<b>NAME OF RESERACHER/PRINCIPAL INVESTIGATOR (Include title - i.e., Ms., Mrs., Mr., Dr., or Ph.D., Ed.D., etc.)</b>
Stephen W. Smith, Ph.D.
<b>COMPLETE ADDRESS (include city, state, building, apt. #, zip code)</b>
University of Florida, College of Education 1403 Norman Hall Gainesville, FL 32611

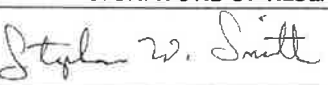
<b>University or College:</b>	Education
<b>City/State:</b>	Gainesville, FL
<b>Advisor's Name &amp; Title:</b>	N/A
<b>Advisor's E-mail:</b>	N/A
<b>Academic Department Phone:</b>	352 273-4263

<b>Are you an employee of the Citrus County Public Schools?</b>		<b>Yes</b>	XX	<b>No</b>
If yes, at what location do you work?				
Phone # (area code):	E-mail:			

<b>TITLE OF YOUR STUDY:</b>	<b>Efficacy Study of the I Control Curriculum for middle school students w/ EBD</b>
<b>BRIEF DESCRIPTION OF RESEARCH: (Hypothesis, research design, statistical treatment of data)</b> <b>NOTE: A copy of any tests, questionnaires, surveys, letters, IRB approval letter from the university, etc. MUST BE SUBMITTED WITH THE APPLICATION</b>	
See attached documents	
<b>PROCEDURES:</b>	
Population to be studied:	Middle school students served in special ed program for EBD
Number of Participants:	Florida research site
Grade Levels:	6-8 grade
Schools Involved:	Unkown at this time

Distinguishing Characteristics:	Primary or secondary diagnoses of EBD
Treatment Proposed:	Exposure to I Control curriculum
Assessment Measures:	(see attached)
<b>ESTIMATED TIME REQUIRED:</b>	
From Teachers:	Pretest & posttest measures (outside of school time) 3 observations during school year
From Students:	Pretest & Posttest measures
Estimated Date Study Will Begin:	Oct/Nov
Estimated Date Study Will End:	End of school year 2019.

<b>NOTE the following if request is approved:</b>	
1.	If request pertains to a grant funded project, then the funding will need to be school board approved before the project may begin.
2.	If you will be entering a campus after hours to conduct your research involving adults only, you will be required to present the approved form to the principal or designee.
3.	If you will be entering a campus during school hours when students are present, but your contact with students will be supervised by school personnel, you will be screened upon arrival via the district RAPTOR program. You will need a driver's license and present a copy of this approved research form to the principal.
4.	If you will be entering a campus during school hours when students are present AND there is a possibility YOUR CONTACT WITH STUDENTS WILL NOT BE SUPERVISED BY SCHOOL PERSONNEL, you must complete a level 2 background screening through the district vendor approval process (at the researcher's expense). YOU WILL NOT BE ALLOWED TO DO YOUR RESEARCH UNTIL THE PROCESS HAS BEEN COMPLETED.

SIGNATURE OF RESEARCHER:	TITLE:	DATE:
X 	Researcher	
X	University Supervisor	
X	School Principal <i>(if study is to be conducted in a school)</i>	

SIGNATURE OF DISTRICT APPROVAL:	TITLE:	DATE:
X	Director of Research and Accountability	
X	District Grant Writer <i>(if request pertains to a grant funded project)</i>	
X	Chief Finance Officer <i>(if request pertains to a grant funded project)</i>	

<b>School Board Approval Date</b> <i>(if request pertains to a grant funded project)</i>	Date:
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**Submit this form and any accompanying materials to:**

**Citrus County Schools**  
 Research & Accountability  
 1007 West Main Street  
 Inverness, FL 34450



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.

Requested by Lynne Kirby, Director, Department of Exceptional Student Education

Additional contact(s)/originator \_\_\_\_\_

Document Title \_\_\_\_\_

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Approve contract with Florida Elks Children's  
Therapy Service.

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

## Executive Summary / Highlights:

In compliance with FL Statute 1003.572, community agencies shall be permitted to deliver services to students enrolled in Citrus County Schools. This contract will allow Florida Elks Children Therapy Services employees to provide Physical Therapy in our schools. The therapy will occur on a school campus at a time during the school day that has been mutually agreed upon by the parent, school principal and physical therapist.

## Strategic Goals:

1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

## Strategies Include:

- Innovative and research-based curriculum and program delivery systems;  
Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: \_\_\_\_\_

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

## Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

**PRIVATE INSTRUCTIONAL PERSONNEL ACCESS  
AGREEMENT FOR SERVICES PURSUANT TO FLORIDA  
STATUTE §1003.572**

THIS AGREEMENT is entered into by and between The School Board of Citrus County, Florida, a political subdivision of the State of Florida and a body of corporate pursuant to §1001.40, Florida Statutes, whose address is 1007 West Main Street, Inverness, Florida, 34450, hereinafter referred to as “School Board” and Florida Elks Children’s Therapy Service whose principal address is P.O. Box 49, Umatilla, FL 32784 hereinafter referred to as “Community Agency”<sup>1</sup>, “§1003.572 Agency”<sup>2</sup>, or “§1003.572 Private Instructional Personnel”<sup>3</sup>, as appropriated.

WHEREAS, a purpose of this Agreement is to provide compliance with §1003.572, Fla. Stat. pursuant to which the community agencies and employees thereof, or Private Instructional Personnel, will be permitted to deliver services to students enrolled in Citrus County district schools at each students’ school of enrollment;

WHEREAS, various community agencies desire to be permitted and authorized to provide mental health therapy services to students enrolled in Citrus County district schools at each students’ school of enrollment;

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<sup>1</sup> An example of a community agency is DCF-Youth and Families which is the CINS/FINS agency for Citrus County, Florida. Any entity that believes it falls into this category may submit documentation in support of its claim for verification and confirmation by the Director of the ESE Department for this Agreement.

<sup>2</sup> A §1003.572 Agency is an entity that is a for profit corporation, not for profit corporation or unincorporated business that provides services. An unincorporated business must register its fictitious name.

<sup>3</sup> Private Instructional Personnel includes: (a) individuals certified under s. 393.17 or licensed under Chapter 490 or 491 for applied behavior analysis services as defined in ss. 627.6686 and 641.31098; (b) speech language pathologists licensed under s. 468.1185; (c) occupational therapists licensed under part III of Chapter 468; (d) physical therapist licensed under Chapter 485; (e) psychologists licensed under Chapter 490; or (f) clinical social workers licensed under Chapter 491.

WHEREAS, the School Board desires to facilitate the delivery of physical therapy services by various community based mental health agencies to persons who are students in various Citrus County district schools; and

WHEREAS, under §1003.572, Fla. Stat., the parent(s) are permitted to have Private Instructional Personnel in the following areas: (a) individuals certified under s. 393.17 or licensed under Chapter 490 or 491 for applied behavior analysis services as defined in ss. 627.6686 and 641.31098; (b) speech language pathologists licensed under s. 468.1185; (c) occupational therapists licensed under part III of Chapter 468; (d) physical therapist licensed under Chapter 485; (e) psychologists licensed under Chapter 490; or (f) clinical social workers licensed under Chapter 491 to provide services as the students' schools of enrollment.

NOW THEREFORE, in consideration of the premises and mutual understandings herein stated, the parties hereto agree as follows:

1. That the foregoing recitals are true and correct, and that each recital is incorporated herein by reference.
2. That the term of this Agreement is October 11, 2018 – May 30, 2019.<sup>4</sup>
3. That the undersigned Community Agency will be permitted to deliver physical therapy services to students enrolled in the Citrus County district schools at each student's school of enrollment.
4. That the undersigned §1003.572 or §1003.572 Private Instructional Personnel will be permitted to deliver professional services to students enrolled in Citrus County

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<sup>4</sup> Start date may not be earlier than the start of school for a given school year, and the end date may not be later than the last student attendance day for that school year.

district schools at each student's school of enrollment.

5.
  - a. That the times at which said services may be provided at a given school shall be subject to the specific approval of the school's principal and the student's teacher or teachers. No access to a school or student will be provided until compliance with the access terms contained herein have been verified by the respective school's principal.<sup>5</sup>
  - b. An Access Information Form must be completed for each student served under this Agreement. A copy of the Form is attached as Exhibit "A" to this Agreement and made a part hereof for all purposes by attachment, reference, and adoption. All information required by the Access Information Form must be provided as a condition of access under this Agreement.
6.
  - a. The location within a given school wherein the services are to be delivered shall be designated by the school's principal.
  - b. The time period when a student is to be served outside of his or her class shall be determined by the principal.
7. The Community Agency, §1003.572 Agency, or each person employed by the Community Agency or §1003.572 Agency, or the §1003.572 Private Instructional Personnel providing services under this agreement shall:
  - a. provide the school in advance and in writing with the names, addresses,

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<sup>5</sup>The term "principal" includes assistant principal, but does not include dean, guidance counselor, or other non-administrative personnel.

social security numbers<sup>6</sup>, and telephone numbers for the specific persons who will be providing services under this Agreement;

- b. present credentials identifying them as an employee or agency of the Community Agency, §1003.572 Agency or as the §1003.572 Private Instructional Personnel providing services;
- c. present photo identification (such as a valid Florida driver's license) as requested by school or school district personnel;
- d. sign in upon arrival at the designated school through the District Raptor system, shall wear and prominently display the issued identification badge at all times, and sign out upon leaving;
- e. comply with the background screening/background security check requirements set forth in § 435.04, Fla. Stat., subject to exclusion from participation under this Agreement pursuant to §435.06, Fla. Stat.;
- f. clearance shall be handled by the District Human Resources Department;
- g. submit to a fingerprint background screening by school district officials, at the expense of the person requesting access, unless that person has been previously screened at Level II, and is identified in the shared fingerprint database maintained by the Florida Department of Law Enforcement; and
- h. acknowledge that misuse of the District issued Raptor ID badge per Paragraph 7 d. shall be cause for immediate termination of access

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<sup>6</sup> Social Security numbers are required in order for a complete background screening by school district officials and for the issuance of a photo I.D. access badge.

privileges and such other action deemed appropriate by the Superintendent.<sup>7</sup>

8. The Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel providing services under this Agreement are independent contractors and shall be solely responsible for determining the services to be provided to a given student, shall be solely responsible for the delivery of such services to a given student, and shall not be subject to the direct supervision or supervisory control of The School Board of Citrus County, Florida, its employees or agents regarding the determination of services to be delivered and the delivery of such services.
9. Florida law provides that the collaboration of public school personnel and §1003.572 Private Instructional Personnel shall be designed to enhance, but not supplant, the school district's responsibilities under IDEA, and the provision of private instruction personnel by a parent does not constitute a waiver of the student's or parent's right to a free and appropriate education under IDEA. Moreover, Florida law provides that collaboration of public and private instructional personnel will work to promote the education progress and assist students in acquiring essential skills. Public and private instructional personnel shall undertake collaborative programming. Thus, the Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel shall collaborate with the student's parent(s), teachers, and principal to avoid duplication or

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<sup>7</sup> Superintendent shall include Assistant Superintendent.

conflicting services or plans.

10. Neither the Community Agency or its officers, employees, agents or representatives, the §1003.572 Agency or its officers, employees, agents or representatives, or any §1003.572 Private Instructional Personnel providing services under this Agreement shall be considered an employee, agent, servant, or representative of the School Board and such persons are not authorized to represent themselves as employees, agents, servants, or representatives of the School Board, or to obligate or bind the School Board in any manner.
11. The Community Agency, §1003.572 Agency, and each §1003.572 Private Instructional Personnel providing services under this agreement shall:
  - a. provide evidence of commercial general liability insurance on an occurrence basis with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractually liability;
    - i. there shall be no exclusions for contracted liability;
    - ii. The School Board of Citrus County, Florida / School District of Citrus County, Florida shall be named as an additional insured for claims arising out of this policy without limitation or exception.
  - b. shall provide evidence of workers' compensation insurance for all employees providing services under this Agreement, unless exempt by law;



c. shall provide evidence of professional liability and errors and omissions

coverage for each individual serving in a professional status. Liability coverage shall be on a claims basis policy, with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate;

d. all coverage must be written by a carrier that has and maintains a rating of "A" or better and a financial size category of "VII" or better according to A.M. Best Company, and is licensed in the State of Florida;

e. all insurance required by this Agreement shall be subject to approval by the School Board Risk Management Department both as to coverage and the insurance carrier.

12. No student will be referred to a Community Agency for physical therapy services without the specific written consent of the student's parent or legal guardian. Such consent shall, among other things, acknowledge that the School Board is not responsible for determining what services shall be provided to the student, who shall deliver those services, or the means and manner by which said services shall be delivered.

13. a. The Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel providing services under this Agreement and the School Board specifically agree that the sole obligation undertaken by the School Board/school under this Agreement is to endeavor to provide a non-classroom area at a specific school that may be utilized by the Community Agency, §1003.572 Agency, or §1003.572 Private Instructional

Personnel for the delivery of services.

- b. Services will not be delivered in a student's classroom, unless the school's principal and the classroom teacher determine that such services may be delivered in the classroom without disruption to the educational process and without disrupting other students in the classroom. The availability of a non-classroom area shall be the decision of the school's principal.
  - c. Classroom observation of a student is subject to the notice of requirement and the frequency and duration of any observation(s) shall be determined by the school's principal and the classroom teacher in order to minimize classroom disruption of core classes or subjects.
14. The Community Agency and its officers, employees, agents, representatives, contractors, and sub-contractors, each §1003.572 Agency, and each §1003.572 Private Instructional Personnel providing services under this Agreement shall fully comply with the requirements of §1002.22, Fla. Stat; Fla. Admin. Code R. 6A-1.0955; 20 U.S.C. 1232g (FERPA); 34 C.P.R. §99.31 and §99.33; and any other law or regulation, either federal or state, regarding confidentiality of student information and records.
15. The Community Agency and each §1003.572 Agency shall provide a current list of all employees providing services under this Agreement.
16. Each person executing this Agreement on behalf of the School Board, Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel are duly authorized to execute this Agreement

and same shall not be repudiated by reason of lack of authority in the event of any litigation arising out of the delivery of services by the Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel providing services under this Agreement to any Citrus County public student.

17. Each person providing services under this Agreement shall fully complete and execute Exhibit "A" which shall be maintained by the school at which services are provided.
18. The venue for any suit, court action, or litigation arising out of or under this Agreement shall be Citrus County, Florida.
19. A waiver by either party of a breach of any provision of the Agreement shall not be deemed to be a waiver of any other breach, and shall not be construed to be a modification of the terms of the Agreement.
20. The Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel providing services under this Agreement shall defend, fully indemnify, and hold harmless The School Board of Citrus County, Florida, and its employees for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorney's fees and investigation expenses (pre-suit, suit, trial appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the Community Agency, §1003.572 Private Instructional Personnel, or §1003.572 Agency, its employees, agents or servants, or any intentional or negligent acts or

omissions of the school or its employees, agents, or servants arising out of the use of any facility, or the provision of any services pursuant to this Agreement and for any violation of Citrus County public students under this Agreement including any violation of provision 14 herein. This provision shall survive the termination of this Agreement and shall remain in full force and effect until the expiration of any statute of limitations.

- 21. This Agreement shall be interpreted in accordance with the laws of the State of Florida.

The School Board of Citrus County, Florida

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

LOCIA HART  
 Parent Requesting Services  
 Date: 9/11/18

[Insert Name of Community Agency, §1003.572 Agency, or §1003.572 Private Instructional Personnel providing services under this Agreement]

By: Alissa Martin  
 Title: Physical Therapist  
 Date: 9/11/18

### ACCESS INFORMATION FORM

Student's Name: Barret Hart Student's ID # \_\_\_\_\_

Student's School: Inverness Primary School

Name of Person Providing Services: Alissa Martin

Address: 10575 N Skylark Terr; Citrus Springs FL 34434

Social Security # 590 688079 Phone #: 904 7189855 E-mail: silversprint@msn.com

Agency Issuing License and License Number: Board of PT PT 23232

Name and address of Employing Agency (if self-employed state self): Florida Cks

Children's therapy service; PO box 49; Umatilla, FL 32784

Primary Agency Contact Person: 800-523-1673 Colleen Gallant

Contact Phone Number: 800-523-1673 E-mail: cgallant@floridaclearcuts.org

Summary of Services to be provided: Physical therapy 1x per week

Term of Service: ~ 6 months

Frequency of Service: 1x per week

Location at School for Delivery of Service: Variable

Alissa Martin

Parent Signature  
Date: 9-4-18

Principal  
Date: \_\_\_\_\_

Alissa Martin

Signature of Person Providing Services  
Print Name: Alissa Martin, PT  
Date: 9-4-18

Teacher  
Date: \_\_\_\_\_

Background screening approved \_\_\_\_\_  
Date: \_\_\_\_\_

Insurance approved \_\_\_\_\_  
Date: \_\_\_\_\_

Exhibit "A"

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting  
Requested by Lynne Kirby, Director Department of Exceptional Student Education  
Additional contact(s)/originator Jennifer Greco, Coordinator  
Document Title IDEA Entitlement Grants

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approval of the DOE Approved 2018-2019 IDEA Entitlement Grant and the IDEA Preschool Grant

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**

DOE approved requirements and allocation distributions for the 2018-2019 IDEA Part B Entitlement and IDEA Preschool Projects, which include:  
IDEA General & Special Assurances  
IDEA Assurances Private Schools & Private School Consultation and Proportionate Share  
Parent Involvement and Participation  
Benefits to Non Disabled Students  
Administrative Case Management  
Support for Strategic Plan  
General Education Provisions Act and Support to Charter Schools

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:**

Amount Budgeted \$3,955,159.00 Additional Amount Requested \_\_\_\_\_

Funding Source: 2018-2019 IDEA Entitlement Grants

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy Wilson

(Form Board Approved 7/10/07)

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Citrus County School District	<b>2 PROJECT NUMBER</b> 090-2639B-9CB01
<b>3 PROJECT/PROGRAM TITLE</b> IDEA Part B K12 Entitlement  <p align="center"><b>TAPS 19C001</b></p>	<b>4 AUTHORITY</b> <b>84.027A IDEA Part B K-12 Entitlement</b> <b>USDE or Appropriate Agency</b>  FAIN#: H027A180024
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2018 - 06/30/2019 Program Period: 07/01/2018 - 06/30/2019
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:        \$3,795,075.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:                \$3,795,075.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>06/30/2019</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>08/20/2019</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>05/30/2019</u></span></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>• Date(s) for program reports:</li> <li>• Federal Award Date : <span style="float: right;"><u>07/01/2018</u></span></li> </ul>	
<b>10 DOE CONTACTS</b> Program: Christine Evans Phone: (850) 245-9943 Email: <a href="mailto:Christine.Evans@fldoe.org">Christine.Evans@fldoe.org</a> Grants Management: Unit C (850) 245-0496	<b>Comptroller Office</b> <b>Phone: (850) 245-0401</b>  <b>Duns#: 079798966</b> <b>FEIN#: f596000546049</b>
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>• For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.</li> <li>• All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>• Other: <b>VIEW ADDITIONAL TERMS AND SPECIAL CONDITIONS CONTINUED ON PAGE 2</b></li> </ul>	
<b>12 APPROVED:</b>  _____ Authorized Official on behalf of Pam Stewart Commissioner of Education	 _____ Date of Signing   FLORIDA DEPARTMENT OF <small>fldoe.org</small>




**INSTRUCTIONS  
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

**ADDITIONAL TERMS AND SPECIAL CONDITIONS:**

- Recipients of IDEA Pre- K funds may expend only 25% of the Current Approved Budget, as noted above in #7, Authorized Funding, until the remaining amount of Florida's award is issued. Recipients will be notified once the remaining amount of the award is issued, which may occur on or about October 1, 2018.
- 
- Recipients of IDEA K-12 funds may expend only 23% of the Current Approved Budget, as noted above in #7, Authorized Funding, until the remaining amount of Florida's award is issued. Recipients will be notified once the remaining amount of the award is issued, which may occur on or about October 1, 2018.
- IDEA funds are for the excess costs of providing special education and related services for students with disabilities. Using IDEA funds to employ professional instructional personnel with direct student contact and including any positions which were funded through Florida Education Finance Program (FEFP) may contribute to the reduction of cost factors and affect compliance with maintenance of effort (MOE). Furthermore, recipients are required to comply with all other aspects of the Individual with Disabilities Education Act and 34 CFR § 300.

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Citrus County School District	<b>2 PROJECT NUMBER</b> 090-2679B-9CP01
<b>3 PROJECT/PROGRAM TITLE</b> IDEA Part B Pre-K Entitlement  <p align="right">TAPS 19C002</p>	<b>4 AUTHORITY</b> <b>84.173A IDEA Part B - Preschool</b> <b>USDE or Appropriate Agency</b>  FAIN#: H173A180027
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2018 - 06/30/2019 Program Period: 07/01/2018 - 06/30/2019
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:        \$160,084.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:                \$160,084.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>06/30/2019</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>08/20/2019</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>05/30/2019</u></span></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>• Date(s) for program reports:</li> <li>• Federal Award Date : <span style="float: right;">07/01/2018</span></li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> Christine Evans <b>Phone:</b> (850) 245-9943 <b>Email:</b> <a href="mailto:Christine.Evans@fldoe.org">Christine.Evans@fldoe.org</a> <b>Grants Management:</b> Unit C (850) 245-0496	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>Duns#:</b> 079798966 <b>FEIN#:</b> f596000546049
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<b>12 APPROVED:</b>  _____ Authorized Official on behalf of Pam Stewart Commissioner of Education	<p align="center">9/13/18</p> _____ Date of Signing



FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org

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PROJECT AWARD NOTIFICATION**

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**ADDITIONAL TERMS AND SPECIAL CONDITIONS:**

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- 
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- IDEA funds are for the excess costs of providing special education and related services for students with disabilities. Using IDEA funds to employ professional instructional personnel with direct student contact and including any positions which were funded through Florida Education Finance Program (FEFP) may contribute to the reduction of cost factors and affect compliance with maintenance of effort (MOE). Furthermore, recipients are required to comply with all other aspects of the Individual with Disabilities Education Act and 34 CFR § 300.

**FLORIDA DEPARTMENT OF EDUCATION  
PROJECT APPLICATION**

TAPS Number:  
1. 19C001  
2. 19C002

Please return to: **A) Name and Address of Eligible Applicant:** DOE USE ONLY  
 Florida Department of Education Citrus County District School Board Date Received  
 Office of Grants Management 1007 W MAIN ST  
 Room 332, Turlington Building INVERNESS, FL 34450  
 325 West Gaines Street  
 Tallahassee, Florida 32399-0400  
 Telephone: (850) 245-0496

RECEIVED  
 CONTRACTS, GRANTS, AND  
 PROCUREMENT  
 2018 JUN 28 AM 11:00

**B) Applicant Contact Information**

Contact Name: Lynn Kirby Telephone Number: 352-726-1931 Ext: 2329  
 Fiscal Contact Name: Tammy Wilson  
 Mailing Address: 1007 West Main Street Inverness, FL Fax Number: 352-249-2116  
 E-mail Address: kirbyl@citrus.k12.fl.us Physical/Facility Address: 1007 West Main Street  
 DUNS Number: 926534702 FEIN Number: 596000546

**Programs**

C) Program Name:	Project Number: (DOE Assigned):	D) Total Funds Requested:	Total Approved Project (DOE USE ONLY):
1. IDEA Part B K-12 Entitlement 2018-19 2018-2019	090-2639B-9CB01	\$3,795,075.00	\$ 3,795,075.00
2. IDEA Part B Pre-K Entitlement 2018-19 2018-2019	090-2679B-9CP01	\$160,084.00	

**CERTIFICATION**

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

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

E) Sandra Himmel Superintendent 6/20/18  
 Signature of Agency Head Title Date

DOE 100



Pam Stewart, Commissioner

**Instructions for Completion of DOE 100A**

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E.** The original signature of the appropriate agency head is required. Complete Signature, Title and Date. The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.
-

**FLORIDA DEPARTMENT OF EDUCATION  
PROJECT APPLICATION**

TAPS Number:  
1. 19C001  
2. 19C002

Please return to:

**A) Name and Address of Eligible Applicant:** DOE USE ONLY

Florida Department of Education  
Office of Grants Management  
Room 332, Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400  
Telephone: (850) 245-0496

Citrus County District School Board  
1007 W MAIN ST  
INVERNESS, FL 34450

Date Received

2018 JUN 28 AM 11:00

RECEIVED  
CONTRACTS, GRANTS, AND  
PROCUREMENT

**B) Applicant Contact Information**

Contact Name: Lynn Kirby

Telephone Number: 352-726-1931 Ext: 2329

Fiscal Contact Name: Tammy Wilson

Mailing Address: 1007 West Main Street Inverness, FL

Fax Number: 352-249-2116

E-mail Address: kirbyl@citrus.k12.fl.us

Physical/Facility Address: 1007 West Main Street

DUNS Number: 926534702

FEIN Number: 596000546

**Programs**

C) Program Name:	Project Number: (DOE Assigned):	D) Total Funds Requested:	Total Approved Project (DOE USE ONLY):
1. IDEA Part B K-12 Entitlement 2018-19 2018-2019	090-2639B-9CB01	\$3,795,075.00	
2. IDEA Part B Pre-K Entitlement 2018-19 2018-2019	090-2679B-9CP01	\$160,084.00	\$ 160,084.00

**CERTIFICATION**

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

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

E) Sandra Himmel Superintendent 6/20/18  
Signature of Agency Head Title Date

DOE 100



Pam Stewart, Commissioner

**Instructions for Completion of DOE 100A**

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E.** The original signature of the appropriate agency head is required. Complete Signature, Title and Date. The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
- Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.
-



**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM -  
IDEA Part B K-12 Entitlement 2018-19 2018-2019**

A) NAME OF ELIGIBLE RECIPIENT: Citrus County District School Board

B) Project Number (DOE USE ONLY): 090-2639B-9CB01

E) TAPS Number 19C001
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count	Function Object	Account Title and Description	FTE	Amount
1	N/A 5200 121	Partial salaries for 6 Teachers on Special Assignment supporting SW...	3.600	\$161,210.00
2	N/A 5200 131	Partial Salary for 1 Teacher on Special Assignment working with 18...	0.500	\$23,159.00
3	N/A 5200 140	<u>Substitute Teachers</u> Long Term Substitute for vacant classroom positi...	0.280	\$10,000.00
4	N/A 5200 151	Full and partial Salaries and supplements for 9 Job Coaches for CBI...	8.650	\$167,537.00
5	N/A 5200 151	Partial salary for 1 Teacher Aide assisting/providing with evaluati...	0.950	\$15,423.00
6	N/A 5200 151	Partial salaries and supplements for 30 PreK Teacher Aides to suppo...	7.500	\$144,369.00
7	N/A 5200 151	Full and Partial salaries and supplements for 20 ESE Teacher Aides ...	18.300	\$390,270.00
8	N/A 5200 152	Partial Overtime Salaries for Support Staff with duties including r...	2.500	\$60,000.00
9	N/A 5200 161	Partial salary and supplement for 1 Educational Interpreter working...	0.500	\$10,135.00
10	N/A 5200 215	FRS Paid on partial salaries for 6 TOSAs. Based on federal guidelin...	0.000	\$13,184.00
11	N/A 5200 215	FRS Paid on partial salaries for 9 Job Coaches. Based on federal g...	0.000	\$13,673.00
12	N/A 5200 215	FRS Paid on partial salaries for 20 Teacher Aides. Based on federa...	0.000	\$32,056.00
13	N/A 5200 215	FRS Paid on partial salaries for 1 Teacher Aide assisting/providing...	0.000	\$1,274.00
14	N/A 5200 215	FRS Paid on partial salary for 1 Educational Interpreter. Based on...	0.000	\$837.00
15	N/A 5200 215	FRS Benefit paid on partial salaries for Support Staff with duties ...	0.000	\$4,956.00
16	N/A 5200 215	FRS Benefit paid on partial salaries for 30 PreK Teacher Aides. Bas...	0.000	\$11,807.00

17	N/A	5200	215	FRS Paid on salary for 1 TOSA working with 18-22 year old SWD in CB...	0.000	\$1,913.00
18	N/A	5200	220	<u>Social Security</u> Paid on salary for 1 TOSA working with 18-22 year of...	0.000	\$1,772.00
19	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for Support Staff with duti...	0.000	\$4,590.00
20	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 30 PreK Teacher Aides. ...	0.000	\$10,935.00
21	N/A	5200	220	<u>Social Security</u> Paid on partial salary for 1 Educational Interpreter...	0.000	\$775.00
22	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 9 Job Coaches. Based o...	0.000	\$12,664.00
23	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 6 TOSAs. Based on feder...	0.000	\$12,210.00
24	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 20 Teacher Aides. Base...	0.000	\$29,688.00
25	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 1 Teacher Aide assistin...	0.000	\$1,180.00
26	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 20 Teacher Aides. Based on Federa...	0.000	\$78,275.00
27	N/A	5200	231	<u>Health and Hospitalization</u> Paid on up to 9 Job Coaches. Based on Fed...	0.000	\$34,714.00
28	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 1 Teacher Aide assisting/providin...	0.000	\$5,837.00
29	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 1 Educational Interpreter. Based...	0.000	\$3,072.00
30	N/A	5200	231	<u>Health and Hospitalization</u> Paid on for up to 30 PreK Teacher Aides. ...	0.000	\$23,040.00
31	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 6 Teachers on Special Assignment....	0.000	\$22,119.00
32	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for Support Staff with...	0.000	\$960.00
33	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 30 PreK Teacher Ai...	0.000	\$2,287.00
34	N/A	5200	240	<u>Workers Compensation</u> Paid salary for 1 TOSA working with 18-22 year ...	0.000	\$371.00
35	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salary for 1 Educational Interp...	0.000	\$162.00
36	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 1 Teacher Aide ass...	0.000	\$247.00
37	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 9 Job Coaches. Ba...	0.000	\$2,649.00
38	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 20 Teacher Aides. ...	0.000	\$6,209.00
39	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 6 TOSAs. Based on...	0.000	\$2,554.00

40	I-2	5200	310	<u>Professional and Technical Services</u> Contracted Fees for Speech Patho...	0.000	\$38,690.00
41	N/A	5200	360	<u>Rentals</u> Site License for school based programs. Fees for software l...	0.000	\$12,300.00
42	N/A	5200	750	<u>Other Personal Services</u> Substitute Salaries: allows staff to use the...	0.470	\$8,400.00
43	N/A	6110	131	Partial salary and supplement for 1 Social Worker working with SWD ...	0.650	\$42,428.00
44	N/A	6110	215	FRS Benefit paid on partial salary for 1 Social Worker. Based on f...	0.000	\$3,505.00
45	N/A	6110	220	<u>Social Security</u> Paid on partial salary for 1 Social Worker. Based on...	0.000	\$3,246.00
46	N/A	6110	231	<u>Health and Hospitalization</u> Paid on partial salary for 1 Social Worke...	0.000	\$3,994.00
47	N/A	6110	240	<u>Workers Compensation</u> Paid on partial salary for 1 Social Worker. Ba...	0.000	\$679.00
48	N/A	6140	131	Partial salaries and supplements for 10 School Psychologists provid...	3.100	\$193,238.00
49	N/A	6140	215	FRS Benefit paid on partial salaries for 10 School Psychologists. B...	0.000	\$15,961.00
50	N/A	6140	220	<u>Social Security</u> Paid on partial salaries for 10 School Psychologists...	0.000	\$14,783.00
51	N/A	6140	231	<u>Health and Hospitalization</u> Paid on partial salaries for 10 School Ps...	0.000	\$19,046.00
52	N/A	6140	240	<u>Workers Compensation</u> Based on partial salaries for 10 School Psychol...	0.000	\$3,092.00
53	N/A	6150	131	Partial Salary and Supplement for 2 ESE Specialist working to facil...	0.200	\$13,610.00
54	N/A	6150	215	FRS Benefit paid on partial salary for 2 ESE Specialist working to ...	0.000	\$1,124.00
55	N/A	6150	220	<u>Social Security</u> Paid on partial salary for 2 ESE Specialist working ...	0.000	\$1,041.00
56	N/A	6150	231	<u>Health and Hospitalization</u> Paid on 2 ESE Specialist working to facil...	0.000	\$614.00
57	N/A	6150	240	<u>Workers Compensation</u> Paid on 2 ESE Specialist working to parent invo...	0.000	\$218.00
58	N/A	6300	111	Partial salary for 1 ESE Coordinator providing supervision, support...	0.650	\$56,575.00
59	N/A	6300	131	Partial salary for Speech Pathologist providing speech language the...	0.200	\$10,195.00
60	I-2	6300	131	Partial salary for 1 ESE Specialist coordinating services, monitori...	0.800	\$56,495.00
61	N/A	6300	131	Partial salaries and supplements for 24 ESE Specialists facilitatin...	21.450	\$1,307,203.00
62	N/A	6300	161		1.900	\$58,860.00

				Full and partial salaries and supplements for 3 District Secretarie...	
63	I-2	6300	215	FRS Benefit paid on partial salary for 1 ESE Specialist coordinatin...	0.000 \$4,666.00
64	N/A	6300	215	FRS Benefit paid on partial salary for Speech Pathologist working w...	0.000 \$842.00
65	N/A	6300	215	FRS Benefit paid on salaries for 24 ESE Specialists working on Inst...	0.000 \$107,070.00
66	N/A	6300	215	Paid on partial salaries for 3 District Secretaries and 1 Administr...	0.000 \$4,862.00
67	N/A	6300	220	<u>Social Security</u> Paid on partial salaries for 3 District Secretaries ...	0.000 \$4,503.00
68	N/A	6300	220	<u>Social Security</u> Paid on partial salary for Speech Pathologist workin...	0.000 \$780.00
69	I-2	6300	220	<u>Social Security</u> Paid on partial salary for 1 ESE Specialist working ...	0.000 \$4,322.00
70	N/A	6300	220	<u>Social Security</u> Paid on partial salaries for 24 ESE Specialists work...	0.000 \$99,163.00
71	N/A	6300	231	<u>Health and Hospitalization</u> Paid on partial salary for Speech Patholo...	0.000 \$1,229.00
72	N/A	6300	231	<u>Health and Hospitalization</u> Paid on 24 ESE Specialists working on ins...	0.000 \$118,530.00
73	N/A	6300	231	<u>Health and Hospitalization</u> Paid on 3 District Secretaries providing ...	0.000 \$11,366.00
74	N/A	6300	240	<u>Workers Compensation</u> Paid on partial salaries for 3 District Secreta...	0.000 \$942.00
75	I-2	6300	240	<u>Workers Compensation</u> Paid on partial salary for 1 ESE Specialist wor...	0.000 \$903.00
76	N/A	6300	240	<u>Workers Compensation</u> Paid on 24 ESE Specialists working on instructi...	0.000 \$20,740.00
77	N/A	6300	240	<u>Workers Compensation</u> Paid on partial salary for Speech Pathologist w...	0.000 \$163.00
78	N/A	6300	330	<u>Travel</u> Local Travel for Itinerant Staff providing services to variou...	0.000 \$5,000.00
79	N/A	6300	510	<u>Supplies</u> Consumable Materials and Supplies to be utilized (card stoc...	0.000 \$5,620.00
80	N/A	7200	790	<u>Miscellaneous Expenses</u> Indirect Costs: General Administration costs ...	0.000 \$220,964.00
<b>Totals:</b>					<b>72.200 \$3,795,075.00</b>

Totals:		
Code	Description	Total
I-2	Proportionate Share for Services to Parentally Placed Private School Children	\$105,076.00
	<b>Total</b>	<b>\$105,076.00</b>

DOE 101



**Pam Stewart, Commissioner**



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**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM -  
IDEA Part B Pre-K Entitlement 2018-19 2018-2019**

A) NAME OF ELIGIBLE RECIPIENT: **Citrus County District School Board**  
 B) Project Number (DOE USE ONLY): **090-2679B-9CP01**

E) TAPS Number 19C002
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count	Function	Object	Account Title and Description	FTE	Amount
1	N/A	5200	121 Partial Salary and supplement for 1 ESE TOSA facilitating eligibility staffing, IEP reviews, developing interventions, supporting curriculum implementation FBA/BIPs and providing Administrative Case Management Services for PreK SWD.	0.100	\$4,437.00
2	N/A	5200	151 Support Staff partial salaries and supplement for 30 PreK Teacher Aides providing support in the classroom throughout the day for the development and implementation of IEPs for PK SWD.	4.500	\$87,478.00
3	N/A	5200	215 FRS Paid on 30 PreK Teacher Aides Salaries. Based on federal guidelines and negotiated benefit packages.	0.000	\$7,226.00
4	N/A	5200	215 FRS Paid on partial salary for 1 TOSA. Based on federal guidelines and negotiated benefit packages.	0.000	\$367.00
5	N/A	5200	220 <u>Social Security</u> Paid on partial salary for 1 TOSA. Based on federal guidelines and negotiated benefit packages.	0.000	\$339.00
6	N/A	5200	220 <u>Social Security</u> Paid on 30 PreK Teacher Aides. Based on federal guidelines and negotiated benefit packages.	0.000	\$6,777.00
7	N/A	5200	231 <u>Health and Hospitalization</u> Paid on partial salary for 1 TOSA. Based on federal guidelines and negotiated benefit packages	0.000	\$615.00
8	N/A	5200	231 <u>Health and Hospitalization</u> Paid on up to 30 PreK Teacher Aides. Based on federal guidelines and negotiated benefit packages.	0.000	\$15,787.00
9	N/A	5200	240 <u>Workers Compensation</u> Paid on 30 PreK Teacher Aides. Based on federal guidelines and negotiated benefit packages.	0.000	\$1,494.00
10	N/A	5200	240 <u>Workers Compensation</u> Paid on partial salary for 1 TOSA. Based on federal guidelines and negotiated benefit packages.	0.000	\$71.00
11	I-2	5200	310 <u>Professional and Technical Services</u> Contracted fees for speech language pathologist providing speech language therapy to eligible SWD attending private schools	0.000	\$8,095.00
12	N/A	5200	510 <u>Supplies</u> Consumable materials, supplies and kits for New PreK Curriculum utilized for curriculum and program development for PK SWD classrooms (i.e. Frog Street Press)	0.000	\$1,818.00
13	N/A	5200	750 <u>Other Personal Services</u> Substitute Salaries: allows staff to use negotiated benefit package for personal leave. Approximately 38 substitutes are needed.	0.390	\$6,915.00
14	N/A	6300	111	0.050	\$4,439.00

			Partial salary for 1 ESE Coordinator responsible for supporting curriculum implementation, program compliance requirements (ie: BD12, Indicator 12) to staff serving SWD in PreK classrooms.		
15	N/A	6300	161	Partial salary and supplement for 1 District Secretary providing support and resources to staff serving SWD in PreK classrooms.	0.100 \$3,052.00
16	N/A	6300	215	FRS paid on partial salaries for 1 ESE Coordinator, Based on federal guidelines and negotiated benefit packages.	0.000 \$367.00
17	N/A	6300	215	FRS Paid on partial salary for 1 District Secretary. Based on federal guidelines and negotiated benefit packages.	0.000 \$252.00
18	N/A	6300	220	<u>Social Security</u> Paid on partial salary for 1 District Secretary. Based on federal guidelines and negotiated benefit packages.	0.000 \$233.00
19	N/A	6300	220	<u>Social Security</u> Paid on partial salaries for 1 ESE Coordinator, Based on federal guidelines and negotiated benefit packages.	0.000 \$340.00
20	N/A	6300	231	<u>Health and Hospitalization</u> Paid on partial salaries for 1 District Secretary. Based on federal guidelines and negotiated benefit packages.	0.000 \$614.00
21	N/A	6300	231	<u>Health and Hospitalization</u> Paid on partial salary for 1 ESE coordinator. Based on federal guidelines and negotiated benefit packages.	0.000 \$307.00
22	N/A	6300	240	<u>Workers Compensation</u> Paid on partial salaries for 1 ESE Coordinator, Based on federal guidelines and negotiated benefit packages.	0.000 \$71.00
23	N/A	6300	240	<u>Workers Compensation</u> Paid on partial salary for 1 District Secretary. Based on federal guidelines and negotiated benefit packages.	0.000 \$49.00
24	N/A	7200	790	<u>Miscellaneous Expenses</u> Indirect Costs: General administration costs related to federal expenditures.	0.000 \$8,941.00
<b>Totals:</b>					<b>5.140 \$160,084.00</b>

		<b>Totals:</b>	
<b>Code</b>	<b>Description</b>		<b>Total</b>
I-2	Proportionate Share for Services to Parentally Placed Private School Children		\$8,095.00
	<b>Total</b>		<b>\$8,095.00</b>

DOE 101



Pam Stewart, Commissioner



**Individuals with Disabilities Education Act (IDEA) 2018-2019  
Citrus County District School Board**

**IDEA General and Special Assurances**

**Instructions:** Please review the following assurances and place a check mark in the "Agreed" box indicating certification of compliance with these requirements.

**Child Find**

Agreed

In accordance with 20 U.S.C. 1412(a)(3) and 34C FR §300.111, districts shall ensure that all children residing within its jurisdiction, including children with disabilities who are homeless or are wards of the state and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

--Carry out screening, referral, and student evaluation procedures as required by Rule 6A-6.0331, FAC, and as described in the currently approved Exceptional Student Education Policies and Procedures document ensuring that all children residing within the jurisdiction of the district and who are in need of special education and related services are identified, located, and evaluated. These procedures will be carried out in collaboration with the Florida Diagnostic and Learning Resources System (FDLRS).

--Cooperate with the Department of Health Early Steps for IDEA, Part C, child find activities to ensure that all infants and toddlers with disabilities ages birth through two are identified, located, and evaluated, and receive appropriate transition services.

**Free and Appropriate Public Education (FAPE)**

Agreed

In accordance with 20 U.S.C. 1412 (a)(1) and 34C FR §§300.101 – 300.108, a free appropriate public education is available to all children with disabilities residing in the school district between the ages of 3-21, inclusive, including children with disabilities who have been suspended or expelled, and/or are being served in an alternative program. Also in accordance with §1003.52, Florida Statutes, provision of services includes appropriate program of instruction and special education services for students with disabilities in Department of Juvenile Justice (DJJ) programs.

**Full Educational Opportunity Goal**

Agreed

A goal of providing full educational opportunity to all children with disabilities according to 20 U.S.C. 1412(a)(2) and 34C FR §§300.109 – 300.110 and as stated in Florida's State Improvement Plan is supported and endorsed by the district.

**Procedural Safeguards**

Agreed

Policies and procedures have been adopted which provide procedural safeguards for children with disabilities and their parents as required by 34C FR §§300.500 – 300.536 and in accordance with U.S.C. 1412(a)(6) and 34C FR §300.121.

## **Least Restricted Environment**

Agreed

In accordance with 20 U.S.C. 1412(a)(5) and 34C FR §§300.114 – 300.120, to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

## **Confidentiality of Information**

Agreed

Assures compliance with 20 U.S.C. 1412 (a)(8) and 34C FR §300.623 to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

## **Coordination with Elementary and Secondary Education Act of 1965**

Agreed

Funds used to carry out coordinated early intervening services may also be aligned with activities funded by and carried out under the ESEA, if such funds are used to supplement and not supplant funds made available under ESEA. (20 U.S.C. 1413 (f)(5) and 34C FR §300.226(e)).

## **Consistency with State Policies**

Agreed

The LEA, in providing for the education of children with disabilities within its jurisdiction, must have in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §§300.101 through 300.163, and §§300.165 through 300.174.

(20 U.S.C. 1413 (a)(1) and 34C FR §300.201)

## **Use of Funds and Maintenance of Effort (MOE)**

Agreed

Assures compliance with federal regulations 20 U.S.C. 1413 (a)(2)(A)(i)-(iii) and 34C FR §300.202(a)(2), as specified in Project Application and Amendment Procedures for Federal and State Programs Administered by the Florida Department of Education, (Green Book)

(a) General. Amounts provided to the LEA under Part B of the Act—

(1) Must be expended in accordance with the applicable provisions of this part;

(2) Must be used only to pay the excess costs of providing special education and related services to children with disabilities, consistent with paragraph (b) of this section; and

(3) Must be used to supplement State, local, and other Federal funds and not to supplant those funds.

(b) Excess cost requirement—(1) General. (i) The excess cost requirement prevents an LEA from using funds provided under Part B of the Act to pay for all of the costs directly attributable to the education of a child with a disability, subject to paragraph (b)(1)(ii) of this section.

(ii) The excess cost requirement does not prevent an LEA from using Part B funds to pay for all of the costs directly attributable to the education of a child with a disability in any of the ages 3, 4, 5, 18, 19, 20, or 21, if no local or State funds are available for nondisabled children of these ages. However, the LEA must comply with the nonsupplanting and other requirements of this part in providing the education and services for these children.

(2)(i) An LEA meets the excess cost requirement if it has spent at least a minimum average amount for the education of its children with disabilities before funds under Part B of the Act are used.

(ii) The amount described in paragraph (b)(2)(i) of this section is determined in accordance with the definition of excess costs in § 300.16. That amount may not include capital outlay or debt service.

(3) If two or more LEAs jointly establish eligibility in accordance with § 300.223, the minimum average amount is the average of the combined minimum average amounts determined in accordance with the definition of excess costs in § 300.16 in those agencies for elementary or secondary school students, as the case may be.

### **Maintenance of Effort**

Agreed

(a) Eligibility standard. (1) For purposes of establishing the LEA's eligibility for an award for a fiscal year, the SEA must determine that the LEA budgets, for the education of children with disabilities, at least the same amount, from at least one of the following sources, as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available:

(i) Local funds only;

(ii) The combination of State and local funds;

(iii) Local funds only on a per capita basis; or

(iv) The combination of State and local funds on a per capita basis.

(2) When determining the amount of funds that the LEA must budget to meet the requirement in paragraph (a)(1) of this section, the LEA may take into consideration, to the extent the information is available, the exceptions and adjustment provided in Sec. Sec. 300.204 and 300.205 that the LEA:

i) Took in the intervening year or years between the most recent fiscal year for which information is available and this fiscal year for which the LEA is budgeting; and

(ii) Reasonably expects to take in the fiscal year for which the LEA is budgeting.

(3) Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to account to the Federal government directly or through the SEA may not be considered in determining whether an LEA meets the standard in paragraph (a)(1) of this section.

(b) Compliance standard. (1) Except as provided in Sec. Sec. 300.204 and 300.205, funds provided to an LEA under Part B of the Act must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.

(2) An LEA meets this standard if it does not reduce the level of expenditures for the education of children with disabilities made by the LEA from at least one of the following sources below the level of those expenditures from the same source for the preceding fiscal year, except as provided in Sec. Sec. 300.204 and 300.205:

(i) Local funds only;

(ii) The combination of State and local funds;

(iii) Local funds only on a per capita basis; or

(iv) The combination of State and local funds on a per capita basis.

(3) Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to account to the Federal government directly or through

the SEA may not be considered in determining whether an LEA meets the standard in paragraphs (b)(1) and (2) of this section.

(c) Subsequent years. (1) If, in the fiscal year beginning on July 1, 2013 or July 1, 2014, an LEA fails to meet the requirements of Sec. 300.203 in effect at that time, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required in the absence of that failure, not the LEA's reduced level of expenditures.

(3) If, in any fiscal year beginning on or after July 1, 2015, an LEA fails to meet the requirement of paragraph (b)(2)(ii) or (iv) of this section and the LEA is relying on the combination of State and local funds, or the combination of State and local funds on a per capita basis, to meet the requirements of paragraph (a) or (b) of this section, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required under paragraph (b)(2)(ii) or (iv) in the absence of that failure, not the LEA's reduced level of expenditures.

(d) Consequence of failure to maintain effort. If an LEA fails to maintain its level of expenditures for the education of children with disabilities in accordance with paragraph (b) of this section, the SEA is liable in a recovery action under section 452 of the General Education Provisions Act (20 U.S.C.1234a) to return to the Department, using non-Federal funds, an amount equal to the amount by which the LEA failed to maintain its level of expenditures in accordance with paragraph (b) of this section in that fiscal year, or the amount of the LEA's Part B subgrant in that fiscal year, whichever is lower.

(Authority: 20 U.S.C. 1413(a)(2)(A), and 34C FR §300.203)

In accordance with 34C FR §300.203, to allow the SEA to determine if the LEA has complied with the above IDEA requirements to budget at least the same amount as the LEA budgeted in the most recent prior year for the education of students with disabilities using state and local resources, please enter the budget and expenditure amounts for the indicated fiscal years in the boxes below. These amounts are to reflect state and local resources only. Districts are required to maintain supporting documentation of these computations for audit purposes. Any LEA who has not meet requirements as determined by the LEA Determination is not eligible to reduce MOE under any circumstances.

<b>Budgetary Amounts</b>	Fiscal year 2017-18	13949351.63	Fiscal year 2018-19	14671012.33
<b>Expenditures</b>	Fiscal Year 2016-2017	13571099.00		

**These figures are calculated:**

- Using local funds only  
 the combination of state and local funds

**These figures represent:**

- Total amounts  
 Per capita amounts

**Will you be reducing MOE for the FY 2018-2019?**

<input checked="" type="radio"/>	Yes
<input type="radio"/>	No

If Yes, please explain: Explanations must be provided when the fiscal year 2018-2019 budgeted number is less than that of the 2017-2018 fiscal year. Additionally, all explanations must concur with 34 CFR §300.2014 or 300.205 and include the amount by which MOE is being reduced. Failure to provide an acceptable explanation may cause a delay in funding.

### Exception to Maintenance of Effort

Agreed

Notwithstanding the restriction in §300.203(a), an LEA may reduce the level of expenditures by the LEA under Part B of the Act below the level of those expenditures for the preceding fiscal year if the reduction is attributable to any of the following:

- (a) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
- (b) A decrease in the enrollment of children with disabilities.
- (c) The termination of the obligation of the agency consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child-
  - (1) Has left the jurisdiction of the agency;
  - (2) Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or
  - (3) No longer needs the program of special education.
- (d) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
- (e) The assumption of cost by the high cost fund operated by the SEA under §300.704(c).

(20 U.S.C. 1413(a)(2)(B) and 34 CFR §300.204)

### Adjustment to Local Fiscal Effort

Agreed

(a) Amounts in excess. Notwithstanding §300.202(a)(2) and §300.203(a), and except as provided in paragraph (d) of this section and §300.230(e)(2), for any fiscal year for which the allocation received by an LEA under §300.705 exceeds the amount the LEA received for the previous fiscal year, the LEA may reduce the level of expenditures otherwise required by §300.203(a) by not more than 50 percent of the amount of that excess.

(b) Use of amounts to carry out activities under ESEA. If an LEA exercises the authority under paragraph (a) of this section, the LEA must use an amount of local funds equal to the reduction in expenditures under paragraph (a) of this section to carry out activities that could be supported with funds under the ESEA regardless of whether the LEA is using funds under the ESEA for those activities.

(c) State prohibition. Notwithstanding paragraph (a) of this section, if an SEA determines that an LEA is unable to establish and maintain programs of FAPE that meet the requirements of section 613(a) of the Act and this part or the SEA has taken action against the LEA under section 616 of the Act and subpart F of these regulations, the SEA must prohibit the LEA from reducing the level of expenditures under paragraph (a) of this section for that fiscal year.

(d) Special rule. The amount of funds expended by an LEA for early intervening services under §300.226 shall count toward the maximum amount of expenditures that the LEA may reduce under paragraph (a) of this section.

(20 U.S.C. 1413(a)(2)(B) and 34 CFR §300.205)

### Schoolwide Programs under Title I of the ESEA

Agreed

General. Notwithstanding the provisions of §300.202 and 300.203 or any other provision of Part B of the Act, an LEA may use funds received under Part B of the Act for any fiscal year to carry out a schoolwide program under

section 1114 of the ESEA, except that the amount used in any schoolwide program may not exceed-

(1)(i) The amount received by the LEA under Part B of the Act for that fiscal year, divided by

(ii) The number of children with disabilities in the jurisdiction of the LEA; and multiplied by

(2) The number of children with disabilities participating in the schoolwide program.

(b) Funding conditions. The funds described in paragraph (a) of this section are subject to the following conditions:

(1) The funds must be considered as Federal Part B funds for purposes of the calculations required by §300.202 (a)(2) and (a)(3).

(2) The funds may be used without regard to the requirements of §300.202 (a)(1).

(c) Meeting other Part B requirements. Except as provided in paragraph (b) of this section, all other requirements of Part B of the Act must be met by an LEA using Part B funds in accordance with paragraph (a) of this section, including ensuring that children with disabilities in schoolwide program schools-

(1) Receive services in accordance with a properly developed IEP; and

(2) Are afforded all of the rights and services guaranteed to children with disabilities under the Act.

(Authority: 20 U.S.C. 1413(a)(2)(D) and 34 CFR §300.206)

## Personnel Development

Agreed

Personnel Development The LEA must ensure that all personnel necessary to carry out Part B of the Act area appropriately and adequately prepared, subject to the requirements of §300.156 (related to personnel qualifications) and section 2122 of the ESEA.

(20 U.S.C. 1413(a)(3)(B) and 34 CFR §300.207)

## Permissive Use of Funds

Agreed

(a) Uses. Notwithstanding §§300.202, 300.203(a), and 300.162(b), funds provided to an LEA under Part B of the Act may be used for the following activities:

(1) Services and aids that also benefit nondisabled children. For the costs of special education and related services, and supplementary aids and services, provided in a regular class or other education-related setting to a child with a disability in accordance with the IEP of the child, even if one or more nondisabled children benefit from these services.

(2) Early intervening services. To develop and implement coordinated, early intervening educational services in accordance with §300.226

(3) High cost special education and related services. To establish and implement cost or risk sharing funds, consortia, or cooperatives for LEA itself, or for LEAs working in a consortium of which the LEA is a part, to pay for high cost special education and related services.

(b) Administrative case management. An LEA may use funds received under Part B of the Act to purchase appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP of children with disabilities, that is needed for the implementation of those case management activities. (Authority: 20 U.S.C. 1413(a)(4) 34 CFR §300.208).

## Treatment of Charter Schools

Agreed

(a) Rights of children with disabilities. Children with disabilities who attend public charter schools and their parents retain all rights under this part.

(b) Charter schools that are public schools of the LEA.(1) in carrying out Part B of the Act and these regulations with respect to charter schools that are public schools of the LEA, the LEA must-

(i) Serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the site to its other public schools; and

(ii) Provide funds under Part B of the Act to those charter schools-

(A) On the same time as the LEA provides funds to the LEA's other public schools, including proportional distribution based on relative enrollment of children with disabilities; and

(B) At the same time as the LEA distributes other Federal funds to the LEA's other public schools, consistent with the State's charter school law.

(2) If the public charter school is a school of an LEA that receives funding under §300.705 and includes other public schools-

(i) The LEA is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity; and

(ii) The LEA must meet the requirements of paragraph (b)(1) of this section.

(c) Public charter schools that are LEAs. If the public charter school is an LEA, consistent with § 300.28, that receives funding under §300.705, that charter school is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity.

(d) Public charter schools that are not an LEA or a school that is part of an LEA. (1) If the public charter school is not an LEA receiving funding under §300.705, or a school that is part of an LEA receiving funding under § 300.705, the SEA is responsible for ensuring that the requirements of this part are met.

(2) Paragraph (d)(1) of this section does not preclude a State from assigning initial responsibility for ensuring the requirements of this part are met to another entity. However, the SEA must maintain the ultimate responsibility for ensuring compliance with this part, consistent with §300.149. (20 U.S.C. 1413(a)(5)(B) and 34 CFR §300.209)

## National Instructional Materials Access Center

Agreed

(a) General. Not later than December 3, 2006, an LEA that chooses to coordinate with National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials, must acquire those instructional materials in the same manner, and subject to the same conditions as an SEA under §300.172.

(b) Rights of LEA.(1) Nothing in this section shall be constructed to require an LEA to coordinate with the NIMAC.

(2) If an LEA chooses not to coordinate with the NIMAC, the LEA must provide an assurance to the SEA that the LEA will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.

(3) Nothing in this section relieves an LEA of its responsibility to ensure that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAS files, receive those instructional materials in a timely manner. (20 U.S.C. 1413(a)(6) and 34 CFR §300.210)

### **Information for SEA**

Agreed

The LEA must provide the SEA with information necessary to enable the SEA to carry out its duties under Part B of the Act, including, with respect to §§300.157 and 300.160, information relating to the performance of children with disabilities participating in programs carried out under Part B of the Act.

(20 U.S.C. 1413(a)(7)(B) and 34 CFR §300.211)

### **Public Information**

Agreed

The LEA must make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the agency under Part B of the Act.

(20 U.S.C. 1413(a)(8) and 34 CFR § 300.212)

### **Records regarding migratory children with disabilities**

Agreed

The LEA must cooperate in the Secretary's efforts under section 1308 of the ESEA to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding those children.

(20 U.S.C. 1413(a)(9) and 34 CFR § 300.213)



## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### IDEA Assurances Private Schools

**Instructions:** Please review the following assurances and place a check mark in the "Agreed" box indicating certification of compliance with these requirements.

#### Children with Disabilities Enrolled by Their Parents in Private Schools

Agreed

Assures compliance with 20 U.S.C. 1412 (a)(10) and 34 CFR §§300.130 – 300.148, as follows:

- Child find activities to locate, identify, and evaluate all parentally-placed private school children with disabilities shall be similar to those activities undertaken for public school children and designed to ensure the equitable participation of parentally-placed private school children with disabilities.
- Consultation with representatives of private schools shall be undertaken in a timely and meaningful manner to determine the number of parentally-placed private school children with disabilities. This child count shall be used to determine the amount the district shall expend for providing special education and related services to private school children with disabilities in the subsequent fiscal year
- A proportionate share of the district's total annual award under IDEA, Part B, and IDEA, Part B, Preschool shall be expended on special education and related services for parentally-placed private school children. Expenditures for child find activities, including individual evaluations, shall not be considered when determining whether the district has met its obligation.
- NOTE: Total proportionate share is calculated by multiplying the total district allocation by the ratio of eligible private school students to the total number of eligible private and public students. (IDEA, Part B, and IDEA, Part B, Preschool amounts are calculated separately using the student count by eligible age group.)
- On an annual basis each district shall provide to the Florida Department of Education the number of parentally-placed private school children evaluated, determined eligible, and served under IDEA.
- The consultation process shall include a discussion with representatives of the private schools regarding the provision of services, including how, where, and by whom special education and related services will be provided. If the district disagrees with the private school officials with respect to the provision of services or types of services, the school district shall provide to the private school officials written explanation of the reasons why the district chose not to provide services through a contract.
- After timely and meaningful consultation has occurred, school districts shall obtain written affirmation signed by the representatives of participating private schools. If representatives do not provide affirmation within a reasonable length of time, the district shall forward documentation of the consultation process to the Florida Department of Education.

**Individuals with Disabilities Education Act (IDEA) 2018-2019**

**Citrus County District School Board**

**Schoolwide Programs Under Title I of the ESEA**

**Instructions:** Describe the services or programs that will be implemented using IDEA, Part B, funds. If this item is not applicable, please indicate "not applicable" or "N/A."

Funds may be used to carry out a schoolwide program under section 1114 of the ESEA of 1965, according to 20 U.S.C. 1413 (a)(2)(D) and 34 CFR §300.206. Funds shall not exceed the number of children with disabilities participating in the schoolwide program multiplied by the amount of funds allocated for the fiscal year divided by the number of children with disabilities in the district:

**Response:** Not Applicable.

**Individuals with Disabilities Education Act (IDEA) 2018-2019  
Citrus County District School Board**

**Parent Involvement and Participation**

**Instructions:** Review the statements below and place a check mark next to all applicable statements that best describe your district's or agency's efforts to ensure (A) Parent Involvement and (B) Parent Participation.

A. Parents of children with disabilities are involved in meeting the full educational opportunity goal through the following activities:

<input checked="" type="checkbox"/>	Participation on district advisory committee.
<input checked="" type="checkbox"/>	Participation on school advisory committees.
<input checked="" type="checkbox"/>	Attendance at meetings where information regarding rules and regulations are discussed.
<input checked="" type="checkbox"/>	Attendance at meetings where instructional strategies are shared.
<input checked="" type="checkbox"/>	Participation in the evaluation, reevaluation, and eligibility processes.
<input checked="" type="checkbox"/>	Participation in the IEP/family support plan development and review process.
<input checked="" type="checkbox"/>	Participation in classroom activities.
<input checked="" type="checkbox"/>	Participation in family support meetings or activities.
<input checked="" type="checkbox"/>	Participation in group or individual parent conferences or meetings.
<input checked="" type="checkbox"/>	Participation in any group that makes decisions on the educational placement of their child.
<input checked="" type="checkbox"/>	Appraisal of school board agenda items through the public notice process.
<input checked="" type="checkbox"/>	Assistance in evaluating program effectiveness.
<input type="checkbox"/>	Other:

Specify Other:

B. Parents of children with disabilities were provided the opportunity to participate in the development of the project application through the following methods:

<input checked="" type="checkbox"/>	Parents were specifically requested to offer suggestions for project planning during classroom activities or during the IEP development process.
<input type="checkbox"/>	A questionnaire, requesting suggestions for project planning, was mailed to parents.
<input checked="" type="checkbox"/>	Participants on the district advisory council (including parents) provided suggestions for project development.
<input checked="" type="checkbox"/>	Suggestions for project development were solicited from school improvement team members representing parents.
<input checked="" type="checkbox"/>	Public notice was provided to solicit parental input in project development through newspaper notices, memoranda, telephone calls, or individual letters.
<input type="checkbox"/>	Other:

Specify Other:

**Individuals with Disabilities Education Act (IDEA) 2018-2019**

**Citrus County District School Board**

**Benefits to Nondisabled Students**

**Instructions:** Describe the services or programs that will be implemented using IDEA, Part B, funds. If this item is not applicable, please indicate "not applicable" or "N/A."

**Services and aids that also benefit nondisabled children.** Funds may be used for the costs of providing special education and related services, and supplementary aids and services provided in a regular class or other education-related setting to a child with a disability in accordance with the child's IEP, where nondisabled children benefit from these services. Identify services and aids where a nondisabled child may derive incidental benefit. (20 U.S.C. 1413(a)(4)(A)(i) and 34 CFR §300.208(a)(1))

**Response:** Services provided by IDEA funded Staff in an inclusive setting, such as assistive aides, FM Equipment and Instructional Technology, may also benefit non-disabled students.

**Individuals with Disabilities Education Act (IDEA) 2018-2019**

**Citrus County District School Board**

**Instructions:** Describe the services or programs that will be implemented using IDEA, Part B, CEIS funds.

**Will your district be utilizing CEIS funds for the fiscal year 2017-18?**



No

**Is your district required to use CEIS funds?**



No: No more than 15% of funds may be used to develop and implement activities that support coordinated early intervening services.

**CEIS Plan Narrative**

**Purpose:** Please provide a reason why your LEA is voluntarily using or is required to use coordinated early intervening services (CEIS) funds. **Identification:** The Educational level for CEIS: Elementary, Middle or High School.

Not applicable

**Root Cause of Analysis:** Please detail the contributing factors of the significant disproportionality in your LEA. Conducting a district problem solving session that engages district and school stakeholders is instrumental in determining the root cause of disproportionality. If you are using CEIS funds voluntarily, your response to this section should provide a detailed rationale that explains your purpose for using these funds.

Not applicable

**Goals:** With consideration to the root cause analysis, please detail the specific measurable goals you will achieve during the grant period. Applicants using CEIS funds voluntarily will need to provide the goals it is seeking to obtain by using these funds.

Not applicable

**Strategies:** Please provide specific details as to how you will achieve your goal(s). Applicants using CEIS funds voluntarily will need to provide these strategies. These strategies must be quantifiable in nature. Additionally, describe the expected results of each of these strategies.

Not applicable

**Progress Monitoring:** Based upon your goals and strategies, please detail how you will monitor the progress of your implementation and who is responsible for ensuring implementation of your plan and ultimately obtaining your goals.

Not applicale

**Use of Funds:** Please explain how CEIS funds will be used to implement the stated strategies. It should not be assumed that CEIS funds can be used to fund all activities stated in the LEA's strategies. Each LEA will also need to describe how it will sustain the progress achieved with CEIS funds once the funds are no longer used or required.

Not applicable

**State Projects:** Please describe what state projects the district will use for support and how the selected projects will assist in accomplishing the LEA's goals.

Not applicable

## Reporting Requirements

Agreed

Each LEA that develops and maintains CEIS under this section must annually report to the SEA on the number of children served under this section who received early intervening services; and the number of children served under this section who received early intervening services and subsequently receive special education and related services under Part B of the Act during the preceding two year period. (34 CFR §300.266(d))

### **Estimated number of students to be served during fiscal year 2018-2019:**

Please provide an estimated number of students who will potentially benefit from CEIS funding. This number of should provide a basis for budgeting and planning and may not be reflective of the actual number of served and reported to FLDOE per 34 §300.266(d)

0

## Required Report Submissions

Please check each box to provide assurances that the LEA will provide the required reports on the stated due dates. LEAs using CEIS fund are both required to provide these reports.

The LEA will provide a mid-year report detailing its progress by January 15, 2019.

The report will at a minimum...

- what progress you have made towards your goal(s) and progress in implementing the strategies described earlier in the *Strategies* section of the plan.
- Detail what difficulties the LEA has had in implementation of the plan, and then explain how the LEA has or will address these difficulties.
- Provide assurances the LEA is implementing the strategies described in the plan;

This can come in the form of statements detailing what the LEA has implemented, such as trainings held, the hiring of staff, or purchased resources.

- Submit data signifying the LEA's progress in achieving its stated goal(s), which include:
  - The LEAs computed disproportionality data from the beginning of the school year to the end of the year.
  - A year over year analysis of the LEA's disproportionality data in the form of graphs or charts and include the current school year's data.
  - If the LEA stated it is addressing issues in specific schools, grades, or education level (elementary, middle, high) it is to submit data displaying the results of its efforts.
- Provide details as to how it utilized the state projects and what successes or difficulties the LEA has had in working with the project.

The LEA will provide an end of the year report detailing its progress and review of its plan by May 17, 2019.

The report will at a minimum...

- Explain what progress you have made towards your goal(s) and progress in implementing strategies.
- Revisit the difficulties the LEA has had in implementation of the plan, and then detail results (effects) of how the LEA addressed those difficulties since the mid-year report.
- Provide assurances that the LEA has implemented its strategies;

This can come in the form of statements that the LEA has implemented trainings, hired staff, or purchased resources.

- Submit data signifying its progress (or lack of progress) in achieving its stated goal(s). If goals were not reached, provide an explanation as to why.
- Submit data signifying the LEA's progress in achieving its stated goal(s), which include:
  - The LEAs computed disproportionality data from the beginning of the school year to the end of the year.
  - A year over year analysis of the LEA's disproportionality data in the form of graphs or charts and include the current school year's data.
  - If the LEA stated it is addressing issues in specific schools, grades, or education level (elementary, middle, high) it is to submit data displaying the results of its efforts.
  - Provide an analysis of what the LEA will do for the next grant period with respect to any changes in its strategies/goals or what it will continue to do in these areas.
  - Provide a sustainability plan that explains how the LEA will continue its efforts to reduce disproportionality in special education programs when CEIS funds are no longer required or used.
- Provide details as to how it utilized the state projects and what successes or difficulties the LEA has had in working with the project.

**CEIS funds cannot be used for student universal screening or on district or school-wide initiatives that are intended for all students. CEIS funds can only be used for activities that support coordinated early intervening services for students in grades K-12 who have been determined to need Tier 2 and Tier 3 academic or behavioral supports, including general education and students with disabilities. In addition to direct services to students, activities may include professional development for teachers to support delivery of scientifically-based academic instruction and behavioral interventions to the general education student identified as needing tier 2 and tier 3 interventions.**

**CEIS Funds**

Did your district use CEIS funds for FY 2017-2018?

No

Was your district required to use CEIS funds for FY 2017-2018?

No

Does your district have any unexpended funds from CEIS (carry forward amount) from FY 2017-2018?

No

If you answered yes to all the above questions, your district is required to carry forward any unexpended CEIS funds from the previous year. Additionally, if your district was required to use the CEIS set-aside in years prior and those funds have remained unspent, they too must be carried forward until fully expended. If you answered no to any of the questions above, you may choose to carry forward any unspent funds for the purposes of CEIS or you may reallocate those funds for IDEA purposes (34 CFR §300.646(b)(2)).

**If you are not using CEIS funds, Please enter zeros in the entry boxes below.**

Total Amount of Carried Forward funds from FY 2017-2018	\$0.00
Required CEIS Amount for FY 2018-2019	\$0.00
Required CEIS Budget for FY 2018-2019	\$0.00



## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### Administrative Case Management

**Instructions:** Describe the services or programs that will be implemented using IDEA, Part B, funds. If this item is NOT applicable, please indicate "not applicable" or "N/A."

Funds may be used to purchase appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP which are necessary for the implementation of such case management activities. Describe use of funds, if applicable. (20 U.S.C. 1413 (a)(4)(B) and 34 CFR §§300.208(b))

**Response:** Citrus County School District ESE Department created a data separation FileMaker Pro User Interface (UI) file named iPlan. iPlan authenticates access using Microsoft's Active Directory. IDEA Funds will be used to maintain FileMaker 16. Employee access to iPlan is done with a username and password. The employee must have an active account in Microsoft's Active Directory and an account in iPlan. Users are assigned to a privilege set (Specialist, Staff, Teacher, District, etc..) to access student records to create and update IEPs, SPs and EPs. iPlan is designed for speed over a network and take full advantage of our current single data entry system provided by information services. Skyward will import data into tables in iPlan nightly. Some of the import data includes, but is not limited to: demographics, school, status, W/D dates, ESE program dates, attendance, assessment data and staff information. Our ESE Development Team will continue to provide updates and monitoring of staff accounts and ESE compliance manuals to the system to ensure that the system is compliant with technology requirements. State Board and Federal IDEA requirements for creating IEPs, SPs, and EPs. Citrus County is transitioning to the FL DOE PEER System for administrative Case Management, i.e. creating and updating IEPs, SPs, EPS, as well as required documentation to conduct meetings. During this transition year, iPlan will house former IEPs, SPs, and EPs which will be referenced throughout the 2018-2019 school year as IEPs, SPs, and EPs are created in PEER.

## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### Support for Strategic Plan

Describe how the project will incorporate one or more of the goals included in the State Board of Education's K-20 Strategic Plan which may be found at [www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml](http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml).

**Response:** Goal 1: Higher Student Achievement: Citrus County Schools is focused on narrowing the achievement gap for Students with Disabilities in 2018-2019. An analysis of sub group state assessment data found that the achievement gap in Citrus County was less than the state gap for Economically Disadvantaged, African American, Hispanic and ELL students, but the gap for Students with Disabilities (SWD) is significantly greater than the state gap. To narrow this gap we will increase the number of SWD served in the regular class placement from 64% to 74% for the 2018-2019 school year. Providing SWD access to the curriculum, instruction, and high expectations of a regular class placement will allow students opportunities to perform more successfully on statewide assessments. Professional development will be provided to teachers and staff to support inclusive practices. Goal 4: Quality Efficient Services: To ensure high quality, seamless services for SWD, Citrus County Schools is transitioning to the Portal to Exceptional Education Resources (PEER) for IEP development and recordkeeping. Each of our area schools has a staffing specialist assigned exclusively to that school to support SWD, families, teachers and staff. Professional Development in consistent IEP processes, quality instruction, and data collection is ongoing and will be updated throughout the school year.

## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### General Education Provisions Act

For each award year, applicants are required to describe how equitable access to and participation in its program for students, teachers, and other program beneficiaries with special needs will be provided in accordance with section 427 of the General Education Provisions Act (GEPA), Public Law 103-382. This description must include the steps the applicant is taking to ensure equitable access to, and participation in, its IDEA, Part B, program for students, teachers, and other program beneficiaries with special needs. Additionally the description needs to address how the district overcomes any or all barriers, including gender, race, national origin, color, disability, or age, applicable to the district's circumstances, that can impede equitable access or participation in this project. See this requirement at the following URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.doc>

**Response:** The School Board of Citrus County does not impede equitable access or participation in IDEA programs to students, parents, teachers, and other program beneficiaries due to gender, race, national origin, color, disability or age. The District has taken the following steps to ensure equal access to IDEA and other federally funded programs: 1. Adoption of School Board Policy Equal Opportunity Nondiscrimination Code 1:40(1); 2. Involvement of district staff in planning, implementation, and monitoring of all federally funded programs, including IDEA; 3. Approval of each federally funded program's plan; 4. Monitoring of district by the State of Florida's Focused Monitoring, FTE Audits (Auditor General's Office) and IDEA Audits; 5. Provide parent materials in native language of parent as available.

## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### Private School Consultation

IDEA 2004 requires that districts consult with private school representatives and representatives of parents of children with disabilities to ensure that eligible parentally-placed private school students can meaningfully participate in special education and related services. To demonstrate compliance with the regulations, applicants must provide a description of the consultation process carried out by the district in preparation for the 2018-19 school year. For each requirement please provide the details you discussed and agreed up with the private schools during consultation.

**Response:** A timely and meaningful consultation between district staff and representatives from private schools for 2018-2019 planning took place on May 3, 2018. Every private school principal/director in Citrus County received a letter inviting them to attend the meeting. The agenda for the meeting included: how children will be identified, how the count of private school students with disabilities will be conducted during the October survey period; which students will receive services, what services will be provided; how and where the services will be provided; and how the services will be evaluated. On May 3, 2018, the private school representatives in attendance signed off on the agreement recorded in the meeting minutes and received a copy of the minutes. The child find process was also discussed. When a staff member from the private school has an educational concern about a student, the private school staff is asked to encourage the parent to contact the district-based Exceptional Student Education (ESE) Specialist to initiate the child find process. Private school principals/directors understand child find, with respect to identifying, locating and evaluating all students with disabilities including those enrolled in private schools. Information is shared with parents at each service plan meeting. Representatives from private schools and public school ESE staff share with parents the consultation process and the statement of services as determined at the annual meeting of district and private schools. Private school representatives who did not attend the meeting were provided a copy of the minutes via US Mail along with a follow up letter and affirmation form acknowledging notice of timely and meaningful consultation prior to and following the consultation, and a copy of the Private Schools Consultation Agreement 2018-19 form. Private School representatives were asked to sign the affirmation and consultation agreement and return in the self-addressed stamped envelope provided.

Agreed

In accordance with 34 CFR §300.133 the LEA will conduct an annual count, between October 1 and December 1, of all students with disabilities parentally placed in not-for-profit private schools, including students receiving the MacKay and Gardiner Scholarships, even if these private schools or students are not participating in proportionate share services, and utilize this count as the basis of calculating the LEA's proportionate share calculation.

Agreed

My district does not currently have any not-for-profit private schools or there are no students with disabilities enrolled in not-for-profit private schools.

**Individuals with Disabilities Education Act (IDEA) 2018-2019**

**Citrus County District School Board**

**Proportionate Share - Part B Entitlement Calculation Page**

**Instructions:** Enter the counts for eligible students with disabilities in private schools located within the district and for eligible students with disabilities in the public schools in the fields indicated below. Click on the **SAVE** button, which will automatically calculate the remaining fields for the worksheet, including the proportionate share of IDEA, Part B funds for which your district must expend.

All students with disabilities placed in not-for-profit private schools must be counted including those students receiving the McKay and Gardiner Scholarships and even if the schools or students do not participate in proportionate share services

**Eligible Private School Students ages 3-21**

<b>Data</b>	<b>Count</b>	<b>Possible Data Source</b>
Total number of eligible parentally-placed private school students ages 3-21 with disabilities	51	District data collection during fall 2017 via consultation process, paper survey, and/or other methods. <b>For students to be considered in this count, private schools must meet the state's statutory definition, as an elementary or secondary school with kindergarten or higher grades AND be registered with the FDOE as a "not-for-profit" private school.</b>

**Eligible Public School Students ages 3-21 with disabilities**

Total number of eligible public school students ages 3-21	1791	October 2017 survey 2, child count of students with disabilities reported to FDOE through automated student data system
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**Eligible Public School and Private School Students Ages 3-21**

Total number of eligible students ages 3-21 attending schools (public and private) in the district	1842	Calculated Total
Proportion of eligible private school Students to total eligible population	2.77%	Calculated Percentage

**IDEA, Part B, Allocation**

Federal Funds	\$3,795,075.00	Federally-mandated formula
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**IDEA, Part B, Proportionate Share**

Part B Proportionate Share	\$105,075.37	Calculated Proportionate Share
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## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### Proportionate Share - Preschool Calculation Page

**Instructions:** Enter the counts for eligible preschool children with disabilities in private schools located within the district and for eligible preschool children with disabilities in the public schools in the fields indicated below. Click on the **SAVE** button, which will automatically calculate the remaining fields for the worksheet, including the proportionate share of IDEA, Part B, Preschool funds for which your district must expend.

All students with disabilities placed in not-for-profit private schools must be counted including those students receiving the McKay and Gardiner Scholarships and even if the schools or students do not participate in proportionate share services

#### Eligible Private School Children ages 3-5

Data	Count	Possible Data Source
Total number of eligible parentally-placed private school children ages 3-5 with disabilities	9	District data collection during fall 2017 via consultation process, paper survey, and/or other methods. <b>For students to be considered in this count, private schools must meet the state's statutory definition, as an elementary or secondary school with kindergarten or higher grades AND be registered with the FDOE as a "not-for-profit" private school.</b>

#### Eligible Public School Children ages 3-5 with disabilities

Total number of eligible public school children ages 3-5	169	October 2017 survey 2, child count of students with disabilities reported to FDOE through automated student data system
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#### Eligible Public School and Private School Children Ages 3-5

Total number of eligible children ages 3-5 attending schools (public and private) in the district	178	Calculated Total
Proportion of eligible private school Students to total eligible population	5.06%	Calculated Percentage

#### IDEA, Part B, Preschool Allocation

Federal Funds	\$160,084.00	IDEA, Part B, Preschool Proportionate Share
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#### IDEA, Part B, Preschool Proportionate Share

Preschool Proportionate Share	\$8,094.13	Calculated Proportionate Share
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## Individuals with Disabilities Education Act (IDEA) 2018-2019

### Citrus County District School Board

#### Proportionate Share - Expenditures

##### Instructions:

In the applicable areas below, enter the dollar amounts for proportionate share expenditures rounded up to the nearest dollar and in the narrative box provide a description of how funds were used to satisfy the proportionate share requirement. **NOTE: Costs associated with conducting evaluations and reevaluations are considered child find activities, which are the district's obligation under child find and are NOT permissible charges for satisfying the proportionate share requirement.**

If proportionate share was set-aside and funds were NOT expended, please provide an explanation in the response section below. If this section is not applicable (no funds set-aside for proportionate share), enter zeros for amounts and "N/A" in the narrative box below. The LEA must budget the amount indicated under the minimum required budget.

**Use only dollar amounts. No decimals, please.**

#### IDEA, Part B

Amount Budgeted for the 17-18 Fiscal Year	\$ 57089
Expended during the 17-18 Fiscal Year	\$ 57089
Remainder	\$ 0.00
Previous Carry from the 16-17 Fiscal Year	\$ 0
The Amount Calculated for the 18-19 Fiscal Year	\$ 105075.37
Amount you May Return to the IDEA Budget for the 18-19 Fiscal Year	\$ 0.00
Carry-over from the 17-18 Fiscal Year	\$ 0
Required Budget for the 18-19 Fiscal Year	\$ 105075.37

Provide a brief description of how proportionate share funds were expended by the district to ensure compliance with IDEA regulations.

(Limit 5,000 characters or about 1000 words.)

Provision of Speech/Language Services to Parent Placed Private School Students. ▲



**IDEA, Part B, Preschool**

Amount Budgeted for the 17-18 Fiscal Year	\$ 6405
Expended for the 17-18 Fiscal Year	\$ 6405
Remainder	\$ 0.00
Previous Carry from the 16-17 Fiscal Year	\$ 0
The Amount Calculated for the 18-19 Fiscal Year	\$ 8094.13
Amount You May Return to the IDEA Budget for the 18-19 Fiscal Year	\$ 0
Carry-over from the 17-18 Fiscal Year	\$ 0
Required Budget for the 18-19 Fiscal Year	\$ 8094.13

Provide a brief description of how proportionate share funds were expended by the district to ensure compliance with IDEA regulations.

(Limit 5,000 characters or about 1000 words.)

Provision of Speech/Language Services to Parent Placed Private School Students.



**Individuals with Disabilities Education Act (IDEA) 2018-2019**


**Citrus County District School Board**

**Support to Charter Schools**

To ensure compliance with IDEA regulations, the applicant must describe how students with disabilities enrolled in its charter schools benefit from IDEA, Part B and IDEA, Part B, Preschool Entitlement funds in the same manner as students with disabilities in its other public schools.

**Response:** The ESE Specialist at the student's zoned school oversees the IEP process. Services such as Speech/Language, Occupational and Physical Therapies are provided on a direct service or a consultation basis as designated on student's IEP; sign language interpreter has been provided as designated on student's IEP. Staff at the Environmental Science Academy (AES) and MyCro School are included in all professional development opportunities.

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting   
 Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
 Additional contact(s)/originator Karen Davis  
 Document Title Approve Affiliation Agreement Between State of Florida, Dept. of Health / Citrus County Health Dept. and Citrus County School Board / Withlacoochee Technical College

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_  
 Consideration/Approval Requesting approval of Affiliation Agreement between the State of Florida, Dept. of Health / Citrus County Health Dept. and the Citrus County School Board / Withlacoochee Technical College  
 (This wording should be your actual motion to appear on the agenda)

**Backup Materials:** attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

**This affiliation agreement between the State of Florida, Dept. of Health / Citrus County Health Dept., and the Citrus County School Board / Withlacoochee Technical College enhances the education of our Patient Care Assistant and Practical Nursing students by providing hands-on training.**

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce.
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** No Financial Impact

**Amount Budgeted** \_\_\_\_\_ **Additional Amount Requested** \_\_\_\_\_

**Funding Source** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy Wilson  
 (Form Board Approved 7/10/07)

**AGREEMENT BETWEEN THE  
STATE OF FLORIDA, DEPARTMENT OF HEALTH  
CITRUS COUNTY HEALTH DEPARTMENT  
AND  
THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA  
ON BEHALF OF  
WITHLACOOCHEE TECHNICAL COLLEGE**

The purpose of this affiliation agreement is to guide and direct a working relationship between the State of Florida, Department of Health, Citrus County Health Department, hereinafter referred to as the DEPARTMENT and the School Board of Citrus County, Florida on behalf of Withlacoochee Technical College, an institution providing health care profession education, hereinafter referred to as the SCHOOL, for the provision of learning opportunities for health care profession students.

**RECITALS**

The SCHOOL agrees:

1. To provide competent faculty for the planning and implementation of instruction, teaching, guidance, supervision, and evaluation of health care profession students, and to be responsible for the education program, academic affairs, and assessment of the students.
2. To work in accordance with all DEPARTMENT procedures, policies, protocols, rules and regulations in carrying out the relationship described herein and in making plans for the observation of and/or practice in health care at DEPARTMENT facilities.
3. To provide or assure that students have the necessary, required, and appropriate books, periodicals and teaching materials for SCHOOL's educational program.
4. To submit to the DEPARTMENT a schedule indicating the number and names of students who will be participating in an internship under this agreement and the names of the faculty members who will be indirectly supervising students during the students' rotation at DEPARTMENT facilities.
5. To plan student assignments in consultation with a representative of the DEPARTMENT.
6. To designate a contact person for evaluation and scheduling of student rotations and facilitation of communication between the parties.
7. To provide direct supervision of students whenever students are at DEPARTMENT facilities or provide indirect supervision of students engaged in a mutually agreeable practicum experience with a preceptor at the DEPARTMENT. Pursuant to this Agreement, students will only be assigned to mutually agreeable practicum experiences.
8. To initiate and/or participate in group conferences, as requested by DEPARTMENT at mutually agreed upon times, with a designee of the DEPARTMENT for the purpose of discussing objectives of the learning experiences and student performance in caring for patients.
9. To ensure that general and professional liability insurance insuring the SCHOOL, its employees,

and its students who will be in training under this agreement, with limits of liability coverage in the amount of not less than Two Hundred Thousand Dollars (\$200,000) per claimant and Three Hundred Thousand Dollars (\$300,000) per occurrence, is obtained and maintained throughout the term of this agreement and any renewal thereof. It is a material term of this agreement and necessary that the SCHOOL, its employees, and its students who will be participating under this agreement are covered under a general and professional liability policy with the abovementioned limits. However, it is not necessary that the SCHOOL, its employees, and its students who will be participating under this agreement are all covered under the same policy. As evidence of such coverage, the SCHOOL shall furnish to the DEPARTMENT applicable certificates of insurance sufficient to demonstrate full satisfaction of the requirements of this paragraph prior to students beginning their internship under this agreement and annually thereafter. SCHOOL shall immediately inform DEPARTMENT of any lapses or changes to coverages that would bring SCHOOL out of compliance with this paragraph. Failure of the SCHOOL to ensure that such coverage is obtained and maintained shall be grounds for immediate termination of this agreement. If the SCHOOL is a public college or university in Florida, the SCHOOL may be self-insured through the State Risk Management Trust Fund, established pursuant to section 284.30, Florida Statutes, and administered by the State of Florida, Department of Financial Services, or may be otherwise insured pursuant to the provisions of section 1004.24, Florida Statutes.

10. To be fully responsible for its acts of negligence, or its agents'/students' acts of negligence when acting within the scope of their employment, education or agency, and agrees to be liable for any damages resulting from said negligence.

11. Unless SCHOOL is a state agency or subdivision under section 768.28, Florida Statutes, or otherwise protected by sovereign immunity under its respective state law, to be liable for and indemnify, defend, and hold harmless the DEPARTMENT and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys' fees and costs, arising out of any act, actions, neglect, or omissions by the SCHOOL, its agents, students, or employees during the performance or operation of this Agreement or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property. Nothing herein is intended to serve as a waiver of sovereign immunity by any school to whom sovereign immunity may be applicable nor consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

The SCHOOL and DEPARTMENT acknowledge the waiver of sovereign immunity for liability in tort contained in Florida Statutes Section 768.28, the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or damage to property caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office or employment. The SCHOOL and DEPARTMENT agree to be responsible for all such claims and damages, to the extent and limits provided in Florida Statutes Section 768.28, arising from the actions of their respective employees. The parties acknowledge that the foregoing shall not constitute an agreement by either party to indemnify the other, nor a waiver of sovereign immunity, nor a waiver of any defense the parties may have under such statute, nor as consent to be sued by third parties.

12. To assure that students maintain confidentiality of all data, files, and client records related to the services provided pursuant to this agreement and comply with state and federal laws, including, but not limited to, section 456.057, Florida Statutes, and 45 Code of Federal Regulations Parts 160, 162 and 164. The SCHOOL will take steps to assure students' compliance with any applicable professional standards of

practice with respect to patient confidentiality. Procedures will be implemented by the SCHOOL to require students to comply with the protection and confidentiality requirements outlined in the Department of Health Information Security Policies, Protocols, and Procedures, as amended, and Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which are incorporated herein by reference. The SCHOOL assures that students have been trained in all aspects of ethical standards pertaining to confidentiality issues and privacy rights including federal Privacy Rules and applicable state confidentiality laws. Solely for the purpose of defining students' roles in relation to the use and disclosure of the DEPARTMENT'S protected health information, the students are defined as members of the DEPARTMENT'S workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this agreement. However, students are not and shall not be considered employees of the DEPARTMENT. This paragraph is not applicable to any students who do not access any confidential information.

13. To keep and maintain public records in accordance with the provisions of Chapter 119, Florida Statutes, including all public records required by the DEPARTMENT to perform the services entailed in this agreement, and to provide the public with access to such public records on the same terms and conditions that the DEPARTMENT would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law; to ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of the term of the agreement, including all renewals, and following completion of the agreement if SCHOOL does not transfer the records to DEPARTMENT; to meet all requirements for retaining public records as set forth in law and DEPARTMENT's retention schedules; and, upon completion of the contract, to transfer to the DEPARTMENT, at no cost to DEPARTMENT, all public records in possession of the SCHOOL and to destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the DEPARTMENT in a format that is compatible with the information technology systems of the DEPARTMENT.

**If the SCHOOL has questions regarding the application of Chapter 119, Florida Statutes, to the SCHOOL's duty to provide public records relating to this contract, contact the custodian of public records at 850-245-4005, [PublicRecordsRequest@flhealth.gov](mailto:PublicRecordsRequest@flhealth.gov) or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.**

14. To assure that all students are background screened and meet the Level 2 screening requirements of section 435.04, Florida Statutes, prior to students beginning their internship at the DEPARTMENT. The SCHOOL agrees to take steps to assure that students, and any SCHOOL personnel that accompany students or have access to DEPARTMENT's confidential records, inform the DEPARTMENT's designated contact person immediately if an arrest is made or a court disposition is entered for any disqualifying offense while participating in this internship. The DEPARTMENT will immediately remove the student from the internship program, or the personnel from further involvement in the program or access to records, if DEPARTMENT determines, in its sole discretion, that continued involvement of that student or personnel would violate the requirements of section 435.04, Florida Statutes, or would otherwise pose a risk to health or safety of any individual(s) or the public. The DEPARTMENT shall not be responsible for any costs associated with this paragraph.

The DEPARTMENT agrees:

1. To provide health care profession students accepted into this internship program access to a planned supervised program of internship experience for the area(s) of practice/study mutually agreed upon by the parties.
2. To provide designated staff members as internship supervisors for students, but such supervisors will not substitute for or diminish the requirement that SCHOOL provide faculty supervision as set forth above.
3. To designate a contact person for evaluation and scheduling of student rotations and facilitation of communication between the parties.
4. To make available to the faculty and students of the SCHOOL the DEPARTMENT facilities as agreed upon by both designated contact persons.
5. To retain overall responsibility for the quantity and quality of patient care in DEPARTMENT facilities.
6. To give SCHOOL five days' notice prior to removing from the internship program any students not comporting themselves in accordance with the procedures, protocols, regulations, rules, or statutes governing the DEPARTMENT unless DEPARTMENT deems immediate removal necessary, which such removal and determination of immediate necessity shall be at the sole discretion of the DEPARTMENT.
7. To provide as available the physical facilities, equipment, supplies, and patients to supplement an educational program in accordance with the objective of providing an internship experience to health care profession students. Notwithstanding the foregoing, the DEPARTMENT may, at its discretion, temporarily remove access to facilities, equipment, supplies, and patients in the interest of the health or safety of patients, employees, students, or other interns.
8. The DEPARTMENT, a state agency or subdivision, is self-insured through the State Risk Management Trust Fund, established pursuant to section 284.30, Florida Statutes, and administered by the State of Florida, Department of Financial Services. The DEPARTMENT certifies that it maintains, and agrees to continue to maintain during the term this agreement, general and professional liability protection coverage through the State Risk Management Trust Fund, and that this protection extends to the Department of Health, its officers, employees, and agents, and covers statutory liability exposure to the limitations described in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to whom sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties. The DEPARTMENT cannot insure or indemnify the SCHOOL, its officers, employees, students, and agents, or any third parties.

#### General Terms.

1. Independent Contractor. No relationship of employer/employee, principal/agent, or other association shall be created by this agreement between the parties or their directors, officers, agents, students or employees. Students shall, at all times, be considered "independent" and shall, under no circumstances, be considered employees of the DEPARTMENT. The parties agree that they will never act or represent that they are acting as an agent of the other or incur any obligations on the part of the other party.

2. Remedies; Limitations of Liability. Except for willful misconduct or gross negligence, neither party shall be liable to the other for punitive, exemplary, special, indirect, or consequential damages, including without limitation, lost profits, each party's aggregate liability being limited to the other party's direct damages, and other costs set forth herein. This paragraph may only be interpreted as further limitation of the DEPARTMENT'S exposure; it shall not be interpreted as a waiver of sovereign immunity beyond that stated in section 768.28, Florida Statutes. In addition to the foregoing, the DEPARTMENT shall not be liable to students, faculty, or SCHOOL in the event of exposure to an infectious, environmental, occupational, or other hazard not caused by the willful or negligent conduct of the DEPARTMENT.

3. Notice. When either party to this Agreement desires to give notice to the other, such notice must be in writing, and delivered by (i) United States certified or registered mail, postage prepaid and return receipt requested, (ii) a nationally recognized overnight delivery service, (iii) personal delivery with a written receipt obtained, or (iv) email transmission with confirmation of receipt provided by the recipient via returned email, at the addresses set forth below. Notices shall be effective upon receipt. Presently, the parties designate the following as the respective places for giving notice:

For DEPARTMENT

Ernesto G. Rubio  
Administrator / Public Health Officer  
3700 W. Sovereign Path, Lecanto FL 34461  
Telephone: 352-527-0068  
Fax: 352-527-8858  
E-mail: CitrusIntern@flhealth.gov

For SCHOOL

Gloria Dumas Bishop  
Director  
Withlacoochee Technical College  
1201 West Main Street, Inverness FL 34450  
Telephone: 352-726-2430  
Fax: 352-249-2157  
E-mail:

4. Term and Renewal. Unless terminated earlier as provided herein, the term of this agreement shall be from July 1, 2018 or the latest date of signature by the parties, whichever is later, through June 30, 2021. This agreement may be renewed on a yearly basis for no more than three years or the term of the original contract, whichever period is longer. Any renewal shall be in writing upon mutual agreement and subject to the same terms and conditions as set forth in this initial agreement.

5. Termination. This agreement may be terminated by either party upon no less than 30 calendar days' notice in writing to the other party, with or without cause, unless a lesser time is mutually agreed upon in writing by both parties. Such notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The parties will thereafter work cooperatively to coordinate the termination of the services provided under this agreement.

6. Entire Agreement and Modification. This agreement represents the entire understanding of the

parties with respect to the matters covered herein and supersedes all prior and contemporaneous agreements, representations, and discussion, whether oral or written. This agreement may only be altered, amended, or modified in a writing signed by both parties.

7. Jurisdiction and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Florida, without respect to its conflict of laws principles. With respect to any action arising out of this agreement, the parties accept the exclusive jurisdiction of the state courts in Florida and agree that venue shall lie exclusively in Citrus County, Florida.

8. Capacity: Each individual signing this agreement on behalf of either party individually warrants that he or she has the full legal power to execute this agreement on behalf of the party for whom he or she is signing and to bind and obligate such party with respect to all provisions contained in this agreement.

9. Counterparts: This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

10. Cooperation with the Inspector General: SCHOOL acknowledges and understands that it has a duty to and will cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing, pursuant to section 20.055(5), Florida Statutes.

**IN WITNESS WHEREOF**, the parties approve this agreement and have caused it to be executed by their undersigned officials who are duly authorized.

THE SCHOOL BOARD OF CITRUS COUNTY,  
FLORIDA O/B/BWITHLACOOCHEE TECHNICAL  
COLLEGE STATE OF FLORIDA

DEPARTMENT OF HEALTH  
CITRUS COUNTY HEALTH DEPARTMENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: Ernesto G. Rubio

Title: \_\_\_\_\_

Title: Administrator / Public Health Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting  
 Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
 Additional contact(s)/originator Karen Davis  
 Document Title Approval of Indefinite Quantity Agreement Between CareerSource Citrus Levy Marion and Withlacoochee Technical College

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_  
 ✓ Consideration/Approval Approval of Indefinite Quantity Agreement between CareerSource Citrus Levy Marion and Withlacoochee Technical College

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

We are requesting approval of the Indefinite Quantity Agreement between CareerSource Citrus Levy Marion and Withlacoochee Technical College. This agreement addresses general policy and specific procedures regarding the provision of educational and training services to students who are interested in attending Withlacoochee Technical College. The cost of this training will be funded through an Individual Training Account, which will be delivered to WTC in advance of the student starting classes.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: No Financial Impact

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source \_\_\_\_\_

**Personnel:**

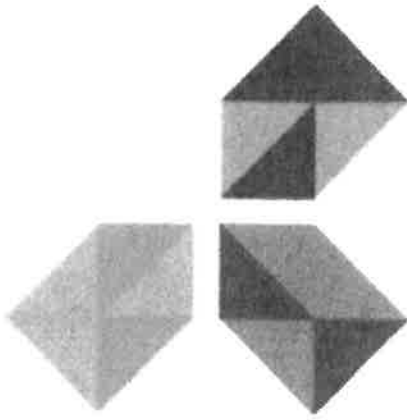
Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy Wilson

(Form Board Approved 7/10/07)



CareerSource  
CITRUS | LEVY | MARION

**CITRUS LEVY MARION REGIONAL  
WORKFORCE DEVELOPMENT BOARD, INC. (CLMRWDB)  
d/b/a  
CAREERSOURCE CITRUS LEVY MARION**

**INDEFINITE QUANTITY AGREEMENT WITH**

Withlacoochee Technical College

**FOR THE PERIOD**

July 1, 2018 - June 30, 2020

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com) at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center Network.

This agreement is entered into between the Citrus Levy Marion Regional Workforce Development Board, Inc., d/b/a and hereinafter referred to as "CareerSource Citrus Levy Marion" or "Grantee", and Withlacoochee Technical College, hereinafter referred to as "Contractor". The purpose of this agreement is to establish general policy and specific procedures required by the Workforce Innovation and Opportunity Act (WIOA) and the Welfare Transition Program (WTP) relative to the provision of educational and training services to students who are interested in attending Withlacoochee Technical College subject to Contractor's appearance and continuation on the Board's approved list, the period of performance shall renew bi-annually beginning July 1, 2018.

This agreement by itself does not constitute a commitment for referral of any minimum number of customers to the Contractor. In addition, a Contractor using the process commonly known as "reverse referral" must understand that the CareerSource Citrus Levy Marion Centers are under no obligation to refer a potential customer back to the Contractor. Reverse referral is the process whereby an individual is referred by the Contractor to a CareerSource Citrus Levy Marion Center for eligibility determination, enrollment, and referral back to the Contractor.

**A. CareerSource Citrus Levy Marion agrees to the following:**

1. Its agents will coordinate the referral process and provide assistance to customers who are interested in attending Withlacoochee Technical College, for training approved for WIOA/WTP or other CareerSource funding assistance.
2. The cost of this training will be funded through an Individual Training Account (ITA), which shall be sent to Contractor in advance of the student starting classes. The training amount will be stipulated in the ITA. All payments to the Contractor by CareerSource Citrus Levy Marion are contingent upon the continued funding received by the Grantee.
3. Students will be required to follow the requirements of the course catalogue.
4. All student information, financial or otherwise, will be kept confidential and will be safeguarded in accordance with the terms of the Gramm-Leach-Bliley Act. No such information shall be released or distributed to any other individual or entity for any reason except in accordance with Paragraph 6 (Access to Records) below or as may be required by law. CareerSource Citrus Levy Marion will be considered a school official under the Family Educational Rights and Privacy Act for purposes of this agreement.

**B. Withlacoochee Technical College, agrees to the following:**

1. To provide training and educational services as requested for customers who have received approval to access such training from CareerSource Citrus Levy Marion or its agents. Contractor agrees to inform CareerSource Citrus Levy Marion within five (5) days if a participant drops out of training, and process any refund due of unused funds to CareerSource Citrus Levy Marion within 45 days of notice.

2. Contractor agrees to provide to CareerSource Citrus Levy Marion any information pertaining to changes or updates to the training programs for which approved. Contractors also agree to provide copies of completion certificates upon request by CareerSource Citrus Levy Marion.
3. Contractor agrees to accept CareerSource Citrus Levy Marion's approved Purchase Orders as proof of available ITA funding and follow the established financial protocol for costs payment for classroom and on-line training. Contractor also understands that CareerSource Citrus Levy Marion will not pay for or reimburse for any training provided prior to or after the time periods approved by CareerSource Citrus Levy Marion.
4. **Cost of Attendance:** The Contractor agrees to provide information, when appropriate, detailing the cost of attendance for the institution as established for Federal Financial Aid calculations. If Federal Assistance is not available for programs offered by the Contractor, then information to said effect as well as calculations used to determine cost of attendance will be supplied.
5. **Higher Education Act/WIOA/Financial Aid Coordination:** The Contractor agrees to provide information to CareerSource Citrus Levy Marion or its agents, regarding the student's application and receipt of financial aid at the institution. This includes, but is not limited to, copies of the student's award letter and budget calculations concerning financial aid. This information is necessary in order to preclude duplicate or overlapping payments among federal, state, and local programs to participants and training institutions and to ensure that the best mix of programs and funds is available to the WIOA or WTP participant.

This includes a report of financial aid disbursements made by the institution from the student's financial aid. This report must disclose all funding sources contributing to each WIOA or WTP student's cost of education along with the amounts and distributions of the individual awards, including to whom and for what item(s) [tuition, books, fees, etc.] they were disbursed. This report must be in the form of official records, such as financial aid printouts or the report needs to be signed by an appropriate school authority. This report shall be furnished upon request and will be for quality assurance/monitoring purposes.

Contractor agrees to utilize monies received from PELL grants, scholarships, and other grants of aid to assist in the computation of the participant's full education and education related costs incurred if the participant is to complete the chosen program. Further, the Contractor agrees that at no time will they apply dollars received from CareerSource Citrus Levy Marion to the tuition and fee costs if the combination of payments will be in excess of the publicly advertised catalogue costs or those submitted as part of a participant's application process. CareerSource Citrus Levy Marion monies in excess of the publicly advertised costs or those submitted as part of a participant's application process will be returned to CareerSource Citrus Levy Marion within ten (10) days of receipt.

6. **Participate in FETPIP (Florida Education and Placement Information Program):** Participation in FETPIP is required for initial eligibility as a training contractor and to maintain subsequent eligibility. Contractor agrees to provide program completion and placement statistics to CareerSource Citrus Levy Marion at a minimum annually, and/or as requested by CareerSource Citrus Levy Marion.

7. **Access to Records:** The Contractor agrees that the Comptroller General of the United States, the Secretary of Labor, the State of Florida and its agents, CareerSource Citrus Levy Marion, or any of their duly authorized representatives shall have the right to timely and reasonable access to all records pertaining to the payments made to the Contractor under this Agreement including any relevant financial records, supporting documentation, statistical records, interviews and discussions, and all other pertinent records of the Contractor involving transactions related to this Agreement. This shall include the right to examine and make excerpts transcripts and photocopies of the records determined necessary.
8. **Personal Debt:** The customer shall not be required to apply for or to access student loans, or to incur personal debt as a condition of their WIOA or WTP enrollment as students at the training facility.
9. **Retention of Records:** The Contractor further agrees to retain such records pertinent to this agreement including financial, statistical, property, participant and supporting documentation as follows:
  - For five (5) years following submission of the final expenditure report for that funding period; from student's graduation; or termination from program, whichever is later. A funding period is typically three years.
  - For five (5) years following final disposition of nonexpendable property.
  - If any litigation, audit or claim remains unresolved at the expiration of the longest of the hereinabove stated periods, then the records will be retained until all outstanding issues have been resolved.

Generally, records need to be retained for seven years (or until any concerns arising from audit, complaint, or litigation are finally resolved, which in some instances may be longer).

10. **Termination for Cause:** If, through any cause, the Contractor shall fail to fulfill their obligations under this agreement, or if the Contractor shall violate any of the covenants, or stipulations of this Agreement, CareerSource Citrus Levy Marion shall have the right to terminate this Agreement, by giving written notice to the Contractor. Written notice will be made at least 15 days prior to the date of termination. The Contractor will have 30 days from the termination date to close this agreement.

The parties agree and understand that all payments are contingent upon the availability of federal funds and the continued authorization for program activities under the Workforce Innovation and Opportunity Act and/or Welfare Transition Program as applicable based upon the program under which the participant has been enrolled. Anything to the contrary notwithstanding, cancellation shall be instant if at any time the Department of Economic Opportunity, CareerSource Florida, Inc. or State of Florida cancels, fails to fund or terminates or negates the Grant through which this Agreement is funded.

11. **Termination for Convenience:** CareerSource Citrus Levy Marion or Contractor may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of a termination for convenience, CareerSource Citrus Levy Marion shall be

responsible for any outstanding allowable costs incurred up through the date of receipt of the termination notice. The Contractor shall be responsible for their obligations up through the date of receipt of notice of termination.

12. **Non-Discrimination:** The Contractor will not discriminate against any student or applicant for education because of race, color, religion, sex, marital status, national origin, age, creed, disability or political affiliation. The Contractor will take affirmative action to insure that applicants are treated without regard to their race, color, religion, sex, marital status, national origin, age, creed, disability or political affiliation.
13. **Americans with Disabilities Act of 1992:** The Contractor shall ensure compliance with the Americans with Disabilities Act of 1992, which prohibits discrimination based on a disability and promotes the integration of reasonable accommodations as a responsibility.
14. **Provision against Assignment:** The Contractor shall not assign or subcontract any interest in the Agreement without prior written consent of CareerSource Citrus Levy Marion.
15. **Authority for Change:** CareerSource Citrus Levy Marion may, from time to time, request changes in the course offerings, descriptions, schedules, and fees. CareerSource Citrus Levy Marion shall request these changes in writing at least 30 days in advance. The Contractor shall contact CareerSource Citrus Levy Marion at least 30 days in advance of any changes to course offerings, descriptions, schedules, and fees. This notification shall be in writing.
16. **Remedy for Breach:** In the event and as a result of any breach to this contract by the Contractor, Contractor shall reimburse CareerSource Citrus Levy Marion for any disallowed costs resulting from any such breach of this contract. If the Contractor fails to perform in whole or in part under this agreement, or fails to make sufficient progress to endanger performance, CareerSource Citrus Levy Marion shall notify the Contractor of such unsatisfactory performance in writing.

The Contractor shall have ten (10) working days in which to respond with a plan agreeable to CareerSource Citrus Levy Marion for correction of the deficiencies. If the Contractor does not respond within the appointed time, or does not respond with appropriate plans, CareerSource Citrus Levy Marion may terminate this Agreement for cause or convenience as provided herein.

17. **Indemnification and Insurance:** Grantee will maintain in full force and effect policies of insurance providing liability coverage in amounts sufficient to cover any loss and damages as a result of activities and services provided for under this contract. In addition to the Grantee's coverage, the Contractor must maintain a minimum of \$1,000,000 in liability insurance, and annually provide a copy to Grantee to ensure coverage.

The Contractor shall maintain evidence of automobile liability insurance coverage for those employees who may transport participants in their privately owned vehicles. Notwithstanding the foregoing, if the Contractor is a state agency or subdivision as defined by 768.28, Florida Statutes, the Contractor shall furnish the grantee, upon request, written verification of liability insurance in accordance with 768.28, Florida

Statutes. Nothing herein shall be construed to extend any party's liability beyond that provided in 768.28, Florida Statutes.

18. **Liability for Damages:** Notwithstanding any term or condition of this Contract to the contrary, the Contractor shall not be relieved of liability to the Grantee as a result of Contract performance.
19. **Debarment, Suspension, Ineligibility and Voluntary Exclusion:** Contractor certifies that neither it nor its principals are presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
20. **As specified in the Sarbanes-Oxley Act of 2002 and Section 1553, Federal Acquisition Regulation Case 2009-012, ARRA:** It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC). It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).
21. **Placement Performance:** Employment placement performance for approved training programs over one year in operation must meet specific benchmarks as listed below:
  - a. FETPIP
    - an 80% completion rate with at least 70% of the completers found in employment, or
    - an 80% placement rate of training completers (training related placement not required), or
    - a 70% completion rate with one of the following:
      - Placement wages equal to or above the local Lower Living Standard Income Level (LLSIL), or
      - 90% placement rate of training completers (training related placement not required)
  - b. Local Management Information System (MIS)
    - previous 12 months of local WIOA/WT placement data that shows all of the following:
      - At least 80% successful program completion rate of trainees no longer in training activities;
      - At least 90% of training completers with employment at closure, OR
      - 80% of training completers with Training Related Placement at closure
      - Average employment wage rate at closure represents 90% of the local LLSIL.
  - c. Local
    - Quantifiable local data that exhibits an immediate or projected need for training in a specific occupation or occupational field (data approved by the CSCLM Committees and Board).
22. **Notices:** All notices required to be given by CareerSource Citrus Levy Marion under this agreement shall be sufficient when faxed, hand delivered, emailed or mailed to the

Contractor.

23. **Attestation:** The Contractor agrees that it is independent of CareerSource Citrus Levy Marion and is not an agent or employee.
24. **Governmental Rules and Regulations:** The Contractor warrants the performance of all obligations specified in this Agreement in accordance with the terms and conditions of any Federal and State rules and regulations now existing or hereafter promulgated which are applicable to the performance of this Contract. Official publication of such rules and regulations shall be deemed to be sufficient notice.
25. **Disputes:** All disputes shall be resolved informally between the Contractor and CareerSource Citrus Levy Marion. If resolution does not occur to the satisfaction of any party, the first step is to use existing grievance procedures, if any, established by the Contractor to resolve disputes with Employees. If the Contractor has no internal grievance procedures, or if the dispute remains unresolved, the parties agree to participate in and be bound by the determinations resulting from CareerSource Citrus Levy Marion grievance and complaint procedures.
26. **CERTIFICATION REGARDING NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCES**

(29 CFR Part 37 and 45 CFR Part 80)

As a condition of the award of financial assistance from the Department of Labor under Title 1 of the WIOA, the CONTRACTOR assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The CONTRACTOR also assures that it will comply with 29 C.F.R. Part 37 and all other regulations implementing the laws listed above. This assurance applies to the CONTRACTOR'S operation of the WIOA Title I – financially assisted program or activity, and to



all agreements, the CONTRACTOR makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that Grantee and the United States have the right to seek judicial enforcement of the assurance.

By signing below, the CONTRACTOR certifies and assures that it will fully comply with the applicable assurances outlined above.

**27. CERTIFICATION OF ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975**

The Contractor provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

THE CONTRACTOR HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.

4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Contractor agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Contractor, its successors,

transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Contractor by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant/Recipient for the period during which it retains ownership or possession of the property. The Applicant/Recipient further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this Assurance, and commit the Contractor to the above provisions.

**28. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
  - b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and
  - d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

**29. CERTIFICATION REGARDING LOBBYING**

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, and 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 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--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification can be included in the award documents for all subawards at all tiers (including SubContracts, subgrants and Contracts under grants, loans, and cooperative agreements) and that all subrecipients 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, US 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.

### 30. **CERTIFICATION REGARDING A DRUG-FREE WORKPLACE**

I, \_\_\_\_\_, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to CareerSource Citrus Levy Marion by WIOA and the Drug-Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying action that will be taken against employees for violation of such prohibition.
- b. Establish a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The Contractor's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- c. Make it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a) of this certification;
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
  - 1. Abide by the terms of the statement; and
  - 2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction; and
- e. Notify the CareerSource Citrus Levy Marion within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving Actual notice of such conviction;
- f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d) (2), with respect to any employee who is so convicted:
  - 1. Take appropriate personnel action against such an employee, up to and including termination; or
  - 2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Contractor shall insert in the space provided below the site(s) for the performance of work done in connection with the specific Contract.

Place of Performance (street address, city, state, zip code and county)

**31. STATEMENT OF CONTRACTOR'S MAINTENANCE OF PARTICIPANTS AND FINANCIAL RECORDS**

The following individual(s) and site(s) have been delegated signatory authority for the program's participant and financial documents:

1. \_\_\_\_\_  
Typed/Printed Name/Title of Signee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Typed/Printed Name/Title of Signee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

3. \_\_\_\_\_  
Typed/Printed Name/Title of Signee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**32. CONFLICT OF INTEREST STATEMENT/CERTIFICATION**

The Contractor must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this Contract.

**SECTION I**

I hereby certify that no official or employee of the Grantee or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

_____ Signature	<u>Withlacoochee Technical College</u> Company Name
_____ Name of Official (Type or Print)	_____ Business Address
_____ Date	_____ City, State, Zip Code

**SECTION II**

I hereby certify that the following named Grantee official(s) and employee(s) having material financial interest(s) [in excess of 5%] in this company have filed the appropriate Conflict of Interest statements with the Grantee prior to the beginning date of this Contract.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Signature	<u>Withlacoochee Technical College</u> Company Name
_____ Name of Certifying Official	_____ Business Address
_____ Date	_____ City, State, Zip Code

33.

**SWORN STATEMENT UNDER SECTION 287/133(3)(A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF Florida

COUNTY OF Citrus

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
, who, being by me first duly sworn, made the following statement:

1. The business address of Withlacoochee Technical College  
\_\_\_\_\_ (Contractor) is \_\_\_\_\_  
\_\_\_\_\_

2. My relationship to (Contractor) is \_\_\_\_\_ (relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

**(Draw a line through paragraph 6 if paragraph 7 below applies.)**

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in

the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is \_\_\_\_\_ . A copy of the order of the Division of Administrative Hearings is attached to this statement.

**(Draw a line through paragraph 7 if paragraph 6 above applies.)**

\_\_\_\_\_  
Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(affix seal)

\_\_\_\_\_  
My Commission Expires



### 34. CONTRACTOR DISCLOSURE AND CERTIFICATION

For the purposes of the contract between CareerSource Citrus Levy Marion (Citrus Levy Marion Regional Workforce Development Board, Inc.) and Withlacoochee Technical College (Contractor), the following disclosure is made:

The principals\* and owners\* of the contracting entity:

have no relative\*\* who is a member of the board;

have a relative\*\* who is a member of the board, whose name is

\_\_\_\_\_

**(See list of board members attached)**

There is/is not (circle one) a principal or owner who is a member of the board. If applicable, the principal's or owner's name is \_\_\_\_\_.

There is/is not (circle one) a principal or owner who is an employee of the board. If applicable, the principal's or owner's name is \_\_\_\_\_.

\***Principal** means an owner or high level management employee with decision-making authority.

\***Owner** means a person having any ownership interest in the contractor.

\*\***Relative** means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. 112.3143(1)(b), Fla. Stat.

## CAREERSOURCE CITRUS LEVY MARION BOARD MEMBERS

### Board Member Roster, as of Jan. 25, 2018

Al Jones (5-1-2017)  
Becky Magwood (8-30-12)  
Carla Butts (5-1-2017)  
Carol Jones (2-6-17)  
Charles Harris (1-25-2018)  
Darlene Goddard (3-10-08)  
David Pieklik (7-1-14)  
Debra Stanley (3-1-2017)  
Don Taylor (6-29-16)  
Fred Morgan (3-10-08) **Treasurer**  
Gary Crandon (5-1-2017)  
Jorge Martinez (6-3-14)  
Judy Houlios (9-9-09)  
Kathy Judkins (7-27-15) **Chair**  
Kell Jamison (5-1-2017)  
Kim Baxley (1-25-2018)  
Kevin Cunningham (9-12-11) **Past Chair**  
Lindsay McDougal (8-6-14)  
Mark Paugh (7-18-11)  
Mark Vianello (2-6-17)  
Mike Melfi (10-5-04)  
Nelson Mathis, Jr. (8-30-12)  
Pat Reddish (5-2-96)  
Patricia Keelean (8-30-12)  
Pete Beasley (7-6-12)  
Rachel M Riley (7-27-15) **Vice Chair**  
Scott Owen (1-25-2018)  
Soloman Sarway (2-6-17)  
Ted Knight (8-30-12)  
Theresa Flick (5-2-96)  
Travis Griffin (5-1-2017)  
William Burda (5-1-2017)  
Yovancha Lewis-Brown (5-1-2017)

**SIGNATURE PAGE**

The signing parties hereto have caused this agreement to be executed by their undersigned duly authorized representatives. The signing parties agree to comply with all the terms and provisions of this agreement, including any and all attachments. This agreement will remain in effect unless terminated in writing by representatives of CareerSource Citrus Levy Marion or

Withlacoochee Technical College

Approved for Citrus Levy Marion Regional Workforce Development Board, Inc.:

Approved for Withlacoochee Technical College:

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Name: Thomas E. Skinner, Jr.

Name: \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witnesses:

Witnesses:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting

Requested by: Eric Stokes & Tina Moser  
Department of Facilities, Construction & Maintenance

Additional contact(s)/originator Jonny Bishop Department of School Support Services

Document Title Pre-Qualification of Contractors for Educational Facilities Construction

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve Pre-Qualification of Contractors for Educational Facilities

(This wording should be your actual motion to appear on the agenda)

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary / Highlights:

Information reviewed by the pre-qualification committee is available in Facilities and Construction. The pre-qualification review is ongoing.

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** N/A

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy Wilson  
(Form Board Approved 7/10/07)

## October 2018

### Assessment of Applications for Pre-qualification of Contractors

There are no new applications for pre-qualification of contractors for consideration.

#### Assessment of Applications for Renewal of Pre-qualification Certificate

NAME OF COMPANY	LETTER OF INTENT FROM SURETY COMPANY	AUDITED FINANCIAL INFORMATION	COMMITTEE RECOMMENDATION	PRE-QUALIFIED TO BID ON OR QUALIFY FOR THIS TYPE OF PROJECT	TOTAL DOLLAR VALUE OF WORK NOT TO EXCEED	MAXIMUM DOLLAR VALUE OF EACH INDIVIDUAL PROJECT	EXPIRATION DATE
AIR MECHANICAL & SERVICE CORPORATION 4311 W. Ida Street Tampa, FL, 33614	A	N/A	APPROVE	Mechanical Contractor General Construction Contractor Construction Management at Risk	\$30,000,000	\$4,460,000 \$16,620,000 \$8,160,700	10/8/2019
AUTOMATED BUILDING CONTROL SYSTEMS, INC. 4108 W. Alva Street, Tampa, FL, 33614	A	N/A	APPROVE	Fire Alarm Systems Contractor	\$30,000,000	\$1,249,600	10/8/2019
CCS MECHANICAL, INC. 737 S.W. 57th Avenue, Ocala, FL, 34474	A	N/A	APPROVE	Class A Air Conditioning Contractor	\$30,000,000	\$10,000,000	10/8/2019

#### Assessment of Applications for Amended Pre-qualification Certificates

There are no firms requesting an amended pre-qualification certificate.

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting  
Requested by: Eric Stokes, Department of Facilities, Construction & Maintenance  
Additional contact(s)/originator Jonny Bishop Department of School Support Services  
Document Title Change Order #1 for Hernando Elementary School Kitchen Renovation & Remodeling.

**Board Action Required**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Approval of Change Order #1 for Hernando Elementary School Kitchen Renovation & Remodeling.

(This wording should be your actual motion to appear on the agenda)

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:** This change order addresses multiple items discovered during construction. See attached for the list of specific items.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.

Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** \$1,110.92

Amount Budgeted \$207,063 Additional Amount Requested \_\_\_\_\_

**Funding Source:** 4564

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy Wilson

(Form Board Approved 7/10/07)

**CITRUS COUNTY SCHOOL BOARD, DEPARTMENT OF FACILITIES AND CONSTRUCTION  
CHANGE ORDER**



**SEND THREE SIGNED AND SEALED COPIES TO:**

Citrus County School Board  
Facilities and Construction Department  
1007 W. Main Street  
Inverness, FL 34450

F&C USE ONLY

RE: CHANGE ORDER NUMBER: 4564-01 OEF Assigned Project Number \_\_\_\_\_  
Citrus County (School District)  
Hernando Elementary School (School Name)  
16 (School Code Number)  
Kitchen Renovation Description of Project

OWNER:(SCHOOL BOARD) <u>Citrus County School Board</u>			
Address: <u>1007 West Main Street</u>	<u>Inverness</u>	<u>Florida</u>	<u>34450</u>
Street/P.O. Box	City	State	Zip
( <input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER) FIRM NAME: <u>Donnelly Architecture, Inc.</u>			
Address: <u>1384 North Citrus Avenue</u>	<u>Crystal River</u>	<u>Florida</u>	<u>34428</u>
Street/P.O. Box	City	State	Zip
CONTRACTOR FIRM NAME: <u>William F. Berry Construction Inc.</u>			
Address: <u>P.O. Box 1479</u>	<u>Hernando</u>	<u>Florida</u>	<u>34441</u>
Street/P.O. Box	City	State	Zip

• THE OWNER AUTHORIZED THE CONTRACTOR TO MAKE THE FOLLOWING CHANGE(S) IN THE CONTRACT DATED: March 13, 2018

ORIGINAL CONTRACT AMOUNT: \$ 219,608.00

• REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ \_\_\_\_\_

• CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER: See Page 2

\_\_\_\_\_

\_\_\_\_\_

Use space provided on back of page if more space is required

• ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS 14 (Fourteen) Days CALENDAR DAYS

• FOR THESE CHANGES: ( ADD TO  DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF One Thousand One Hundred Ten Dollars and Ninety-Two Cents.

\_\_\_\_\_ \$ \_\_\_\_\_

CURRENT CONTRACT AMOUNT:	\$	<u>219,608.00</u>
STATUS OF THE ACCOUNT	ADDITION TO CONTRACT:	\$ <u>1,110.92</u>
	DEDUCTIONS TO CONTRACT:	\$ _____
	REVISED CONTRACT AMOUNT:	\$ <u>220,718.92</u>

( ARCHITECT  ENGINEER) CERTIFICATION: In my considered professional opinion as project ( architect  engineer), the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: \_\_\_\_\_ Date: 9.20.2018

ACCEPTED: Signature: \_\_\_\_\_ Date: 9-20-18  
 (CONTRACTOR)

APPROVED: Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 (SUPERINTENDENT)

**USE THIS SPACE FOR ADDITIONAL INFORMATION:**

This change order is for an addition of \$1,110.92 for the following scope:

Work included is as follows:

- 1.) Repair damaged office walls, dry storage walls and bathroom walls found during demolition.
- 2.) Install new sanitary plumbing line to replace line that was not listed on previous As-Builts.
- 3.) Relocate new exterior mop sink due to plumbing changes listed in item 2.



## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting

Requested by: Eric Stokes, Department of Facilities, Construction & Maintenance

Additional contact(s)/originator Jonny Bishop, Department of School Support Services

Document Title Change Order #2 for Inverness Primary School Partial Re-Roofing of Buildings 1A, 3 & 5.

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Approval of Change Order #2 for Inverness Primary School Partial Re-Roofing of Buildings 1A, 3, & 5.

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:** The unused balance of the unit costs is to be returned to the owner in the form of a credit along with an additional credit to the owner for damages.

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.

Other/Operational Activity

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems.
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of work force:
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: (\$12,084.09)

Amount Budgeted \$1,027,397.00 Additional Amount Requested \_\_\_\_\_

Funding Source: 4565

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

**CITRUS COUNTY SCHOOL BOARD, DEPARTMENT OF FACILITIES AND CONSTRUCTION  
CHANGE ORDER**



**SEND THREE SIGNED AND SEALED COPIES TO:**

Citrus County School Board  
Facilities and Construction Department  
1007 W. Main Street  
Inverness, FL 34450

F&C USE ONLY
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RE: CHANGE ORDER NUMBER: 4565-02 OEF Assigned Project Number  
Citrus County (School District)  
Inverness Primary School (School Name)  
03 (School Code Number)  
Re-Roofing Buildings 1A, 3, & 5 Description of Project

OWNER:(SCHOOL BOARD) <u>Citrus County School Board</u>			
Address: <u>1007 West Main Street</u>	<u>Inverness</u>	<u>Florida</u>	<u>34450</u>
Street/P.O. Box	City	State	Zip
( <input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER) FIRM NAME: <u>Rogers and Sark Consulting, Inc.</u>			
Address: <u>2021 Palm Lane</u>	<u>Orlando</u>	<u>Florida</u>	<u>32803</u>
Street/P.O. Box	City	State	Zip
CONTRACTOR FIRM NAME: <u>Roof USA, LLC</u>			
Address: <u>17300 Nicasio Jay Ave.</u>	<u>Brooksville</u>	<u>Florida</u>	<u>34614</u>
Street/P.O. Box	City	State	Zip

- THE OWNER AUTHORIZED THE CONTRACTOR TO MAKE THE FOLLOWING CHANGE(S) IN THE CONTRACT DATED: March 13, 2018
- ORIGINAL CONTRACT AMOUNT: \$ 779,600.00
- REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 498,465.73
- CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER: See Page 2

Use space provided on back of page if more space is required

- ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS Zero (0) CALENDAR DAYS
- FOR THESE CHANGES: ( ADD TO  DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF Twelve Thousand Eighty-Four Dollars and Nine Cents.

	CURRENT CONTRACT AMOUNT:	\$	<u>498,465.73</u>
STATUS OF	ADDITION TO CONTRACT:	\$	
THE ACCOUNT	DEDUCTIONS TO CONTRACT:	\$	<u>12,084.09</u>
	REVISED CONTRACT AMOUNT:	\$	<u>486,381.64</u>

( ARCHITECT  ENGINEER) CERTIFICATION: In my considered professional opinion as project ( architect  engineer), the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: *[Signature]* Date: 9-14-18  
 ARCHITECT  ENGINEER

ACCEPTED: Signature: *[Signature]* Date: 9-10-18  
 (CONTRACTOR)

APPROVED: Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 (SUPERINTENDENT)

USE THIS SPACE FOR ADDITIONAL INFORMATION:

**This Change Order includes the following: Credit to Owner \$12,084.09**

The bid carried unit costs to replace various components of the project. 1. The balance of the unit costs are to be returned to the owner in the form of a credit (\$4,100.00) 2. Credit to owner for 2 units and drainage trench (\$10,400.00) 3. Credit to owner for damages (\$8,412.04) **Total credit to owner \$22,912.04**

Change Order number one was a deduction for Owner Direct Purchase of equipment. The unspent portion of the purchase order is to be returned to the contractor per the terms of the contract. **\$10,827.95**

**PERSONNEL INFORMATION  
(INSTRUCTIONAL)  
SCHOOL BOARD MEETING October 9, 2018**

**APPOINTMENTS FOR 2018-2019:**

**RECOMMENDATIONS FOR OUT-OF-FIELD TEACHERS 2018-2019:**

	<b>Certification Area</b>	<b>Out-of-Field Assignment</b>
<b>LEAVE OF ABSENCE REQUESTS FOR 2018-2019:</b>		
Karissa Guiste-CSE-Teacher	(Parenthood)	08/02/18-05/31/19
Cristina Staton-HER-Teacher	(Parenthood)	09/28/18-05/31/19

**RESIGNATIONS FOR 2018-2019:**

**RESIGNATIONS FROM DROP 2018-2019:**

**RETIREMENTS FOR 2018-2019:**

**RETIREMENTS TO DROP 2018-2019:**

Timothy Phillips-LHS-Teacher	10/01/18-09/30/23
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**SUPPLEMENTS (ATHLETIC AND OTHER) 2018-2019:**

**SUSPENSIONS/TERMINATIONS 2018-2019:**

**LINE OF DUTY:**

**ADDITIONAL DAYS:**

**PERSONNEL INFORMATION  
(SUPPORT)  
SCHOOL BOARD MEETING October 9, 2018**

**APPOINTMENTS FOR 2018-2019:**

**LEAVE OF ABSENCE REQUESTS FOR 2018-2019:**

**RESIGNATIONS FOR 2018-2019:**

Kyle Alexander-CR Trans.-Bus Operator	09/28/18
Daniel Gainer, Sr.-LEC Trans.-Bus Operator	12/21/18
Adryon Watson-INV Trans.-Bus Operator	09/28/18

**RESIGNATIONS FROM DROP 2018-2019:**

**RETIREMENTS FOR 2018-2019:**

**RETIREMENTS TO DROP 2018-2019:**

**SUSPENSIONS/TERMINATIONS 2018-2019:**

**LINE OF DUTY:**

**ADDITIONAL DAYS:**

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Suzanne Swain SS, Department of Human Resources  
Additional contact(s)/originator Jonny Bishop  
Document Title Approval of the Affiliation Agreement with the University of West Florida (Internship)

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval X

Approval of the Affiliation Agreement with the University of West Florida (Internship)  
(This wording should be your actual motion to appear on the agenda)

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

Request to approve and sign the Affiliation Agreement between the University of West Florida and The School Board of Citrus County, Florida. This agreement outlines the responsibilities of the intern, University of West Florida staff and Citrus County School District.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.

**X** Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

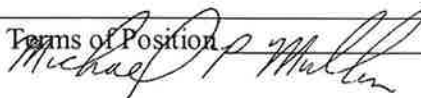
**Financial Impact to the District:** \$0  
Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_  
Pay grade/level \_\_\_\_\_  
Benefits \_\_\_\_\_

Terms of Position



**Financial Impact reviewed by:** \_\_\_\_\_  
(Form Board Approved 7/10/07-original)

**UNIVERSITY OF WEST FLORIDA**  
**Department of Teacher Education and Educational Leadership**  
**AFFILIATION AGREEMENT**

**I. PARTIES**

THIS AFFILIATION AGREEMENT ("Agreement") is made and entered into as of the date last signed below between THE UNIVERSITY OF WEST FLORIDA, acting for and on behalf of the University of West Florida Board of Trustees, a public body corporate (hereinafter referred to as "University") and The School Board of Citrus County, Florida, a political subdivision of the State of Florida and a body of corporate pursuant to §1001.40, Florida Statutes, (hereinafter referred to as "Affiliate").

**II. PURPOSE OF AGREEMENT**

It is mutually agreed that the purpose of this Agreement is to provide a comprehensive learning experience for participating students from the University ("Students") within a professional setting in accordance with the guidelines set forth in this Agreement and any attached addenda.

**III. MUTUAL RESPONSIBILITIES**

A. Educational Program. The Parties agree to cooperate in order to provide a comprehensive learning experience within a professional setting (the "Program") for Students enrolled in the University's Department of Teacher Education and Educational Leadership or its TeacherReady® Teacher Certification Program. The Parties agree that the Students selected for the Program will be permitted to participate at dates and times mutually agreeable between the Affiliate and the University. The number of Students and specific dates when the Students will be utilizing the various departments of the Affiliate will be established and agreed upon by both parties in advance of the specific session. The Parties agree to work together to maintain an environment that provides quality student learning within the curriculum plan of the Program. The Affiliate and the University shall be mutually responsible for the assignments of Students based upon the goals and objectives of the Program.

B. Non-Discrimination. The Affiliate and the University agree to continue their respective policies of non-discrimination based on sex, sexual orientation, age, race, color, creed, disability, veteran's status or national origin. Each party shall be responsible for their compliance with applicable state and federal laws, rules and regulations prohibiting discrimination.

C. Non-Disclosure. The University may disclose information from a Student's educational record, as appropriate, to personnel of the Affiliate who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. 1232g; 34 CFR Part 99). The Affiliate hereby agrees that its personnel will use such information only in furtherance of the Program for the Student, and that the information will not be disclosed to another party without notice to the University and with the Student's prior written consent. The

University agrees to work with Students, staff and administrators to insure that all individuals participating in the Program are made aware of their obligations to ensure other student confidentiality as well. Records of University and Affiliate will be subject to public access only to the extent required by Chapter 119, Florida Statutes.

D. Discipline. Affiliate reserves the right to request the University to withdraw any Student from its facilities whose conduct or work with others is not in accordance with the policies and procedures of the Affiliate or is detrimental to the mission of the Affiliate or others. In such event, the Student's participation in the Program at the Affiliate shall immediately cease. It is understood that only the University can dismiss a Student from the Program. The Affiliate will advise the University at the earliest possible time of any deficit noted in a Student's ability to progress toward achievement of the stated objectives of the experience. The Affiliate shall provide an orientation session/materials for Students and shall assure that all Students are made aware of those actions which may result in dismissal for cause.

#### **IV. SPECIFIC RESPONSIBILITIES OF THE UNIVERSITY**

A. Coordinator. The University shall designate a person or persons to coordinate and act as liaison with the appropriate Affiliate personnel. The University shall provide to the Affiliate the current curriculum, course objectives, and any syllabus of University's applicable educational Program, as well as all forms regarding practicum experience and instructions for completion of these forms. The University shall provide one or more faculty who will be responsible for instruction of the Students while participating in the Program and for evaluation of each participating Student. The University faculty has the responsibility of selecting, planning, and evaluating the work of the Students and such selecting, planning and evaluating shall be accomplished in accordance and consistent with the policies and programs of the Affiliate.

B. Student List. The University shall provide the Affiliate with a list of Students participating in the Program at least ten (10) days before each rotation is to start. There is no minimum number of Students required to be placed at the Affiliate.

C. Attendance. The University shall instruct each Student to attend all educational activities and adhere to applicable attendance policies of Affiliate where Student may be assigned.

D. Student Progress. The University agrees to communicate with the Affiliate's coordinator and Student to assess Student's progress as necessary.

#### **V. SPECIFIC RESPONSIBILITIES OF THE AFFILIATE**

A. Orientation. The Affiliate agrees to provide an appropriate orientation to Students concerning the facilities and the rules, policies and procedures of the Affiliate and other related material, such as scheduling information.



B. Educational Experience. The Affiliate agrees to provide adequate facilities and services for Students in accordance with the objectives of the program and assist in the evaluation of Student's learning experience.

C. Coordinator. The Affiliate agrees to designate a coordinator or preceptor from its staff to act as the liaison with University in this Agreement. The Affiliate coordinator has the responsibility of selecting, planning, and evaluating the work of the students and such selecting, planning and evaluating shall be accomplished in accordance and consistent with the policies and programs of the University coordinator.

**VI. COORDINATORS.** University and Affiliate shall designate a person (or persons) to coordinate and act as preceptor or liaison with the other party as set forth below:

Affiliate:

The School Board of Citrus County, Florida  
1007 W. Main Street  
Inverness, FL 34450

Attn: Superintendent of Schools

University:

University of West Florida  
Teacher Education  
11000 University Parkway  
Building 85/Room 196  
Pensacola, FL 32514

Attn: Field Placement Coordinator

**VII. SPECIFIC RESPONSIBILITIES OF STUDENTS**

The University agrees to advise each Student assigned under this Agreement to:

A. Compliance. Comply with the policies and procedures of the Affiliate, and with all state, local and federal regulations.

B. Confidentiality. Maintain the applicable confidentiality of all records and information exchanged in the course of the Program, including but not limited to, student educational records.

C. Transportation. Arrange for all transportation requirements necessary to participate in the Program.

**VIII. GENERAL TERMS AND CONDITIONS**

A. Term. This Agreement shall be for an initial term of two years and shall continue thereafter for additional one year periods unless terminated by either party as provided herein. This agreement may be modified or amended by mutual written consent of both parties at any time. Either party shall have the absolute right to terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party. However, any termination or expiration of this Agreement shall be effective only upon full completion of the Program curriculum for Students currently participating in a rotation with the Affiliate.

B. Independent Contractors. The relationship of the Parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture, or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with operations under this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.

C. Conflicts. Both parties agree that in the event conflicts or problems arise related to the rotation of any Student pursuant to this Agreement, Affiliate shall immediately contact the University's Coordinator. In the event that disagreements are not resolved by the Student involved, and the coordinators, such disagreements shall be resolved by the Chairperson of the Department at the University and the chief executive officer of Affiliate or his/her designee.

D. Integration. This Agreement, together with any applicable Addenda, represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements, negotiations, understandings and representations (if any) made by and between the Parties. The terms and provisions hereof may be amended, supplemented, waived or changed by a writing signed by each of the parties hereto.

E. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida.

F. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, the legality, validity and enforceability of the remaining provisions shall not be affected thereby.

G. Assignment. This Agreement may not be assigned, in whole or in part, by either party without the prior written consent of the other party.

H. Notices. Any notice to be given hereunder by either party to the other, unless otherwise provided for, must be in writing and may be effected either by personal delivery or by United States certified mail, return receipt requested, postage prepaid. Mailed notices shall be addressed to the parties at the addresses set forth in Section VI of this Agreement.

I. File Copies. Fully executed originals of this signed Agreement shall be placed on file at the University in the Office of Academic Affairs and the Affiliate.

J. Electronic Signatures. This Agreement may be executed by electronic or facsimile means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

**SOVEREIGN IMMUNITY:** Notwithstanding the foregoing, each party intend to avail itself of the benefits of Section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the either party's liability under this provision exceed the sum of \$200,000 per person or \$300,000 per occurrence. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

**IF UNIVERSITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE UNIVERSITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, EMAIL ADDRESS: CERNICH@CITRUS.K12.FL.US; TELEPHONE NUMBER: 352-726-1931 ext. 2270, ADDRESS: 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

University is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract and will specifically:

- a. Keep and maintain public records required by the School Board to perform the service.
- b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the University does not transfer the records to the School Board.
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of University or keep and maintain public records required by the School Board to perform the service. If University transfers all public records to the School Board upon completion of the contract, University shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If University keeps and maintains public records upon completion of the contract, University shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request of the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.
- e. The failure of the University to comply with the provisions set forth herein shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

**CONFIDENTIAL INFORMATION:** Notwithstanding the foregoing, the Parties recognize that the School Board is subject to the provisions of the Florida Public Records Law, as codified in Chapter 119, Florida Statutes. In the event that the School Board is served with a request to disclose any or all of University Confidential Information pursuant to the requirements of applicable law, a judicial or governmental request, requirement or order or otherwise, the School Board will promptly notify University in order to provide University sufficient time to object to such request and pursue a court order protecting the disclosure of such information at University sole costs and expense. University shall notify the School Board, in writing, of its intent to seek protection of the Confidential Information within 10 days of receipt of the School Board's notification. University failure to notify the School Board of its intent to seek protection shall authorize the disclosure of the requested information and shall authorize the School Board to comply with the disclosure request. If University notifies the School Board of its intent to seek a court order protecting the disclosure of the information, then the School Board will take reasonable steps to cooperate with University in contesting such request, requirement or order or in otherwise protecting University rights prior to disclosure.

*SIGNATURE PAGE FOLLOWS*

**IX. SIGNATURES TO AGREEMENT**

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

**THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA**

(Name of Affiliate)

BY: \_\_\_\_\_  
(Douglas A. Dodd, Chairman) Date

THE UNIVERSITY OF WEST FLORIDA

BY: \_\_\_\_\_  
Dr. George Ellenberg, Provost/Senior Vice President Date

BY: \_\_\_\_\_  
Dr. William Crawley Dean, College of Education and Professional Studies

*Signature page to  
University of West Florida-\_\_\_\_\_ Affiliation Agreement.*

# REQUESTS FOR SCHOOL BOARD AGENDA



Requested for October 9, 2018 School Board Meeting.  
Requested by Chuck Dixon, Director, Department of Planning and Growth Mgt.  
Additional contact(s)/originator Jonny Bishop, Assistant Superintendent of Support Services and Cheri Cernich, Director of Risk Management  
Document Title Citrus County School District Continuity of Operations Plan (COOP)

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information X

Consideration/Approval \_\_\_\_\_

Citrus County School District Continuity of Operations Plan

(This wording should be your actual motion to appear on the agenda)

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

The Continuity of Operations Plan (COOP) is a guide that provides a process to transition to interim facilities in the event of a disaster.

The COOP will be subject to regular updates as conditions and staffing levels change over time. The plan was developed in order to provide a basic guide for the continuity of District support operations if a single building is destroyed, or rendered unusable, by a storm event or other type of disaster.

Appendix I – Facility Relocation Plan for District Offices includes assignments for all district services (including those housed at the Lecanto Complex) to Building 700 at WTC. If more than one building is rendered unusable the tentative plan is to use temporary office space in addition to the space available in Building 700.

The COOP does not address the potential loss of a school building. The tentative plan for loss of a school building is to temporarily relocate students to portable classrooms or nearby schools based on the situation.

The COOP is not intended to be an exhaustive plan for any and all types of disaster scenarios. It is based on the most likely scenario of losing a single building in a wind event or fire.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** unknown – based on emergency event

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** \_\_\_\_\_

(Form Board Approved 7/10/07)

*Sammy Wilson*

**Citrus County School District**  
**Continuity of Operations Plan (COOP)**

**Section 1 – Introduction**

**A. Purpose**

The purpose of the Citrus County School District Continuity of Operations Plan (**COOP**) is to provide concise guidance on where specific mission essential department staff would relocate to in the event of a disaster that rendered their individual building unusable for an extended period. The COOP also contains the process and procedures for transition to the interim facilities.

The COOP is designed to ensure that the Citrus County School District is prepared to respond to emergencies, recover from them, mitigate against their impact, and ensure that the District is prepared to provide critical support services in an environment that is threatened, diminished, or incapacitated.

**B. Applicability and Scope**

The COOP is applicable to the Citrus County School District support staff including all staff that is not based at a school site.

Continuance of school site based operations is beyond the scope of this Plan but tentative sites for the relocation of students and personal, as well as the installation of temporary buildings, can be completed in a timely manner if necessary based on data that is maintained in the Facilities and Planning Departments. This information changes from year to year based on student enrollment and construction projects.

**Section 2 – Concept of Operations**

**A. Objective**

The objective of the COOP is to ensure that adequate space is identified, and maintained, for the purpose of relocating District Support Staff in an emergency and to provide a concise guide to effectuate the necessary transition.

**B. Planning Considerations**

1. The COOP must be maintained for a high-level of readiness;
2. Must be capable of implementation both with and without warning;
3. Must be operational no later than three hours after activation;
4. Must maintain sustained operations for up to 30 days; and
5. Should take maximum advantage of existing Federal, State, and local government infrastructures.

### C. COOP Execution

The Superintendent of Schools, or designated representative, shall assemble the relevant members of the Crisis Team at the District Services Center, or alternate location, and assess the damage to District Facilities and give direction to execute the necessary provisions of the Plan based on the damage assessment.

The Crisis Team includes the Superintendent of Schools and executive staff as well as the Director of Risk Management, Student Services, and other subordinate staff depending on the type of emergency and when it occurs.

### D. Time Phased Implementation

The District Offices are located primarily in Inverness with some notable exceptions. The Technology Resource Center in Lecanto is the primary hub for the District Computer System and the District Student Services Center is also based in Lecanto. If damage is sustained at multiple sites it may be necessary to phase the Plan implementation to address the most critical needs in order of priority and determined by the Superintendent of Schools, or designated representative.

In the event of a major storm where damage is sustained at multiple facilities the priority for service recovery is as follows:

1. Maintenance Department – To assess and mitigate damage and make initial repairs as to ensure safety, secure property, and bring facilities on line for use.
2. Finance Department / Payroll Section – to facilitate payment to staff
3. Transportation Department – To bring fuel sites on line and transport people if needed.
4. Food Services – To provide food and mitigate damage to facilities as needed.
5. Technology Resource Center – Needed for overall coordination and school operations.
6. District Student Services/ Planning, Business Services, and District Staff housed at the District Services Center – Needed for school operations.

An alternative location for staff housed in each department is listed in Section 5.

Phasing of moving staff to alternative locations will be at the discretion of the Superintendent of Schools, or designated representative based on the priorities listed above.

### E. Essential Staff

District staff who are displaced from their primary work location, and who are relocated to alternative facilities, must be able to continue the performance of mission essential functions for up to 30 days with resource support. Essential staff include the employees assigned to the departments listed in the order of priority.

### F. Alternate Relocation Point



The determination of the alternative relocation point will be made at the time of activation by the Superintendent of Schools, or designated representative in consultation with the Crisis Team and will be based on the type and severity of the incident.

To ensure that the alternative facilities are adequate to accommodate the number of employees that may need to be relocated the Department of Risk Management shall review the needs annually and make sure that the designated space is sufficient.

#### G. Essential Functions

Once the department, or departments, is/are relocated to the alternative site(s) staff will ensure that mission essential functions can continue or resume as rapidly and efficiently as possible.

#### H. Warning Conditions

In most cases, such as the onset of a major storm event, warning will be given, and the Crises Team will convene and make advance preparations for the activation of the COOP as appropriate based on the projected severity of the event.

The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the event and other factors. Every reasonable effort shall be made to respond and execute the Plan with modifications if necessary.

#### I. Direction and Control

Authorized successors to the Superintendent of Schools are as follows:

1. Superintendent's Designee
2. Assistant Superintendent of School Operations
3. Assistant Superintendent of School Support Services

#### J. Operational Hours

During COOP contingencies, the Superintendent of Schools, or designated representative will determine the hours of work for the essential staff.

#### K. Alert and Notification

If the situation allows for warning, staff may be alerted prior to the activation of the COOP.

Standard operating procedure will be followed to use the District telephone call out system as well as e-mail notifications and social media if available.

### **Section 3 – Procedures**

#### A. Information Systems Support

The District hub for telecommunications is located at the Technology Resource Center, TRC in Lecanto. The primary server for the Internet is located at this facility. Data is backed up weekly and stored at an offsite location. A total of 16 employees are based at the TRC.

The District has an alternate data center for business and student data, as well as the Microsoft Exchange System. The server is located at the District Service Center – Building 300 in Inverness. Data is backed up weekly and stored at an offsite location. A total of 11 employees are based in the 300 building.

#### B. Security and Access Controls

The Crises Team will ensure that the evacuation plan for each of the District facilities are complementary, and coordinated, if COOP activation is necessary. The Superintendent, or Superintendent's designee, will ensure that all necessary security and access controls are provided at the designated alternate facilities, the primary facility is secured, and that local law enforcement authorities are notified.

#### C. Student and Employee Records

Student and employee records are backed up weekly and copies are stored at an offsite location. These records can be accessed from any site with sufficient Internet access once the server infrastructure is restored at the primary location (TRC) or secondary location (DSC Building 300).

### Section 4 – Activation

#### A. Alert and Notification Procedures

1. The alert and notification process will allow for a smooth transition of the essential staff to an alternate facility to continue the execution of mission essential functions.
2. Notification may be an alert to the essential staff that relocation is imminent, an announcement of a COOP activation that directs essential staff to an assembly site or designated relocation area.

#### B. Initial Actions

Based on the situation and circumstances of the event, the Superintendent, or Superintendent's designee, will evaluate the capability and capability levels required to support the mission and essential functions of the affected District Support Facilities.

1. The Superintendent, or Superintendent's designee, notifies the Director of Risk Management, or the Director of Risk Management's designee, to begin movement of the Crisis Team to an assembly site.
2. The Crisis Team deploys to the assembly site to assume mission essential functions.

3. The Director of Risk Management, or the Director of Risk Management's designee provides regular updates to the Superintendent, or Superintendent's designee.

Members of the School Board will be notified on the status of implementing the COOP.

4. After damages are assessed, the Director of Risk Management, or the Director of Risk Management's designee shall initiate contact, through the department directors, with all essential staff displaced by the event and direct them to report to an assembly site or to their designated alternative location.

#### C. Deployment and Departure Procedures – Time Phased Operations

Allowances for partial pre-deployment of any mission essential functions, which are critical to operations (such as maintenance and fuel site operations), will be determined by the Superintendent, or Superintendent's designee, at the time that the COOP is activated.

In addition, relocation to the alternative sites may be phased as deemed necessary by the Superintendent or Superintendent's designee, based on the extent of the impact to the District and the situation.

#### D. Transition to Alternative Locations

Following the activation of the COOP and the establishment of communication links between the Crisis Team and essential staff, the Superintendent, or Superintendent's designee, shall notify impacted Department heads to transition to the designated alternative locations.

Members of the School Board will be notified of the transition to alternative locations.

#### E. Site Support Responsibilities

Following notification that a relocation of one or more District facilities has been ordered or is in progress, the appropriate site based administrators and support staff will be notified to support the relocation if needed.

### **Section 5 – Alternate Operations**

#### A. Execution of Mission Essential Functions

Upon activation, the Crisis Team will provide support for the following functions:

1. Monitor and assess the situation that required the relocation;
2. Monitor the status of personnel and resources;
3. Ensure that the Director of Risk Management, or the Director of Risk Management's designee has established and maintained contact with the Emergency Operations Center.
4. Plan and prepare for the restoration of operations at the District facility, or facilities that are damaged by the event.

B. Establishment of Communications

The site based administrator at the Technology Resource Center, TRC and the Director of Information Services shall ensure all necessary and preplanned communication systems are established, adequate, and functioning properly; and correct any faulty or inadequate communications system(s).

C. Relocation Group Responsibilities

Essential Staff Responsibilities: As soon as possible following their arrival at the designated alternative facility, the essential staff will begin providing support for the following functions:

1. The Department Director will disseminate administrative and logistics information to the essential staff. This information should cover the operational procedures for the next 30 days as applicable to the situation.
2. The essential staff will receive briefings and updates from the Director of Risk Management, or the Director of Risk Management's designee or the Department Director depending on the situation.
3. The essential staff will continue to perform the mission essential functions of the impacted facility, or facilities, as necessary.

D. Augmentation of Staff

If it becomes evident that the essential staff cannot ensure the continuous performance of mission essential functions, the Superintendent, or Superintendent's designee, will determine the positions necessary to ensure the continuous performance of mission essential functions.

E. Amplification of Guidance to Essential and Non-Essential Personnel

1. The Director of Human Resources, or the Director of Human Resource's designee will develop informative memorandum, or email, for dissemination to all employees regarding the duration of alternate operations, pertinent information on payroll, time and attendance, and duty assignments.
2. The Superintendent, or Superintendent's designee will approve this memorandum, or email, and it shall be distributed to all relocated personnel.

F. Development of Plans and Schedules for Reconstitution and Termination

1. The Crisis Team will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all functions, personnel, equipment, and records from the temporary alternate location to a new or restored facility.
2. The Superintendent, or Superintendent's designee, will approve the plans and schedules prior to the cessation of operations.

3. The Superintendent, or Superintendent's designee will oversee the Reconstitution and Termination process.

## **Section 6 – Reconstitution and Termination**

### **A. Overview**

Within 24 hours of emergency relocation, the Director of Risk Management, or the Director of Risk Management's designee will notify the Director of Facilities Construction and Maintenance or the Director of Facilities Construction and Maintenance designee, who will initiate operations to salvage, restore, and recover the affected facility, or facilities, after the approval the local and Federal law enforcement agencies involved. Reconstitution procedures will commence when the Director of Risk Management, or the Director of Risk Management's designee ascertains that the emergency has ended, and conditions are stable. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

1. Continue to perform mission essential functions at the designated alternate facility for up to 30 days.
2. Begin an orderly return to the affected facility and reconstitute full operations.
3. Begin to establish a reconstituted School District Facility in another facility such as a modular unit.

### **B. Procedures**

Upon a decision by the Superintendent, or Superintendent's designee, that the impacted facility, or facilities, can be reoccupied or that a different facility will be established as a new Citrus County School District facility:

The Director of Risk Management, or the Director of Risk Management's designee, along with the department directors, will oversee the orderly transition of all School District Support Functions, personnel, equipment, and records from the alternate facility to a restored or new facility.

Prior to relocating back to the primary facility, or a new facility, the Director of Risk Management, or the Director of Risk Management's designee, along with the department directors will coordinate with the appropriate staff to ensure that the facilities are ready to be occupied.

When the necessary infrastructure and equipment is in place at the restored or new facility, the staff remaining at the alternate facility will transfer mission essential functions and resume normal operations.

### **C. After Action Review and Report**

- D. An After-Action Review information collection process will be initiated prior to the cessation of operations at the alternate facility, or facilities. The information to be collected will, at a minimum, include information on the strengths and weaknesses of the process. A report will be prepared by the Director of Risk Management, or the Director of Risk Management's designee and provided to the Superintendent for consideration of ways to improve the process in the future.

**Citrus County School District  
Continuity of Operations Plan (COOP)**

**Appendix I – Facility Relocation Plan for District Offices**

**Current Facility/Department**

District Service Center, DSC

**From Building 100 at DSC:**

Administration – 5 employees  
 Conference Room – n/a  
 Human Resources – 16 employees  
 Risk Management – 5 employees  
 Facilities and Construction – 4 employees  
 Code Compliance – 2 employees  
 Educational Services – 23 employees  
 Educational Services Administration – 7 employees  
 ESE Department – 35 employees  
 ESE Administration – 2 employees

**From Building 200 at DSC:**

Finance – 25 employees  
 Food Services – 8 employees

**From Building 300 at DSC:**

Transportation – 11 employees

**From Building 400 at DSC:**

Maintenance Building – 8 employees  
 Bus Compound – 6 employees

**From Building 500 at DSC:**

Maintenance Shops. – 8 employees

Technical Resource Center, TRC

**From TRC in Lecanto**

Instructional Technology - 16 employees

**District Student Services, DSS**

Student Services – 10 employees  
 Planning and Growth Management – 2 employees  
 SRO Supervisor

**Alternate Facility/Location**

Withlacoochee Technical College, WTC

**to Building 700 at WTC:**

Room 713  
 Room 714  
 Room 709 and 710  
 Room 711  
 Room 712  
 Room 712  
 Room 705 and 706  
 Room 715  
 Room 707 and 708  
 Room 715

**to Building 700 at WTC:**

Room 711, 713, 714, and 715  
 Room 712

**to Building 700 at WTC:**

Room 713, 714, and 715

**to Lecanto Complex**

Lecanto Maintenance Facility  
 Lecanto Bus Compound

**to Lecanto Complex**

Lecanto Maintenance Facility

Withlacoochee Technical College, WTC

**to Building 700 at WTC:**

Room 713, 714, and 715

**to Building 700 at WTC:**

Room 713, 714, and 715  
 Room 712  
 Room 711

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9<sup>th</sup>, 2018 School Board Meeting.  
Requested by Cheri Cernich, Department of: Risk Management  
Additional contact(s)/originator Jonny Bishop  
Document Title: Settlement Agreement between Kristan Ward and the School Board of Citrus County, Florida.

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval X

Approval of:

Request the approval of the settlement agreement between Kristan Ward and the School Board of Citrus County, Florida regarding case #2016CA001053.

**Backup Materials:** attached \_\_\_\_\_ available in district office \_\_\_\_\_ other to be distributed

**Executive Summary / Highlights:**

Request the approval of the settlement agreement between Kristan Ward and the School Board of Citrus County, Florida regarding case #2016CA001053

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** None

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy Wilson



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Laura Mason, Department of Citrus High School  
Additional contact(s)/originator John Edel, Chorus Teacher  
Document Title Request for Out-of-State Field Trip to Oahu, Hawaii

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Request approval to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute to Hawaii: Commemorating the 75<sup>th</sup> Anniversary of WWII and to enjoy the area's cultural and historical venues from June 5 – 10, 2019.

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

## Executive Summary / Highlights:

Request approval to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute to Hawaii: Commemorating the 75<sup>th</sup> Anniversary of WWII and to enjoy the area's cultural and historical venues from June 5-10, 2019. Students will also be visiting Pearl Harbor, Diamond Head, Dole Plantation, Polynesian Cultural Center and Waikiki Beach.

## Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

## Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: None

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

## Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07-original)



# Citrus High School

600 West Highland Boulevard • Inverness, Florida 34452-4697  
Phone (352) 726-2241 • Fax (352) 249-2102

**Laura Mason**  
Principal

**Todd Goolsby**  
Assistant Principal

**Shelby Kaskie**  
Assistant Principal

**Robert Thompson**  
Assistant Principal

**Larry Bishop**  
Activities Director

**Mark Kahler**  
Dean

**Kyler Kirby**  
Dean

September 5, 2018

Mrs. Sandra "Sam" Himmel  
Superintendent of Schools  
1007 West Main Street  
Inverness, FL 34450

Dear Mrs. Himmel:

On behalf of the Citrus High School Choral Department, I am requesting permission for them to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute and to enjoy the area's cultural and historical venues. The trip is tentatively scheduled for June 5, 2019 through June 10, 2019.

All expenses for the trip will be paid through fundraisers and student contributions. Please consider this field trip for its' outstanding value and experience for these students.

Sincerely,

Laura Mason  
Principal

SCHOOL LEVEL  
FIELD TRIP REQUEST  
CITRUS COUNTY SCHOOL BOARD

Class/Group/Club: Citrus HS Chorus

Purpose of trip: Spring Tour - 75<sup>th</sup> Anniversary WWII

Departure date: June 5 - 2019 Departure time: 6 A.M.

Return date: June 10 - 2019 Return time: 10 P.M.

Destination: Oahu, Hawaii

Type of transportation: School bus  Private Carrier

If private carrier: DOT Number \_\_\_\_\_ Last Annual Vehicle Inspection Date \_\_\_\_\_

Insurance Company: Security Planning

Faculty member in charge: John Edel

Additional faculty involved: John Edel, Augustine, Manfredi, Gold, Mayer, Neumann

Chaperones: See Above

Number of students: 40 - 50

Funding Source: Group Fundraisers / Out of pocket / Sponsorships

Requested by: [Signature] Date: 8/17/18  
(Faculty Member/Sponsor)

Approved by: [Signature] Date: 9/6/18  
(Principal/Designee)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent/Designee)  
(Out-of-state only)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Board)  
(Out-of-state only)

Mrs. Laura Mason  
Principal  
Citrus High School  
600 W. Highland blvd.  
Inverness, FL 34452

Subject: 2019 Chorus Tour to Hawaii

Dear Mrs. Mason,

The Citrus High School Chorus has been invited to tour the island of Oahu for 6 days in June 2019. American Musical Salute will host the trip. Our contact is Chris Meeker, vice president of Historic Programs and American Musical Salute in Mesa, Arizona. Having gone on this same tour twice before, once in the summer of 2003, and again in the summer of 2009, I can say that it was amazing! Not only do the students get to perform at some of the great venues in Oahu, like Pearl Harbor, The Polynesian Cultural Center, and the Waikiki Shell, they will be immersed in a new culture and will experience a deeper understanding of the events that occurred on Dec. 7, 1941 that helped to shape our nation. This trip is to commemorate the 75<sup>th</sup> Anniversary of WWII and to give honor to those who paid the ultimate sacrifice in service of our nation. The performances, therefore, will be patriotic in nature, and will include repertoire from many of Hawaii's national songs. As performers for this event, our students would be serving as musical ambassadors representing Florida. Attached is a sample itinerary of the trip.

The total tour cost for six days in Hawaii is approximately \$1900.00 with flexibility for change in airline costs. The students are responsible for raising their own money for the trip. We have already started planning for this by doing fundraisers and generating a letter for business sponsors to donate funds. Also, many parents in our booster club have given financial support to those students who wish to participate and do not have the monetary resources to pay for it.

Please consider the performance value, and the incredible experience that this trip will provide our students when making your decision. If you have any further questions or need additional information, please let me know.

Mahalo,



John T. Edel  
Chorus Director  
Citrus High School  
[edelj@citrus.k12.fl.us](mailto:edelj@citrus.k12.fl.us)  
352-726-2241 x3506



American Musical Salute to Hawaii  
Commemorating the 75th Anniversary of WWII

Dear Mr. Edel,

The attack on Pearl Harbor occurred December 7, 1941. This significant moment in world history not only marked the entry of the United States into World War II, but it set in motion events that would shape the course of history.



To remember the day “live in infamy,” and to honor all the veterans of WWII, Historic Programs would like to invite the **Citrus High School Choir** to represent **Florida** in the American Musical Salute to Hawaii: Commemorating the 75th Anniversary of WWII. This historic opportunity will take place throughout the spring and summer of 2019.



Each group will have the opportunity to pay a musical tribute to those whose service and sacrifice helped preserve the freedoms we hold dear. Your performance and visit to Pearl Harbor will provide your students with a deeper understanding of the events on December 7, 1941. They will also gain a tremendous appreciation for those who paid the ultimate sacrifice in service to a grateful nation.



In addition to your memorable performance opportunity, your group will be able to take in the rich history and culture of Hawaii. From the world famous beaches of Waikiki to the tropical beauty of the North Shore, your participation in the American Musical Salute to Hawaii will create memories your students will cherish throughout their lives.



Please let us know if you and your group might be in a position to attend as your state’s representative. Historic Programs would like to be able to notify the governor of your state before the end of September, that their office may issue a letter of recognition or proclamation to you and your program as an official representative to this event.



We look forward to hearing from you soon!

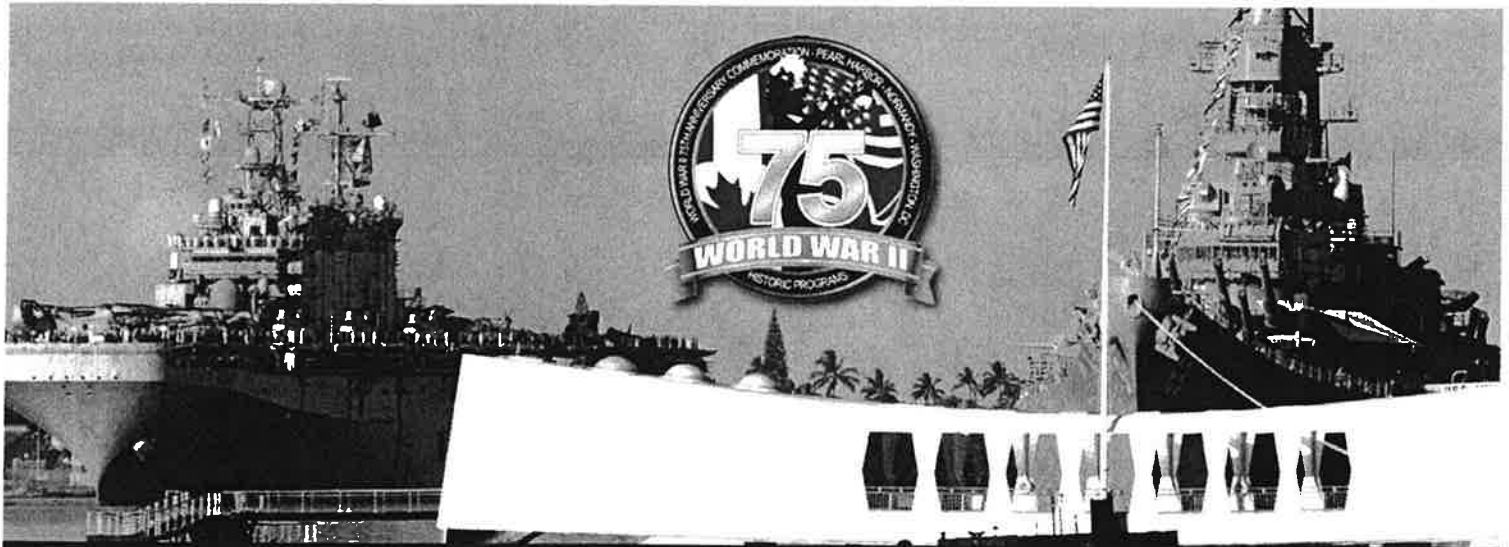
Mahalo,



Joel H. Biggs  
President  
Historic Programs & American Musical Salute



Historic Programs  
7255 E Hampton Ave, Suite 127  
Mesa, AZ 85209  
800.626.8590



## AMERICAN MUSICAL SALUTE - CITRUS HIGH SCHOOL CHOIR COMMEMORATING THE 75<sup>TH</sup> ANNIVERSARY OF WWII

### DAY 1 - ARRIVAL

- AM Departure from Orlando – airline schedule TBD
- Afternoon arrival into **Honolulu**
- Meet your Local tour escort at the airport baggage claim
- Transfer via private motor coach to the hotel to check in – **Ohana East Hotel**
- Dinner provided followed by a relaxing evening on **Waikiki Beach**



### DAY 4 – ISLAND TOUR AND PCC

- Breakfast provided
- En route to the north shore enjoy an island tour where you will see **Diamond Head, Pali Lookout, Dole Plantation, North Shore Beaches** and the World famous **Banji Pipeline, Waimea Bay** and **Sunset Beach**
- Transfer to **Polynesian Cultural Center**. Enjoy the seven Polynesian villages
- **Pageant of the Long Canoes**
- Buffet Dinner at Polynesian Cultural Center
- **Choir Performance at the Polynesian Cultural Center**
- Spectacular **HA: The Breath of Life** evening show



### DAY 2 – PEARL HARBOR VISIT

- Breakfast provided
- Depart to **Pearl Harbor**. Visit Museum, view 22 minute documentary, board Navy Launch to **USS Arizona Memorial**
- After tour of Pearl Harbor, board trolleys from the USS Bowfin to Ford Island
- Visit the **USS Missouri**
- **American Musical Salute Tribute Performance at the USS Missouri** Group Picture at Pearl Harbor
- Return to Hotel - Dinner provided then evening to explore the famous **International Market Place**



### DAY 5 – DEPART FOR HOME

- Breakfast provided
- Morning to enjoy any last minute sightseeing in Waikiki
- Lunch on own
- Meet bus for transfer to the airport
- Depart for the Mainland

### DAY 6 – RETURN HOME

- Arrive back in Orlando and depart for the school
- Arrival home

### DAY 3 – MUSIC CLINIC/EXCHANGE

- Breakfast provided
- Afternoon to enjoy a variety of optional activities in Waikiki such as: **snorkeling, surfing, or boogie boarding**
- Depart for the Marine Base at Kaneohe Bay
- Optional afternoon workshop, music exchange at the University of Hawaii
- Return to Waikiki for dinner and an evening on the Waikiki Beach Walk
- Return to hotel for overnight



### COMMEMORATIVE PARTNERS





# REGISTRATION

## AMERICAN MUSICAL SALUTE – HAWAII GROUP INFORMATION

School/Group Name Citrus High School Chorus  
 Directors Name John Edel Group Size 40-50  
 School Address 600 W. Highland Blvd  
 City Inverness State FL ZIP 34452  
 Daytime Phone 352-726-2241 Evening Phone 352-287-1346  
 Email Address v3506 edelj@citrusk12.fl.us

## SELECT EVENT PACKAGE AND OPTIONS (per person)

- Travel dates: Arrival date: 6-5-19 Departure date: 6-10-19
- Five days / four nights (Including round trip airfare) ..... \$1899.00

Package price includes: 1<sup>st</sup> Class Hotel with breakfast – 4 dinners – Official recognition – Round trip airfare from Orlando to Honolulu – local motor coach transportation – Entrances as noted on the tour schedule – Polynesian Cultural Center – USS Missouri – Performance arrangements – On Site assistance by American Musical Salute representatives – Consumer Protection Insurance – 2 mil Liability Insurance – Group Recognition Award – 1 free trip for every 20 paid. Price based on four occupants per room\*\*. Supplemental cost will apply to rooms with less than four occupants. *Transportation is included in program cost*

\*\*Hotel supplemental charges: triple \$65, double \$200, single \$600

Signature  Date 8/13/19

Please return this registration by fax at: 480-654-2553

or by mail at:

American Musical Salute  
7255 E. Hampton Ave., Suite 127  
Mesa, AZ 85208

(800) 626-8590 ph – (480) 654-2553 fx – info@historicprograms.org

**Payment Schedule/Cancellation Schedule**

Payment Schedule as follows: Due immediately, Due 30 days after your acceptance - \$100 per person - \$200 due every 30 days - Final Payment due 30 days prior to your departure. If full payment is not received 30 days or more prior to departure, the group is subject to a \$500 late charge. Cancellation penalty will be assessed as follows: \$50 per person if cancellation occurs after 30 days - 25% of tour cost 120 days prior to departure - 50% of tour cost 60 days prior to departure - 75% of tour cost 30 days prior to departure - 100% 14 days prior to departure

**PRICE:**

The price of the performance tour is based on rates in effect on May 1, 2018. Space is reserved for a minimum of 40 paying participants. If the group drops below 40 paying participants, a supplemental charge of \$10-30 will be added to the per person rate. Statements are adjusted as the group size increases or decreases reflecting rate changes caused by changing the number of participants. Rates of hotel, food cost, transportation cost, etc. are based on your total number traveling. We rely on you to keep us informed as these numbers change.

**PAYMENT SCHEDULE:** AMERICAN MUSICAL SALUTE has agreed on a deposit schedule with suppliers in your behalf, to provide the experience you expect at the price we have agreed upon. Prices and services are guaranteed only on the condition that deposits are received from you in accordance with the payment schedule above, and are otherwise subject to change. If you anticipate any delays, it is important to contact AMERICAN MUSICAL SALUTE immediately. Invoices will be sent regularly to remind you of payment amounts and due dates.

**CANCELLATION SCHEDULE:**

Deposits to suppliers, including hotels, bear cancellation penalties in their contracts with AMERICAN MUSICAL SALUTE. These cancellation penalties and certain administrative expenses result in cancellation penalties as indicated above. The percentages indicated are the percentages of gross billing. Cancellations must be made in writing and are effective on the date of receipt by AMERICAN MUSICAL SALUTE. The cancellation schedule applies unless modifications are authorized in writing by AMERICAN MUSICAL SALUTE management.

**SUBSTITUTIONS AND CHANGES IN GROUP SIZE:**

Substitutions will be allowed up to and including 30 days prior to departure at no additional charge. 60 Days prior to departure a name list including all travelers must be submitted to AMERICAN MUSICAL SALUTE this will certify the number for billing. In the event this name list is not received by AMERICAN MUSICAL SALUTE then the last number submitted to AMERICAN MUSICAL SALUTE in writing will be the number certified for billing. The cancellation of a person within 60 days of the departure date, with no substitution, will follow the cancellation schedule above. The addition of a new participant will be charged at the best price available at the time with all efforts being made by AMERICAN MUSICAL SALUTE to keep the new participant at the group rate.

**AIRLINES AND SPECIAL EQUIPMENT:**

In the event your air transportation is booked through AMERICAN MUSICAL SALUTE events additional deposits may be required to meet requirements of the Airline. In the event additional fees are incurred, including but not limited to security fees, fuel surcharges and additional taxes these will be passed through to the customer. Airlines have strict regulations on the transport of oversized or overweight equipment. Transportation of equipment, including musical instruments, above normal luggage capacity and the transportation for such equipment is not included in the price of the performance tour unless specifically stated in the list of "Tour Inclusions." Transportation of such equipment should be considered separately.

**OTHER INFORMATION:**

Capital Management Group, Inc., AMERICAN MUSICAL SALUTE, LLC and its and their employees, shareholders, subsidiaries, affiliates, officers, directors, agents and assigns (collectively "AMERICAN MUSICAL SALUTE") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground handlers, food service or entertainment providers, etc. As a result, AMERICAN MUSICAL SALUTE is not liable for any negligent or willful act or failure to act of any such person, or any other third party not under its control. Without limiting the foregoing, AMERICAN MUSICAL SALUTE accepts no responsibility for any risk or resulting injury, delay, inconvenience, damage, or death which results from criminal activity, weather or other acts of God, accidents, disease, epidemics, illness, the provision of inappropriate or no medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism, insurrection or revolt, or any other event beyond its direct control.

AMERICAN MUSICAL SALUTE in its sole discretion reserves the right to decline to accept any participant as a member of these trips. AMERICAN MUSICAL SALUTE reserves the right in its sole discretion to terminate any participant who does not abide by its rules and regulations, and/or whose conduct is deemed to be such as to endanger the participant, the success of the program or the welfare of other participants, staff members and/or third parties. In the event of such termination, the participant will be sent home at the expense of transporting the participant home shall be determined exclusively by AMERICAN MUSICAL SALUTE. In the event of such termination, there will be no refund whatsoever. The participant is personally liable to AMERICAN MUSICAL SALUTE for any damages caused by improper conduct. Each participant agrees to be video taped and/or photographed and authorizes AMERICAN MUSICAL SALUTE to use such material in any advertising in any form, and releases AMERICAN MUSICAL SALUTE from any claims for compensation based on the use of such material.

AMERICAN MUSICAL SALUTE may cancel any trip because of insufficient enrollment or for any other reason. In the event a trip is canceled by AMERICAN MUSICAL SALUTE, the participant shall have the option of either taking a complete refund of all deposits, and moneys paid, or of selecting an alternate program as full compensation. The terms forth in this agreement supersede any oral agreement or any information that may be found on the brochures, any amendment to this agreement must be made in writing and signed by both parties.

No refunds can be granted for features in the trip not utilized. The cost of replacing lost or stolen tickets is the responsibility of the passenger. If a flight or transfer by motorcoach or train is missed, participant is responsible to make his or her own arrangements and to pay all charges associated therewith.

**ARBITRATION**

Any dispute concerning this contract, the brochure or any other advertising material concerning the trip or the trip itself must be resolved exclusively by binding arbitration in Maricopa County, Arizona pursuant to the commercial rules of the American Arbitration Association then existent. In any such arbitration, substantive Arizona law will apply to all issues.

**SELLERS OF TRAVEL**

For certain states that require "sellers of travel" to register, The American Musical Salute by Capital Management Group, Inc. is registered in the following: California - 2046660-40; Florida - ST35424; Iowa - 743

Please sign below and return a copy of this page to AMERICAN MUSICAL SALUTE:

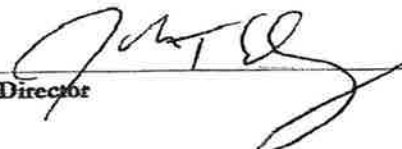
**ACCEPTANCE OF CONTRACT:** All of the terms of this contract are considered accepted by the group 30 days after AMERICAN MUSICAL SALUTE receives the first deposit, whether or not this Letter of Agreement is eventually signed by either party. I have read and consent to the terms found in the subsequent pages included in this Letter of Agreement

**American Musical Salute, LLC**

Joel H. Biggs, President  
7255 E. Hampton Ave. Suite 127  
Mesa, AZ 85208

Date

Director

  
8/13/18  
Date











**CITRUS COUNTY SCHOOLS**  
Request for Temporary Duty Assignment

**PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS PRIOR TO DEPARTURE**

Date of Request: 6/17/18

1. I hereby request a temporary duty assignment at: (indicate the city/street and add miles if necessary)  
Oahu, Hawaii
- Accompanying Students  Yes  No
2. For the purpose of Citrus HS Chorus Spring Tour
3. Expected date of departure June 5, 2019 Expected date of return June 10, 2019  
Expected time of departure 6 am Expected time of return 10 pm

Fund	Function	Object	Cost Center	Project #	Amount	Not to Exceed	Project Coordinator Approval (Approval is required <i>prior</i> to travel)

4. Anticipated expenses (for prior approval)
- |  |      |  |
|--|------|--|
| <u>Per Diem</u>  | (or) | <u>Estimated Costs</u>   |
| Registration Fee _____                                       |      | Registration Fee _____   |
| _____ Qtrs. @ \$20.00 = \$ _____                             |      | Hotel (add 15% to rate for taxes) _____ Night(s) @ \$ _____ = \$ _____ |
| Miles _____ (Show round trip miles using established rates.) |      | Meal Supplement _____ Brkfst \$6 _____ Lunch \$11 _____ Dinner \$19    |
| Tolls & Misc. _____  |      | Tolls & Misc _____ Miles _____   |
|  |      | (Show round trip miles using established rates.)                       |
- Substitute Needed  Yes  No Number of Days \_\_\_\_\_

Approved by *Rama Mason*  
Principal/Supervisor

Date 9/6/18

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*John Edri*  
Employee Name

*John Edri*  
Signature of Employee

27161  
Employee ID Number

0031  
Cost Center

**Superintendent's signature is only required for travel out-of-state.  
Attach a letter indicating uniqueness of opportunity.**

**REQUEST FOR REIMBURSEMENT OF ALLOWABLE EXPENSES**  
(Complete for Processing Purposes)

Date	(From)	Destination	(To)	Time Left	Time Returned	Number of Miles	Per Diem Quarters	Meal Allowance
						@ .44.5¢		
						\$ _____	\$ _____	\$20.00 per Qtr

*I hereby certify that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of Florida Statute 112.061.*

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Name of Substitute \_\_\_\_\_

Substitute's ID Number \_\_\_\_\_

<b>INCIDENTALS (LIST BELOW AND ATTACH RECEIPTS)</b>	
Registration	_____
Hotel	_____
Meals	_____
Mileage	_____
Tolls	_____
Per Diem	_____
Other	_____
Grand Total	_____

**For Office Use Only**

RSN Code _____	Job # _____	Hrs/Days Worked _____
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# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Laura Mason, Department of Citrus High School  
Additional contact(s)/originator Reba Spivey, Ag Teacher  
Document Title Request for Out-of-State Field Trip to Moultrie, GA

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Request approval to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Agricultural Exposition on October 17, 2018.

(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary / Highlights:

Request approval to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Agricultural Exposition on October 17, 2018. This expo will expose agriculture students to cutting edge topics in the agriculture field. Some items included in the expo will be dairy, equine, aquaculture and cattle seminars. These topics are covered in the agriculture curriculum standards and many are directly related to the career development events and supervised agricultural experiences in FFA.

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

Financial Impact to the District: None  
Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_  
Pay grade/level \_\_\_\_\_  
Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy Wilson  
(Form Board Approved 7/10/07-original)



# Citrus High School

600 West Highland Boulevard • Inverness, Florida 34452-4697  
Phone (352) 726-2241 • Fax (352) 249-2102

**Laura Mason**  
Principal

September 5, 2018

**Todd Goolsby**  
Assistant Principal

**Shelby Kaskie**  
Assistant Principal

**Robert Thompson**  
Assistant Principal

**Larry Bishop**  
Activities Director

**Mark Kahler**  
Dean

**Kyler Kirby**  
Dean

Mrs. Sandra "Sam" Himmel  
Superintendent of Schools  
1007 West Main Street  
Inverness, FL 34452

Dear Mrs. Himmel:

On behalf of the Citrus High School FFA, I am requesting permission for them to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Ag Expo. The trip will take place on October 17, 2018.

There will be 40 students attending and 3 chaperones accompanying them including Reba Spivey, CHS's Ag teacher. All expenses for the trip will be paid through the FFA Chapter and individual members. They will be traveling to and from the Expo on charter bus.

Please consider this field trip for its outstanding educational value and experience for these students.

Sincerely,

  
Laura Mason  
Principal

SCHOOL LEVEL  
FIELD TRIP REQUEST  
CITRUS COUNTY SCHOOL BOARD

Class/Group/Club: Citrus High FFA

Purpose of trip: extend education

Departure date: 10/17/18 Departure time: 5:00AM

Return date: 10/17/18 Return time: 7:00PM

Destination: Southern Ag Expo Moultrie GA

Type of transportation: School bus  Private Carrier   
If private carrier: DOT Number \_\_\_\_\_ Last Annual Vehicle Inspection Date \_\_\_\_\_  
Insurance Company: \_\_\_\_\_

Faculty member in charge: Reba Spivey

Additional faculty involved: \_\_\_\_\_

Chaperones: Lisa Smith ; Jessica Hess

Number of students: 40

Funding Source: FFA Chapter

Requested by: Reba Spivey Date: 8/21/18  
(Faculty Member/Sponsor)

Approved by: Lauren Mason Date: 9/6/18  
(Principal/Designee)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent/Designee)  
(Out-of-state only)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Board)  
(Out-of-state only)



**Citrus High FFA Chapter  
Citrus High School  
600 W. Highland Blvd.  
Inverness, FL 34452**

*Hanna Carpenter, President*

*Reba Spivey, FFA Advisor*

---

Dear Mrs. Mason,

In October the Southern Ag Expo is once again holding their student educational day. This is a great opportunity for us to learn through meeting the people who have hands on experience working in the industry. Several Colleges & Universities with Agricultural programs are also represented and discuss with our students the possibilities of higher education and the many career avenues within the industry.

The specific date for students is October 17, 2019. Every year that we attend I can see first-hand the fire that it ignites in my students as they discover agriculture in ways that just cannot be completely developed within the confines of the traditional classroom experience.

We would like to ask permission for our Agriculture students to attend. We would leave school Wednesday at 5:00AM and return sometime that evening at approximately 7:00PM.

Thank You



Reba K. Spivey- Agriculture Instructor CHS FFA


# SUNBELT AGRICULTURAL EXPOSITION

290-G Harper Blvd. / Moultrie, Georgia 31788

Phone (229) 985-1968 / FAX (229) 890-8518

info@sunbeltexpo.com

## MEMORANDUM

TO: FFA Chapter Advisors  
FROM:   
Chip Blalock, Executive Director  
SUBJECT: 2018 Sunbelt Agricultural Exposition  
DATE: April 25, 2018

You and your FFA members are extended a special invitation to the Sunbelt Agricultural Exposition, October 16-18, 2018, where seeing is believing, and where education, innovation and higher expectations keep us all moving forward.

The Sunbelt Expo is regarded as the ideal gathering place for farmers, educators, students, families, agricultural enthusiasts, vendors and all those interested in the latest in Ag innovation that continues to help us feed, clothe, provide shelter and fuel the world. We look forward to you being able to bring your students to this year's show. **New** this year, the Sunbelt Expo is teaming up with the Georgia FFA to offer competitions in each CDE content area. All of the festivities will kick-off on Wednesday, October 17<sup>th</sup> in the RW Griffin Building. Additionally, we will soon feature a special page on our web site as a resource for groups wanting to visit other agricultural-based destinations while on the way to or from Moultrie. Please share one of the enclosed brochures with your principal – the Sunbelt Ag Expo is certainly educational. If you need any other supporting materials to justify the trip as educational, please contact us.

Expo presents the perfect opportunity for students to visit with many educational institutions on site. Our educational partnerships include; Abraham Baldwin Agricultural College, Auburn University, Clemson University, Florida A & M University, Fort Valley State University, University of Florida and University of Georgia. These institutions are prepared to talk with students about their programs and areas of expertise.

Group advanced discount ticket sales will be open online from August 1 through October 13 at midnight. School checks are accepted at the ticket booths. Tickets purchased at the gate will be \$10 each (no discount given).

We will mail you additional information on an as needed basis. However, free brochures and posters are available now – just fill out the enclosed card or phone (229) 985-1968, fax (229) 890-8518. You may also email your request to [ora@sunbeltexpo.com](mailto:ora@sunbeltexpo.com).

We look forward to having you and your students at the 2018 Sunbelt Ag Expo. Thanks for your support.

Enclosures

CB/bt

cc Executive Board  
Becca Turner

# SCHEDULE OF EVENTS - 2018

## **Special Events**

### ***Tuesday, October 16***

9:20 a.m.	Opening Ceremony for the 41 <sup>st</sup> Sunbelt Ag Expo	D-7	R. W. Griffin Stage
9:40 a.m.	Southeastern Hay Contest Awards Recognition	D-7	R. W. Griffin Stage
10:00 a.m.	Ribbon Cutting – Agri-Supply Company (Building Naming)	AB #3	North End
10:25 a.m.	Ribbon Cutting - Kentucky Spotlight State	B-6	South End
10:45 a.m.	Ribbon Cutting - Trinity Trailer (New Location)		
12 noon	Willie B. Withers Luncheon & Swisher Sweets Sunbelt Expo Southeastern Farmer of the Year Announcement (Invitation only)		Maule Hangar
2:30 p.m.	Cow Milking Contest featuring the Deans of the Ag Schools from Auburn University, Fort Valley State University, University of Florida and University of Georgia	F-7	Dairy Pavilion

### ***Wednesday, October 17***

8:45 a.m. – 1:45 p.m.	Youth Educational Challenges sponsored by Country Financial	D-7	R. W. Griffin
10:00 a.m.	Georgia Department of Highway Safety Event – “Improve Georgia’s Yield Behind the Wheel”		
11:00 a.m.	Youth Educational Opportunity - John Deere Opportunities	A-1	John Deere
11:00 a.m.	Georgia Department of Agriculture Dog and Cat Spay and Neuter Sterilization Grant Awards Presentation	GA Ag Building	
1:00 p.m.	Titan/Goodyear and Georgia FFA Foundation Tire Auction	A-3	
	Tires will range in application and include ATV, combine, small tractor and logging applications. All tires will be auctioned as single item; Option to buyer as either one or as a pair of tires. Terms include cash, check or credit card as approved. This is a real auction, with real auctioneer, bid paddles and real dollars. Once you purchase an item, it is yours to go home with. Please note: All items must wait until 5 p.m. to remove through exit gates. All proceeds from the auction will benefit the Georgia FFA (Future Farmers of America)		
1:00 p.m.	Young Farmer Terrell Weeks Spirit of Q’fest Site Judging	A-1	John Deere
1:30 p.m.	Youth Educational Opportunity - Precision Ag is Decision Ag	B-5	UGA CAES
2:00 p.m.	Advancing Georgia’s Leaders in Agriculture and Forestry Lemonade and Leadership Social; Agri-leaders and AGL alumni are encouraged to stop by and visit		
2:30 p.m.	Youth Educational Challenge Awards Ceremony sponsored by Country Financial	D-7	R. W. Griffin Stage

5:30 p.m.

Young Farmer Event

(only open to members of Young Farmer Association and their families)

Maule Hangar

### **Thursday, October 18**

2:30 p.m.

Winner of Grand Prize and other major prize drawings will be announced from Farm Credit Roving Stage located at the Main Gate – Flight Tower.

Agri-Supply Prize Package

Carolina Cooker Prize Package

KDA Farm Safety Kits

Reinke Donation to 26.2 with Donna Cancer Foundation

### **Exhibit Area Seminars**

#### **Safety Demonstrations – South end of B-6**

Kentucky Department of Agriculture Ag Safety Team will be demonstrating grain safety, tractor rollover safety, and PTO safety. Visit to register for a KDA Farm Safety Kit to be given to a Fire Rescue Department of your choosing.

8:30 a.m. – 5:00 p.m. Tuesday and Wednesday

8:30 a.m. – 4:00 p.m. Thursday

### **Beef and Cattle Management and Forage Seminars – Beef Pavilion, E-8**

#### **TUESDAY**

9:40 a.m.

SE Hay Contest Winner Announcement

**D-7 R. W. Griffin Stage**

10:30 a.m.

Beef Market Outlook / USDA Update

11:30 a.m.

Adding Value to Feeder Calves: Evaluation and Management

12:30 p.m.

Putting Your Checkoff Dollars to Work: Research Update

1:30 p.m. Good Pasture Management Builds Healthy Soils  
2:30 p.m. Utilizing Technology in Beef Cattle Production

### **WEDNESDAY**

9:30 a.m. Alfalfa in the Deep South: Yes it Can Happen!  
10:30 a.m. Beef Market Outlook / USDA Update  
11:30 a.m. Adding Value to Feeder Calves: Evaluation and Management  
12:30 p.m. Putting Your Checkoff Dollars to Work: Research Update  
1:30 p.m. Latest Buzz on the Bermudagrass Stem Maggot  
2:30 p.m. Utilizing Technology in Beef Cattle Production

### **THURSDAY**

9:30 a.m. Integrated Crop and Livestock Systems in the Southeast  
10:30 a.m. Beef Market Outlook / USDA Update  
11:30 a.m. Adding Value to Feeder Calves: Evaluation and Management  
12:30 p.m. Putting Your Checkoff Dollars to Work: Research Update  
1:30 p.m. Alternate Forage Options for the Southeast  
2:30 p.m. Utilizing Technology in Beef Cattle Production

### **Dairy Seminars – F-7**

Continuous: Dairy Specialists from the Universities of Georgia and Florida will be available to answer questions

### **TUESDAY**

10:00 a.m. Mobile Dairy Classroom  
10:30 a.m. Mastitis Prevention and Control  
11:00 a.m. Mobile Dairy Classroom  
11:30 a.m. Basic Steps for Reducing Heat Stress  
12:30 p.m. Calf Management Under Heat Stress Condition  
1:00 p.m. Mobile Dairy Classroom  
1:30 p.m. Heifer Reproductive Management and Economics  
2:00 p.m. Mobile Dairy Classroom  
2:30 p.m. Cow Milking Contest

### **WEDNESDAY**

10:00 a.m. Mobile Dairy Classroom  
10:30 a.m. Mastitis Prevention and Control  
11:00 a.m. Mobile Dairy Classroom  
11:30 a.m. Dairy Genetics  
12:30 p.m. How to Raise a Homegrown Calf  
1:00 p.m. Mobile Dairy Classroom  
1:30 p.m. Mammary Immunity: Protecting the Udder from Infection  
2:00 p.m. Mobile Dairy Classroom

#### **THURSDAY**

10:00 a.m. Mobile Dairy Classroom  
10:30 a.m. Mammary Immunity: Protecting the Udder from Infection  
11:00 a.m. Mobile Dairy Classroom  
11:30 a.m. Basic Steps for Reducing Heat Stress  
12:30 p.m. How to Raise a Homegrown Calf  
1:00 p.m. Mobile Dairy Classroom  
1:30 p.m. The Mammary Gland of a Dairy Cow  
2:00 p.m. Mobile Dairy Classroom

#### **Equine Demonstrations and Seminars – Priefert Horse Arena, E-11**

#### **TUESDAY**

9:30 a.m. Welcome and Rodeo Royalty Introductions  
10:00 a.m. Hands & Hearts for Horses – Celebrating Unique Gifts of Individuals through  
Therapeutic Horsemanship and Human Relationships  
11:00 a.m. Horse Master with Julie Goodnight  
1:00 p.m. Horse Master with Julie Goodnight  
2:00 p.m. Horse Master with Julie Goodnight

#### **WEDNESDAY**

9:30 a.m. Welcome and Rodeo Royalty Introductions  
10:00 a.m. Hands & Hearts for Horses – Celebrating Unique Gifts of Individuals through  
Therapeutic Horsemanship and Human Relationships

11:00 a.m. Julie Goodnight (Teaching Equine Skills to Winners of the 2018 4-H Essay Contest)  
1:00 p.m. Julie Goodnight (Teaching Equine Skills to Winners of the 2018 4-H Essay Contest)  
2:00 p.m. Julie Goodnight (Teaching Equine Skills to Winners of the 2018 4-H Essay Contest)

**THURSDAY**

9:30 a.m. Welcome and Rodeo Royalty Introductions  
10:00 a.m. Hands & Hearts for Horwes – Celebrating Unique Gifts of Individuals through  
Therapeutic Horsemanship and Human Relationships  
11:00 a.m. Horse Master with Julie Goodnight  
1:00 p.m. Horse Master with Julie Goodnight  
2:00 p.m. Horse Master with Julie Goodnight

**Fence Building Seminars – Bekaert – D-8**

Bekaert Corporation will host daily seminars to demonstrate building braces, tying off your fence, proper tensioning techniques, and more during each session. Integral to the process, you will also learn how to start your build correctly and techniques for easier install.

**TUESDAY**

10:00 a.m.  
2:30 p.m.

**WEDNESDAY**

10:00 a.m.  
2:03 p.m.

**THURSDAY**

10:00 a.m.

**Pond Management and Aquaculture Seminars –F-8**

**TUESDAY**

All Day “Ask the Expert” booth  
9:00 a.m. Managing Ponds for Great Fishing

10:00 a.m. Weed Management in Lakes and Ponds  
10:45 a.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration  
11:45 a.m. How to Fillet Fish  
12:15 p.m. Take Your Photo with Captain Catfish – Sponsored by U.S. Farm-Raised Catfish  
12:30 p.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration  
1:30 p.m. Introduction to Aquaponics  
2:30 p.m. Adapting Aquaponics for Commercial Sales

### **WEDNESDAY**

All Day “Ask the Expert” booth featuring live, freshwater invertebrates  
9:00 a.m. Managing Your Pond for Great Fishing  
10:00 a.m. Take Your Photo with Captain Catfish – Sponsored by U.S. Farm-Raised Catfish  
10:30 a.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration  
11:30 a.m. How to Fillet Fish  
12:00 p.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration  
1:00 p.m. Common Water Creatures: Their Biology, Ecology, and Identification  
2:00 p.m. Aquatic Weed Control for Private Ponds

### **THURSDAY**

All Day “Ask the Expert” booth  
9:00 a.m. Introduction to Aquaponics  
10:00 a.m. Adapting Aquaponics for Commercial Sales  
11:00 a.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration  
12:00 p.m. Take Your Photo with Captain Catfish – Sponsored by U.S. Farm-Raised Catfish  
12:30 p.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration  
1:30 p.m. Controlling Nuisance Pond Wildlife: Otters, Beavers, and Birds

### **Poultry Seminars – E-6**

### **TUESDAY**

10:00 a.m. Behavior of Backyard Flocks  
2:00 p.m. Poultry Health Updates

### **WEDNESDAY**



10:00 a.m. Starting a Layer Flock  
2:00 p.m. Medicating Small Poultry Flocks

**THURSDAY**

10:00 a.m. Poultry Biosecurity  
2:00 p.m. Nutrition and Feeding of Poultry

**Sheep and Goat Seminars – North end of Block F-8**

**TUESDAY**

9:00 a.m. Goat Milking Demonstration  
10:00 a.m. Economics of Small Ruminant Production  
10:45 a.m. Fencing for Small Ruminants  
11:30 a.m. Shearing Demonstration  
1:00 p.m. Health and Diseases including Demonstration of Animal Handling, Body Condition Scoring, Hoof Care/Trimming, Vaccinations, Deworming, and Drenching  
2:00 p.m. Nutrition / Forages  
3:00 p.m. Goat Milking Demonstration

**WEDNESDAY**

9:00 a.m. Goat Milking Demonstration  
10:00 a.m. Economics of Small Ruminant Production  
10:45 a.m. Fencing for Small Ruminants  
11:30 a.m. Shearing Demonstration  
1:00 p.m. Health and Diseases including Demonstration of Animal Handling, Body Condition Scoring, Hoof Care/Trimming, Vaccinations, Deworming, and Drenching  
2:00 p.m. Nutrition / Forages  
3:00 p.m. Goat Milking Demonstration

**THURSDAY**

9:00 a.m. Goat Milking Demonstration  
10:00 a.m. Economics of Small Ruminant Production  
10:45 a.m. Fencing for Small Ruminants  
1:00 p.m. Health and Diseases including Demonstration of Animal Handling, Body Condition Scoring, Hoof Care/Trimming, Vaccinations, Deworming, and Drenching

2:00 p.m. Nutrition / Forages  
3:00 p.m. Goat Milking Demonstration

### **Cooking Demonstrations**

#### **Georgia Grown and Georgia Department of Agriculture – GA Grown/GA Farm Bureau Bldg. at Main Gate**

Cooking Demonstrations with Georgia Grown's Executive Chef, Holly Chute, and Farm to School Nutrition Coordinator, Misty Friedman

#### **TUESDAY**

11:00 a.m. School Lunch Favorites  
1:00 p.m. School Lunch Favorites  
3:00 p.m. School Lunch Favorites

#### **WEDNESDAY**

11:00 a.m. Apple Pecan Pancakes with Candied Bacon  
1:00 p.m. Springer Mountain Farms Chicken and Grits  
3:00 p.m. Springer Mountain Farms Wings Three Ways

#### **THURSDAY**

11:00 a.m. Sweet Potato and Sausage Hash Bowl

#### **Lauri Jo's Southern Style Cooking Stage – Family Living**

Cooking Demonstrations with Lauri Jo Bennett and Layne Varnedoe, joined by Paige Brown of Paige Brown Arts

#### **TUESDAY, WEDNESDAY, THURSDAY**

11:00 a.m. "Kiss the Cook" – Keep It Simple and Southern  
1:00 a.m. "Kiss the Cook" – Keep It Simple and Southern

#### **U.S. Farm-Raised Catfish - South end of F-8**

Cooking Demonstrations with Chef Chris Wilton of Wilton's Catering in Opelika, Alabama

#### **TUESDAY**

10:45 a.m. Buttermilk Biscuits with Catfish Breakfast Sausage

12:30 p.m. Catfish Egg Rolls with Hot Dipping Sauce

**WEDNESDAY**

10:30 a.m. Catfish Boudin

12:00 p.m. Catfish Steam Buns

**THURSDAY**

11:00 a.m.

Catfish Johnny Cakes with Caribbean Salsa  
Grilled Catfish Tikki Masala

12:30 p.m.

**Other Events on Show Grounds**

These DAILY events are highlights of the Expo that you shouldn't miss!

**American Grand Finals Stock Dog Trials**

8:30 a.m. -  
area

Field at north end of exhibit

**Antique Tractor Parade**

2:00 p.m.

Watch machines from by-gone era roll through the show grounds.

WC-7 (begins and ends)

**CHEVY – Official Courtesy Truck of Sunbelt Expo – Truck Test Track**

Test Drive the newest models from CHEVY

C-13

**EMCs of Georgia**

9:00 a.m.

Touchstone Energy Hot Air Balloon (weather permitting)

9:30 a.m.

EMC High Voltage Demonstrations

11:30 a.m.

EMC High Voltage Demonstrations

1:30 p.m.

EMC High Voltage Demonstrations

3:30 p.m.

EMC High Voltage Demonstrations

4:00 p.m.

Touchstone Energy Hot Air Balloon (weather permitting) (Tues and Wed only)

Flyover

A-6

A-6

A-6

A-6

Flyover

## **Events in the Fields**

### **Equipment Test Tracks and Demonstrations**

Trams depart from the Tram Station (North of D-1) to take visitors directly to and from the Field Demos. See Field Demo Map in center of Show Program.

### **John Deere Gator and Compact Tractor Test Track**

Test drive the newest Gator model – John Deere is Sunbelt Expo's Official Utility Vehicle

8:30 a.m. – 5:00 p.m. Tuesday and Wednesday

8:30 a.m. – 4:00 p.m. Thursday

### **Blue River Technology See & Spray System Demonstration**

See & Spray looks at every plant in the field to determine if the plant is a weed and turns on the appropriate nozzles to only spray the weeds.

10:30 a.m., 1:00 p.m., and 2:30 p.m. daily

1:00 p.m.

2:30 p.m.

### **Harvesting and Tillage Demonstrations**

Trams will depart 15 minutes prior to the posted Demo Time from the Tram Station (north of D-1) At the conclusion of the demo, trams will return directly to the Tram Station. Trams do not travel to any other areas of fields. For more information, see Field Demo Map in center of Show Program and article on page...

**TUESDAY**

10:00 a.m.

Tillage

11:00 a.m. Peanut Digging  
12:30 p.m. Cotton Harvest  
12:45 p.m. Peanut Harvest  
1:30 p.m. Peanut Digging  
2:00 p.m. Tillage  
2:30 p.m. Cotton Harvest  
2:45 p.m. Peanut Harvest

### **WEDNESDAY**

10:00 a.m. Tillage  
11:00 a.m. Peanut Digging  
12:30 p.m. Cotton Harvest  
12:45 p.m. Peanut Harvest  
1:30 p.m. Peanut Digging  
2:00 p.m. Tillage  
2:30 p.m. Cotton Harvest  
2:45 p.m. Peanut Harvest

### **THURSDAY**

10:00 a.m. Tillage  
11:00 a.m. Peanut Digging  
12:30 p.m. Cotton Harvest  
12:45 p.m. Peanut Harvest  
1:30 p.m. Cotton Harvest  
2:00 p.m. Tillage  
2:45 p.m. Peanut Harvest

### **Hay Demonstrations**

Trams will depart 15 minutes prior to the posted Demo Time from the Tram Station (north of D-1)  
At the conclusion of the demo, trams will return directly to the Tram Station. Trams do not travel to any other areas of fields.  
For more information, see Field Demo Map in center of Show Program

### **TUESDAY**

10:00 a.m. Tedding  
11:00 a.m. Cutting  
11:30 p.m. Raking  
12:30 p.m. Baling  
1:30 p.m. Tedding  
2:00 p.m. Raking  
2:30 p.m. Baling  
3:00 p.m. Cutting

**WEDNESDAY**

10:00 a.m. Tedding  
11:00 a.m. Cutting  
11:30 p.m. Raking  
12:30 p.m. Baling  
1:30 p.m. Tedding  
2:00 p.m. Raking  
2:30 p.m. Baling  
3:00 p.m. Cutting

**THURSDAY**

10:00 a.m. Tedding  
11:30 p.m. Raking  
12:30 p.m. Baling  
1:00 p.m. Cutting  
1:30 p.m. Tedding  
2:00 p.m. Raking  
2:30 p.m. Baling



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting  
 Requested by Deirdre LaBelle Department of CRE/0035  
 Additional contact(s)/originator Rusty Tennant-Hunter  
 Document Title FAITC School Garden Grant

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
 Consideration/Approval \_\_\_\_\_  
 Approve \$500 Florida Agriculture in the Classroom grant for Central Ridge Elementary

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached XX available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**

The funds for this grant will be used to purchase plants, seeds, organic soil, and small garden tools for our 2<sup>nd</sup> grade students to do hands-on science and math activities in the school garden.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** N/A

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy Wilks

(Form Board Approved 7/10/07)



## Tennant-Hunter, Rusty Marie

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**From:** Becky Sponholtz <sponholtz@agtag.org>  
**Sent:** Tuesday, August 21, 2018 11:08 AM  
**Cc:** Becky Sponholtz  
**Subject:** \$500 FAITC School Garden Grant

Hello School Garden Grant Applicants,

Congratulations you have been approved for Florida Agriculture in the Classroom's \$500 School Garden Grant. In order for you to receive your funds you must reply to this email and confirm that you understand all the information below.

### Important Dates:

\*December 14, 2018 – Online Progress Report must be completed. Email will be sent with the link the beginning of December.

\*May 24, 2019 – Online Final Report must be completed. Email will be sent with the link the beginning of April. You will need photo release for all students whose faces are in the photos. You will need copies of all receipts and they must equal \$500 or more and must be your approved budget items.

### What you can purchased?

\*Your budget items have been approved if you received this grant.

\*If you asked to purchase seeds or seedlings with grant funding those plants must be on the USDA's Specialty Crop list found at <https://www.ams.usda.gov/services/grants/scbap/specialty-crop>.

\*If you need to change your budget you will need to send an email to me at [sponholtz@agtag.org](mailto:sponholtz@agtag.org) and get the updated budget approved.

\*For your information there are only 10 commercially produced GMO products. These 10 are apple, potato, field corn, canola, alfalfa, soybean, rainbow papaya, cotton, sugar beet, sweet corn and summer squash. Please do not pay extra for Non-GMO seeds when there isn't a GMO version available.

### Funding:

\*\$500 checks will be written to the school with attention to the grant recipient and sent out next week unless you prefer the option below. I must be notified by Friday, August 24<sup>th</sup> if you prefer option 2.

\*It was brought to our attention last year that school districts handle grant funding differently. This year we will REIMBURSE grant recipients personally for all approved items after you have spent the entire \$500 if that is easier than going through the school or school district. We will not do multiple reimbursements through the school year, all the funding must be reimbursed at one time. We will send the checks out in the same week we receive copies of receipts showing what items were purchased. If this is something you want more information on please email me at [sponholtz@agtag.org](mailto:sponholtz@agtag.org) or call the office 352-846-1391.

### Recipe Contest:

\*We are holding our first annual FAITC Recipe Contest and any school that has a school garden in Florida will be eligible to enter.

\*There will be three categories; Elementary (K-5<sup>th</sup>), Middle School (6<sup>th</sup>-8<sup>th</sup>) and High School (9<sup>th</sup>-12<sup>th</sup>).

\*There will be one overall winner for each category but every recipe is eligible to be put into our Recipe Book.

\*Recipes must use at least one Specialty Crop that you grow in your school garden.

\*Recipes will be due the end of January and templates will be available in September.

\*More information will be coming in the fall newsletter.

Please let me know if you have any questions or concerns.



## School Garden Grants

Thank you for your interest in applying for one of Florida Agriculture in the Classroom's School Garden Grants!

The \$500 grants are meant to supplement FAITC's *Gardening for Grades*, *Gardening for Nutrition* and *STEMming Up Gardening*, three books that take Florida teachers through the process of developing a school garden, and includes lessons to help teachers use the garden to teach health, science, language arts, math, technology, engineering and other subjects.

The grants will be awarded on a first-come, first-serve basis to those who meet all of the grant requirements. The guidelines for the grant are below. Please note multiple teachers from the same school cannot apply for the grant, only one grant recipient per school.

APPROVED FRUIT, VEGETABLES AND HERBS TO BE USED IN GARDEN

### GRANT INFORMATION, GUIDELINES, AND REQUIREMENTS

Florida Agriculture in the Classroom, Inc's School Garden Grant Program is designed to fund school garden projects that will educate Florida's students about the importance of agriculture and allow teachers to use a school garden to teach Florida standards.

Those who receive funding for a school garden project will need to request a free copy of *Gardening for Grades*, *Gardening for Nutrition* and/or *STEMming Up Gardening*, books for teachers to help them get the most out of their school gardens, including tips on securing funding

that teachers teach at least one lesson from one of the three school garden curricula.

## **GRANT TIMELINE**

Grant applications must be submitted online beginning Wednesday, August 1, 2018. FAITC will accept online applications until our grants funds are depleted.

Announcement of awards will begin mid August 2018 and continue until the grant funds are depleted. We only have a limited number of grants.

Progress Report will be due to FAITC by December 14, 2018 via online form or email survey.

Final report will be due to FAITC by May 24, 2019.

## **ELIGIBLE APPLICANTS**

Certified, general education and agriscience teachers in Florida engaged in classroom instruction at the pre-kindergarten through 12th grade level who wish to create fruit and vegetable school gardens to enhance students' understanding of agriculture.

## **FUNDING GUIDELINES**

\$500 school garden grants will be awarded.

Grant money must be used to grow Florida fruits and vegetables. View the list of approved fruits, vegetables and herbs.

Because of food safety concerns, animal waste is not to be used on edible plants.

Grant money cannot be used for transportation.

Grant money cannot be used for salary or compensation.

Grant money cannot be used for clothing, promotional items or giveaway items.

Grant money can only be used for the following list of acceptable items:

- Seeds (fruits and vegetables)
- Soil
- Plants (fruits and vegetables)
- Fertilizer
- Raised bed materials
- Greenhouse materials
- Hydroponics materials
- Irrigation/watering system materials

Grant check will be made payable to the school, not to an individual.

Grant checks not cashed within 60 days after receipt will become null and void.

## GRANT REQUIREMENTS

Students must be directly involved in project.

The use of a lesson from *Gardening for Grades*, *Gardening for Nutrition* and/or *STEMming Up Gardening* must be demonstrated in the application and final report.

Students must keep a food diary through project. At the end of the project the teacher will summarize the changes in students' eating habits and attitudes about food. Teacher can decide how to best incorporate it into curriculum, there is no set format.

A DETAILED budget and timeline must be included with your application.

Some amount of in-kind or monetary contributions must be secured before receiving the grant, this can be in the form of volunteer time.

Only one grant will be awarded per school.

*Gardening for Grades*, *Gardening for Nutrition* and/or *STEMming Up Gardening* (available for free from Florida Agriculture in the Classroom) must be used. A pre- and post-test for each lesson used must be administered to the students participating in the project. Pre- and post-test results must be included in the final report. Pre- and post-tests can be found at the end of each lesson, but teachers can create their own tests as long as they coordinate with the lesson.

If any changes in project or budget are made throughout the project recipients must send an email with changes to [sponholtz@agtag.org](mailto:sponholtz@agtag.org).

A final report is due (online) to FAITC office no later than May 24, 2019.

## 2018 SCHOOL GARDEN \$500 GRANT APPLICATION

### Title of school garden project

Ridgeback Patch

### School Name

Central Ridge Elementary

### School Mailing Address

185 W. Citrus Springs Blvd.  
Citrus Springs, FL 34434

Citrus

**Contact person for school garden grant**

Rusty Tennant-Hunter

**Contact person's grade level and subject area taught**

Prek-5th Physical Education

**Contact person's email**

tennant-hunterr@citrus.k12.fl.us

**Contact person's phone number**

3523443833

**I have permission from school officials to use school property for a school garden?**

Yes

**Name of above official**

Deirdre LaBelle

**Email of above official**

labelled@citrus.k12.fl.us

**Have you participated in a Florida Ag in the Classroom Workshop?**

No

**If yes, what date and location?**

If you have not attended a FAITC workshop, or have not attended in the last 3 years, it is strongly encouraged to find one to attend or request we host a workshop in your area.

**Do you have a copy of one of our school garden curricula? (hold the shift key to select more than one)**

- Gardening for Grades
- Gardening for Nutrition
- STEMming Up Gardening

A requirement of this grant is to use a FAITC lesson from one of these books. If you do not have a copy you need to request a free copy from our teaching resources

I understand that students participating in the school garden grant project must be given a pre and post test from at least one FAITC school garden lesson and results must be included in the final report.

Yes

I understand that a final report is due online to FAITC no later than May 24, 2019. Signed copies of photo release forms must be included for every student whose face is shown in photo. School release form is sufficient.

Yes

I understand that only Florida specialty fruit and vegetables can be grown in the grant funded garden. I understand that because of food safety concerns no animal waste shall be used in the school garden containing edible plants.

Yes

#### **Purpose of project**

Our goal is to teach our 2nd grade students where their food comes from by showing them how to plan, plant, and care for a garden. By the end of the project students will also be able to identify parts of a plant and its function.

#### **Description of project**

plants that will be planted, and a garden plan and map will be created. After planting, students will learn how to tend and care for their crops. By combining the hands-on experience with engaging instructional activities we believe our students will have a

**This grant requires your students to keep a food diary. Briefly describe how you will incorporate students diaries into your curriculum.**

The student food diaries will be incorporated into morning work as well as our writing curriculum. Students will have time in the morning before the final bell rings to update their food diary, and/or a lesson will be incorporated into writing involving their

**Detailed timeline of your project throughout the school year. Outline how you plan to accomplish your project; garden preparation, lessons, planting, harvesting, etc.**

grades, students will research, plan, and map their spring garden beds. Weather permitting, planting will begin during the end of February or beginning of March. Beds will be cared for and maintained, and post-tests will be administered during March and April. In May harvesting will take place and pizza and salsa will be

Please do not tell me you will start at the beginning of the school year and end at the

With a budget of \$500 please list below which items you will purchase and the cost of each item. Approved items to purchase are; seeds, soil, plants, fertilizer, raised bed materials, greenhouse materials, hydroponics materials, irrigation/watering systems and garden tools.

List any in-kind donations (donated time, discounts or donated items) you will be receiving for this project.

Our PTA has donated sand for the bottom of our raised beds.  
A local blueberry farm has donated several blueberry plants.  
PTA and staff have donated their time to the garden project.  
Local landscaping company has donated mulch.

List academic subjects taught and standards incorporated into your garden project.

Science - SC.2.L.17.1, SC.N.1.1  
Math - MA.2.A.2.4, MA.2.G.3.1, MA.2.G.3.2  
ELA - 2.W.3.8, 2.SL.1.2  
Physical Education - PE.2.L.2.11

Projected number of students reached with garden project.

120

Ages/Grade levels of students reached

2nd grade, 7-8 years old

Projected outcomes and measurable impacts

Is this an existing project?

Yes

If yes, identify how the requested funds will improve or expand your current program.

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
 Requested by Michelle McHugh Department of Principal Forest Ridge Elementary  
 Additional contact(s)/originator Kelly Johnson, Bookkeeper  
 Document Title Donation for School Supplies

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
 Consideration/Approval \_\_\_\_\_

Approval of \$500 donation from VFW Auxillary Post 10087 to be used for school supplies at Forest Ridge Elementary

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**

**Strategic Goals:**

- 1 All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2 Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** \_\_\_\_\_

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Jammy White

(Form Board Approved 7/10/07)



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.

Requested by Chris Bosse, Principal, Department of Hernando Elementary

Additional contact(s)/originator \_\_\_\_\_

Document Title: **Donation**

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Approve \$1000.00 donation to Hernando Elementary from

Keller Williams Realty

**Backup Materials:** attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

Donation to Adopt A Class to be disbursed to 10 classrooms for the purchase of classroom supplies and materials as well as student incentives and rewards.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** None

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy Wile

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Vicki Lofton, Principal Department of Lecanto Primary School  
Additional contact(s)/originator Dolores Ramos, Bookkeeper  
Document Title Award

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_

Approve James Patterson /Scholastic book club giveaway award of \$500 credit deposited into teacher online scholastic account.

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached x available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary/Highlights:

To enhance classroom reading library

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

### Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: n/a

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy White

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
 Requested by Vicki Lofton, Principal Department of Lecanto Primary School  
 Additional contact(s)/originator Dolores Ramos, Bookkeeper  
 Document Title Donation

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
 Consideration/Approval \_\_\_\_\_  
 Approve donation of Bristlebot kits for a value of \$510.00 from DonorsChoose.org.

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached x available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**  
 To enhance student learning in STEM

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** n/a

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Sammy White

(Form Board Approved 7/10/07)

Mrs. Paprzycki has a new project! Donate to Healthy Heroes to help her classroom.

\$

Give

*Build momentum for your project. Share it with your friends and family!*

Build momentum for your project. Share it with your friends and family!

Share via email

Share on Facebook

Share on Twitter

Upload a classroom photo

## Bristlebot Builders

*My students need Bristlebots for a great STEM experience. They will build a simple circuit with a battery, a motor, and a head of a toothbrush.*

### My Students

The third, fourth, and fifth grade students at our school come from a variety of backgrounds, however the vast majority come from economically challenged homes. Our very rural town limits the types of experiences our students are able to have.

*Even with all of those challenges, our students are full of passion, creativity, and an eagerness to learn.*

Our STEM/Makerspace classroom provides them with a place to foster a growth mindset and explore their passion. Our students have active minds and active bodies. They deserve the very best learning space possible.

### My Project

These materials will make a difference in my students' learning by providing them with a hands-on engineering experience. The students are required to learn about simple circuits. Building their own Bristlebot will allow them to explore open and closed circuits in an engaging way.

**Mrs. Paprzycki**

Grades 3-5



Lecanto Primary School  
Lecanto, FL

*More than half of students from low-income households* 🌐

Craig Newmark  
Philanthropies

This classroom project was brought to life by Craig Newmark Philanthropies and one other donor.

**Mrs. Paprzycki has a new project!** Donate to Healthy Heroes to help her classroom.

\$

Once their bot is created, they will have various STEM challenges to complete using the engineer design process. One challenge will be to design an obstacle course for the bot to go through. Learners will experiment with cause/effect by changing the orientation of the pipe cleaners and observing the bots behavior as it navigates through the course.

*This project will reach 400 students.*

Lecanto, FL Grades 3-5

More than half of students from low-income households

Applied Sciences

SHARE MRS. PAPRZYCKI'S PROJECT



## Where Your Donation Goes

MATERIALS	COST	QUANTITY	TOTAL
BRISTLEBOT KIT - 25 PACK • WARD'S SCIENCE	\$85.00	6	\$510.00
Materials cost			\$510.00
Vendor shipping charges			FREE
State sales tax			\$0.00
3rd party payment processing fee			\$7.65
Fulfillment labor & materials			\$30.00
Total project cost			\$547.65
Suggested donation to help DonorsChoose.org reach more classrooms			\$96.64
<b>Total project goal</b>			<b>\$644.29</b>
<b>Still needed</b> <a href="#">View calculation</a>			<b>\$0.00</b>

*Our team works hard to negotiate the best pricing and selections available.*

^  
**Show less**

## Project Activity

AUG 28 **Dot**, a staff member at DonorsChoose.org, purchased the **resources** for Mrs. Paprzycki's classroom and notified the school principal of delivery

AUG 28 **Mrs. Paprzycki** posted an update

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
 Requested by Zac Leonard Department of Academy of Environmental Science  
 Additional contact(s)/originator \_\_\_\_\_  
 Document Title Donation from Fero & Sons Insurance for AES SCUBA Program

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval Approve \$675.00 donation from Fero & Sons Insurance for AES

SCUBA Program

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(This wording should be your actual motion to appear on the agenda)

Backup Material: attached x available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary/Highlights:**

Donation from Fero & Sons Insurance for \$675.00 to be used for AES SCUBA program

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** \_\_\_\_\_

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Sammy White

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Zac Leonard Department of Academy of Environmental Science  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Donation from Network for Good (Facebook) for AES SCUBA Program

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve \$935.00 donation from Network for Good for AES  
SCUBA Program

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached x available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary/Highlights:

Donation from Network for Good for \$935.00 to be used for AES SCUBA program

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

### Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: None

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_

Terms of Position  
*Michael P. Miller*

Financial Impact reviewed by: \_\_\_\_\_  
(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Zac Leonard Department of Academy of Environmental Science  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Donation from Save Crystal River, Inc. for AES SCUBA Program

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve \$500.00 donation from Save Crystal River for AES  
SCUBA Program

(This wording should be your actual motion to appear on the agenda)

Backup Material: attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary/Highlights:

Donation from Save Crystal River, Inc. for \$500.00 to be used for AES SCUBA program

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

### Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: \_\_\_\_\_ None

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source: \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_

Terms of Position



Financial Impact reviewed by: \_\_\_\_\_

(Form Board Approved 7/10/07)



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$10,000.00 from Crystal River Eagles Aerie 4272, Inc.

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval Requesting approval of \$10,000.00 donation from  
Crystal River Eagles Aerie 4272, Inc.  
(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached  available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary / Highlights:

We would like to request approval for a donation of \$10,000.00 from Crystal River Eagles Aerie 4272, Inc.

This donation will be used as follows:

\$5,000.00 – to equip the WTC Practical Nursing Simulation Lab

\$5,000.00 – for Practical Nursing and Patient Care Assistant scholarships (Tuition and lab fees only)

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

### Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District: No Financial Impact

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

Funding Source \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Jammy Wilbur

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting.  
 Requested by Tammy Wilson, Director of Finance Department of Finance  
 Additional contact(s)/originator Eric Stokes, Director of Facilities, Construction and Maintenance  
 Document Title ITB 2015-07 Commercial Paint Labor Services

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
 Consideration/Approval Approve renewal of ITB 2015-07 Commercial Paint Labor Services to  
**Lamphier Company d/b/a Lamphier & Company**  
 (This wording should be your actual motion to appear on the agenda)

Backup Materials: attached  available in district office  other

**Executive Summary / Highlights:**

**Commercial Paint Labor Services - District wide.**

Original Contract Period:	10/14/2014	through	10/13/2017 (3 yrs)	Expense to date	\$488,316.59
1st Renewal Period	10/14/2017	through	10/13/2018 (1 yr)	Expense to date	\$ 58,891.18
2nd renewal	10/14/2018	through	10/13/2019		

Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

Strategies include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

Financial Impact to the District \$200,000.00  
 Amount Budgeted \$200,000.00 Additional Amount Requested \_\_\_\_\_  
 Funding Source Project Project 43000

Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_  
 Pay grade/level \_\_\_\_\_  
 Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

Financial Impact reviewed by: Tammy Wilson  
 (Form Board Approved 7/10/07)



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

"Where Learning is the Expectation  
And Caring is a Commitment"

*Purchasing Department  
Christine Jernigan, Purchasing Manager*

- THOMAS KENNEDY  
DISTRICT 1
- VIRGINIA BRYANT  
DISTRICT 2
- DOUGLAS A. DODD  
DISTRICT 3
- SANDRA COUNTS  
DISTRICT 4
- LINDA B. POWERS  
DISTRICT 5

September 6, 2018

Lamphier Company d/b/a Lamphier & Company  
 PO Box 471057  
 Lake Monroe, FL 32747  
 E-Mail: Lamphier1@aol.com  
 Phone: 407-330-1628  
 Fax: 407-330-0068

**URGENT**

ATTN: Robert W. Lamphier

RE: BID 2015-07 Commercial Paint Labor Services

Dear Robert W. Lamphier

The above referenced Bid is scheduled to expire October 13, 2018. Your services have been appreciated and we would be pleased to present the bid for renewal to the Citrus County School Board for an additional one (1) year. We look forward to a positive response to continuing our contract.

Please advise if you wish to renew this item by signing below and returning by fax (352-249-2124) or email ([GerlachT@Citrus.K12.FL.US](mailto:GerlachT@Citrus.K12.FL.US)) as soon as possible.

If you do not wish to renew this bid for an additional contract period, please indicate this below as well by signing below and returning by fax (352-249-2124) or email ([GerlachT@Citrus.K12.FL.US](mailto:GerlachT@Citrus.K12.FL.US)) as soon as possible.

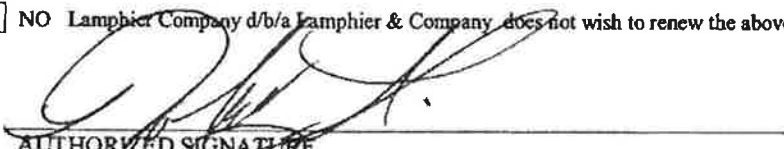
Thank you in advance for your assistance in this bid renewal.

Sincerely,

Tina Gerlach  
 Buyer, Purchasing Dept.  
 Citrus County School Board  
[gerlacht@citrus.k12.fl.us](mailto:gerlacht@citrus.k12.fl.us)  
 352-726-1931 x 2466

YES Lamphier Company d/b/a Lamphier & Company is in agreement for renewal of the above referenced bid at the latest agreed upon bid prices. Period of agreement shall be from 10/14/2018 through 10/13/2019

NO Lamphier Company d/b/a Lamphier & Company does not wish to renew the above referenced bid.

  
 AUTHORIZED SIGNATURE

9-6-18  
 DATE

ITB 2015-07  
 COMMERCIAL PAINT LABOR SERVICES  
 Non mandatory pre bid. Thursday, August 28, 2014@11:00am  
 Opening: Thursday, September 11, 2014@2:00pm

Contract period: Three years  
 10/14/2014 thru 10/13/2017  
 R1 10/14/2017 thru 10/13/2018  
 R2 10/14/2018 thru 10/13/2019

**SECTION 1**

Item	Preparation and Misc. Service	Unit of Measure	Lampfler Company Price (\$)	Jay Bee Painting Price (\$)
1	Abrasive Blast SSPC SP-6 Nace #3 Commercial Blast Cleaning	Sq. Ft.	0.60	1.60
2	High Pressure Water Cleaning with Chlorine. Vendor supplies chlorine.	Sq. Ft.	0.07	0.09
3	SSPC-SP1 Solvent Cleaning	Sq. Ft.	0.15	0.08
4	SSPC-SP2 Hand Tool Cleaning	Sq. Ft.	0.20	0.20
5	SSPC-SP3 Power Tool Cleaning	Sq. Ft.	0.35	1.10
6	Patching Masonry	Sq. Ft.	0.80	6.00
7	Patching EIFS*	Sq. Ft.	0.50	7.50
8	Patching Drywall	Sq. Ft.	0.20	4.75
9	Caulking Acrylic - 1/2 inch wide	LF	0.30	0.30
10	Caulking Urethane - 1/2 inch wide	LF	0.60	0.90
11	Caulk Removal	LF	1.25	0.75
12	Accent Strip	LF	1.00	1.00
13	Sanding	Sq. Ft.	0.25	0.20
			6.27	24.47

**PRICE SHEET continued**

SECTION 2		Lamphier Company			Jay Bee Painting		
		Column A Spray / SF	Column B Brush/Roll per SF	Column C Spray & Back Roll per SF	Column A Spray / SF	Column B Brush/Roll per SF	Column C Spray & Back Roll per SF
	Prime, Stain & Seal Coats:						
14	Prime Coat Interior Architectural Coating	0.15	0.16		0.10	0.11	
15	Stain Kill In/Ext.	0.15	0.16	0.20	0.13	0.14	
16	Prime Coat Exterior Architectural Coating	0.15	0.15	0.19	0.12	0.12	
17	Prime Coat In/Ext. Epoxy Coatings	0.17	0.20		0.18	0.18	
18	Sealing Ext. Masonry Clear Penetrating Sealer	0.15			0.10	0.11	
19	Stain Interior Trim		0.20			0.16	
20	Intermediate Clear Coat Stain Interior Component	0.20	0.20		0.14	0.16	
	Finish Coat - Interior Walls / Ceilings						
21	Architectural Coatings 1 Component	0.16	0.16	0.19	0.11	0.11	
22	Epoxy Coatings	0.16	0.18	0.19	0.17	0.18	
	Finish Coat - Exterior Walls / Ceilings						
23	Architectural Coatings 1 Component	0.17	0.18	0.19	0.14	0.14	
24	Epoxy Coatings	0.17	0.20	0.20	0.18	0.18	
25	Elastomeric Coatings		0.20	0.22	0.16	0.18	
26	Stain Exterior Trim	0.17	0.18		0.13	0.14	
	Totals	1.80	2.17	1.38	1.66	1.91	
						1.01	

**PRICE SHEET continued**  
**SECTION 3**

May include mechanical and portable doors.  
 Architectural / 1 component coatings will be utilized.

Item	Lamphier Co. Unit Price per Coat	Jay Bee Painting Unit Price per Coat
27	Per Coat Per Side: Per Door 3-0 X 7-0 14.00	12.00
28	Per Coat Per Side: Per Frame 3-0 X 7-0 14.00	10.00
29	Per Coat Per Side: Per Frame with transom. (2 ft. above door) 18.00	13.00
30	Per Coat Per Side: Per Louvered Mech. Door 3-0 X 7-0 16.00	25.00
	62.00	60.00

**SECTION 4**

Item	Lamphier Co. Per Man Hour	Jay Bee Painting Per Man Hour
31	Hourly Rate Per Man Hour for other services not listed above 38.00	38.00

120 Notifications  
 2 Bids

It is the intent of the Purchasing Dept. to recommend award to Lamphier Company as the lowest, most responsive bidder.  
 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.  
 Posted: Monday, September 22, 2014 @ 1:19pm

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for the October 9, 2018 School Board Meeting.

Requested by Tammy Wilson, Finance Director

Additional contact(s)/originator Barbara Leritz, Senior Finance Accountant

Document Title: Active Surplus Property List

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_

Consideration/Approval: Disposal of Active Surplus Property

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

Items on this list are no longer useful to the District. They will be disposed of in accordance with approved procedures.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** \_\_\_\_\_

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

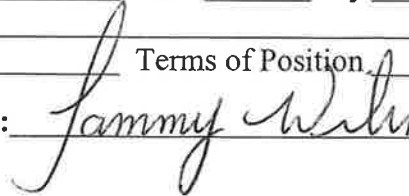
Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** \_\_\_\_\_

(Form Board Approved 7/10/07)



# SURPLUS FOR OCTOBER 9, 2018 BOARD MEETING

Tag Number	Serial Number	Item Description	Location	Reason	Date Purchased	Purchase Price	Current Value	
046343	GCHV2L5DHLF9	Apple Ipad 5 32GB Space Gray	CHS	Bent, not repairable	8/14/2017	294.00	240.10	
074767	DMRMVDV8F182	Apple Ipad 4 16GB Black	CHS	Bent, not repairable	9/11/2014	379.00	88.43	
077412	DMQQ34D6FK10	Apple Ipad 4 16GB Black	CHS	Bent, not repairable	8/14/2015	374.00	155.83	
079535	DMPRRN7PG5VJ	Apple Ipad 2 16GB Black	CHS	Bent, not repairable	7/15/2016	349.00	209.40	
079616	DMQRW8XUG5VJ	Apple Ipad 2 16GB Black	CHS	Bent, not repairable	7/15/2016	349.00	209.40	
079873	DMQRW8W5G5VJ	Apple Ipad 2 16GB Black	CHS	Bent, not repairable	7/15/2016	349.00	209.40	
Citrus High Sub Total							2,094.00	1,112.56
082914	18H59P1	Dell Optiplex 780	Crest	Used for Parts	10/6/2011	946.34	0.00	
083032	2L7Z8P1	Dell Optiplex 780	Crest	Used for Parts	10/6/2011	1,015.66	0.00	
Crest Sub Total							1,962.00	0.00
079028	DMPQ32KWFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079029	DMPQ3PNRFFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079030	DMPQ3328FK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079031	DMPQ3PPSFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079032	DMPQ32RGFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079033	DMPQ32P7FK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079034	DMPQ32DZFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
060393	28BBZP1	Dell Latitude 2120 Laptop	CRP	Item lost/stolen	5/12/2011	599.68	0.00	
Crystal River Primary Sub Total							3,217.68	1,090.81
043382	84D11601	Rochwell Circular Saw	LHS	No longer works correctly, missing safety features	6/27/1984	1,848.98	0.00	
046132	GCHV2P9RHLF9	Apple Ipad 5 32GB Space Gray	LHS	Not Repairable	8/14/2017	294.00	240.10	
048339	GCHV2KD1HLF9	Apple Ipad 5 32GB Space Gray	LHS	Not Repairable	8/14/2017	294.00	240.10	
077621	DMQQ34AKFK10	Apple Ipad 4 16GB Black	LHS	Not Repairable	8/14/2015	374.00	155.83	
Lecanto High School Sub Total							2,810.98	636.03
082365	1BN19P1	Dell Optiplex 780 Computer	LMS	Beyond economical repair	8/10/2011	946.34	0.00	
086967	1B079P1	Dell Optiplex 780 Computer	LMS	Beyond economical repair	11/4/2011	946.34	0.00	
Lecanto Middle School Sub Total							1,892.68	0.00



## SURPLUS FOR OCTOBER 9, 2018 BOARD MEETING

Tag Number	Serial Number	Item Description	Location	Reason	Date Purchased	Purchase Price	Current Value	
055020	SG516SIOBD	HP Procurve Switch 2824	TRC	Beyond Economical Repair	6/28/2005	1,312.00	0.00	
056162	None	Modular Workstation	TRC	Pieces of workstation no longer used	3/14/2006	5,228.25	0.00	
060030	4X1L0M1	Dell E6500 Laptop	TRC	Not cost effective to repair	6/30/2010	1,074.60	0.00	
075099	B66YX32	Dell Latitude 3450 Laptop	TRC	Was at PGE Not cost effective to repair	5/14/2015	484.53	177.65	
075103	D56YX32	Dell Latitude 3450 Laptop	TRC	Was at PGE Not cost effective to repair	5/14/2015	484.53	177.65	
TRC Sub Total							8,583.91	355.30
060669	CLVQB1	Dell Optiplex 780	WTC	Not economical to repair, used for parts	3/15/2011	885.54	0.00	
062109	DYTHJXE7DJ8R	Apple Ipad 3 32GB Black	WTC	Screen broken, not worth repairing	5/14/2012	599.00	0.00	
Withlacoochee Technical College Sub Total							1,484.54	0.00
Grand Total							\$22,045.79	\$3,194.70

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for the October 9, 2018 School Board Meeting.

Requested by Tammy Wilson, Finance Director

Additional contact(s)/originator Barbara Leritz, Senior Finance Accountant

Document Title: Reactivated Surplus Property List

### Board Action Required:

Presentation/Recognition \_\_\_\_\_

Information \_\_\_\_\_

Consideration/Approval: Approve Reactivation of Previously Surplused Property

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

### Executive Summary / Highlights:

Request to amend March 13, 2018 Surplus List – WTC to use two previously surplused buses for High School Carpentry Academy: Bus 2001-34 (Tag #051290) and Bus 2001-35 (Tag #051289). Current Value for both buses is zero dollars.

Buses will be deleted from Surplus List and inventory records updated.

### Strategic Goals:

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

### Strategies Include:

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

### Financial Impact to the District:

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

### Personnel:

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay grade/level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Tammy Wilson

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.  
Requested by Tammy Wilson, Director Department of Finance  
Additional contact(s)/originator Lanette Strickland, Internal Auditor  
Document Title 2017-2018 Annual Financial Report

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
Approve the 2017-2018 Revised Annual Financial Report

(This wording should be your actual motion to appear on the agenda)

**Backup Material:** attached \_\_\_\_\_ available in district office  other \_\_\_\_\_

**Executive Summary/Highlights:**

This year marks the transition from GASB Statement 45 to GASB Statement 75 for OPEB (Other Post Employment Benefits) liabilities in the Annual Financial Report. Because of this transition, the updated figures were completed by the actuary and received by CCSB on September 20, 2018. The Annual Financial Report therefore had to be updated with these figures and a revised copy approved by the Board.

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- 3. Other/Operational Activity

**Strategies include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparations;
- Community Connections

**Financial Impact to the District:** \_\_\_\_\_

Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level \_\_\_\_\_

Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:** Tammy Wilson

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA



Requested for October 9, 2018 School Board Meeting.  
Requested by Mike Mullen, Department of School Operations  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Resolution Affirming Participation in the Small School District Council Consortium

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Resolution Affirming Participation in the Small School District Council Consortium

(This wording should be your actual motion to appear on the agenda)

**Backup Materials:** attached X available in district office \_\_\_\_\_ other \_\_\_\_\_

**Executive Summary / Highlights:**

Participation in the 2018-2019 Small School District Council Consortium

**Strategic Goals:**

- 1. All students will develop a foundation of knowledge and skills through a rigorous and relevant curriculum that exceeds local, state, and national expectations, closes all performance gaps, and helps all students realize their full potential.
- 2. Schools will be safe and secure for all individuals and will provide students the opportunity to participate in a school community that creates a caring environment committed to building positive relationships.
- Other/Operational Activity

**Strategies Include:**

- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of work force;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);
- Career preparation;
- Community Connections

**Financial Impact to the District:** \$2,850.00  
Amount Budgeted \_\_\_\_\_ Additional Amount Requested \_\_\_\_\_

**Funding Source:** General Funds

**Personnel:**

Estimated Salary \_\_\_\_\_ hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_  
Pay grade/level \_\_\_\_\_  
Benefits \_\_\_\_\_ Terms of Position \_\_\_\_\_

**Financial Impact reviewed by:**   
(Form Board Approved 7/10/07)

**RESOLUTION  
AFFIRMING PARTICIPATION IN THE  
SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM**

**WHEREAS**, the \_\_\_\_\_ County School Board believes there is a need to have educational information, interpretation, and consultation on issues relating to small and rural communities that is not independently available, and

**WHEREAS**, the cost of providing such services independently for the School Board would make the cost prohibitive, and

**WHEREAS**, the needed services are provided through the Small School District Council Consortium, and

**WHEREAS**, the \_\_\_\_\_ County School District has participated in the consortium in previous years by official action of the Board and payment of the annual fee,

**NOW THEREFORE BE IT RESOLVED** that the \_\_\_\_\_ County School Board authorizes the participation in the Small School District Council Consortium for fiscal year 2018-2019 and as such agrees to pay \$2,850.00 to the designated Fiscal Agent upon invoice for participation fees.

**BE IT FURTHER RESOLVED** that this resolution shall authorize the \_\_\_\_\_ County School District participation in the SSDCC in future years contingent upon the approval of the SSDCC Annual Invoice for Participation Fees as part of a regularly scheduled School Board meeting.

**BE IT FURTHER RESOLVED** that the SSDCC Fiscal Agent shall be the contracting agent for the employment and payment of consulting services and associated program costs.

Adopted by the \_\_\_\_\_ County School Board in Regular Session at \_\_\_\_\_, Florida on the \_\_\_\_th day of \_\_\_\_\_, 2018.

**BY:**

\_\_\_\_\_  
Chairperson, \_\_\_\_\_ County School Board

**ATTEST:**

\_\_\_\_\_  
Superintendent, \_\_\_\_\_ County School District

A Workshop and Special Meeting were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, August 28, 2018. Present: Sandra "Sam" Himmel – Superintendent; Douglas A. Dodd – Chairman, Thomas Kennedy – Vice Chairman, School Board Members: Virginia Bryant, Sandra Counts, Linda B. Powers and R. Wesley Bradshaw, School Board Attorney.

## **WORKSHOP**

Chairman Dodd opened the Workshop at 9:00 a.m. He explained the protocol for citizen comments. He asked Pastor Doug Alexander to open the Workshop with a prayer followed by the Pledge of Allegiance to the Flag of the United States of America.

## **TOPICS:**

### **A. Citrus County School Board Police Department**

Cheri Cernich, Director of Risk Management, gave an overview of the development of the Citrus County School Board Police Department. Mrs. Cernich explained that the District had since developed a job description for a Police Chief and Police Officer that would be presented to the Board for approval. Superintendent Himmel stated that the School District valued and respected all School Resource Officers (SRO), and that the discussions and decisions made were not about replacing the SRO program, it was about enhancing school security. Suzy Swain, Director of Human Resources, provided a copy of the job descriptions to the Board. Board members asked Ms. Swain for clarification of the qualifications of each job description. Discussion ensued. Chairman Dodd asked Wes Bradshaw, School Board Attorney, what the next process was for the Citrus County School Board Police Department. Mr. Bradshaw explained what the next process was if the District decided to move forward with the Police Department or if they intended to put it on hold. Discussion ensued.

### **C. Health Insurance Update**

Steve Baumer, Coordinator of Risk Management, presented a power point with a Health Insurance update showing claims data since January 2018 and the breakdown between medical and pharmacy costs. Mr. Baumer stated that the premium revenue is higher this year than last year. He called attention to the utilization percentage at the Wellness Centers in Beverly Hills and Inverness, and stated he would like to see the utilization higher, which would help keep the claims down. Mr. Baumer shared that the "no shows" dramatically decreased from last year. He also presented a PowerPoint with an overview of the 2019 Health Insurance plans and the proposed changes. Discussion ensued regarding the cost of the plans and a possible increase in Board match.

B. Marjory Stoneman Douglas Security Report – Time Certain: 10:00 a.m.

Chairman Dodd shared a video, which he explained was a portion of the Marjory Stoneman Douglas Security Commission. He gave an overview of the discussion on the video and called attention to the attendees and speakers involved. After the video, Chairman Dodd asked for any comments. Sandra Counts shared her appreciation of Mr. Dodd spending many hours serving on the Marjory Stoneman Douglas Security Commission and for sharing the video. Linda Powers spoke about a portion of the video where the Commission discussed the role of a School Resource Officer and shared her thoughts regarding other options to enhance the safety and security of the schools. Thomas Kennedy shared his opinion and stated he believed Guardians should be a part of the future in the schools. Discussion ensued regarding a Guardian Program. Chairman Dodd expressed his appreciation to the community members present that came to listen to the report and the issues of the Commission. He stated he spoke with Sheriff Prendergast and shared his thoughts on the Guardian Program and hoped the Sheriff would change his view. Superintendent Himmel asked if it was the intent of the Board to ask the Sheriff to reconsider the Guardian Program. Thomas Kennedy suggested the Board consider making a statement and a resolution on the Guardian Program on where it stands. He proposed sharing it with Legislators letting them know this is a District that supports the Guardian Program and needs assistance on how to implement it. Discussion ensued regarding enhancing security in the schools.

Chairman Dodd thanked everyone for attending and adjourned the Workshop.

**ADJOURNMENT**

Chairman Dodd adjourned the Workshop at 11:04 a.m.

**SPECIAL MEETING**

Chairman Dodd opened the Special Meeting at 11:23 a.m.

**ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT**

Ginger Bryant moved to adopt the agenda as recommended by the Superintendent; seconded by Thomas Kennedy and carried unanimously.

**CITIZEN COMMENTS**

None

**SCHOOL SUPPORT SERVICES, JONNY BISHOP**

- A. Human Resources, Suzy Swain
  - 1) Approved Instructional and Support Recommendations (copy in supplemental file)

Sandra Counts moved to approve the Instructional and Support Recommendations; seconded by Thomas Kennedy and carried unanimously.

- 2) Approved New Job Description for District Police Chief (copy in supplemental file)

Virginia Bryant moved to approve the New Job Description for District Police Chief; seconded by Linda Powers. Discussion ensued. A vote was taken, and the motion passed 4 to 1: For: Virginia Bryant, Sandra Counts, Thomas Kennedy, Linda Powers. Against: Chairman Dodd

- 3) Approved New Job Description for District Police Officer (copy in supplemental file)

Sandra Counts moved to approve the New Job Description for District Police Officer; seconded by Linda Powers. A vote was taken, and the motion passed 4 to 1: For: Virginia Bryant, Sandra Counts, Thomas Kennedy, Linda Powers. Against: Chairman Dodd

- 4) Approved New Job Description for Public Information and Communications Officer (copy in supplemental file)

Thomas Kennedy moved to approve the New Job Description for Public Information and Communications Officer; seconded by Linda Powers and carried unanimously.

**B. Risk Management, Cheri Cernich**

- 1) Approved the School Safety Funding Agreement between the School Board of Citrus County, Florida and Citrus County, Florida for the 2018-2019 school year (copy in supplemental file)

Virginia Bryant moved to approve the School Safety Funding Agreement between the School Board of Citrus County, Florida and Citrus County, Florida for the 2018-2019 school year; seconded by Sandra Counts and carried unanimously.

- 2) Approved the 2018-2019 Agreement between the School Board of Citrus County and the Citrus County Sheriff's Office for the School Resource Officer Program (copy in supplemental file)

Thomas Kennedy moved to approve the 2018-2019 Agreement between the School Board of Citrus County and the Citrus County Sheriff's Office for the School Resource Officer Program; seconded by Linda Powers and carried unanimously.

**ATTORNEY, LEGAL MATTERS**

None

**CITIZENS COMMENTS**

Major Linhart, Citrus County Sheriff's Office, provided public input regarding the School Resource Officer (SRO) program. Questions were asked by Superintendent Himmel and the Board regarding the role of the SRO Supervisors, communication, and other concerns. Discussion ensued.



## **ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD**

Virginia Bryant shared she attended the CREST SAEC meeting and had a great time.

Linda Powers shared how the Crystal River High School SAEC meeting was very energized.

Thomas Kennedy shared how he would like to have information on the Multi-tier System of Support (MTSS) brought to a future Workshop. He visited some schools with Rep. Ralph Massullo, who shared that he wanted to work on Alternative Pathways to High School Graduation bills. He also suggested other topics to discuss at a future workshop.

Chairman Dodd shared information regarding the 9/11 Day of Remembrance Exhibit at the Valerie Theater on the morning of September 11<sup>th</sup> and a Freedom Walk in the afternoon.

## **ADJOURNMENT**

Chairman Dodd adjourned the Special Meeting at 12:11 p.m.

Douglas A. Dodd  
Chairman

Sandra Himmel  
Superintendent

Inverness, Florida  
September 11, 2018

A Regular Meeting and Public Hearing were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, September 11, 2018. Present: Sandra "Sam" Himmel – Superintendent; Douglas A. Dodd – Chairman, Thomas Kennedy – Vice Chairman, School Board Members: Virginia Bryant, Sandra Counts, Linda B. Powers and R. Wesley Bradshaw, School Board Attorney.

### **ADMINISTRATIVE HEARING**

Cancelled

### **REGULAR MEETING**

Chairman Dodd opened the Regular Meeting at 4:04 p.m. He reviewed protocol for citizens comments and requested a moment of silence in remembrance of the lives lost on 9/11, their families and Law Enforcement Officers. Virginia Bryant had opening exercises and introduced John Edel, Chorus Instructor at Citrus High School. Mr. Edel reflected on a field trip when he took a group of his Chorus students to New York City to perform for the 10-year commemoration of 9/11 and shared the experience they had when they sang the National Anthem at Ground Zero. He then introduced a group of his students who sang the National Anthem followed by the Pledge of Allegiance to the Flag of the United States of America.

### **ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT**

Linda Powers moved to adopt the agenda as recommended by Superintendent; seconded by Thomas Kennedy and carried unanimously.

### **CITIZEN COMMENTS**

None

### **APPROVE CONSENT AGENDA – (Recognition of donations)**

Virginia Bryant moved to approve the Consent Agenda; seconded by Linda Powers and carried unanimously. The Executive Secretary to the School Board read the donations into the record.

### **PRESENTATIONS**

- A. Recognition of local Lions Clubs for sponsoring the Citrus County Nurse's memberships to the National Association of School Nurses

Pamela Carnevale, Student Health Specialist, recognized local Lions Clubs for sponsoring school district nurse memberships to the National Association of School Nurses. The memberships allow the nurses to order vouchers that give eligible students free vision exams and glasses. Mrs. Carnevale presented the Kings Bay Lions Club, Crystal River Lions Club, Inverness Lions Club, and Homosassa Lions Club with certificates.

- B. Recognition of the Homosassa Lions Club for their donations of monetary funds and time to Citrus County students

Pam Carnevale recognized the Homosassa Lions Club for their continued support of the District/State required vision screening where they attended all the scheduled vision rescreens. They provided equipment that quickly and easily detects vision issues. In addition, the Homosassa Lions Club also donated money to Student Services which went towards clothing and hygiene items for disadvantaged students.

### **EDUCATIONAL SERVICES, SCOTT HEBERT**

- A. Approved the 2018-2019 School Health Service Plan (copy in supplemental file)

Dr. Scott Hebert, Chief Academic Officer, asked for approval of the 2018-2019 School Health Service Plan. Thomas Kennedy moved to approve the 2018-2019 School Service Plan, seconded by Virginia Bryant. Linda Powers inquired about the District's access to Epi Pens, and Pam Carnevale, School Health Specialist, explained she had been in contact with the Health Department and together have been working on finding a way to get the Epi Pens in the schools. Discussion ensued. Chairman Dodd asked for information regarding the HPV vaccination and the Meningitis vaccination the Health Department provides to the schools. Ernesto Rubio, Citrus County Health Department, explained that the HPV and Meningitis vaccinations are not required, so there must be parental permission. He shared the process in place for obtaining the permission forms from parents to ensure no errors are made. Sandra Counts wanted to know the number of students that received the two specific vaccinations. Mrs. Carnevale provided an estimated number of students and said she had received positive feedback from the State during an audit stating it was an awesome service provided, one that they don't see in other districts. Chairman Dodd expressed his appreciation for the emails Mrs. Carnevale sends out to the District on the prevention of heat related illnesses. Discussion ensued regarding the different trainings required by the Florida High School Athletic Association in regard to the heat and the processes in place to meet the requirements. After discussion, a vote was taken and carried unanimously.

- F. 2019-20 Calendar Timeline/Process (copy in supplemental file)

Amy Crowell, Director of Research and Accountability, presented a power point (copy in supplemental file) outlining the process and time line for developing the school calendar. She explained that the Calendar Committee is made of representatives from each school level, SAC, PTA, CCEA, a School Board member, Sandra Counts, administrators, and parents. Mrs. Crowell pointed out a list of things that are considered when developing the calendar, such as the Assessment schedules, half days, the County Fair and the first day of school, which can be no sooner than August 10<sup>th</sup>. She explained that the committee develops two or three calendar options that the District votes on. The votes are then tallied, and the winning calendar is brought back before the Board for final approval.

**SCHOOL SUPPORT SERVICES, JONNY BISHOP**

**B. Human Resources, Suzy Swain**

Approved Instructional and Support Recommendations (copy in supplemental file)

Virginia Bryant moved to approve the Instructional and Support Recommendations; seconded by Sandra Counts and carried unanimously.

**C. Planning and Growth Management, Chuck Dixon**

- (7) Approved request to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation (copy in supplemental file)

Chuck Dixon, Director of Planning and Growth Management, asked for approval for the request to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation. He explained the contents of the policy and the revisions. Chairman Dodd asked for clarification of the verbiage in the policy regarding compensation for overtime. Discussion ensued and Mr. Bradshaw, School Board Attorney, provided information clarifying the revision to the policy.

Thomas Kennedy moved to approve the request to advertise for Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation; seconded by Linda Powers and carried unanimously.

**FINANCE, MIKE MULLEN**

- R. Approved Budget Amendment #10 June 2018 (copy in supplemental file)**

Tammy Wilson, Director of Finance, provided the Board with the documents which reflected the changes. This was the final budget amendment for the 2017-2018 fiscal school year.

Thomas Kennedy moved to approve Budget Amendment #10 June 2018; seconded by Virginia Bryant and carried unanimously.

- S. Approved the 2017-2018 Annual Financial Report (copy in supplemental file)**

Ms. Wilson asked approval for the 2017-2018 Annual Financial Report and gave a quick overview of the report and provided answers to questions from the Board. Chairman Dodd paused the discussion for the time certain Citizen Comments.

**CITIZEN COMMENTS – 5:15 pm**

Raymond Baumes provided public input regarding notification to parents from the District of any threats to the schools.

Chairman Dodd recessed the Regular Meeting at 5:21 p.m.

Chairman Dodd opened the Public Hearing at 5:35 p.m.

**PUBLIC HEARING: 5:30 P.M.**

- A. Approved/Adopted the 2018-2019 Millage Rates, the Final Five-Year Work Plan and the Final Budget of the Citrus County School Board (copy in supplemental file)

Chairman Dodd announced the purpose of the meeting was to adopt the Final Millage Rate, the 5 Year Work Plan and the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year. The millage rates are 4.838, which includes .011 prior period adjustment for Operating Purposes, and 1.500 for Capital Outlay Purposes or a Total of 6.338 mills. The Final Budget for Fiscal Year 2018-2019 totals \$231,117,537.65.

Chairman Dodd called for public input as to the millage levy, the 5-year work plan or the budget proposed for the 2018-2019 fiscal year. There was no public input.

Chairman Dodd requested a motion to include the supplemental millage rate of .748 mills and the capital outlay millage rate of 1.50 mills in the Resolution determining Revenues and Millages Levied, as required by law.

Virginia Bryant made a motion to include the supplemental millage rate of .748 mills and the Capital Outlay millage rate of 1.50 mills in the Resolution Determining Revenues and Millages Levied, as required by law; seconded by Linda Powers. Chairman Dodd asked if there was any discussion on the motion. Attorney Bradshaw read the Resolution Determining Revenues and Millages Levied, as required by law. (Copy in supplemental file)

Chairman Dodd asked, having heard the Resolution, and a motion on the floor, was there any discussion? There being none, the vote was taken and carried unanimously.

Chairman Dodd requested a motion to adopt the Final Proposed 5-Year Work Plan as the Final Adopted 5-Year Work Plan of the Citrus County School Board for the 2018-2019 Fiscal Year.

Sandra Counts made a motion to adopt the Final Proposed 5-Year Work Plan as the Final Adopted 5-Year Work Plan of the Citrus County School Board for the 2018-2019 Fiscal Year; seconded by Thomas Kennedy. Chairman Dodd asked if there was any discussion on the motion. There being none, a vote was taken and carried unanimously.

Chairman Dodd requested a motion to adopt the final proposed budget as the Final Adopted Budget of the Citrus County School Board for the 2018-2019 fiscal year.

Linda Powers made a motion to adopt the final proposed budget as the Final Adopted Budget of the Citrus County School Board for the 2018-2019 fiscal year; seconded by Sandra Counts. Chairman Dodd asked if there was any discussion on the motion. There being none, a vote was taken and carried unanimously.

Attorney Bradshaw read the Resolution Adopting the Final Budget:

**A RESOLUTION OF THE CITRUS COUNTY SCHOOL BOARD ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018-2019.**

WHEREAS, the School Board of Citrus County, Florida, did, pursuant to Chapters 200 and 1011, Florida Statutes, approve final millage rates, final 5-year work plan and a final budget for the fiscal year July 1, 2018 to June 30, 2019; and

WHEREAS, the School Board of Citrus County set forth the appropriations and revenue estimates for the budget for fiscal year 2018-2019; and

WHEREAS, at the public hearing and in full compliance with Chapter 200, Florida Statutes, the School Board of Citrus County adopted the final millage rates, final 5-year work plan and the final budget in the amount of \$231,117,537.65 for fiscal year 2018-2019.

NOW THEREFORE, BE IT RESOLVED:

That the attached budget of the School Board of Citrus County, including the millage rates as set forth therein, is hereby adopted by the School Board of Citrus County as the final budget for the categories indicated for the fiscal year July 1, 2018 to June 30, 2019.

Chairman Dodd requested a motion to approve the Resolution Adopting the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year.

Thomas Kennedy made a motion to approve the Resolution Adopting the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year; seconded by Linda Powers. Chairman Dodd asked, having heard the Resolution, was there any discussion on the motion? There being none, a vote was taken and carried unanimously.

- B. Approved the Addendum to the 2018-2019 Citrus County Code of Student Conduct (copy in supplemental file)

Kit Humbaugh, Director of Student Services, asked for approval of the Addendum to the 2018-2019 Citrus County Code of Student Conduct. Linda Powers had questions about the language in the addendum regarding mental health. Attorney Bradshaw explained that the language regarding mental health now reflects what is written in Florida Statute. Mrs. Powers requested an addition to the addendum. Mr. Bradshaw explained that nothing could be added to the addendum at that time, but after the addendum was approved, Ms. Humbaugh could bring back to the

Board an amendment to the addendum. Thomas Kennedy moved to approve the addendum and restatement to the 2018-2019 Citrus County Code of Student Conduct; seconded by Sandra Counts and carried unanimously.

Chairman Dodd adjourned the Public Hearing at 5:54 p.m.

Chairman Dodd reconvened the Regular Meeting at 5:54 p.m.

### **REGULAR MEETING** – (continued)

#### **FINANCE, MIKE MULLEN**

S. Approved the 2017-2018 Annual Financial Report – (continued)

Chairman Dodd invited Ms. Wilson to the podium and she provided answers to questions he had regarding some of the line items on the Annual Financial Report. Discussion ensued regarding a decrease in revenue to the District.

Sandra Counts moved to approve the 2017-2018 Annual Financial Report; seconded by Linda Powers and carried unanimously.

#### **BUDGET UPDATE**

Tammy Wilson, Director of Finance, provided an update on the budget and shared that the fund balance at the end of 2018 was 3.62% of undesignated fund balance percent of revenue which kept the District in compliance. She stated the District was moving in the right direction to increase the fund balance. Discussion ensued regarding the property value and low millage rates.

#### **ATTORNEY, LEGAL MATTERS**

None

#### **APPROVE MINUTES**

Virginia Bryant moved to approve the minutes of the Special Meeting and Workshop of July 31, 2018, the Public Hearing of July 31, 2018, the Special Meeting of August 6, 2018, and the Administrative Hearing and Regular Meeting of August 14, 2018; seconded by Thomas Kennedy and carried unanimously.

#### **CITIZEN COMMENTS**

None

#### **ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD**

Discussion and Approval of Guardian Program

Chairman Dodd stated that he didn't believe one School Resource Officer in a school was enough and he believed the Board should continue to look at possible options to make schools safer. He talked about the Guardian Program and the duties of a Guardian. Mr. Dodd explained that Guardians are not sworn officers, they do not have the power to make arrests, take a child into custody on a Baker Act, or write

reports. They are solely to protect students should there be an active assailant or an incident of violence. He stated he would like the Board to support the Guardian Program as an option for future school needs and formally request the Sheriff to train and certify school guardians should the option be exercised. Superintendent Himmel clarified a misconception the public had. She stated the Board did not create a Police Department to put 22 officers in the schools as a replacement for SROs, it was to enhance what the District currently had with the SRO program. Discussion ensued regarding writing a Resolution to the Sheriff to start a Guardian Program under the current law as an option to enhance security and a Resolution to the Legislature to change the law so that the District has the option to create its own Guardian Program. Attorney Bradshaw will bring two Resolutions to the September 25<sup>th</sup> Special meeting for approval.

Linda Powers shared that she attended the International Baccalaureate (IB) ceremony in Lecanto and that there were a tremendous number of Juniors in the IB program along with Seniors. She mentioned what a marvelous job Mr. Buettner does with that program. Mrs. Powers shared that she also attended a meeting regarding mental health.

Sandra Counts mentioned she attended a Rock Crusher Elementary School's SAEC meetings and was very impressed. She also attended the League of Women's Voters meeting and heard their discussion on Amendment 1 and Amendment 8.

Thomas Kennedy congratulated Linda Powers for her win at the primary elections. He shared that he and Ginger Bryant will be attending the Florida School Board Association Leadership Conference. He also thanked Superintendent Himmel for the Parent Counsel she had started and shared that he heard positive feedback regarding that Counsel at a SAEC meeting he attended.

Chairman Dodd asked if any of the Board members would be willing to serve on the Threat Assessment Review. He shared that Kit Humbaugh, Director of Student Services, had a committee together and thought the Board would like to have representation on the Threat Assessment Manual. Linda Powers expressed her desire to be a part of the Threat Assessment Review. Mr. Dodd shared he had heard positive feedback regarding ALICE drills. He mentioned "Dads Take Your Child to School Day" will be on September 26th and Inverness Primary School's PTA will doing "Muffins for Moms"

## **ADJOURNMENT**

Chairman Dodd adjourned the Regular Meeting at 6:53 p.m.

Douglas A. Dodd  
Chairman

Sandra Himmel  
Superintendent



## ATTACHMENT – A

### Educational Services, Scott Hebert

- B. Approved the 2018-2019 funding for the Federal Title II Program (copy in supplemental file)
- C. Approved the Carl D. Perkins, Career and Technical Education Grant for Cypress Creek, Division of Juvenile Justice (DJJ) (copy in supplemental file)
- D. Approved the Carl D. Perkins Secondary, Section 131 Continuation Grant (copy in supplemental file)
- E. Approved the 2018-19 District Testing Calendar for Citrus County Schools (copy in supplemental file)
- G. Other Sites:  
Approved the Carl D. Perkins Post-Secondary Entitlement Grant, 2018-2019 (copy in supplemental file)

### School Support Services, Jonny Bishop

- A. Facilities, Construction & Maintenance, Eric Stokes
  - 1) Approved Pre-Qualification of Contractors for Educational Facilities (copy in supplemental file)
  - 2) Approved the Educational Plant Survey (5.18) Recommendation to Remodel/Renovate Building 1, Room 112C of the Technology Resource Center (copy in District Office)
  - 3) Approved the Professional Service Agreement for the Lecanto Middle School Partial Re-Roof, Buildings 1 & 2 (copy in supplemental file)
  - 4) Approved the Professional Service Agreement for the Floral City Elementary School Partial Heating, Ventilating, and Air Conditioning Replacement & Intercom System Upgrade (copy in supplemental file)
  - 5) Approved to Advertise to Bid for the Withlacoochee Technical College Café and Serving Area Renovation & Remodeling Project (copy in supplemental file)
  - 6) Approved the Change Order #2 for Lecanto Middle School Partial HVAC Replacement (copy in supplemental file)
  - 7) Approved acceptance contingent upon the architect's or engineer's and building official's certifications: (copy in supplemental file)
    - 1) Lecanto Middle School Partial HVAC Replacement
    - 2) Inverness Primary School Partial Re-roof of Buildings 1A, 3, & 5
    - 3) Hernando Elementary School Kitchen Renovation/Remodel
- C. Planning and Growth Management, Chuck Dixon
  - 1) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.22 Teaching Out of Field (copy in supplemental file)
  - 2) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.804 Authenticator Management (copy in supplemental file)

- 3) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.806 Disposal of Physical Media (copy in supplemental file)
- 4) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.816 Remote Access (copy in supplemental file)
- 5) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.817 Wireless Restrictions and Review of Wi-Fi Logs (copy in supplemental file)
- 6) Approved the Agreement with the Citrus County Property Appraiser for the use of property tax collections to fund exemption audit services (copy in supplemental file)

D. Risk Management, Cheri Cernich

Approved Renewal of self-funded health insurance rates for the plan year 2019. Total premium cost per month to increase by 4.5% (copy in supplemental file)

Finance, Mike Mullen

- A. Approved Out-of-State Travel for approximately 50 Crystal River High School, Naval Junior Reserve Officers Training Corps (NJROTC) cadets, 2 instructors and 3 approved chaperones to Marine Corps Recruit Depot, Parris Island, South Carolina, October 15, 2018 – October 18, 2018 (copy in supplemental file)
- B. Approved the \$5,000 donation to Citrus High School from Varnadore Financial LLC (copy in supplemental file)
- C. Approved the \$500 donation to the Academy of Environmental Science (AES) from Kings Bay Rotary Club (copy in supplemental file)
- D. Approved the \$500 donation to the Academy of Environmental Science (AES) from Crystal Chevrolet (copy in supplemental file)
- E. Approved the \$1,000 donation to the Academy of Environmental Science (AES) from Howard and Maureen Russ (copy in supplemental file)
- F. Approved the \$675 donation to Academy of Environmental Science (AES) from Suncoast Dermatology and Skin Surgery Center (copy in supplemental file)
- G. Approved the \$1,350 donation to the Marine Science Station from the University of Florida (copy in supplemental file)
- H. Approved the \$30,000 donation to Inverness Middle School from the U.S. Family Foundation (copy in supplemental file)
- I. Approved the \$1,000 donation to Homosassa Elementary from the Homosassa Game Fish Club (copy in supplemental file)
- J. Approved the \$6,478.64 Grant to Lecanto Primary School from Sugar Mill Woods Rotary Club (copy in supplemental file)
- K. Approved the donation of miscellaneous tools and equipment valued at \$2,000 to Withlacoochee Technical College (WTC) from a private owner (copy in supplemental file)

- L. Approved the \$625 donation to Withlacoochee Technical College (WTC) from the Horatio Alger Association of Distinguished Americans, Inc. (copy in supplemental file)
- M. Approved the \$2,000 donation to Withlacoochee Technical College (WTC) from the Citrus Hills Women's Club, Inc. (copy in supplemental file)
- N. Approved the two donations of \$1,000 each to Withlacoochee Technical College (WTC) from the King's Bay Rotary Charitable Foundation, Inc. (copy in supplemental file)
- O. Approved Award of BID 2019-04P Piggyback of Manatee Schools 18-0002-CC Banking Services: Treasury – Epayables – Credit – Procurement Card to JP Morgan (copy in supplemental file)
- P. Approved the Disposal of Citrus Springs Middle School Active Surplus Property (copy in supplemental file)
- Q. Approved Disposal of Active Surplus Property (copy in supplemental file)

Informational Items

- A. July 2018 Cash and Investment Report (copy in supplemental file)