



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

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

July 2, 2019

ADMINISTRATIVE HEARING: 3:00 P.M.  
REGULAR MEETING: 4:00 P.M.  
PUBLIC HEARING: 5:00 P.M.  
OF THE  
CITRUS COUNTY SCHOOL BOARD  
JULY 9, 2019

**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.**

**PUBLIC HEARING: 5:00 P.M.**

- A. Approve/Adopt the revision of Policy 4.72 Homeless Students
- B. Approve the 2019-2020 Code of Student Conduct

**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. EDUCATIONAL SERVICES, SCOTT HEBERT**

- A. Approve the Citrus County Health Services Program Contract
- B. Approve Additional Wording to the 2018-2020 School Health Services Plan Regarding Behavioral Health Services
- C. Approve Contract with Achievement Rehabilitation through Therapeutic Intervention for Physical, Occupational and Speech/Language Therapies
- D. Approve Contract with Jessica Harris Interpreting Services, Inc.

- E. Approve Contract with Gardner Audiology for Audiological Services
- F. Approve Contract for A. Choto Physical Therapy, LLC
- G. Approve Contract for Shelton Speech Therapy Services, LLC
- H. Approve Purchase of Achieve3000 Site Licenses for the Intensive Reading students at CREST and the four Middle Schools and three High Schools for the 2019-2020 School Year
- I. Approval of the Mental Health Assistance Allocation Plan 2019-2020
- J. Approval of the 2018-2019 Equity and Access Report Update

V. SCHOOL SUPPORT SERVICES, JONNY BISHOP

- A. Construction, Facilities & Maintenance, Eric Stokes
  - 1) Approve the Professional Service Agreement for the Lecanto Middle School Fire Alarm System Upgrade
  - 2) Approve Pre-Qualification of Contractors for Educational Facilities
  - 3) Approve the Professional Service Agreement for the Inverness Middle School Intercom System Upgrade
- B. Human Resources, Suzy Swain
  - 1) Approve Instructional and Support Recommendations
  - 2) Approve Melanie Howard as Assistant Principal at Floral City Elementary School
  - 3) Approve New Job Description for Supervisor of School Health
  - 4) Approve New Job Description for Student Health Facilitator
  - 5) Approve the Part-time Evening and Criminal Justice Instructors for WTC for the 2019-2020 School Year
  - 6) Approve the Athletic/Other Supplements for 2019-2020

VI. FINANCE, MIKE MULLEN

- A. Approve the Carpet Cleaning at CREST valued at \$1,500 from Triple-C Systems
- B. Approve the \$1,000 donation to Citrus High School from the Kiwanis Club of Inverness
- C. Approve the \$1,000 donation to Citrus High School from JM Gibson Mechanical
- D. Approve the \$3,000 grant to Crystal River High School from the Arnold and Diane A. Ross Fund
- E. Approve the \$1,000 donation to Crystal River High from Crystal Motor Car Co, Inc.
- F. Approve the \$500 donation to Crystal River High School from Sam's Mobile Home Services, LLC
- G. Approve the \$1,200 donation to Withlacoochee Technical College from Citrus County Cruisers, Inc.
- H. Approve the \$2,000 donation to Withlacoochee Technical College from Citrus Hills Women's Club, Inc.
- I. Approve the \$500 donation to Withlacoochee Technical College from the Ladies Auxiliary, Knights of Columbus, Abbot Francis Sadlier Council #6168

- J. Approve the \$1,000 donation to Withlacoochee Technical College from the Citrus County Chamber of Commerce, Business Women's Alliance
- K. Approve the \$1,375 donation to Withlacoochee Technical College from the WREC Educational Foundation, Inc,
- L. Approve the \$1,000 donation to Withlacoochee Technical College from the Rotary Club of Inverness Charitable Foundation, Inc.
- M. Approve the donation of various items with an estimated value of \$1,500 to Withlacoochee Technical College from Duke Energy
- N. Approve the \$3,000 donation to Withlacoochee Technical College from the Citrus County Veterans Coalition
- O. Approve the \$1,250 donation to Withlacoochee Technical College from WREC Education Foundation, Inc.
- P. Approve Award of Bid 2019-37 Lubricants
- Q. Approve Award of Bid 2019-45 Solid Waste Disposal and Roll Off
- R. Approve Award of Bid 2019-46 Plumbing Services to Don's Plumbing
- S. Approve the Advertisement of the 2019-2020 Tentative Budget for Public Hearing to be held on July 30, 2019 at 5:30 p.m.
- T. Approval of Budget Amendment #9 May 2019

VII. INFORMATIONAL ITEMS

- A. May 2019 Cash and Investment Report
- B. Financial Statements as of May 2019

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 July 9, 2019 School Board Meeting.  
Requested by Chuck Dixon  Department of Management  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Policy 4.72 Homeless Students

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
 Request to approve/adopt the revision of Policy 4.72 Homeless Students

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

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

Request to approve/adopt the revision of Policy 4.72 Homeless Students.

This matter was discussed by the Policy and Forms Committee on February 21, 2019 and presented at the April 23, 2019 School Board Workshop and approved for the Request To Advertise at the May 14, 2019 School Board Meeting.

The revision is to 1(A)(3) to remove foster care from the policy. Students who are under foster care are now covered by the ESSA program. The revision was requested by Student Services.

**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 work force;
- 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 Wilson

(Form Board Approved 7/10/07)

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### HOMELESS STUDENTS

4.72\*

The School Board of Citrus County shall ensure that homeless children and youth are provided with equal access to free, appropriate educational programs, have an opportunity to meet the same challenging State of Florida academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

#### I. Definitions

The District homeless education liaison shall make a final determination of homeless status on a case-by case basis.

- A. The McKinney-Vento Act defines homeless students as individuals who lack a fixed, regular, and adequate nighttime residence and includes:
1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
  2. Students who are living in motels, hotels, FEMA trailers, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
  3. Students who are living in emergency or transitional shelters; are abandoned in hospitals; ~~or are waiting foster care placement.~~
  4. Students who have a primary nighttime residence that is not designated for, or ordinarily used as a regular sleeping accommodation for human beings.
  5. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
  6. Migratory students qualify as homeless if they are living in any of the circumstances described above (1-5).
- B. The term "unaccompanied youth" means a student who is not in the physical custody of a parent or guardian.
- C. The term "certified homeless youth" means a minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, or the director of a runaway or homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- D. The term "school of origin" means the school that the student attended when permanently housed or the school where the child or youth was last enrolled.
  - E. The terms "enroll and enrollment" mean attending school and participating fully in school.
  - F. The term "parent" means parent or guardian of a student.
  - G. The term "liaison" means the staff person designated by our Local Education Agency (LEA) and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.
- II. Identification
- The District shall identify homeless students as defined by federal and state law. If the District's liaison for homeless children and youth determines that the minor is an unaccompanied homeless youth, the liaison shall issue to the youth a certificate documenting his/her status as required by law.
- III. School Selection
- A. The District shall, according to the student's best interest, and by parent, guardian, or unaccompanied youth request, continue the homeless student's education in the school of origin for the duration of homelessness, or enroll the student in a District school in the attendance zone in which the homeless student is actually living.
  - B. In determining the best interest of the student, the District shall:
    - 1. To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian.
    - 2. Provide a written explanation, including a statement regarding the right to appeal, if the District sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian.
    - 3. In the case of an unaccompanied student, ensure that the District homeless education liaison helps in placement or enrollment decisions, considers the views of the student, and provides notice of the right to appeal placement and enrollment decisions.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- C. The school of origin means the school that the student attended when permanently housed, or the school in which the student was last enrolled. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or guardian or has been temporarily placed elsewhere.
- D. The requirements of the Special Attendance Request for students moving their physical residence from one attendance zone to another, to transfer to a school in the new zone of residence, shall not apply to homeless students.

### IV. Enrollment

The District will immediately enroll a homeless student, new to the district, in school, even if they do not have the documents usually required for enrollment, such as school records (includes Individualized Education Plan-IEP), medical records or proof of residency, etc.

- A. The District will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be assigned to the District school in the attendance zone in which the student is actually living or to the student's school of origin as requested by the parent or guardian and in accordance with the student's best interest.
- B. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
- C. Homeless students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.
- D. If a homeless student arrives without records, the assigned school social worker or designee shall assist the family and contact the previously attended school system to obtain the required records.
- E. The District shall contact the school last attended to obtain relevant academic and other records.
- F. If needed, the District shall refer the parent or guardian to the district's school designee for children and youth in transition who will help in obtaining necessary immunizations or records.

### V. Residency

A homeless student is considered a resident of the District if the child or youth is within the district with a purpose to live here temporarily, not necessarily to remain permanently.

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- A. The student shall be considered a resident when living with a parent, guardian, or person in loco parentis, not solely for school purposes or for participation in extracurricular activities.
- B. Homeless students who do not live with their parents or guardians may enroll themselves in school.
- C. The address listed on the enrollment forms becomes proof that the student lives in Citrus County, Florida.

### VI. Guardianship

- A. For purposes of school placement, any parent, guardian or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in the district assigned school unless it is not the school of origin.
- B. The District Guardian Responsibilities form must be completed within a reasonable period of time for those homeless students who are not accompanied by a parent or guardian, once a child or youth is enrolled in and attending a school.

### VII. Disputes

If a dispute arises over school selection, enrollment, or any issue covered in this policy:

- A. The student shall be immediately admitted to the school of origin or assigned zone school as requested by the parent or guardian, pending resolution of the dispute;
- B. The parent or guardian of the student shall be provided with a written explanation of the District's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the District's enrollment dispute procedure and the Florida Department of Education's appeal process;
- C. The student, parent, or guardian shall be referred to the District Homeless Education Liaison, who shall ensure the resolution process is carried out as expeditiously as possible after receiving notice of the dispute;
- D. In the case of an unaccompanied student, the District Homeless Education Liaison shall ensure that the student is immediately enrolled in school pending the resolution of the dispute.

### VIII. Transportation



## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

The District shall ensure at the request of the parent, or in the case of an unaccompanied youth, the District Homeless Education Liaison, transportation will be provided for a homeless student to the school of origin as follows:

- A. If the homeless student continues to live in the School District where the school of origin is located, transportation will be provided if requested.
- B. If the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin.
- C. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.
- D. Transportation for each student living outside the district will be reviewed for feasibility and in the best interest of the child.

### IX. Comparable Services

Homeless students shall be provided services and educational programs comparable to those offered to other students in the school selected, including the following:

- A. Preschool programs
- B. Transportation services
- C. Educational Services for which the student meets the eligibility criteria, including special education and related services and programs for English Language Learners
- D. Career and technical education programs
- E. Gifted programs
- F. School nutrition programs
- G. Title I
- H. Before- and After-School programs

### X. Homeless Education Liaisons

The Superintendent shall ensure that there is a District Homeless Education Liaison and his/her duties are communicated to district and school personnel and appropriate community agencies and providers.

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**STATUTORY AUTHORITY:** 382.002, 743.067, 1001.42,  
1001.43, 1003.01(12), 1003.21 F.S.

**THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, 42 U.S.C. §§11431-11436**  
**TITLE 1, PART A OF THE ELEMENTARY AND SECONDARY EDUCATION ACT,**  
**20 U.S.C. §§6311-6315**

**The Individuals with Disabilities Education Act, 20 U.S.C. §§1400 *et. seq.***

**April 6, 2002 Policy of the Child Nutrition Division of the**  
**U.S. Department of Agriculture.**

**June 5, 1992 Policy of the Administration for Children and Families of the U.S.**  
**Department of Health and Human Services.**

**HISTORY:** **ADOPTED: 04/14/2009**  
**REVISION DATE(S): 01/14/2014, 11/10/2015, xx/xx/xxxx**  
**FORMERLY: NEW**

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Kit Humbaugh Department of District Student Services  
Additional contact(s)/originator \_\_\_\_\_  
Document Title 2019-2020 Code of Student Conduct

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
Final approval of the 2019-2020 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:**

Attached is the 2019-2020 Code of Student Conduct, including all proposed changes, for final approval.

**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: 02500

**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)

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Please visit <http://www.flsenate.gov/statutes> for more information on the statutes referenced in this booklet.



## **CITRUS COUNTY SCHOOLS** **CODE OF STUDENT CONDUCT**

Students in our schools have rights. These rights are given to students by the Constitution and are protected by laws and regulations. Students also have the responsibility to obey these laws and regulations which include federal laws, state laws, and rules established by the Citrus County School Board and individual schools. Many of the laws, regulations, and rules are explained in this booklet. Zero tolerance is an important aspect of Citrus County School Board policy. It is important that everyone understand that our zero tolerance policy applies to all students.

The law requires that each school district develop a Code of Student Conduct. Our Code of Student Conduct was developed through input from the school community. The Code of Student Conduct is made available to students, parents or guardians, and school personnel at the beginning of each school year and is available on the District website at [www.citruschools.org](http://www.citruschools.org) - Parents & Students.

Students in Citrus County schools will be able to participate in any educational program or activity without regard to race, color, national origin, religion, sex, marital status, or disability. If students feel that this policy is being violated, they should discuss it with school personnel. If students are not satisfied after discussing the problem with school personnel, they should contact the District Equity Contact, at the address below for the procedures to follow for filing a complaint:

District Student Services  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
(352) 527-0090

# CITRUS COUNTY SCHOOL DISTRICT

## *Core Values*

- ❑ A safe and caring environment is essential for the learning and well being of all individuals.
- ❑ Individuals and organizations are accountable for their behaviors and actions.
- ❑ High expectations and challenging standards promote continuous improvement and high achievement.
- ❑ All individuals can learn at different times, in different ways, and at different rates.
- ❑ Mutual respect is a keystone of learning.
- ❑ Recognition promotes higher accomplishment and self-esteem.
- ❑ Community involvement and teamwork are critical to a high quality educational system.
- ❑ We embrace the diversity of individuals, ideas, talents, and learning styles.
- ❑ High quality education demands innovation and risk.
- ❑ The balance of academics and extracurricular activities is essential for a well-rounded education.
- ❑ Students require discipline and direction in order to be successful learners.
- ❑ Open and honest communication is essential to effective human interaction.
- ❑ Lifelong learning improves the quality of life.

### SCHOOL SAFETY HOTLINES

*You can anonymously report crime or safety concerns.*

#### **Crime Stoppers of Citrus County - 3 WAYS to Submit a Tip**

1. CLICK - CrimeStoppersCitrus.com → "Submit a Tip"
2. DOWNLOAD the P3 App on your phone or mobile device
3. CALL 888-ANY-TIPS (888-269-8477)

#### **FortifyFL**

- Download the FortifyFL App on your phone or mobile device

## STUDENTS' RIGHTS AND RESPONSIBILITIES

By law, the Citrus County School Board provides a public education program. All students have the right to participate in public education. The Citrus County School Board understands this right and will ensure that all students, including exceptional, migratory, pregnant, and married students are provided the opportunity for a quality education.

Students need to understand that with these rights come certain responsibilities. If students do not meet these responsibilities, then their individual rights may be limited. Below is a list of some students' rights and responsibilities.

1. Students have the right to attend school. Unless excused, they have a responsibility to be there every day and on time. They also have the responsibility to do their best work and to obey all rules and regulations.
2. Students have the right, within the dress code, to choose the clothes they wear to school. However, they have the responsibility to wear clothes that do not disrupt the learning atmosphere or affect their personal safety.
3. Students have the right to expect a safe school environment in which to learn. Students have a responsibility to follow safety rules and to report anything they consider unsafe.
4. Students have the right to expect courtesy, fairness, and respect from the school staff and other students. Students have the responsibility to treat others in the same manner.
5. Students have the right to express their ideas and opinions. However, students have the responsibility to express these ideas and opinions in a way that is not hurtful or disruptive.
6. Students living two or more miles from school have the privilege of free bus transportation. Students have the responsibility to follow all school rules and bus rules while using this transportation.
7. Students have a right to disagree and inquire about the policies of the schools. If students feel that a policy is being violated, they should discuss the problem with school personnel. If students are not satisfied after discussing the problem with school personnel, they should contact the District Office at (352) 726-1931.
8. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent/legal guardian, a student shall be excused from reciting the pledge, including standing and placing the right hand over his or her heart. (Pursuant to Florida Statute 1003.44)
9. When the National Anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. (Pursuant to Florida Statute 1003.44)

10. Parents have the right to request his or her child transferred to another classroom teacher; however, parents do not have the right to choose a specific classroom teacher. Parents wishing to request to have his or her child transferred to another classroom must do so in writing to the school Principal. The school Principal must approve or deny the transfer within two (2) weeks of receiving the request. If denied, the school must notify the parent and specify the reason for the denial.
11. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled, however parents do not have the right to choose a specific classroom teacher. The Parent wishing to request to have his or her child transferred must do so in writing to the school Principal. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03 and s. 1, Art. IX of the State Constitution. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial.
12. Pursuant to Florida Statute § 1002.20, the following are the School Grades and amount of money expended per student for the 2017-2018 school year (the most current information available):

	<u>SCHOOL GRADE</u>	<u>MONEY PER STUDENT</u>
<b>ELEMENTARY</b>		
Central Ridge Elementary	C	7,609
Citrus Springs Elementary	B	8,814
Crystal River Primary	C	9,424
Floral City Elementary	B	10,061
Forest Ridge Elementary	C	9,222
Hernando Elementary	B	8,984
Homosassa Elementary	C	10,524
Inverness Primary	C	8,634
Lecanto Primary	C	8,250
Pleasant Grove Elementary	B	9,493
Rock Crusher Elementary	A	9,531
<b>SECONDARY</b>		
Citrus Springs Middle	A	8,506
Crystal River Middle	C	8,123
Inverness Middle	B	8,228
Lecanto Middle	B	8,895
Citrus High	C	8,695
Crystal River High	B	9,061
Lecanto High	B	8,510
<b>CITRUS COUNTY SCHOOLS</b>	<b>B</b>	

For more information regarding how the "money per student" is calculated, please go to the Citrus County School District webpage located at [www.citrus.k12.fl.us](http://www.citrus.k12.fl.us), located under the Parents & Students Tab, you can find the school Financial Report for each school.



## **ATTENDANCE POLICY**

It is the position of the Citrus County School Board that students must attend school on a regular and timely basis to maximize educational opportunities offered in Citrus County Schools. Regular and timely student attendance can be successfully achieved through a strong partnership between the home and school representatives.

This policy is applicable for all Pre-K-12 students in Citrus County. The superintendent may approve exceptions to this policy for special programs, such as alternative education, magnet programs, and adult education programs for the purpose of enhancing the goals of these programs.

### **I. SCHOOL ATTENDANCE**

The parents or guardians are responsible for their child(ren)'s attendance and to follow compulsory attendance laws.

Florida Statute 1003.21 requires: All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. Students are obligated to attend one hundred eighty (180) days of school each year. Regular attendance is a critical component for student success. Students between sixteen (16) and eighteen (18) years of age who plan to terminate their school enrollment must complete a formal Declaration of Intent signed by the student and the student's parent or guardian prior to the termination going into effect.

#### **A. Parent Responsibilities**

1. Florida Statutes 1003.21 and 1003.24 clearly define the responsibility of parents for the attendance of their child(ren) at school. The school district expects parents to fulfill their responsibilities to ensure student attendance in school.
2. It is the responsibility of the parent(s) to be aware of all absences and the penalties associated with excessive absences and unexcused absences and tardies. Schools will provide information to parents about attendance requirements, will make reasonable attempts to notify parents of student absences, and will work with parents to resolve attendance concerns. The principal/designee will contact the parent or guardian to determine the basis for unexcused absences or absences when the reason is unknown.
3. If a student has unexcused absences sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for these absences, the appropriate school personnel will adhere to Florida Statutes 1003.24, 1003.26 (Enforcement of School Attendance), and 1003.27 (Court Procedures and Penalties).

## **B. Non-enrollment of Compulsory Attendance Age Students**

Written notice shall be given in person or by return-receipt mail to the parent(s) or guardian(s) or other person exercising *in loco parentis*, when no valid reason is found for a child's non-enrollment. If the notice and requirement are ignored, the designated school representative shall report the case to the superintendent and refer the case to the Student Services Department for compliance with the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

## **C. Notification of Loco Parentis**

In cases in which a student is not residing with his/her parent(s)/guardian(s), the parent of the student must designate in writing the adult person(s) with whom the student resides who stands in *loco parentis* so that the student may be admitted to or continue in school. This statement must be notarized and presented to the principal/designee for acceptance.

## **II. STUDENT ABSENCES**

### **A. Excused Absences**

1. Excused absences, tardies, and permission to leave school early will be allowed only for the following:

- Illness of the student
- Medical appointments of the student
- Treatment of autism spectrum disorder by a licensed health care practitioner or certified behavior analyst
- Head lice, a maximum of two (2) days for each occurrence
- Major illness in the immediate family of the student
- Death in the immediate family of the student
- Religious holiday of a student must be documented by parent/guardian (3) days in advance
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties, (A copy of the subpoena or court summons must be presented to the principal or designee.)
- Major disaster that would justify absence in the judgment of the administration
- Planned absences approved in advance by the principal/designee

2. It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for the absence within two (2) days of the student's return to school. If the written statement is not provided by the parent, the absence(s) will be unexcused. The written statement must include the following information for each absence:

- Date the excuse is written
- Date(s) of the absence(s)
- Full name of the student
- Reason for the absence

- Day time telephone number of parent or guardian
- Signature of the parent or guardian

Final determination of whether an absence, tardy, or early dismissal is excused or unexcused is the responsibility of the local school principal/designee. Any planned absences, other than medical appointments, must be approved in advance by the principal/designee.

### **III. TARDIES & UNEXCUSED DISMISSALS**

- A. A tardy is defined as an arrival to class or school after the designated starting time or the tardy signal has sounded. Reasons for excused tardies are the same as for excused absences. Three (3) unexcused tardies are equivalent to one (1) unexcused absence.
- B. Students may leave early for those reasons accepted for excused absences. To leave school early without an acceptable reason is an unexcused absence/early dismissal. Three (3) unexcused early dismissals are equivalent to one (1) unexcused absence.
- C. Parents are encouraged to maintain student attendance for the entire school day with minimal interruptions or unnecessary requests to leave school early. For high school, a student must attend each class period a minimum of 50% to avoid being marked absent.
- D. When tardies or early dismissals become excessive, the problem may be addressed through a required parent conference with the school principal/designee, and appropriate disciplinary action may be taken. The disciplinary actions may include, but not be limited to:
  - Detention
  - In-School Suspension
  - Saturday School

### **IV. SCHOOL RESPONSIBILITY AND AUTHORITY**

- A. After 10 days of excused or unexcused absences, a written statement of illness from a licensed health care practitioner will be required for subsequent absences due to illness indicating they are under the supervision of the physician. Absences previously documented by a licensed health care practitioner, a court official, a church official and out-of-school suspension are excluded from the 10-day absence count.

**(NOTE:** For purposes of this policy, a licensed health care practitioner is defined as follows: medical doctors and persons who are licensed to practice medicine in psychiatry, osteopathy, podiatry, optometry, dentistry, or chiropractic medicine. An Advanced Registered Nurse Practitioner (ARNP) or a Physician's Assistant (PA) practicing under the protocol of a supervising physician is also allowed to sign.)

If no medical documentation is provided, further absences are considered unexcused. Failure to comply with these requirements, followed by continued absences of the student, may result in disciplinary action as defined in the Code of Student Conduct (i.e., detention, in-school

suspension, Saturday school, etc.) and considered appropriate by the school principal.

A parent conference with the school's social worker may also be required to discuss compliance with the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

- B. If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's primary teacher shall report to the school principal/designee that the student may be exhibiting a pattern of non-attendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
- C. After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, District Student Services will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute (Florida Statute 1003.21).

## **V. PROVISIONS AND DIRECTIONS FOR MAKE-UP WORK**

### **A. Excused Absences**

1. Students with excused absences are given the privilege of making up work for credit. Students are allowed the same number of days for make-up work as the number of days absent, not to exceed six (6) school days. The principal/designee may grant extensions to the make-up time limit for extenuating circumstances. It is the student's responsibility to obtain and complete all make-up work within the time specified.
2. All scheduled tests and assignments that were due on the first day of a student's absence will be taken or turned in on the day the student returns to school.
3. Planned absences, other than medical appointments, must have the prior approval of the principal/designee. At least three (3) school days prior to the absence, students are to make pre-arrangements for their test(s) and school work to be completed. Tests are to be taken and work will be due the day the student returns to school.

### **B. Unexcused Absences**

Each school will develop administrative practices and procedures regarding make-up work for students with unexcused absences. Input and involvement from the faculty, staff, and school enhancement council should be included in the development of these practices and procedures. To maintain academic progress, students should be encouraged to make up work, even if credit will not be awarded. Parents and students will be provided information regarding these practices and procedures.

**C. Suspensions**

Students suspended out of school may be denied the opportunity to makeup work for credit. Determination of this consideration is the responsibility of the local school principal/designee.

**VI. ENFORCEMENT OF COMPULSORY SCHOOL ATTENDANCE**

In cases of excessive absences, tardies, or early dismissals, a school social worker may visit or make other contact with the parent(s) or guardian(s) at the home or other places to discuss the attendance problem for the purpose of returning the student to regular attendance. Legal action against a student and parent(s) or guardian(s) may be taken for not complying with the Florida Compulsory School Attendance Statute (Florida Statute 1003.21).

**VII. DRIVING PRIVILEGES**

Students who fail to comply with attendance requirements will lose their driving privileges. Pursuant to Section 322.091, Florida Statute requires schools to report to the Department of Highway Safety and Motor Vehicle (DHSMV) the names of minors who attain the age of 14 and above that have accumulated 15 unexcused absences in a period of 90 calendar days. The school principal/designee is the contact for additional information regarding these requirements.

**VIII. ATTENDANCE RECORDING**

Student attendance records are to be maintained in accordance with School Board Policy. Students who are on hospital/homebound or home placement instruction are counted as present.

## HEALTH INFORMATION

School Health Services are provided per Florida Statutes and per the School Health Services Plan. Specific laws governing health related issues and medication in schools include Florida Statute 1006.062 and Florida Administrative Code 64F-6.0002. School Health Services are supervised by the Florida Department of Health and the Florida Department of Education, however, the Principal at each school has immediate supervisory authority over the health personnel working for each school. The Director of District Student Services has immediate supervisory authority over the itinerate nursing staff in the district. School Health Services include: health assessment, nursing assessment, preventative dental programs when available, vision screening, hearing screening, scoliosis screening, growth and development screening, health counseling, referral and follow up of suspected or confirmed health problems by local health department, meeting emergency health needs, referral of students to appropriate health treatment, consultation with parent/guardian regarding the need for health attention, review and maintenance of health records, and assisting ESE with placement and re-evaluation of ESE students.

Per Florida Statute 381.0056, a student will be exempt from School Health Services if his or her parent or guardian requests such exemption in writing. Written consent of a student's parent or guardian shall be obtained prior to any invasive screening (any screening which the skin or body orifice is penetrated; i.e. dental sealants).

### Medication

Medications should be brought to school only if it is necessary to give the medication during school hours.

Students are not allowed to carry medications on their person. This includes prescription and over-the-counter medications. Tylenol, cough drops, and eye drops are examples of over-the-counter medications. The only exception to this rule is for students who carry a metered dose inhaler, epinephrine auto injector (i.e. epi-pen), diabetic supplies or pancreatic enzymes and have a "*Student Authorization to Carry*" form signed by their parent/guardian and a licensed health care practitioner (for definition, see "NOTE" on page 8).

Established protocols for medications are included in the Citrus County School Board Policy Manual and the School Health Procedures and Forms manual which are located at each school. Key points include:

- Medication must be brought to school by an adult.
- Medication must be brought to school in its original container.
- All prescription medications require a "*Student Authorization for Prescription Medication*" form be completed and signed by the parent/guardian.
- All Over-The-Counter medications require a "*Student Authorization for Over-The-Counter Medication*" form be completed and signed by a parent/guardian and a licensed health care practitioner (for definition, see "NOTE" on page 8).
- Student medication authorization forms are available in each school clinic and on the Citrus County School's website under the "*Parents & Students/School Health Services*" tabs.
- A separate form is needed for each medication.
- New student medication authorization forms are required at the beginning of each school year.

- Alternative medicines and treatments, such as herbal treatment for ADD/ADHD, caffeine pills, aloe for burns, meat tenderizer for bee stings, etc., require a note from a licensed health care practitioner, (for definition, see “NOTE” on page 8).
- Herbal medication prescriptions may be accepted by a Doctor of Oriental Medicine that has a valid license issued by the Florida Board of Acupuncture and require a “Student Authorization for Over-The-Counter Medication” form be completed and signed by a parent/guardian and the Doctor of Oriental Medicine.
- All medications will be dispensed in the school health room unless a specific individual need is being addressed. Accommodations must be approved by the school administrator.
- Parents/guardians are encouraged to pick up student’s medications at the end of the school year. Leftover medications will be disposed of under direction of the school nurse within one week of the last day of school.

### **Specialized Medical Equipment in Schools**

Any equipment to be used by or for a student must have a written order from a physician. This order must be specific as to timing, dosage (if medication is involved), special usage, and length of time.

A note from the parent/guardian authorizing school personnel to operate or supervise usage of specialized equipment will be in force for the duration of the doctor’s order. At the start of the new school year, a new note from the parent will be required.

- Examples of Equipment: Canes, Crutches, Glucometers, Halter Heart Monitors, Nebulizers, Suction Machines, Tube Feedings, Wheelchairs, etc.
- Parents/guardians are encouraged to notify the school nurse if their student comes to school with a sling, cast, ace bandage, special dressings, or any other medical needs.

### **Allergies**

Most allergies are minor annoyances which may cause sneezing, runny nose, watery eyes, or itching. Occasionally a student or staff member may have a severe allergy which causes respiratory distress, swelling, or an anaphylactic reaction as documented by a physician’s statement. In an effort to accommodate these individuals, it may be necessary to request students or staff members to refrain from wearing perfume or cologne, having animals in class, or bringing in identified food products such as peanuts. It is our hope that in these cases everyone will respect the right of all individuals to work and learn in an environment that will not make them physically ill.

### **Health Screening**

School-based screenings are conducted at Citrus County Schools as required by Florida Statute 381.0056. This is a cooperative program of the Citrus County School Board and the Citrus County Florida Department of Health. The Homosassa Lion’s Club assists with Vision Re-Screens. A student will be exempt from the screenings if his/her parent/guardian requests such exemption in writing. The note must include the student’s name, type of screening to exclude from, parent/guardian signature, and date. The note must be given to the School Nurse within the first two weeks of school or the first two weeks of school enrollment to ensure receipt before screenings start.

## **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 (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.

**NOTE:** 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 "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 Florida Statute 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 Florida Statute 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 State 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 Florida Statute 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 25-26
- i. Possession or use of any explosive device
- j. Bomb threats

## **ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL**

It is the intent of the Citrus County School Board and Administration to make very clear that there is a **zero tolerance** relating to drugs and alcohol. There will be disciplinary action taken in matters involving possession, usage, delivery, sale, or the intent to sell or distribute drugs or alcohol on school property, on school-sponsored transportation, at school bus stops, on school buses or during school-sponsored activities. The law enforcement agency that has jurisdiction shall be notified as soon as possible of all violations involving drugs and alcohol.

The School Board does not consider the individual use of the following to be violations of this section if used according to the manufacture's recommendations:

- a. Non-medicated lip balm, i.e. chap stick
- b. Sunscreen protection in a liquid or lotion form. No aerosol sunscreen protection is allowed.

Controlled drugs and narcotic substances will include those substances listed in Chapter 893 of the Florida Statutes and any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed. The delivery of a prescribed drug to someone other than the person for whom it was prescribed will also violate school policy and subject the student to disciplinary action.

**Possession of controlled substances or alcohol by a student with or without consumption or usage** will result in suspension for a minimum of 10 days pending further investigation for possible expulsion. If expulsion is determined to be warranted, the expulsion will be for a minimum of **one academic quarter** with or without continuing education services.

**Possession of controlled substances or alcohol by a student and the giving, sharing, delivery, or the intent to distribute** the controlled substance or alcohol to another person will result in expulsion from the school district for a minimum of **two academic quarters** with or without continuing education services.

**Possession of controlled substances or alcohol by a student and the sale or delivery, or the intent to deliver for compensation to another person** will result in expulsion from the school district for a minimum of **one academic year** or four continuous quarters with or without continuing education services.

Consequences of zero tolerance relating to controlled substances and alcohol may be modified at the elementary level through the recommendation of the principal and the approval of the Superintendent or designee.

Our School Board always retains the right to review each case on its merits and circumstances and determine the appropriate penalty notwithstanding the minimum set forth herein. Additionally, principals at each school shall have the discretion of waiving or modifying the mandatory 10-day suspension for students in possession of controlled substances or alcohol, provided the incident is the first incident of drug or alcohol possession by said student, and the student voluntarily discloses the fact of possession or voluntarily assists administration in the apprehension of others involved in drug or alcohol possession or distribution.

### **ZERO TOLERANCE FOR STUDENT VICTIMIZATION**

Any student who is found to have committed or pleads guilty or nolo contendere to a felony violation of any of the crimes identified in Florida Statute 1006.13(5) shall be subject to transfer from the student's home school if said student is attending a school attended by the victim or sibling of the victim of the offense. The student may be transferred from said school and shall not attend any school attended by the victim or victim's sibling or ride on the school bus on which the victim or sibling of the victim is riding. The offending student or the parents of the offending student shall be responsible for arranging and paying for transportation associated with the transfer of schools.

### **ZERO TOLERANCE FOR GANG-RELATED ACTIVITY**

No student shall participate in a gang or secret society, or engage in a gang-related activity that is in violation of the Florida School Law; including, but not limited to, any action that promotes gang participation, the advertising of gangs, or gang-related activities.

## DISCIPLINE

Students, both individually and in groups, are expected to follow all laws, regulations, and school rules. School personnel shall have the authority to enforce all school district rules on school property, on school-sponsored transportation, at school bus stops, on school buses and at school-sponsored activities. Any student or group of students not following the instructions of teachers or others in authority (i.e., teacher aides, bus drivers, etc.) will be reported to the principal/designee and disciplined appropriately.

It is impossible to list all the ways that a student could misbehave. The following are a few examples of acts that would be a reason for some type of discipline:

1. Refusing to follow instructions given by school personnel
2. Hitting any person
3. Damaging property
4. Breaking any bus rules or doing anything on the bus or at bus stops to cause an unsafe condition
5. Not following the Dress Code described in the Code of Conduct
6. Excessive hugging, kissing, or other acts not proper in a school setting
7. Skipping classes or school
8. Buying or selling items on school property unless permission is granted by school personnel
9. Breaking classroom or school rules
10. Parking on campus without a permit or parking in an undesignated area

NOTE: More serious violations are addressed elsewhere in this booklet (i.e., tobacco, alcohol, and other controlled/over-the-counter drugs, weapons, etc.)

## DISCIPLINARY INTERVENTIONS

Everyone in society must follow rules and regulations in their daily lives. School rules and regulations are necessary to promote learning and provide for health and safety. There are consequences for those who break the rules. It is vital that parents support our actions when rules are broken.

### TYPES OF DISCIPLINARY INTERVENTIONS

Every school must use the options that best meet the agreement of their school:

1. REVIEW OF RULES & POSSIBLE CONSEQUENCES  
Students who break a rule may participate in a discussion with administrators, teachers, certified school counselors, school resource officers, or others in the school system. This discussion may include suggestions as to how the rule can be followed in the future and consequences if the rule is broken.

2. VERBAL CORRECTION  
Any member of the school staff may verbally correct a student at the time of the misconduct.
3. TIME OUT  
Time out (removal from class activities) may be utilized to help students gain control over inappropriate or disruptive behaviors in accordance with local school guidelines. Time out levels include in-class, out-of-class, and monitored isolation.
4. IN-SCHOOL SUSPENSION  
Students may be removed from their regular classes and be given other supervised activities. These activities may include work details. (See item #10)
5. DETENTION OR SATURDAY SCHOOL  
Students may be required to stay after school, come to school early, or attend school on Saturday. Reasonable attempts will be made in advance to notify parents or guardians when this alternative is assigned. Transportation is not provided by the school.
6. SUSPENSIONS OF BUS PRIVILEGES  
A student who misbehaves on the bus may be kept from riding the bus for a period of time. The student is still required to attend school, but it is the parent's or student's responsibility to find other transportation.
7. PARENT CONFERENCES  
A conference between the parent or guardian and school personnel may be required. During this conference, ways to change behavior will be discussed.
8. WRITTEN ASSIGNMENTS  
Students may be given extra written work as a consequence for misconduct. This work will be of an educational nature and not repetitive writing.
9. ALTERNATIVE PROGRAMS  
Schools may establish special programs. These programs may require a student to attend special classes in an attempt to change behavior.
10. WORK DETAILS  
Students may be required to serve on supervised work details. These details may include cleaning, washing, picking up litter or other appropriate work.
11. PAYMENTS FOR DAMAGES  
Parents or guardians may be required to pay for damages when students have stolen or destroyed property.

12. REMOVAL FROM LEADERSHIP POSITIONS  
A student may be removed from a leadership position (i.e., class officer, club president, team captain, safety patrol, etc.).
13. RESTRICTED FROM ACTIVITIES  
A student may be kept from attending or participating in any school-sponsored activities (i.e., athletic contests, band concerts, plays, field trips, etc.).
14. STUDENT BEHAVIORAL AGREEMENT  
After discussions among school officials, parents or guardians, and the student, a written agreement may be developed. This agreement is designed to improve student behavior.
15. CIVIL CITATIONS  
Students may be referred to law enforcement for civil citations. Civil citations may be issued for misdemeanors, including possession of tobacco products, within 1,000 ft. of school.
16. REMOVAL FROM CLASS  
Teachers may recommend that students be removed from class for repeated disruptive behavior or a violent incident (Florida Statute 1003.32).
17. ALTERNATIVE EDUCATION CENTER  
Students may be assigned to an Alternative Education Center in an attempt to change their behavior. Students will be excluded from participating in all sports and extra-curricular activities for the duration of their enrollment at the Alternative Education Center.
18. SUSPENSION FROM SCHOOL  
Students may be suspended by the principal for up to ten days. Students will be remanded to the custody of their parent(s)/guardian(s) during the specified suspension. The superintendent may extend the suspension through the next regularly scheduled School Board meeting in the event a recommendation for expulsion is received by the superintendent. Students on suspension are prohibited from being on any school property, on school-sponsored transportation, at school bus stops, on a school bus, or attending school-sponsored activities during their suspension. Suspensions are considered unexcused absences. Students on first-time suspensions are allowed to make up graded work only if they make a request to the principal or designee no later than 2 days after their return to school. All made up work must be submitted for grading within 3 days of receiving the assignments or within 3 days following the conclusion of their suspension. Students with multiple suspensions, extended suspensions, or suspensions resulting from misbehavior related to in-school suspension, detention or Saturday school may be ineligible for this consideration.

19. EXPULSION

Expulsion is the removal of the right in Citrus County to attend school, be on any school property, on school-sponsored transportation, at school bus stops, on school buses or to attend any school-sponsored activities. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services. The School Board of Citrus County has the exclusive authority to expel a student from school upon recommendation of the superintendent when the student has committed any one or more of the following behaviors. This is not meant to be an all-inclusive list.

**DEFINITIONS OF ACTS FOR DISCIPLINARY INTERVENTION**

The following is a list of definitions of acts which may be grounds for disciplinary intervention, including but not limited to suspending or expelling a student from school. These offenses may also result in the arrest of the student.

This is not a complete list but will give an idea of some of the things which are considered serious:

a. ABDUCTION

To seize and detain or carry (as a person) by unlawful force or fraud.

b. ARSON

To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

c. ASSAULT

To threaten another person by word or act.

d. BATTERY

The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury.

e. BREAKING AND ENTERING/BURGLARY

The unlawful entry into a building or other structure.

f. BULLYING

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: physical, verbal, emotional or sexual.

If you are the victim, witness, or have knowledge of alleged bullying, it is your responsibility to report the bullying to a teacher, certified school counselor, or other adult.

There will be consequences for a student found to have wrongfully and/or intentionally accused another as a means of bullying.

ANY ACT OF BULLYING/HARASSMENT IS NOT TOLERATED IN CITRUS COUNTY SCHOOLS. FOR FURTHER INFORMATION ON OUR BULLYING/HARASSMENT POLICY, (5.321), PLEASE REFER TO THE FOLLOWING LINK:  
<https://www.citruschools.org/common/pages/DisplayFile.aspx?itemId=6115341>

g. CYBER BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

h. CYBER STALKING

Cyber stalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person(s), causing substantial emotional distress to that person(s) and serving no legitimate purpose.

i. DIRECT DEFIANCE OF AUTHORITY

To refuse or fail to obey, to show lack of respect, to be rude, or to refuse to do what someone in authority has said to do.

j. DISORDERLY CONDUCT

Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff/others, or repeated misconduct.



k. DISRUPTIVE BEHAVIOR

Any behavior that tends or is likely to throw into confusion the normal learning processes or procedures, including a boycott, walkout, sit-in, or any similar disruptive action.

l. DRUG AND ALCOHOL VIOLATIONS

Any act of unlawful cultivation, manufacturing, distribution, sale, intent to distribute or sell, purchase, possess, transport or being under the influence of any controlled drug, narcotic substance, counterfeit controlled substance, alcohol, inhalant, over the counter drugs, or paraphernalia (equipment and devices used for preparing or taking narcotics or drugs). Additionally, items that promote and/or advertise drugs or alcohol are prohibited. Controlled drugs and narcotic substances will include any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed. The delivery of a prescribed drug to someone other than the person for whom it was prescribed will also violate school policy and subject the student to disciplinary action.

Students are prohibited from possessing, using, or distributing by sale or otherwise, any substance that is represented to be, represented to contain, mimics, or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law.

Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals or any substance that produces the same effect as or is represented to produce the same effect as a controlled substance or any analogue of a controlled substance including, but not limited to, K-2, also known as "Spice" or "legal weed."

m. EXTORTION

To obtain or attempt to obtain any property including money by intimidation.

n. FALSE ACCUSATIONS OR OTHER MISLEADING ACTIONS

To make bomb threats, false fire alarms, false 911 calls, false accusations or other misleading actions including any false reporting of biological or chemical agents. (Bomb Threat - mandatory 1 year expulsion)

o. FIGHTING

When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention.

p. HARASSMENT

Harassment means any threatening, insulting, or dehumanizing gesture or image, use of data or computer software, or written, verbal or physical conduct directed against a person(s).

Malicious Harassment/Hate Crimes: intentionally intimidating or harassing another person because of that person's race, religion, color, sexual orientation, ancestry, disability, marital status or national origin.

Sexual Harassment: any slur, suggestion, other verbal or physical conduct reflecting on an individual's gender which has the purpose of or effect of creating an intimidating, hostile or offensive educational environment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

q. HAZING

Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to:

- a. Pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or,
- b. Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

r. HOMICIDE

The unjustified killing of one human being by another.

s. INAPPROPRIATE BEHAVIOR

Lying, making false accusations, unsuitable or improper behavior, gestures, or language, leaving school grounds or class without permission, gambling.

t. INAPPROPRIATE USE OF THE INTERNET

The use of the Internet, either through the School District's portal or by access through a cellular network on school property, on schools sponsored transportation, at school bus stops, on school buses or during school-sponsored activities is a privilege granted students of the Citrus County School District. Students shall only use their assigned username and password to access the District Internet or electronic resources and access shall be for instructional purposes only. Students are prohibited from accessing the Internet, either through the School District's portal or through a cellular network on school property, on school sponsored transportation, at school bus stops, on school buses or during school-sponsored activities for prohibited activities. Prohibited activities include, but are not limited to, the following: accessing the School District's protected files or programs; sites of pornography; sites that use profanity, obscenities, and/or promote hate crimes; sites that do not support the appropriate classroom lessons or curriculum; and/or sharing inappropriate or intentionally false information. This also includes any computer activity that would harm or disrupt the School District's computer systems and network. Any violation or inappropriate use of the Internet may cause this privilege to be revoked by the principal/bus driver or their designees, in their sole discretion. Additionally, inappropriate use of the Internet shall result in disciplinary action, including expulsion.

u. ONLINE COURSEWORK VIOLATION

It is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Any person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Any student who uses another person to complete coursework, or any student who completes course work for another student, is subject to disciplinary action, which may include loss of credit.

v. PHYSICAL ATTACK

Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

w. PLAGIARISM AND CHEATING

Plagiarism

According to Merriam-Webster's online dictionary, plagiarism is to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.

Some examples are, but are not limited to the following:

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship

Cheating

According to Merriam-Webster's online dictionary, cheating is defined in multiple ways. To influence or lead by deceit, trick, or artifice a: To practice fraud or trickery b: To violate rules dishonestly.

Some examples are, but are not limited to the following:

- Providing questions/answers/ or work to another student
- Receiving questions/answers/ or work from another student

A variety of consequences may be administered when a student is caught cheating or plagiarizing in any course, whether on line or in the classroom. These consequences range from resubmission of an assignment to expulsion from any online coursework for up to one year or a grade of zero in the classroom setting. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted to the transcript.

x. POSSESSION/USE OF CELL PHONES

The possession of cell phones/wireless communication devices by students is a privilege granted to students by the Citrus County School District. Students may possess these devices on school property, on school-sponsored transportation, at school bus stops, on school buses or during school-sponsored activities, as allowed or defined by School Administration. It is the responsibility of the student and parent to ensure cell phones/wireless communications devices are used properly. Any use of these devices for access to the School District's protected files or programs, criminal intent or other inappropriate use may cause this privilege to be revoked by the principal/bus driver or their

designees, in their sole discretion, confiscation of the device, and additional discipline upon further investigation. The Citrus County School District is not responsible for theft, loss, unauthorized use, or damage to cell phones or other wireless devices.

Pursuant to testing regulations as outlined in the Standard Test Administration Manual, “[c]ell phones and/or any electronic devices are not permitted during standardized testing. If a student is found to be in possession of a cell phone or any electronic device during standardized testing, his or her test must be invalidated.”

**WARNING:** The taking, transferring, or sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.), may constitute a crime under state and/or federal law. Any person taking, transferring, or sharing nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

y. **POSSESSION/USE OF A DANGEROUS INSTRUMENT**

To possess/use any instrument or object that is able or likely to cause harm (i.e., pocket knives with a blade less than 4 inches, fireworks, explosive devices, mace, etc.).

z. **POSSESSION/USE OF ELECTRONIC DEVICES**

The possession of electronic devices, including but not limited to cameras, MP3 players, cell phone cameras, video cameras, tablet devices, computers, or any other wireless communication devices, and other similar communication or recording devices by students is a privilege granted to students by the Citrus County School District. Students may possess these devices on school property, on school-sponsored transportation, at school bus stops, on school buses or during school-sponsored activities, as allowed or defined by School Administration. These devices may not be used for transmitting, retrieving, sharing, or storing any communication of obscene or discriminatory material. The use of any of these devices for access to the School District's protected files or programs, criminal intent or other inappropriate uses may cause this privilege to be revoked by the principal/bus driver or their designees, in their sole discretion, confiscation of the device, and disciplinary action upon investigation of the infraction. The Citrus County School District shall not be responsible for theft, loss, unauthorized use, and/or damaged devices.

**WARNING:** The taking, transferring, or sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.), may constitute a crime under state and/or federal law. Any person taking, transferring, or sharing nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

aa. POSSESSION/USE OF A FIREARM

Firearms per Florida Statutes Section 790, which mandates a minimum one year expulsion with or without services per Florida Statute Section 1006.13: The possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to any firearm. 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 such weapon, any firearm muffler or firearm silencer; any destructive device (as defined in Florida Statutes Section 790); or any machine gun.

Additional items that could be considered a firearm by the Board:

Additionally, the possession or use of the following could be considered by the Board to be a firearm per school board policy: any kind of starter pistol, stun gun, b-b or pellet gun, air soft gun, paint ball gun, “look-alike” firearm, or replica or facsimile of a firearm; whether operable or inoperable, loaded or unloaded.

bb. POSSESSION/USE OF TOBACCO

To possess/use cigarettes, electronic cigarettes (e-Cig), cigars, smokeless or spit-less tobacco, chewing tobacco, dip, or any other tobacco product including lighters and matches. Electronic Cigarette means any oral device that provides a vapor of liquid and/or other substance and the use or inhalation of which simulates smoking.

cc. POSSESSION/USE OF A WEAPON

Weapons per Florida Statutes Section 790, which mandates a minimum one year expulsion with or without services per Florida Statute Section 1006.13:

The possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, any dirk, knife, metallic knuckles (aka brass knuckles), slungshot, billie (billy club), tear gas gun, chemical weapon or device, or other deadly weapon.

Additional items that could be considered a weapon by the Board:

Additionally, the Board considers the possession or use of a weapon to be any instrument or object (including replicas of weapons), deliberately used or intended for use to inflict harm upon another person or used to intimidate another person, including, but not limited to, pocket knives, straight blade knives, chains, pointed instruments, razor blades, box cutters, sharp cutting instruments, ice picks, pipes, nunchakus, Chinese stars, chemical irritants, mace, tear gas, pepper spray, poisonous gases, electrical weapons or devices, and “look-alike” weapons.

dd. ROBBERY

The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstance of force, or threat of force or violence, and/or by putting the victim in fear.

- ee. SEXUAL ASSAULT  
An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.
- ff. STEALING/THEFT/LARCENY  
The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
- gg. TEEN DATING VIOLENCE AND ABUSE  
Teen Dating Violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager.
- Abuse is mistreatment, which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.
- hh. THREATS/INTIMIDATION  
(Instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent: an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear: a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability: the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.
- ii. UNAUTHORIZED ACCESS TO ANY SCHOOL EQUIPMENT, COMPUTERS, OR RECORDS  
Unauthorized access to any school equipment, computers, or records.
- jj. VANDALISM  
The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
- kk. VIOLATION OF RULES  
To disregard or break school, bus, or cafeteria safety rules and/or driving privileges.

## **ADDITIONAL REASONS FOR DISCIPLINING STUDENTS**

1. Committing any act which disrupts or tends to disrupt the orderly, peaceful, normal, or efficient operation of any school activity.
2. Engaging in less serious but continuing misconduct that is detrimental to the educational function of the school.
3. Students making direct or indirect threats of violence against individuals and/or groups are subject to appropriate disciplinary consequences, up to and including: suspension and/or expulsion. Any threat of such violence should be reported immediately to staff and/or school administrator and may be referred to Law Enforcement.
4. When students use social media to threaten other students or school employees which has a direct effect on a school function, Law Enforcement may be requested to conduct a home visit and/or become involved, which could result in criminal prosecution, suspension, and/or expulsion.
5. Suspension proceedings may be initiated against any student enrolled who is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if the incident is shown, in an administrative hearing with notice provided to the parents or guardians or custodians to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled (Florida Statute 1006.09). Should circumstance warrant, the student may be prohibited from participating in future school-sponsored activities.

## **DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION**

1. A student, who is accused of misconduct which, in the opinion of the principal, is serious enough to warrant suspension or expulsion from school or the school bus, must be given the following Due Process:
  - a. The student must be told by the principal/designee the reason(s) for the suspension or expulsion recommendation.
  - b. The student must be allowed to present his/her side of the matter verbally or in writing and the student may also have witnesses for his/her version of the incident.
  - c. The student and the parent/guardian will be provided a written copy of the official Citrus County suspension form. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the student's parent/guardian by United States mail. Each suspension and the reasons for the suspension shall also be reported in writing within 24 hours to the district school superintendent or designee.
  - d. The student and the parent/guardian have a right to a hearing with the principal upon the request of the parent/guardian to discuss the discipline

imposed. All such requests must be made within three (3) school days of the sending of the notice of suspension.

- e. The parent/guardian may request an Administrative Review by the superintendent or designee after the principal conference described in Step d. The sole purpose of this review is to decide if the student was given Due Process at the school. All such requests must be in writing and must be submitted within three (3) school days after the principal conference described in Step d.
  - f. When the behavior of a student with a disability documented with an IEP or Section 504 plan results in a change of placement (removal is for more than 10 consecutive days or a series of removals that constitute a pattern because the removals cumulate to more than 10 school days in a school year), an IEP (Individual Education Plan) or 504 meeting is held as soon as possible, but no later than 10 school days after the removal decision in order to conduct a manifestation determination. Suspension from the bus that results in the student being absent from school may count toward the student's cumulative suspensions for the school year if transportation is noted on the student's IEP.
2. Any expulsion recommendation from the principal to the superintendent shall include a documented report by the principal on the alternative or corrective measures taken prior to his/her recommendation of expulsion.
  3. The superintendent has the authority to extend a principal's suspension of a student being recommended for expulsion. This suspension may be extended by the superintendent until the next regularly scheduled School Board meeting. The superintendent may also assign any student suspended or being considered for expulsion to an individually designated program or other special placement.
  4. If a mutually acceptable agreement cannot be reached during the Informal Due Process for expulsions, the student or parent has the right to have the recommended expulsion presented at the next regularly scheduled School Board meeting.
  5. If the superintendent recommends expulsion, she may recommend that the student be expelled for the remainder of the school year, plus an additional school year.
  6. When the behavior of a student with a disability results in a pending expulsion, an IEP or 504 meeting will be held as soon as possible, but no later than 10 school days after the removal decision in order to conduct a manifestation determination. If the IEP or 504 team determines the student's behavior was related to the disability, the student's placement cannot be changed by school personnel as a disciplinary intervention. If the IEP or 504 team determines that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities. However, services are provided in accordance with Rule 6A-6.03312(5) FAC.



## **SEARCH & SEIZURE**

School officials have a responsibility for the health, safety, and welfare of their students. Lockers are school property, and any student who chooses to use a school locker should understand this. School lockers may be opened and searched by school authorities at any time upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

Driving to school is a privilege for students. School officials have the legal right to inspect the interior, exterior or any compartment of any vehicle brought onto a school campus if it is suspected that the vehicle may contain items that are illegal or prohibited.

School officials may conduct a warrantless search of a student's person, locker, or any other storage area (i.e., bookbags, purses, cell phone and/or electronic devices) on school property if they have reasonable suspicion to believe that illegal, prohibited, or harmful items or substances may be concealed on the student's person or in such areas.

## **TRESPASSING**

Everyone except school staff and students must report to the school's Main Office when entering school property. The Citrus County School Board and Florida law give school administration the authority to direct any individual or group to leave any school district property, school-sponsored transportation, school bus stops, school buses, or from school-sponsored activities. If the individual or group does not leave, they are subject to arrest. Students currently on suspension or expulsion are prohibited from being on any school district property, school-sponsored transportation, school bus stops, school buses, or from attending school-sponsored activities.

## **ATHLETIC ELIGIBILITY STANDARDS**

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss.1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the following criteria in s. 1006.15(3)(h):
  - a. Dependent children of active military personnel whose move resulted from military orders.
  - b. Children who have been relocated due to a foster care placement in a different school zone.

- c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
  - d. Authorized for good cause in district or charter school policy.
    1. Move to a new residence - the student moves to a new home address due to a move by the student and a person or person(s) with whom he/she has been previously living that makes it necessary for the student to attend a different school.
    2. Move to a new residence following the marriage of the student.
    3. Reassignment by the District School Board or Charter School Board.
    4. Transfer of school within the first twenty days - i.e. acceptance into a previously applied for program.
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).

**The following is a list of examples, such as, but not limited to, that could potentially affect the athletic eligibility of a student:**

- Alcohol, tobacco and drug related behavior
- A High School student must have a 2.0 cumulative GPA based on a 4.0 scale at the conclusion of each semester to be eligible for participation. Should a student's cumulative GPA drop below a 2.0, the student will be ineligible until the student once again achieves a 2.0 cumulative GPA
- School/Classroom discipline issues
- Social Media issues - inappropriate comments and/or pictures
- Bullying/Harassment
- Sportsmanship/Ejections - students who are ejected from a contest will be ineligible to participate in events for the amount of time determined by the FHSAA or school administration
- Violation of Dress Code Policy
- Four Year Limit of Eligibility (High School) Three Year Limit of Eligibility (Middle School)
- Age Limit -19 years old on or before September 1<sup>st</sup> (High School) 15 years old on or before September 1<sup>st</sup> (Middle School)
- Lack of a Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)
- Violation of established team rules
- Any other district policy which would remove or prevent a student from participating in extracurricular activities

## TRANSPORTATION

The Citrus County School Board provides transportation for any student living two miles or more from their zoned school. While students are riding the school bus, they are under the authority of the school principal or designee and the school bus driver. Students may be videotaped any time while on school buses. The video cameras contain audio components. Any student who misbehaves on the bus will be reported to the principal or designee and may be **suspended** or **expelled** from riding the bus. In such cases, it will be the parent or guardian's responsibility to provide transportation.

Pre-kindergarten and Kindergarten students will not be released from the bus if a parent/guardian or approved adult is not at the bus stop. Any adult who is approved to receive students must be listed on the student's emergency form. If there is no parent/guardian or approved adult at the bus stop when the bus arrives to receive a pre-kindergarten or kindergarten student, the student will be returned to the school.

### INSTRUCTIONS FOR STUDENTS RIDING SCHOOL BUSES

1. Students are expected to arrive at bus stops five minutes ahead of the scheduled stop time to avoid missing the bus. Parents/guardians and students are responsible for their safe travel during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including, during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
2. Students shall respect the driver and follow instructions.
3. Students shall remain seated, keep head and arms inside the bus and keep their hands, feet and other objects to themselves.
4. Students shall keep door and the aisle clear of all obstacles. No pets, glass, or large items, including large band instruments or skateboards will be allowed on the bus.
5. Students shall not throw anything, at the bus, out of the bus, or inside the bus.
6. Students shall be absolutely quiet when the dome lights are on.
7. Students shall not eat, drink, or chew gum on the bus. All food, water and other items shall be securely stowed and put away.
8. Students shall keep conversations quiet.
9. Students shall not use profanity or obscene language or gestures.

10. At the bus stops, students shall cross the road in front of the bus after waiting for the driver's signal.
11. Students shall only ride their assigned school bus and get off only at their assigned bus stop, except when the district has approved alternative buses or arrangements. To ride an alternate bus, students must present a permission slip, signed by a parent/guardian and the principal or designee.
12. Students shall maintain complete silence at all railroad crossings.
13. Students shall comply with all regulations in the Code of Student Conduct while riding the bus, and when students are at the school bus stops. Parents, guardians and students shall provide necessary supervision during times when the bus is not present.

**REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. GOOD BEHAVIOR IS THE ONLY WAY TO CONTINUE RIDING.**

## STUDENT DRESS CODE FOR CITRUS COUNTY SCHOOLS

The Citrus County School Board recognizes that clothing fashions change and that fads come and go, but distinctions still need to be made as to what is acceptable attire for educational purposes. Some clothing which might be appropriate in other settings would be completely inappropriate and disruptive for the learning atmosphere in a school setting.

**The principal or designee is responsible for interpreting and clarifying the student dress code** upon student or parent request. The principal or designee is the final authority for interpreting and applying the student dress code related to special events and activities conducted at the school.

**Students will dress in attire which does not distract from the learning process or the educational environment.** The Citrus County School guidelines specify the following:

- Clothing should not be sexually suggestive and it should cover and conceal body parts, e.g. chest, midriff, back, legs (to mid-thigh or longer), shoulders (2" wide shoulder straps minimum).
- Clothing should cover all undergarments.
- Shorts, skirts, or pants should be worn at natural waistline.
- Attire should not illustrate, enhance or depict tobacco/alcohol/drugs, nor have offensive, racial, gang-related, sexual or violent messages, or images.
- Attire should contribute to the health and safety of all students and staff. Jewelry, shoes, accessories, hair color and hair styles must be free of conditions that could be considered hazardous or disruptive.
- Accessories such as, but not limited to, spiked necklaces, spiked wristbands, spiked earrings, and wallet chains are not permissible.
- Blankets used for jackets and sleepwear (i.e., pajamas, house slippers) are not allowed.



### HEAD COVERS

Hats and distracting head covers should not be worn in designated school areas at any time.

### FOOTWEAR

Footwear should contribute to the health and safety of all students and staff. Roller shoes and house slippers are not permitted. Tennis shoes/sneakers may be required for physical activity.

### CLOTHING

The following administrative guidelines must be followed by all students when wearing shorts, skirts, pants, and dresses:

1. Length of shorts, skirts, and dresses must be mid-thigh or longer (please refer to diagram provided on page 35).
2. Dresses, skirts, and shorts that are too tight or too baggy will not be permitted. Items such as leggings, bicycle shorts, aerobic shorts, etc. or

- other tight-fitting clothing are not permitted unless covered by other approved clothing.
3. Shorts, skirts, pants, and dresses must be hemmed.
  4. Pants that are too tight, too baggy, or too long will not be permitted.

NOTE: It is the responsibility of each student to come to school in the appropriate dress, have respect for self and others, and understand the role that appropriate dress and respect for self and others has on an orderly learning environment. Therefore, students, while attending school during the regular school day, are prohibited from wearing clothes that expose underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Any student who violates this dress policy is subject to the following disciplinary actions:

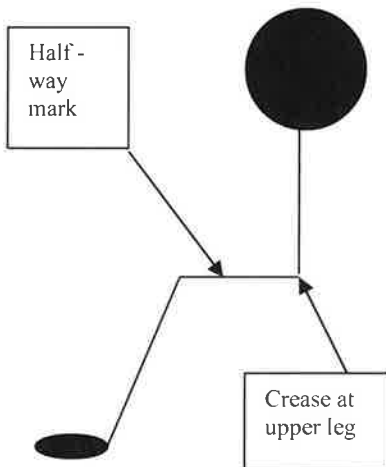
1. For a first offense, a student shall be given a verbal warning and the school principal/designee shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal/designee shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), *Florida Statutes*, for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal/designee shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

### **VIOLATION OF THE STUDENT DRESS CODE**

Any student violating the student dress code may be sent home to change, or the parent may be asked to bring a change of clothes to the school for the student. Any absence caused by a student dress code violation will be an unexcused absence for each period or day missed. A violation may also result in a suspension.

**Nothing in this section is intended to keep school principals from using their best judgment as to how to best implement this code.**

### **DRESS CODE GUIDELINE FOR STUDENTS/PARENTS**



Parents: Use this quick technique to make sure your child(ren) is(are) in compliance with our Dress Code policy as to appropriate length of shorts, skirts, and dresses.

The halfway mark is defined as: while in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee.

In a standing position, whatever students are wearing should be as long or longer than the half-way mark.

## **PUBLIC NOTICE - STUDENT RECORDS**

### **PURPOSE**

The Citrus County Public Schools maintain educational records on each student for the purpose of planning instructional programs, for guidance of students, for preparation of state and federal reports, and for research. Student records are for the educational benefit of the student, and the information recorded and maintained is in keeping with the best educational interest of the student.

### **ACCESS TO STUDENT RECORDS**

Those persons having access to student records are members of the School Board, the superintendent and her staff, professional staff of the school, the parent or guardian of the student, a court of competent jurisdiction, and other persons as the parent or guardian may authorize in writing. These records are maintained under the direction of the school principal in each school. The Citrus County School System recognizes further the rights afforded parents and students in keeping with the Family Educational Rights and Privacy Act (FERPA).

### **CITRUS COUNTY REGISTRATION AND EMERGENCY INFORMATION FORM**

A student's social security number is not required as part of the registration process and students will be assigned a student number identifier.

For additional information and details regarding student records contact your school's guidance department.

## **ANNUAL NOTICE OF RIGHT TO REVIEW STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights include:

1. The right to review the student's education records within a reasonable time period from the day the district receives a request for access.

Parents should submit to the school principal a written request identifying the records they wish to inspect. The principal will make arrangements for access and notify parents of the time and place that the records may be inspected.

2. The right to request the amendment of your child's education records that you believe are inaccurate or misleading.

Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If there is agreement, the necessary steps to expunge or correct the information will be taken. If agreement is not reached, parents will be notified and advised of their right to a hearing regarding their request.

3. The right to authorize disclosures of personally identifiable information contained in student records except to the extent that FERPA and Florida Statute 1002.22 authorizes disclosure without consent.

Exceptions include school district officials having a legitimate educational interest, a person or company with whom the district has contracted to perform a specific task, state or local authorities who are legally authorized to receive such information, or a person serving on a committee, such as a discipline or grievance committee.

4. Upon request, the district discloses education records without consent to officials of another school district or education institution in which the student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The right pertaining to access and challenge described herein are transferable to your child upon attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

**Directory Information may be released without your consent unless you make a request to the contrary, in writing, by September 15 or within 30 days of receiving this notice. Directory Information includes full legal name; image or likeness in pictures, videotape, film, or other medium; dates of attendance; major field of study; participation in officially recognized sports and activities; height and weight of athletic team members; degrees and awards received; most recent previous educational institution attended; subsequent educational institution attended; and academic work intended for publication or display.**

The request for non-disclosure shall only remain valid until the end of the school year in which the request was made. All requests for nondisclosure shall be in writing, addressed, and delivered to the principal of the school where the student attends and must be received by September 15 or 30 days after receipt of this notice.

Military recruiters and representatives of institutions of higher education are entitled, under existing federal law, to a listing of names, addresses, and telephone numbers of all high school students. This list will be provided, including the names of all students, upon request unless the parent/guardian provides a written objection to the student's principal indicating a desire that a specific student's name, address, or telephone number not be included. The request for non-disclosure shall be valid for the school year in which it is received. The request must be re-instituted annually. Students, parents and guardians provided confidentiality protection and exemption under F.S. 119.07 must provide written notification or other required verification that these restrictions apply.



## **REQUEST FOR STUDENT EDUCATIONAL RECORDS**

Copies of student educational records are available, within 30 days, to the parent or eligible student. A minimal fee is charged for these copies.

Please note: Both natural or adoptive parents' right of access will be honored by the school, unless there is a legal document or court order on file at the school specifically denying the right to one or both parents.

If you have further questions, please contact your school's main office.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA) was signed into law in December 2015, amending the Elementary and Secondary Education Act of 1965 and replacing No Child Left Behind provisions. Florida's state plan continues to support the original Elementary and Secondary Education Act (ESEA) by committing to holding all students to high academic standards, preparing all students for success in college and career, and holding schools accountable for student outcomes. In support of these goals, Florida's state plan establishes ambitions, rigorous academic standards for all students; measures mastery of those standards and publicly reports results and informs parents of individual student performance. If you have any questions regarding ESSA, please contact the Coordinator of Title I at the Citrus County School District office.

## **NON-DISCRIMINATION INFORMATION**

- No person shall, on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.
- The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- The School Board prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.

- Lack of English language skills will not be a barrier to admission and participation. The School Board may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.
- The District will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108.

Please direct complaints/harassments to the **District Equity Contact:**

Kit Humbaugh  
Director of Student Services  
Equity and Compliance Officer  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
Email: [humbaughk@citrus.k12.fl.us](mailto:humbaughk@citrus.k12.fl.us)  
Telephone: (352) 527-0090  
FAX: (352) 249-2145

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Kit Humbaugh Department of District Student Services  
Additional contact(s)/originator Pamela L Carnevale RN, BSN  
Document Title Citrus County Health Services Program Contract for 2019-2020

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
Approval of the Citrus County Health Services Program Contract.

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

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

## Executive Summary/Highlights:

This is the Health Services contract between the Citrus County School District and the Florida Department of Health Citrus. It is a combination of the provisions for School Health Nursing Services and the Full Service Contract in which the Florida Department of Health Citrus pays the CCSB Student Services Department \$130,000 to hire Parent Facilitators to assist with health screenings and a School Health RN to provide Nursing Services to students in Citrus County.

## 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 \$130,000 Additional Amount Requested \_\_\_\_\_

**Funding Source:** Florida Department of Health Citrus - Project 39000

## 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)

CFDA No.  
CSFA No.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
STANDARD CONTRACT

Client  Non-Client  
 Multi-County

THIS CONTRACT is entered into between the State of Florida, Department of Health, hereinafter referred to as the "Department," and Citrus County School District hereinafter referred to as "Provider," and jointly referred to as the "parties."

**THE PARTIES AGREE:**

**I. PROVIDER AGREES:**

**A. To provide services in accordance with the terms specified in Attachment I.**

**B. To the Following Governing Law**

1. State of Florida Law: This contract is executed and entered into in the state of Florida, and will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the state of Florida (State). Each party will perform its obligations in accordance with the terms and conditions of this contract.
2. Federal Law
  - a. If this contract contains federal funds, Provider must comply with the provisions of 2 C.F.R. part 200, appendix II, and other applicable regulations as specified in Attachment I.
  - b. If this contract includes federal funds that will be used for construction or repairs, Provider must comply with the provisions of the Copeland "Anti-Kickback" Act (18 U.S.C. section 874), as supplemented by the U.S. Department of Labor regulations (29 C.F.R. part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The act prohibits providers from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. All suspected violations must be reported to the Department.
  - c. If this contract includes federal funds that will be used for the performance of experimental, developmental, or research work, Provider must comply with 37 C.F.R., part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Governmental Grants, Contracts, and Cooperative Agreements."
  - d. If this contract contains federal funds and is over \$100,000, Provider must comply with all applicable standards, orders, or regulations of the Clean Air Act, as amended (42 U.S.C. chapter 85) and the Clean Water Act, as amended (33 U.S.C. chapter 26), President's Executive Order 11738, and Environmental Protection Agency regulations codified in Title 40 of the Code of Federal Regulations. Provider must report any violations of the above to the Department.
  - e. If this contract contains federal funding in excess of \$100,000, Provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment NA. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the Contract Manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the Contract Manager.
  - f. Employment of unauthorized aliens is a violation of the Immigration and Naturalization Act, 8 U.S.C. section 1324a, and such violation will be cause for unilateral cancellation of this contract by the Department. Provider must use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired during the contract term by Provider. Provider must also include a requirement in subcontracts that the subcontractor must use the E-Verify system to verify the employment eligibility of all new employees performing work or providing services under this contract who are hired by the subcontractor during the contract term. Providers meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.
  - g. Provider must comply with President's Executive Order 11246, Equal Employment Opportunity (30 Fed. Reg. 12935), as amended by President's Executive Order 11375, (32 Fed. Reg. 14303), and as supplemented by regulations at 41 C.F.R. chapter 60.
  - h. Provider must comply with the Pro-Children Act of 1994, 20 U.S.C. sections 6081-6084, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Provider's failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and the imposition of an administrative compliance order on the responsible entity. Provider must include a similar provision in any subcontracts it enters under this contract.
  - i. Health Insurance Portability and Accountability Act of 1996 (HIPAA): When applicable, Provider must comply with Federal Privacy and Security Regulations developed by the U.S. Department of Health and Human Services as specified in 45 C.F.R. parts 160 and 164 promulgated pursuant to HIPAA, Pub. L. No. 104-191, and the Health Information Technology for Economic and Clinical Health Act, Title XIII of Division A, Title IV of Division B, Pub. L. No 111-5, collectively referred to as "HIPAA."
  - j. Provider is required to submit a W-9 to the Department of Financial Services (DFS) electronically prior to doing business with the state of Florida via the Vendor Website at <https://flvendor.myfloridacfo.com>. Any subsequent changes to Provider's

W-9 must be made on this website; however, if Provider needs to change its Federal Employer Identification Number (FEID), it must contact the DFS Vendor Ombudsman Section at (850) 413-5516.

- k. If Provider is determined to be a subrecipient of federal funds, Provider will comply with the requirements of the American Recovery and Reinvestment Act and the Federal Funding Accountability and Transparency Act, by obtaining a DUNS (Data Universal Numbering System) number and registering with the federal Central Contractor Registry (CCR). No payments will be issued until Provider has submitted a valid DUNS number and evidence of registration (*i.e.*, a printed copy of the completed CCR registration) in CCR to the Contract Manager. To obtain registration and instructions, visit <http://fedgov.dnb.com/webform> and [www.ccr.gov](http://www.ccr.gov).

**C. Audits, Records (including electronic storage media), and Records Retention**

1. To establish and maintain books, records, and documents in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the Department under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents pertinent to this contract for a period of six years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six years, the records must be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of this contract and at the request of the Department, Provider will, at its expense, cooperate with the Department in the duplication and transfer of any said records or documents during the required retention period as specified in Section I, paragraph C.2., above.
4. Persons duly authorized by the Department and federal auditors, pursuant to 2 C.F.R. section 200.336, will have full access to and the right to examine any of Provider's records and documents related to this contract, regardless of the form in which kept, at all reasonable times for as long as records are retained.
5. To ensure these audit and record keeping requirements are included in all subcontracts and assignments.
6. If Provider is a recipient or subrecipient as specified, Provider will perform the required financial and compliance audits in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. part 200, subpart F and section 215.97, Florida Statutes, as applicable and conform to the following requirements:
  - a. Documentation. Maintain separate accounting of revenues and expenditures of funds under this contract and each Catalog of State Financial Assistance (CSFA) or Catalog of Federal Domestic Assistance (CFDA) number identified on the attached Exhibit 1, in accordance with generally accepted accounting practices and procedures. Expenditures which support Provider's activities not solely authorized under this contract must be allocated in accordance with applicable laws, rules, and regulations and the allocation methodology must be documented and supported by competent evidence.
  - b. Maintain sufficient documentation of all expenditures incurred (e.g., invoices, canceled checks, payroll detail, bank statements, etc.) under this contract which evidences that expenditures are:
    - 1) Allowable under the contract and applicable laws, rules, and regulations;
    - 2) Reasonable; and
    - 3) Necessary for Provider to fulfill its obligations under this contract.All documentation required by this section is subject to review by the Department and the State's Chief Financial Officer. Provider must timely comply with any requests for documentation.
  - c. Annual Financial Report. Submit to the Department an annual financial report stating, by line item, all expenditures made as a direct result of services provided through this contract within 45 days from the end of each contract year, but no later than submission of the final invoice for that year. Each report must include a statement signed by an individual with legal authority to bind Provider, certifying that these expenditures are true, accurate, and directly related to this contract.
  - d. Ensure that funding received under this contract in excess of expenditures is remitted to the Department within 45 days of the end of each contract year and the contract end date.
7. Public Records: Keep and maintain public records, as defined by Chapter 119, Florida Statutes that are required by the Department to perform the services required by the contract. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law. Ensure that public records that are exempt or that are confidential and exempt from public record disclosure are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Provider does not transfer the public records to the Department. Upon completion of the contract, transfer to the Department at no cost, all public records in possession of Provider or keep and maintain public records required by the Department to perform the contract services. If Provider transfers all public records to the Department upon completion of the contract, Provider will destroy any duplicate public records that are exempt or confidential and exempt. If Provider keeps and maintains public records upon completion of the contract, Provider will meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request of the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department. The Department may unilaterally terminate this contract if Provider refuses to allow access to all public records made or maintained by Provider in conjunction with this contract, unless the records are exempt from section 24(a) of Art. I of the State Constitution and section 119.07(1), Florida Statutes.

**If the Provider has questions regarding the application of Chapter 119, Florida Statutes, to the Provider'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.**

8. Cooperation with Inspectors General: To the extent applicable, Provider acknowledges and understands 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.
- D. **Monitoring by the Department:** To permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods, and services of Provider, which are relevant to this contract, and interview any clients or employees of Provider to assure the Department of satisfactory performance of the terms and conditions of this contract. Following the Department's monitoring, at its sole and exclusive direction, the Department may provide Provider with a written report or take other actions including the assessment of financial consequences pursuant to section 287.058(1)(h), Florida Statutes, and termination of this contract for cause.
- E. **Indemnification**
  1. Provider is liable for and will 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 Provider, its agents, or employees during the performance or operation of this contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.
  2. Provider's inability to evaluate liability or its evaluation of no liability will not excuse Provider's duty to defend and indemnify the Department within seven days after certified mail or courier delivery notice from the Department. Only adjudication or judgment after highest appeal is exhausted specifically finding Provider not liable will excuse performance of this provision. Provider will pay all costs and fees related to this obligation and its enforcement by the Department. The Department's failure to notify Provider of a claim will not release Provider of the above duty to indemnify. **NOTE: This section, I.E, Indemnification, is not applicable to contracts executed between state agencies or subdivisions, as defined in section 768.28, Florida Statutes.**
- F. **Insurance:** To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, unless it is a state agency or subdivision as defined in section 768.28, Florida Statutes, Provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for Provider and the clients to be served under this contract. The limits of coverage under each policy maintained by Provider do not limit Provider's liability and obligations under this contract. Upon the execution of this contract, Provider must furnish the Department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State. The Department reserves the right to require additional insurance as specified in Attachment I.
- G. **Safeguarding Information:** Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law except upon written consent of the recipient, or the responsible parent or guardian when authorized by law.
- H. **Assignments and Subcontracts**
  1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the Department, which will not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring will be null and void. In the event the use of subcontracts is allowed, Provider will remain responsible for all work performed and all expenses incurred in connection with this contract. In addition, this contract will bind the successors, assigns, and legal representatives of Provider and of any legal entity that succeeds to the obligations of the Department.
  2. Provider will be responsible for all work performed and all expenses incurred for this contract. If the Department permits Provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services or commodities, the Department will not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and Provider will be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. If the Department permits Provider to subcontract, such permission will be indicated in Attachment I.
  3. The Department will at all times be entitled to assign or transfer, in whole or part, its rights, duties, or obligations under this contract to another governmental agency in the state of Florida, upon prior written notice to Provider.
  4. Unless otherwise stated in the contract between Provider and subcontractor, payments made by Provider to the subcontractor must be within seven working days after receipt of full or partial payments from the Department in accordance with section 287.0585, Florida Statutes. Failure to pay within seven working days will result in a penalty charged against Provider to be paid by Provider to the subcontractor in the amount of one-half of one percent of the amount due per day from the expiration of the period allowed herein for payment. The penalty will be in addition to actual payments owed and will not exceed 15 percent of the outstanding balance due.
- I. **Return of Funds:** Return to the Department any overpayments due to unearned funds or funds disallowed and any interest attributable to such funds pursuant to the terms of this contract that were paid to Provider by the Department. In the event that Provider or its

independent auditor discovers that an overpayment has been made, Provider will repay the overpayment within 40 calendar days without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Department will notify Provider in writing of such a finding. Should repayment not be made in the time specified by the Department, Provider will pay interest of one percent per month compounded on the outstanding balance after 40 calendar days after the date of notification or discovery.

**J. Transportation Disadvantaged:** If clients are to be transported under this contract, Provider must comply with the provisions of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code. Provider must submit the reports required pursuant to the Department's Internal Operating Procedure (IOP) 56-58-15, Transportation Disadvantaged Procedure.

**K. Purchasing**

1. Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE): It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in section 946.515(2) and (4), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract (Provider) shall be deemed to be substituted for this agency (the Department) insofar as dealings with such corporation are concerned. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products and services available from PRIDE may be obtained by contacting PRIDE at 1-800-643-8459.
2. Procurement of Materials with Recycled Content: Any products or materials which are the subject of, or are required to carry out this contract will be procured in accordance with the provisions of section 403.7065, Florida Statutes.
3. MyFloridaMarketPlace Vendor Registration: Each vendor doing business with the State for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, must register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.033, Florida Administrative Code.
4. MyFloridaMarketPlace Transaction Fee:
  - a. The state of Florida, through its Department of Management Services (DMS), has instituted MyFloridaMarketPlace, a statewide procurement system. Pursuant to section 287.057(22), Florida Statutes, all payments will be assessed a Transaction Fee of one percent, which Provider will pay to the State.
  - b. For payments within the State accounting system (FLAIR or its successor), the Transaction Fee will, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, Provider will pay the Transaction Fee pursuant to Rule 60A-1.031(2), Florida Administrative Code. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments will be subject to audit by the State or its designee.
  - c. Vendor will receive a credit for any Transaction Fee paid by Vendor for the purchase of any item, if such item is returned to Vendor through no fault, act, or omission of Vendor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of this contract. Failure to comply with these requirements will constitute grounds for declaring the vendor in default and recovering procurement costs from the vendor in addition to all outstanding fees. Providers delinquent in paying transaction fees may be excluded from conducting future business with the State.
5. Alternative Contract Source: This contract may be used as an alternative contract source, subject to approval from DMS, pursuant to section 287.042(16), Florida Statutes and Rule 60A-1.045, Florida Administrative Code.

**L. Civil Rights Requirements:** Civil Rights Certification: Provider must comply with applicable provisions of the Department's publication titled, "Methods of Administration, Equal Opportunity in Service Delivery."

**M. Independent Capacity of the Provider**

1. Provider is an independent contractor and is solely liable for the performance of all tasks and deliverables contemplated by this contract.
2. Except where Provider is a state agency, Provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, will act in the capacity of an independent contractor and not as an officer, employee, or agent of the State. Provider will not represent to others that it has the authority to bind the Department unless specifically authorized to do so.
3. Except where Provider is a state agency, Provider, its officers, agents, employees, subcontractors, or assignees are not entitled to state retirement or state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this contract.
4. Provider agrees to take such actions as may be necessary to ensure that each subcontractor of Provider understand they are independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the state of Florida.
5. Unless justified by Provider and agreed to by the Department in Attachment I, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to Provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for Provider, Provider's officers, employees, agents, subcontractors, or assignees will be the responsibility of Provider.

**N. Sponsorship:** As required by section 286.25, Florida Statutes, if Provider is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it will, in publicizing, advertising, or describing the sponsorship of the program, state: "*Sponsored by (Provider's name) and the State of Florida, Department of Health.*"

If the sponsorship reference is in written material, the words "State of Florida, Department of Health" will appear in at least the same size letters or type as Provider's name.

- O. **Final Invoice:** To submit the final invoice for payment to the Department no more than 15 days after the contract ends or is terminated. If Provider fails to do so, all right to payment is forfeited and the Department will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all deliverables and any necessary adjustments have been approved by the Department.
- P. **Use of Funds for Lobbying Prohibited:** Comply with the provisions of sections 11.062 and 216.347, Florida Statutes, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.
- Q. **Public Entity Crime, Discriminatory Vendor, and Scrutinized Companies**
  - 1. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of public entity crimes to transact business with the Department: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he or she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
  - 2. Pursuant to section 287.134, Florida Statutes, the following restrictions are placed on the ability of persons convicted of discrimination to transact business with the Department: When a person or affiliate has been placed on the discriminatory vendor list following a conviction for discrimination, he or she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the discriminatory vendor list.
  - 3. Provider must comply with the provisions of section 287.135, Florida Statutes as follows:
    - a. If Provider is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, that it is not on the *Scrutinized Companies with Activities in Sudan List*, the *Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List*, or that has been engaged in business operations in Cuba or Syria, this contract may be terminated at the option of the Department.
    - b. If Provider is found to have been placed on the *Scrutinized Companies that Boycott Israel List* or is engaged in a boycott of Israel this contract may be terminated at the option of the Department.
- R. **Patents, Copyrights, and Royalties**
  - 1. Any inventions or discoveries developed in the course of or as a result of services performed under this contract which are patentable pursuant to 35 U.S.C. section 101, are the sole property of the state of Florida. Provider must inform the Department of any inventions or discoveries developed in connection with this contract and will be referred to the Department of State for a determination on whether patent protection will be sought for the invention or discovery. The state of Florida will be the sole owner of all patents resulting from any invention or discovery made in connection with this contract.
  - 2. Provider must notify the Department of State of any books, manuals, films, or other copyrightable works developed in connection with this contract. Any and all copyrights accruing under or in connection with the performance of this contract are the sole property of the state of Florida.
  - 3. Provider, without exception, will indemnify and save harmless the state of Florida and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by Provider. Provider has no liability when such claim is solely and exclusively due to the Department of State's alteration of the article. The state of Florida will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, Provider may, at its option and expense, procure for the Department of State, the right to continue use of, replace, or modify the article to render it non-infringing. If Provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices will include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
- S. **Construction or Renovation of Facilities Using State Funds:** Any state funds provided for the purchase of or improvements to real property are contingent upon Provider granting to the state a security interest in the property at least to the amount of the state funds provided for at least five years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of state funding for this purpose, Provider agrees that, if it disposes of the property before the state's interest is vacated, Provider will refund the proportionate share of the state's initial investment, as adjusted by depreciation or appreciation.
- T. **Electronic Fund Transfer:** Provider agrees to enroll in Electronic Fund Transfer (EFT) provided by DFS. Questions should be directed to DFS's EFT Section at (850) 410-9466. The previous sentence is for notice purposes only. Copies of the authorization form and sample bank letter are available from DFS.
- U. **Information Security:** Maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this contract and will comply with state and federal laws, including, but not limited to, sections 381.004, 384.29, 392.65, and



456.057, Florida Statutes.

- V. **Venue:** Venue for any legal actions arising from this contract will be in Leon County, Florida, unless the contract is entered into by one of the Department's county health department, in which case, venue for any legal actions will be the pertinent county.

## II. METHOD OF PAYMENT

- A. **Contract Amount:** The Department agrees to pay Provider for completion of the deliverables as specified in Attachment I, in an amount not to exceed \$130,000.00, subject to the availability of funds. The state of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.
- B. **Contract Payment:**
1. Provider must submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof.
  2. Where reimbursement of travel expenses are allowable as specified in Attachment I, bills for any travel expenses must be submitted in accordance with section 112.061, Florida Statutes. The Department may, if specified in Attachment I, establish rates lower than the maximum provided in section 112.061, Florida Statutes.
  3. Pursuant to section 215.422, Florida Statutes, the Department has five working days to inspect and approve goods and services, unless this contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the State's Chief Financial Officer pursuant to section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, contact the Department's fiscal office or contract administrator. Payments to health care providers for hospitals, medical, or other health care services, will be made not more than 35 days from the date eligibility for payment is determined, at the daily interest rate of 0.03333 percent. Invoices returned to Provider due to preparation errors will result in a payment delay. Interest penalties less than one dollar will not be enforced unless Provider requests payment. Invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- C. **Vendor Ombudsman:** A Vendor Ombudsman has been established within DFS whose duties include acting as an advocate for providers who may be experiencing problems in obtaining timely payment from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the DFS Consumer Hotline at 1-(800)-342-2762.

## III. PROVIDER CONTRACT TERM

- A. **Effective and Ending Dates:** This contract will begin on 07/01/2019 or on the date on which the contract has been signed by both parties, whichever is later. It will end on 06/30/2020.
- B. **Termination**
1. **Termination at Will:** This contract may be terminated by either party upon no less than 30 calendar days' written notice to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. The notice must be delivered by certified mail, return receipt requested, or in person with proof of delivery.
  2. **Termination Because of Lack of Funds:** In the event funds to finance this contract become unavailable, the Department may terminate the contract upon no less than 24 hours' written notice to Provider. The notice must be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department will be the final authority as to the availability and adequacy of funds.
  3. **Termination for Breach:** This contract may be terminated for non-performance upon no less than 24 hours' written notice to Provider. If applicable, the Department will employ the default provisions in Rule 60A-1.006(3), Florida Administrative Code. Waiver of breach of any provisions of this contract will not be deemed to be a waiver of any other breach and will not be construed to be a modification of the terms of this contract. The provisions herein do not limit the Department's right to remedies at law or in equity.
  4. In the event this contract is terminated, Provider will be compensated for any deliverables completed prior to the Department's notification to Provider of contract termination.
- C. **Renegotiation or Modification:** Modifications of provisions of this contract will only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the Department's operating budget.

**D. Contract Representatives Contact Information:**

1. The name, mailing address, and telephone number of Provider's official payee to whom the payment will be made is:

Citrus County School District  
1007 W. Main St.  
Inverness, FL  
34450

2. The name of the contact person and street address where Provider's financial and administrative records are maintained is:

Kit Humbaugh  
Student Services Center  
2575 S. Panther Pride Drive  
Lecanto, FL 34461

3. The name, address, and telephone number of the Department's Contract Manager is:

Janora Wade  
3700 W. Sovereign Path  
Lecanto, FL  
34461

4. The name, address, and telephone number of Provider's representative responsible for administration of the program under this contract is:

Pam Carnevale  
Student Services Center  
2575 S. Panther Pride Drive  
Lecanto, FL 34461

5. Provide written notice to the other party of any changes in the above contract representative's contact information. Any such changes will not require a formal amendment to this contract.

**E. All Terms and Conditions Included:** This contract and its attachments and exhibits as referenced, \_\_\_\_\_ contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract will supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is found to be illegal or unenforceable, the remainder of the contract will remain in full force and effect and such term or provision will be stricken.

**I have read the above contract and understand each section and paragraph.**

IN WITNESS THEREOF, the parties hereto have caused this 7 page contract to be executed by their undersigned, duly authorized, officials.

**PROVIDER: CITRUS COUNTY SCHOOL DISTRICT**

**SIGNATURE:** \_\_\_\_\_

**PRINT/TYPE NAME: SANDRA HIMMEL**

**TITLE: SUPERINTENDENT**

**DATE:** \_\_\_\_\_

**STATE AGENCY 29-DIGIT FLAIR CODE:** \_\_\_\_\_

**FEID# (OR SSN):** \_\_\_\_\_

**PROVIDER FISCAL YEAR ENDING DATE:** \_\_\_\_\_

**STATE OF FLORIDA, DEPARTMENT OF HEALTH**

**SIGNATURE:**  \_\_\_\_\_

**PRINT/TYPE NAME: ERNESTO G. RUBIO, MPH**

**TITLE: ADMINISTRATOR/HEALTH OFFICER**

**DATE:** 6/3/19

**BY SIGNING THIS CONTRACT, THE ABOVE ATTESTS THERE IS EVIDENCE IN THE CONTRACT FILE DEMONSTRATING THIS CONTRACT WAS REVIEWED BY THE DEPARTMENT'S OFFICE OF THE GENERAL COUNSEL.**

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ATTACHMENT I

A. Services to be Provided:

1. General Description:

- a. General Statement: This contract is for the provision of school health services for students attending public schools and participating non-public schools in Citrus county.
- b. Authority: Sections 381.0056 and 402.3026, Florida Statutes.

2. Definition of Terms:

- a. Annual School Health Services Report: An annual report submitted to the Department by local health offices each year that reflects reported health conditions, services provided, staffing, and expenditures. The reporting period covers July 1 through June 30 each year.
- b. Basic School Health Services: Health services which are available to all students in Florida's public and participating non-public schools in all 67 school districts. These services, as identified in sections 381.0056(4)(a)(1-18) and 1006.062, Florida Statutes and Florida Administrative Code Rule 64F-6.001-6.006, include but are not limited to: statutorily mandated health screenings, health appraisals, referral and follow-up, maintenance of health records, meeting emergency health needs, nursing assessments, individualized health care planning, health counseling, medication assistance, medical treatments, and a preventive dental program.
- c. Eligible Students: All students enrolled in and attending a Florida public or participating non-public school, whose parents or guardians have not opted them out of receiving school health services.
- d. Emergency Care Plan: A child-specific action plan to facilitate quick and appropriate responses for an individual emergency in the school setting.
- e. Full-Service School Services: Health and social services that include basic school services and additional specialized services that integrate education, medical, social, and human services such as nutrition services, basic medical services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high-risk for delinquent behavior and their parents or guardian, and adult education to meet the needs of the high-risk student population and their families. These services are required of schools as specified in section 402.3026, Florida Statutes.
- f. Health Management System (HMS): The Department's data system for monitoring health data throughout the state. Documented school health services are entered into the system by service codes identified in the most current School Health Coding Manual, incorporated by reference.

- g. Individualized Healthcare Plan: Care plans developed by the registered professional school nurse for individual students who require complex health services on a daily basis or have an illness that could result in a health crisis.
  - h. Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state to operate public primary and secondary schools in a city, county, township, school district, or other political subdivisions recognized in that state.
  - i. Quarter: A three-month period of the contract, coinciding with the state's fiscal year. The quarters are July through September (first quarter), October through December (second quarter), January through March (third quarter), April through June (fourth quarter).
  - j. School Health Services Plan: A document created every two years by the Department, the LEA, and the local School Health Advisory Committee that describes the health services to be provided within the county and delineates responsibilities for the provision of school health services, as required by section 381.0056(2)(e), Florida Statutes.
  - k. School Health Advisory Committee (SHAC): A county committee comprised of, at a minimum, members who represent eight component areas of the Coordinated School Health model as defined by the Centers for Disease Control and Prevention. This committee provides a forum for the school community, health professionals, and interested citizens to discuss issues and seek solutions to better the wellness of school children and staff.
  - l. School Health Coordinators: Local health office and LEA staff that are responsible for the coordination of planning, development, implementation, and evaluation of the local school health program.
  - m. Screenings: Medical tests conducted to monitor health and identify risk factors or early stages of disease in individuals without signs or symptoms. School health screenings include vision and hearing tests for visual and auditory acuity, growth and development tests for meeting developmental milestones, and scoliosis tests to inspect for spinal asymmetry and curvature, pursuant to Florida Administrative Code Rule 64F-6.003.
3. Clients to be served: Students attending Florida public schools and participating non-public schools.

B. Manner of Service Provision:

- 1. Scope of Work: Provider will provide basic school health services at all schools and full-service school services at schools designated as full-service schools.

- a. Task List: Provider will perform the following tasks throughout the contract unless otherwise specified:
- 1) Collaborate with the Department, the LEA, and the county SHAC in the development of the School Health Services Plan in accordance with Florida Administrative Code Rule 64F-6.002(2) and (3).
  - 2) Provide parents or guardians with written information about the school health services being offered and an opt-out form within 30 days of the start of each school year, allowing them to exempt their child from receiving services.
  - 3) Distribute and collect student emergency information cards or forms, either written or electronic, by September 30 of each contract year. Ensure that emergency information cards or forms are updated for each student annually and list the contact person, family physician, allergies, significant health history, and permission for emergency care for the student.
  - 4) Provide basic school health services at all schools listed in Attachment II in accordance with Section 381.0056, Florida Statutes, Florida Administrative Code Chapter 64F-6.001-6.006, and the Department's School Health Administrative Resource Manual located at <https://floridahealth.sharepoint.com/sites/COMMUNITYHEALTH/CHRONDZ/Epilepsy/2017-School-Health-Resource-Manual-Final-Revision.pdf>. At a minimum, provide the following basic school health services, unless the student has documented parental opt-out, is not able to be screened due to profound disability, or is currently in treatment for the condition:
    - a) Review student health records for a minimum of five percent of students by September 30, a minimum of 45 percent of students by December 31, and a minimum of 90 percent of students by March 31, of each contract year.
    - b) Perform vision screenings for a minimum of 45 percent of eligible students in kindergarten, first, third, and sixth grade by December 31 and for a minimum of 95 percent of eligible students in kindergarten, first, third, and sixth grade by March 31 of each contract year.
    - c) Perform hearing screenings for a minimum of 45 percent of eligible students in kindergarten, first, and sixth grade by December 31 and for a minimum of 95 percent of eligible students in kindergarten, first, and sixth grade by March 31 of each contract year.
    - d) Perform scoliosis screenings for a minimum of 45 percent of eligible students in sixth grade by December 31 and for

- a minimum 95 percent of eligible students in sixth grade by March 31 of each contract year.
- e) Perform growth and development screenings, for a minimum of 45 percent of eligible students in first, third and sixth grade by December 31 and for a minimum 95 percent of eligible students in first, third, and sixth grade by March 31 of each contract year.
  - f) Refer all students with abnormal screening results to appropriate health care providers for further evaluation and or treatment within 45 days of receiving screening results.
  - g) Confirm that all students referred to state contracted vision service providers have a signed parental consent form that includes permission for a comprehensive eye exam which may involve refraction and dilation.
  - h) Follow up with the parents or guardians of students referred for further evaluation or treatment to ensure the students receive the necessary care. If applicable, document incidences of parental non-response to referral, refusal to follow up, and student withdrawal from school. Initiate and document a minimum of three attempts to contact non-responsive parents or guardians for follow-up.
  - i) Provide students who are pregnant with information on assistance, counseling, education, prenatal care, and the Department's Healthy Start program.
  - j) Provide additional basic school health services as specified in the current local School Health Services Plan.
- 5) Provide full-service school services in accordance with section 402.3026, Florida Statutes, and as specified in the current local School Health Services Plan, in schools listed as full-service schools in Attachment II.
- 6) Maintain the following documentation and information, either written or electronic, in accordance with section 1002.22, Florida Statutes, Florida Administrative Code Rule 64F-6.005, the Family Educational Rights and Privacy Act), and the Health Insurance Portability and Accountability Act:
- a) Cumulative health record for each student, which contains:
    - i. Florida Certificate of Immunization (Form DH 680) or Part A or B exemptions.
    - ii. School Entry Health Exam form (DH3040-CHP-07 2013) or other form as specified in section

1003.22, Florida Statutes, and Florida Administrative Code Rule 6A-6.024.

- iii. Documentation of screenings, results, referrals, follow-up attempts, and outcomes.
  - b) Individualized healthcare plans and emergency care plans.
  - c) Individualized medication administration records that document medication assistance to students.
  - d) Documentation of medical procedures and treatments.
  - e) Clinic log used daily to record, at a minimum, student identifiers, chief complaints, dates, times of arrival and departure, person on duty, and outcome disposition of the student.
  - f) Child-specific training and periodic follow-up monitoring of unlicensed assistive personnel as determined by the nursing process as specified in sections 1006.062, Florida Statutes and Florida Administrative Code Chapter 64B9-14.
- 7) Submit all service and screening data for each month of the contract term to the Department within 15 days following the end of each month in a format compatible with HMS.
- 8) Submit all information necessary for the completion of the Annual School Health Services Report to the School Health Coordinators within 30 days following the end of each contract year. Include at a minimum, health conditions, services provided, staffing, and expenditures.
- b. Deliverables: Provider must complete or submit the following deliverables in the time and manner specified:
- 1) Quarterly: Provision of school health program services as specified in Task B.1.a.1) through B.1.a.8).
- c. Performance Measures: The deliverables must be met at the following minimum levels of performance:
- 1) Deliverable B.1.b.1):
    - a) The Department, the LEA, and the county SHAC must be collaborated with to develop the School Health Services Plan as specified.



- b) Written information about the school health services being offered and an opt-out form must be provided to parents and guardians as specified.
- c) Emergency information cards or forms for each student must be completed and updated annually as specified.
- d) Student health records must be reviewed as specified.
- e) Vision screenings must be performed as specified.
- f) Hearing screenings must be performed as specified.
- g) Scoliosis screenings must be performed as specified.
- h) Growth and development screenings must be performed as specified.
- i) All students with abnormal screening results must be referred to appropriate health care providers as specified.
- j) All students who are referred to state contracted vision service providers must have a signed parental consent form as specified.
- k) Follow-ups with parents or guardians of referred students must be performed as specified.
- l) Students who are pregnant must be provided with information for assistance as specified.
- m) Full-service school services must be provided in school designated as full-service schools as specified.
- n) Documentation must be maintained as specified.
- o) All service and screening data must be submitted to the Department as specified.
- p) All necessary information must be submitted to complete the Annual School Health Services Report as specified.
- q) Track ILI (Influenza-Like Illness) and absentee rates. Provide CHD with weekly reports for entire school year, August-May.

2. Financial Consequences: Failure of Provider to complete or submit a deliverable in the time and manner specified will result in a reduction in payment for that deliverable as follows:

- a. Deliverable B.1.b.1):
- 1) Failure to collaborate with the Department, the LEA, and the county SHAC to develop the School Health Services Plan as specified will result in a 1% reduction in the invoiced payment amount.
  - 2) Failure to provide written information about the school health services being offered and an opt-out form to parents and guardians as specified will result in a one percent reduction in the invoiced payment amount.
  - 3) Failure to complete and update emergency information cards or forms for each student annually as specified will result in a one percent reduction in the invoiced payment amount.
  - 4) Failure to review student health records as specified will result in a one percent reduction in the invoiced payment amount.
  - 5) Failure to perform vision screenings as specified will result in a three percent reduction in the invoiced payment amount.
  - 6) Failure to perform hearing screenings as specified will result in a three percent reduction in the invoiced payment amount.
  - 7) Failure to perform scoliosis screenings as specified will result in a three percent reduction in the invoiced payment amount.
  - 8) Failure to perform growth and development screenings as specified will result in a three percent reduction in the invoiced payment amount.
  - 9) Failure to refer all students with abnormal screening results to appropriate health care providers as specified will result in a one percent reduction in the invoiced payment amount.
  - 10) Failure to confirm that all students who are referred to state contracted vision service providers have a signed parental consent form as specified will result in a one percent reduction in the invoiced payment amount.
  - 11) Failure to follow up with parents or guardians of referred students as specified will result in a one percent reduction in the invoiced payment amount.
  - 12) Failure to provide students who are pregnant with information for assistance as specified will result in a one percent reduction in the invoiced payment amount.

- 13) Failure to provide full-service school services in schools designated as full-service schools as specified will result in a one percent reduction in the invoiced payment amount.
- 14) Failure to maintain documentation as specified will result in a three percent reduction in the invoiced payment amount.
- 15) Failure to submit all service and screening data to the Department as specified will result in a three percent reduction in the invoiced payment amount.
- 16) Failure to submit all information necessary to complete the Annual School Health Services Report as specified will result in a three percent reduction in the invoiced payment amount.

3. Service Location, Times, and Equipment:

- a. Service Location: Services will be coordinated at the Provider's location (see Attachment II). All school health services will be provided in health rooms or clinic facilities at school sites in accordance with the most recent version of the State Requirements for Educational Facilities, School Health Administrative Resource Manual, and the county's approved School Health Services Plan.
- b. Service Times: Services will be provided in accordance with periods identified in the current approved school year calendar.
- c. Changes in Location: School sites designated as basic and full-service schools cannot be changed without the prior written approval of the Contract Manager, local school health program office, and an approved amendment to the School Health Services Plan. Notify the Contract Manager in writing within 10 days of any location changes that will affect Provider's ability to complete the deliverables under the contract.
- d. Equipment: Provider, in collaboration with the School Health Coordinators or their designee, is responsible for determining and providing the equipment and supplies needed to complete the provision of services under this contract.

4. Staffing Requirements:

- a. Staffing Levels: Provider must maintain an adequate administrative and organizational structure sufficient to complete the deliverables under this contract. Information to document staffing configuration for basic school health services and specialized services will be provided to the Contract Manager for inclusion in the Annual School Health Services Report each contract year.
- b. Professional Qualifications: All registered nurses (RNs) and licensed practical nurses (LPNs) performing services must be licensed pursuant to Chapter 464, Florida Statutes. All unlicensed assistive personnel (UAP)

must have a high school diploma, general equivalence diploma (GED) or in accordance with local policy, and 0 years of experience performing duties similar to that of a UAP. All UAPs must have current certifications in first aid and cardiopulmonary resuscitation (CPR), have received medication administration and other training necessary (as specified in Task B.1.a.6.) to provide health services.

- c. Staffing Changes: Notify the Contract Manager in writing within 5 days of any staffing changes that will affect Provider's ability to complete the deliverables under the contract.
- d. Subcontractors: Subcontracting will only take place when Provider does not have the capacity to fulfill service requirements as specified in the current School Health Services Plan. Provider must obtain written approval from the Contract Manager before entering any subcontracts.

C. Method of Payment

- 1. Payment: This is a fixed price, fixed fee contract. The Department will pay Provider for satisfactory completion of deliverables as specified in Section B.1.b., a total amount not to exceed \$130,000 for the contract term. Payments will be made quarterly in the amount of \$32,500.

Unit of Service: A unit of service will consist of one quarter of completed deliverables, as specified in Section B.1.b. A quarter of deliverables will include all deliverables due in that quarter, including any monthly or annual deliverables scheduled for delivery in a that quarter.

- 2. Invoice Requirements: Provider must submit a properly completed invoice to the Contract Manager within 30 days from the end of each quarter. The final quarter's invoice must be submitted within 45 days from the end of each contract year.

- 3. Supporting Documentation:

- a. Budget: Attach a copy of the Department approved budget and budget justification for the initial contract year upon contract execution. Each subsequent contract year, the budget must be submitted to the Contract Manager for approval by May 1. Any revisions to an approved budget or budget justification must be submitted to the Contract Manager for review and approval prior to implementation.
- b. Quarterly Financial Report: For the first through third quarters, prepare a quarterly financial report stating, by line item, all expenditures made as a direct result of services provided through the funding of this contract and submit it to the Contract Manager within 30 calendar days following the end of each quarter. For the fourth quarter of each contract year, submit the financial report as specified in section I.C.6.c. of the Department's Standard Contract.

D. Special Provisions

1. Contract Renewals: This contract may be renewed on a yearly basis for no more than three years beyond the initial contract or for the original term of the contract whichever period is longer. Renewal of the contract must be in writing and will be subject to the same terms and conditions set forth in the initial contract. Renewals will be made by mutual agreement and will be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and will be subject to the availability of funds.
2. Background Screening: Provider will ensure that its staff, subcontracted staff and volunteers who have direct service contact with minor clients (18 years of age or younger) or persons with disabilities have a background screening or criminal history background check (state and national) as provided in section 943.0542(2), Florida Statutes. If there are questions as to whether a background screening is required for a particular position, the subcontracted provider or volunteer should consult with Provider. Initial background screening includes fingerprint checks through the Florida Department of Law Enforcement and the Federal Bureau of Investigation. Provider must initiate background screening, including fingerprinting, at the time an applicant or subcontractor accepts a job offer or a volunteer agrees to perform services for the organization. No employee or volunteer or subcontractor service provider will remain in service with Provider with a background screening that reflects the offenses listed in section 435.04(2), Florida Statutes. The background screening results will be retained on file at Provider's location and made available for review during Provider's monitoring. Failure to comply with background screening requirements may result in the termination of this contract. Provider does not have to re-screen staff or subcontracted staff that has been previously screened for purposes of employment or due to licensure within the last five years, provided the background screening results is made available to Provider. Provider is responsible for ensuring all needed background screenings and fingerprint checks are conducted accordingly.
3. Non-expendable Property Clause: Non-expendable property is defined as tangible personal property of a non-consumable nature that has an acquisition cost of \$1000.00 or more per unit and an expected useful life of at least one year, and hard-bound books, which are not circulated to students or the general public, with the value or cost of \$250.00 or more. Hardback books with a value or cost of \$250.00 or more should be classified as OCO (Other Capital Outlay) expenditures.

All such property purchased with funds from this contract must be listed on the property records of Provider. The listing must include a description of the property, model number, manufacturer's serial number, funding source, information needed to calculate the federal or state share, date of acquisition, unit cost, property inventory number, and information on the location, use and condition, transfer, replacement or disposition of the property.

All such property purchased with funds from this contract must be inventoried annually and a written non-expendable property inventory report must be submitted to the Department along with the final expenditure report. A report of

non-expendable property must be submitted to the Department along with the expenditure report for the period in which it was purchased.

Title (ownership) to all non-expendable property acquired with funds from the contract will be vested in the Department upon completion or termination of the contract.

Provider must not dispose of non-expendable property purchased with funds from this contract except with the permission of the Department in accordance with their instructions.

**END OF TEXT**

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## ATTACHMENT II

### LIST OF ALL CITRUS COUNTY SCHOOLS

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#### ELEMENTARY SCHOOLS

**CENTRAL RIDGE ELEMENTARY**- 185 W. Citrus Springs Blvd., Citrus Springs, FL 34434  
**Telephone:** 352-344-3833(Citrus) 352-465-5709 (Marion) **Fax Number:** 352-249-2103

**CITRUS SPRINGS ELEMENTARY** 3570 W Century Blvd., Citrus Springs, FL 34433  
**Telephone:** 352-344-4079 or 489-8144 **Fax Number:** 352-249-2110

**CRYSTAL RIVER PRIMARY** 8624 W Crystal Street, Crystal River, FL 34428  
**Telephone:** 352-795-2211, **Fax Number:** 352-249-2109

**FLORAL CITY ELEMENTARY** 8457 E. Marvin Street, Floral City, FL 34436,  
**Mailing Address:** PO Box 340, Floral City, 34436  
**Telephone:** 352-726-1554, **Fax Number:** 352-249-2127

**FOREST RIDGE ELEMENTARY** 2927 N. Forest Ridge Blvd., Hernando, FL 34442  
**Telephone:** 352-527-1808, **Fax Number (Admin):** 352-249-2128, **Fax Number Guidance :** 352-249-2129

**HERNANDO ELEMENTARY** 2975 E Trailblazer Lane, Hernando, FL 34442  
**Telephone:** 352-726-1833, **Fax Number:** 352-249-2130

**HOMOSASSA ELEMENTARY** 10935 W. Yulee Drive, Homosassa, FL 34448  
**Telephone:** 352-628-2953, **Fax Number:** 352-249-2131

**INVERNESS PRIMARY** 206 S Line Avenue, Inverness, FL 34452  
**Telephone:** 352-726-2632, **Fax Number:** 352-249-2134

**LECANTO PRIMARY** 3790 W Educational Path, Lecanto, FL 34461  
**Telephone:** 352-746-2220, **Fax Number:** 352-249-2139

**PLEASANT GROVE** 630 Pleasant Grove Road, Inverness, FL 34452  
**Telephone:** 352- 637-4400, **Fax Number:** 352-249-2141

**ROCK CRUSHER** 814 S. Rock Crusher Road, Homosassa, FL 34448  
**Telephone:** 352-795-2010, **Fax Number:** 352-249-2143

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#### MIDDLE SCHOOLS

**CITRUS SPRINGS MIDDLE** 150 W Citrus Springs Blvd., Citrus Springs, FL 34434  
**Telephone:** 352-344-2244, **Fax Number:** 352-249-2111

**CRYSTAL RIVER MIDDLE** 344 NE Crystal Street, Crystal River, FL 34428  
**Telephone:** 352-795-2116, **Fax Number:** 352-249-2108



## ATTACHMENT II

### LIST OF ALL CITRUS COUNTY SCHOOLS

**INVERNESS MIDDLE** 1950 US 41 North, Inverness, FL 34450  
**Telephone:** 352-726-1471, **Fax Number:** 352-249-2133

**LECANTO MIDDLE** 3800 W. Educational Path, Lecanto, FL 34461  
**Telephone:** 352-746-2050, **Fax Number:** 352-249-2138

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#### HIGH SCHOOLS

**CITRUS HIGH** 600 W Highland Blvd., Inverness, FL 34452  
**Telephone:** 352-726-2241, **Fax Number:** 352-249-2102

**CRYSTAL RIVER HIGH** 3195 Crystal River High Drive, Crystal River, FL 34428  
**Telephone:** 352-795-4641, **Fax Number: Main Office** 352-249-2106 **Guidance Office** 352-249-2105

**LECANTO HIGH** 3810 W. Educational Path, Lecanto, FL 34461  
**Telephone:** 352-746-2334, **Fax Number:** 352-249-2136

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#### POST-SECONDARY AND OTHER SCHOOLS

**Academy of Environmental Science** 12695 W. Fort Island Trail, Crystal River, FL 34429  
**Telephone Number:** 352-795-8793, **Fax Number:** 352-249-2100

**CREST** 2600 S. Panther Pride Drive, Lecanto, FL 34461  
**Telephone Number:** 352-527-0303, **Fax Number:** 352-249-2104

**Marine Science Station** 12646 W. Fort Island Trail, Crystal River, FL 34429  
**Telephone Number:** 352-795-4393, **Fax Number:** 352-249-2140

**Renaissance Center/SRMI** 3630 W Educational Path, Lecanto, FL 34461  
**Telephone Number:** 352-527-4567, **Fax Number:** 352-249-2144

**Withlacoochee Technical College** 1201 W. Main Street, Inverness, FL 34450  
**Telephone Number:** 352-726-2430, **Fax Number:** 352-249-2157

Updated 6/29/2017

SCHOOL HEALTH SERVICES PROGRAM  
FY 2019 – 2020 SCOPE OF WORK

A. Services to be Provided

1. Definition of Terms

- a. Fiscal Year: July 1<sup>st</sup> to June 30<sup>th</sup>.
- b. Annual School Health Services Report: An annual report submitted to the Department of Health (DOH) by August 15<sup>th</sup> of each year that reflects reported health conditions, services provided, staffing and expenditures. The reporting period will cover July 1<sup>st</sup> through June 30<sup>th</sup> each year.
- c. School Health Services Plan: A document created by the local DOH, the Local Education Agency, and the local School Health Advisory Committee, that describes the school health services to be provided within the county, and the responsibilities for provision of the services required by section 381.0056, Florida Statutes and Florida Administrative Code Rule 64F-6.002. The School Health Services Plan is developed every two years and updated annually should major changes in service provision and/or responsibilities occur.
- d. Health Management System (HMS): The DOH data system into which documented school health services are entered by service codes identified in the most current School Health Coding Manual, incorporated by reference. These data represent a full accounting of school health services provided.
- e. Local Education Agency (LEA): As defined in the Elementary and Secondary Education Act, a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state; or, for a combination of school districts or counties that is recognized in a state as an administrative agency for its public elementary schools or secondary schools.
- f. Clinic Log: A log (paper or electronic) used daily to record at a minimum, student identifier, chief complaint, date, times of arrival and departure, person on duty, and outcome disposition of the student, and maintained in accordance with section 1002.22, Florida Statutes and records retention policy per General Records Schedule GS7 for Public Schools PreK-12 and Adult and Career Education, February 19, 2015.
- g. Individualized Healthcare Plan (IHP): The IHP refers to care plans developed by the registered professional school nurse (RN) for students who require complex health services on a daily basis or have an illness that could result in a health crisis (National Association of School Nurses, 2015). The IHP is developed pursuant to sections 464.003, 1002.20 and 1006.062, Florida Statutes, and Florida Administrative Code Rules 6A-6.0251, 64A-6.0252 and 6A-6.0253 which promotes health equity.
- h. Emergency Care Plan (ECP): A child-specific action plan to facilitate quick and appropriate responses for an individual emergency in the school setting. The ECP may be a component of the IHP that is developed consistent with sections 464.003, 1002.20 and 1006.062, Florida Statutes, and Florida Administrative Code Rules 6A-6.0251, 64A-6.0252 and 6A-6.0253 which promotes health equity. The ECP provides

the information needed for unlicensed assistive personnel to be able to respond to an emergency medical event or provide daily health services.

- i. Programmatic Monitoring Tool: A format used by a contract manager in framing areas and items for review in an on-site programmatic monitoring visit.
- j. School Health Coordinator: The local DOH staff person (RN recommended) and LEA staff person (RN recommended) who together serve as the School Health Program managers. The School Health Coordinator(s) assures RN supervision of school health services staff assigned to work in local schools, as outlined in the county's School Health Services Plan.
- k. School Health Liaison: State School Health Services Program staff who provide technical assistance to local department(s) of health, school district(s), partners and constituents. Liaisons work to support the goals of local school health programs and conduct programmatic site monitoring to ensure statutory requirements are met.
- l. School Health Advisory Committee (SHAC): An advisory group that acts collectively to advise the school district on aspects of child health and as defined by the Centers for Disease Control and Prevention's Coordinated School Health (CSH) Model, pursuant to section 381.0056, Florida Statutes. The SHAC's membership should consist of school district staff, local DOH staff, community agencies, health professionals, parents, students, faith-based organizations and interested community members.
- m. Screenings: Hearing, Growth and Development, Scoliosis and Vision Screenings provided to students pursuant to Florida Administrative Code Rule 64F-6.003, unless the student has documented parental opt-out, is not able to be screened due to profound disability or is currently in treatment for the condition.
- n. Quarter: One-fourth (three months) of a fiscal year. The quarters are July 1 through September 30 (quarter 1), October 1 through December 31 (quarter 2), January 1 through March 31 (quarter 3) and April 1 through June 30 (quarter 4).

## 2. General Description

- a. General Statement: The Florida Department of Health School Health Services Program is funded for the provision of school health services to students enrolled in and attending Florida public and participating non-public schools.
- b. Authority: Sections 381.0056, 381.0057, and 402.3026, Florida Statutes; and Florida Administrative Code Rules 64F-6 and 64B9-14.

## 3. Clients to be Served

- a. General Description: Provide school health services to students attending Florida public and participating non-public schools.
- b. Client Eligibility: All students enrolled in and attending a Florida public or participating non-public school, whose parents provide consent are eligible to receive services.

## B. Manner of Service Provision

- a. Scope of Work: Promote health equity by providing basic school health services at all schools as well as enhanced services at schools designated as full service or comprehensive schools.

Task List - must perform the following tasks:

- 1) Develop the biennial School Health Services Plan in collaboration with the LEA, and the SHAC in accordance with Florida Administrative Code Rule 64F-6.002(2) and (3).
- 2) Confirm that the LEA provided information (written or electronic) about the school health services to be offered, and an opt-out/opt-in form to all parents/guardians allowing them to exempt their child from receiving services.
- 3) Confirm that student emergency information forms (written or electronic) are updated annually for each student; listing contact person, family physician, allergies, significant health history and permission for emergency care.
- 4) Provide basic school health services at all public and participating non-public schools, in accordance with section 381.0056, Florida Statutes, Florida Administrative Code Rules 64F-6.001–64F-6.006, and the most recent version of the School Health Administrative Resource Manual. The local DOH must:
  - a) Perform or ensure the review of student health records.
  - b) Perform or ensure the provision of vision screenings for eligible students in kindergarten, first, third, and sixth grade each year.
  - c) Perform or ensure the provision of hearing screenings for eligible students in kindergarten, first, and sixth grade each year.
  - d) Perform or ensure the provision of scoliosis screenings for eligible students in sixth grade each year.
  - e) Perform or ensure the provision of growth and development screenings for eligible students in first, third, and sixth grade each year.
  - f) Refer or ensure the referral of all students with abnormal screening results to appropriate health care providers for further evaluation and or treatment.
  - g) Ensure that all students who are referred to the state contracted vision service providers have a signed parental consent form that includes permission for a comprehensive eye exam which may include refraction and dilation.
  - h) Follow-up or ensure follow-up with parents/guardian of students referred for further evaluation and or treatment to ensure the students receive any necessary services and if applicable, document parental non-response to referral, refusal to follow-up and/or student withdrawal from school.
  - i) Provide or ensure the provision of pregnancy and parenting resources to students including informational resources and referrals to local agencies such as Healthy Start and Women Infants and Children (WIC).
- 5) Provide specialized services in accordance with sections 402.3026 and 381.0057, Florida Statutes, and as specified in the most recent version of the local School Health Services Plan at schools designated as full service or comprehensive.
- 6) Code all service and screening data into HMS in accordance with the current School Health Coding Manual.

- 7) Maintain the following documentation and information (written or electronic) in accordance with section 1002.22, Florida Statutes, Florida Administrative Code Rule 64F-6.005, the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA):
    - a) Cumulative health record for each student, which contains
      - (1) Florida Certificate of Immunization Form DH 680 or DH 681.
      - (2) School Entry Health Exam form (DH3040-CHP-07-2013) or other form as specified in section 1003.22, Florida Statutes and Florida Administrative Code Rule 6A-6.024.
      - (3) Documentation of screenings, results, referrals, follow-up attempts and outcomes.
    - b) Individualized healthcare plans and emergency care plans
    - c) Individualized medication administration records
    - d) Documentation of medical procedures and treatments
    - e) Clinic log
    - f) Child-specific training and periodic follow-up monitoring of unlicensed assistive personnel (UAP) as determined by the nursing process and as specified in sections 1006.062, Florida Statutes and Florida Administrative Code Rule 64B9-14.
  - 8) Submit the Annual School Health Services Report by August 15 of each year.
- b. Deliverables - The following deliverables must be completed:
- 1) Quarterly basic school health services, with supporting documentation as specified in Task B.a.1 through B.a.4. .
  - 2) Quarterly specialized services as specified in Task B.a.5.
  - 3) Quarterly administrative support as specified in Tasks B.a.6 through B.a.7.
  - 4) Annual School Health Services Report as specified in Task B.a.8.
- c. Performance Measures - Deliverables must be met at the following minimum level of service:
- 1) Deliverable B.b.1:
    - a) Confirm that information (written or electronic) describing the school health services offered and an opt-out/opt-in form was sent to parents/guardians within 30 days of the start of the school year.
    - b) Confirm that student emergency information forms (paper or electronic) for the current school year are accessible to health room staff by September 30.
    - c) Review student health records for five percent of students by September 30, 45 percent of students by December 31, and 90 percent of students by March 31.
    - d) Vision screenings must be performed for 45 percent of eligible students in kindergarten, first, third, and sixth grade by December 31 and 95 percent of eligible students in kindergarten, first, third, and sixth grades by March 31 of each contract year.

- e) Hearing screenings must be performed for 45 percent of eligible students in kindergarten, first, and sixth grade by December 31 and 95 percent of eligible students in kindergarten, first, and sixth grade by March 31 of each contract year.
  - f) Scoliosis screenings must be performed for 45 percent of eligible students in sixth grade by December 31 and 95 percent of eligible students in sixth grade by March 31 of each contract year.
  - g) Growth and development screenings must be performed for 45 percent of eligible students in first, third, and sixth grade by December 31 and 95 percent of eligible students in first, third, and sixth grade by March 31 of each contract year.
  - h) All students with abnormal screening results must be referred for additional evaluation and or treatment.
  - i) Follow-up with parents/guardian of students referred for additional evaluation or treatment and documentation of two follow-up attempts if parents/guardian are nonresponsive.
- 2) Deliverable B.b.2): Must provide specialized services at schools designated as full service and comprehensive pursuant to sections, 402.3026 and 381.0057, Florida Statutes.
  - 3) Deliverable B.b.3):
    - a) Input monthly service and screening data into HMS within seven days following the date of service or the date of receipt of service data in accordance with the current School Health Coding Manual.
    - b) Maintain all student health records as specified at all times during the school year.
  - 4) Deliverable B.b.4): Submit the Annual School Health Services Report by August 15 of each year.
1. Financial Consequences - Utilization of all funding must be monitored by local DOH staff to ensure full utilization of program funds.
- 1) The local DOH is required to monitor the expenditure of federal and general revenue (GR) funds to ensure full utilization by the end of the funding period. By March 31 of each year, the federal and GR funds should be at a utilization rate of at least 75 percent. The utilization rate will be determined by the program office based upon the applicable funding period to ensure the funds are fully utilized.
  - 2) If a local DOH does not utilize the entire GR allocation by June 30, a Schedule C adjustment letter will be processed to reduce the next year's allocation by the previous year's utilized amount. The local DOH will be notified by the program office of its intent to reduce the county's allocation prior to any such action being initiated.
- NOTE: No action will be taken if the cash balance is less than \$1,000.
- 3) Expenditures should align with the budget input in the department's Financial Information Reporting System (FIRS) and the allotments allocated in Florida Accounting Information Resource (FLAIR). Budgets must be at the object

code level to ensure funds are budgeted for allowable, reasonable and necessary items.

2. Service Location and Equipment

a. Service Delivery Location

All school health services will be provided in adequate physical facilities per section 381.0056(7), Florida Statutes, the School Health Administrative Resource Manual and the county's approved School Health Services Plan.

b. Service Times

Services will be provided in accordance with time periods identified in the current approved school year calendar.

c. Changes in Location

School sites designated as full service or comprehensive schools can be changed after consultation and with written approval of the School Health Program Office.

Staffing Requirements

a. Staffing Levels

The local DOH will maintain an administrative organizational structure, including a designated School Health Coordinator (full-time RN is recommended) to ensure that activities of the School Health Services Plan and deliverables of this Scope of Work are fully implemented. Information to document staffing configuration for basic school health, full-service and comprehensive will be included in the Annual School Health Services Report each year.

b. Professional Qualifications

All RNs and licensed practical nurses (LPN) performing services must be licensed pursuant to Chapter 464, Florida Statutes. All UAPs must have a high school diploma, general equivalency diploma (GED), or in accordance with local policy, Zero years of experience performing duties similar to that of a UAP. All UAPs must have current certifications in first aid and cardiopulmonary resuscitation (CPR), and have received medication administration and other training necessary (as specified in B.7.f.) to provide health services.

c. Staffing Changes

- 1) Any change in the School Health Coordinator position must be reported to the assigned school health liaison within 48 hours of occurrence. All other school health staff vacancies must be reported within ten days.
- 2) The disruption of services due to position vacancies must be kept at a minimum.

C. Method of Payment / Use of School Health Schedule C Funds

1. Funds allocated under SCHGR will be released to the local DOH on a quarterly basis (one fourth each quarter).
2. Funds allocated under SCHSP will be reimbursed to the local DOH based on expenditures coded in FLAIR.
3. Allowed use of funding: Funds may be used for salaries, other personnel services (OPS), expenses related to service delivery, equipment, contracted services, school

clinic and preventive dental supplies, health screening equipment and health education materials. Any furniture purchases must comply with the Department of Financial Services Reference Guide for State Expenditures.

4. Funds shall not be used for primary care services or the purchase and/or maintenance of telehealth equipment.
5. Funds will be used for the provision of basic school health services at all schools, as well as specialized services at schools designated as full service or comprehensive schools as follows:

- a. Basic School Health funding: SCHGR (General Revenue)

Specific activities associated with funding: health appraisals, nursing assessments, nutritional assessments, preventative dental services, vision, hearing, scoliosis, and growth and development screenings, health counseling, referral and follow-up of suspected or confirmed health problems, first aid, assistance with medication administration, health care procedures for students with chronic or acute health conditions, IHPs and ECPs, emergency health services, health record reviews, maintenance of school health records, supervision of the administration of the school health services program, performance of periodic program reviews and joint development of a school health services plan with the district school board and the local school health advisory committee.

- b. Comprehensive School Health funding: SCHSP (Federal Grants Trust Fund) and SCHGR (General Revenue).

Specific activities associated with funding: Basic school health services, provision of student health management, interventions and classes to promote student health and reduce risk-taking behaviors, violence and injury prevention, pregnancy prevention and services to promote return to school after giving birth. Services are to be provided in communities which have a high incidence of medically underserved high-risk children, low birth weight babies, infant mortality, or teenage pregnancy, as well as other high-risk behaviors such as alcohol and drug abuse.

- c. Full Service School Health funding: SCHGR (General Revenue) and SCHSP (Federal Grants Trust Fund).

Specific activities associated with funding: Basic school health services and additional in-kind health and social services that may include, without limitation, nutritional services, health services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parents and adult education. Services are to be provided to students from schools that have a student population that has a high risk of needing medical and social services, based on the results of the demographic evaluations.

#### D. Special Provisions

##### 1. Renewal

This Scope of Work is renewable year to year, unless otherwise notified.

END OF TEXT







**Mission:** *To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.*

## **2018 – 2020 School Health Services Plan**

**for**

**Citrus County**




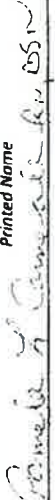


**Due by September 15, 2018**

**E-mail Plan as an Attachment to:**

**[HSF.SH\\_Feedback@flhealth.gov](mailto:HSF.SH_Feedback@flhealth.gov)**

2018 - 2020 School Health Services Plan Signature Page

My signature below indicates that I have reviewed and approved the 2018 - 2020 School Health Services Plan and its local implementation strategies, activities, and designations of local agency responsibility as herein described:

Position	Name and Signature	Date
Local Department of Health Administrator / Director	Ernesto Rubio, MPH, CPH  Printed Name Signature	6/20/19 Date
Local Department of Health Nursing Director	Janora Wade, RN  Printed Name Signature	6/20/19 Date
Local Department of Health School Health Coordinator	Raquel Gonzalez, RDH  Printed Name Signature	6/20/19 Date
School Board Chair Person	Thomas Kennedy Printed Name	
School District Superintendent	Sandra "Sam" Himmel, Superintendent Printed Name	
School District School Health Coordinator	Pam Carnevale, RN, BSN  Printed Name Signature	6/18/19 Date
School Health Advisory Committee Chairperson	Sue Littnan  Printed Name Signature	6/19/19 Date
School Health Services Public / Private Partner	Kit Humbaugh, Director of Student Services  Printed Name Signature	6/18/19 Date

## SUMMARY – SCHOOL HEALTH SERVICES PLAN 2018–2020

Statutory Authority: Section 381.0056, Florida Statute (F.S.) requires each local Department of Health to develop, jointly with the school district and school health advisory committee, a School Health Services Plan (referred herein as the “Plan”) that outlines the provisions and responsibilities to provide mandated health services in all public schools. Chapter 64F-6.002, Florida Administrative Code (F.A.C.) requires the plan to be completed biennially.

### The Plan format is arranged in 3 parts relating to the services provided and funding streams, as follows:

- Part I: Basic School Health Services - General school health services which are available to all students in Florida’s public and participating non-public schools in all 67 school districts.
- Part II: Comprehensive School Health Services – include increased services in section 381.0057, Florida Statutes, for student health management, interventions and classes. These services promote student health; reduce high-risk behaviors and their consequences (substance abuse, unintentional/intentional injuries, and sexually transmitted diseases); provide pregnancy prevention classes and interventions; and provide support services to promote return to school after giving birth.
- Part III: Health Services for Full Service Schools (FSS) – Includes basic school health services and additional specialized services that integrate education, medical, social and/or human services such as nutrition services, basic medical services, aid to dependent children (temporary assistance for needy families (TANF)), parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parents or guardian, and adult education to meet the needs of the high-risk student population and their families. These services are required of schools as defined in section 402.3026, Florida Statutes.

### The Plan contains 4 columns, as follows:

- Column 1 –Requirements and References. This column includes Florida Statutes, Administrative Codes and references demonstrating best practices related to school health.
- Column 2 – Program Standards. This column provides specific requirements related to the statutes, administrative code and references listed in Column 1.
- Column 3 – Local Agency(s) Responsible. The local agencies (Department of Health, Educational Agency (LEA), and School Health Advisory Committee (SHAC)) determine the responsibilities for providing the services described columns 1 and 2.
- Column 4 – Local Implementation Strategy & Activities. This column describes the implementation strategies and activities to fulfill requirements in columns 1 and 2.



	<p>coordination of planning, development, implementation and evaluation of the program. These individuals should collaborate throughout the school year to assure program compliance and to plan and assess the delivery of program services.</p>		<p>Nursing. The designated CCSB (LEA) School Health Coordinator is the Student Health Specialist working under the direction of the Student Services Director. The two designees along with the appropriate staff, meet to plan screenings, dental sealants, state reports, and QI compliance.</p>
<p>1f. Protocols for supervision of school health services personnel shall be described in the local school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards, and are consistent with the Nurse Practice Act.</p>		<p>LEA FDOH-Citrus</p>	<p>Teams have been developed to ensure proper chain of command within the school setting. The Director of Nursing of the FDOH-Citrus ensures the Protocols/Contract are in place. The FDOH-Citrus School Health Coordinator and the LEA Student Health Specialist monitor the programs and scheduling. The RN team leaders provide direction and delegation to the LPNs and the HRAs under their licensure supervision. The FDOH-Citrus School Health Coordinator is evaluated and supervised by the FDOH-Citrus Director of Nursing. The CCSB nurses (RNs and LPNs) and Parent Facilitators are evaluated and supervised by the Director of Student Services. The CCSB Health Room Attendants are evaluated and supervised by the School Principal.</p>
<p>1g. Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the local CHD medical director in conjunction with district school boards, local school health advisory committees, the school district medical consultant if employed, and the student's private physician when applicable.</p>		<p>LEA FDOH-Citrus</p>	<p>Medical Protocols are established by the FDOH-Citrus Administrator for screenings and communicable disease communication. These protocols are for all students. The SHAC committee reviews curriculum and best practices for the delivery of services. Specific orders from a student's private physician are incorporated into an IHCP designed to provide information, direction, and safety for individual students. Orders from a private physician must fall within the</p>

	<p>1h. Establish procedures for health services reporting in Health Management System (HMS) and the annual report, to include services provided by all partners.</p>	<p>LEA FDOH-Citrus</p>	<p>protocols established by the FDOH-Citrus and School Board Policy. All nurses, regardless of hiring agency, report EARS to the FDOH-Citrus School Health Coordinator for entering into the HMS system every two weeks (a schedule will be provided). All Health Room Attendants (HRAs) do a monthly tally to report the number of services provided. These reports are compiled Services and submitted to the FDOH-Citrus School Health Coordinator monthly.  FDOH-Citrus staff enter services into HMS. Service data obtained from the School Health Services staff.  The SHAC committee should include at least one representative from each eight components of Coordinated School Health: Health Education, Healthy School Nutrition, Physical Education, School Health Services, Guidance, Counseling, and Social Service, Healthy School Environment, Staff Wellness, and Family and Community.</p>
<p><b>2. Health Appraisal</b> s. 381.0056(4)(a)(1), F.S.</p> <p><b>3. Records Review</b> s. 381.0056(4)(a)(2), F.S.; s.1003.22(1)(4) F.S.; Chapters: 64F-6.005(1), F.A.C., 64F-6.004(1)(a),F.A.C.</p>	<p>1i. Each School Health Advisory Committee (SHAC) should include members representing the eight components of the Centers for Disease Control and Prevention's Coordinated School Health (CSH) model. The SHAC is encouraged to address the eight CSH components in the school district's wellness policy.</p> <p>2a. Determine the health status of students.</p> <p>3a. Perform initial school entry review of student health records, to include school entry physical, immunization status (DH 680), cumulative health record, emergency information, etc.</p>	<p>LEA  LEA</p>	<p>School Nurses review emergency cards and physical exams to determine the student's health status.  All new records are reviewed for entry physical, immunizations, screenings, health concerns, and emergency information. Annual record reviews are conducted as needed, based on grade level and need. Other files are reviewed whenever the nurse has reason to access the file.</p>

	<p>3b. Emergency information card for each student should be updated each year.</p>	LEA	<p>Nurses review emergency cards on an annual basis. Schools distribute emergency cards at the beginning of the school year.</p>
<p><b>4. Nurse Assessment</b> s. 381.0056(4)(a)(3), F.S.; Chapters: 64F-6.001(6), F.A.C., 6A-6.0253, F.A.C., 6A-6.0252, F.A.C., 6A-6.0251, F.A.C.</p>	<p>4a. Perform school entry and periodic assessment of student's health needs.  4b. For day-to-day and emergency care of students with chronic or acute health conditions at school, the RN develops an individualized healthcare plan (IHP) and Emergency Care Plan (ECP).</p>	LEA	<p>School Nurse performs school entry and periodic assessments of students' health needs.  School Nurse Team Leader, RNs develop IHCP based on the individual needs of students. The IHCP includes information which will direct/ delegate to the LPNs and Health Room Attendants on monitoring and providing care on a day-to-day basis.  School Nurse Team Leader, RNs develop Emergency Action Plan (EAP) and/or Emergency Care Plan (ECP) using the information in the IHCP to direct/ delegate to the LPNs and Health Room Attendants how to handle an emergency.</p>
<p><b>5. Nutrition Assessment</b> s. 381.0056(4)(a)(4), F.S.; Florida School Health Administrative Resource Manual, 2017</p>	<p>5a. Identify students with nutrition related problems and refer to an appropriate healthcare provider.</p>	LEA	<p>Students in grades 1, 3, and 6 are screened for height/ weight/ BMI annually. Letters are sent home for students found to be above the 95<sup>th</sup> or below the 5<sup>th</sup> percentile. Resources regarding nutrition and physical activity in the county included with the letter.</p>
<p><b>6. Preventive Dental Program</b> s. 381.0056(4)(a)(5), F.S.</p>	<p>6a. Recommended services include: Minimally - age appropriate oral health education to all grades and referral system.</p>	LEA FDOH-Citrus	<p>Based on the availability of funding, 2<sup>nd</sup> grade students – with follow-up in 3<sup>rd</sup> grade – and 6<sup>th</sup> grade students are afforded the opportunity to have sealants and fluoride varnish placed, if needed. All grades are provided with dental education. This service is provided by the FDOH-Citrus with assistance from the School Nurses.</p>



<p><b>7. Health Counseling</b> s. 381.0056(4)(a)(10), F.S.</p>	<p>7a. Provide health counseling as appropriate.</p>	<p>LEA</p>	<p>School Nurses and/or FDOH-Citrus Dental Provider refer to local FQHC dental clinic as needed. School Nurses provide health counseling and referrals as appropriate to the student's needs. Counseling and referrals are documented in the student health record or electronic database.</p>
<p><b>8. Referral and Follow-up of Suspected and Confirmed Health Problems</b> s. 381.0056(4)(a)(11), F.S.</p>	<p>8a. Provide referral and a minimum of 3 documented attempts of follow-up for abnormal health screenings, emergency health issues, and acute or chronic health problems. Coordinate and link to community health resources.</p>	<p>LEA FDOH-Citrus</p>	<p>Documentation of screening results completed in hard copy and/or electronic format. The School Nurse tracks the number of referrals/ letters/ phone calls and documents those in the cumulative health folder. The School Nurse follows up on health conditions through parent contacts, IHCP development, and direction/ training to designated health staff. A minimum of 3 attempts to contact parent/ guardian will be made &amp; documented.  Local resources are utilized based on need. Online resources are utilized to make and direct referrals.</p>
<p><b>9. Provisions for Screenings</b> s. 381.0056(4)(a)(6-9), F.S.; Chapter 64F-6.003(1-4), F.A.C.</p>	<p>9a. Provide screenings and a list of all providers. Screenings: (i) Vision screening shall be provided, at a minimum, to students in grades kindergarten, 1, 3 and 6 and students entering Florida schools for the first time in grades kindergarten – 5. (ii) Hearing screening shall be provided, at a minimum, to students in grades kindergarten, 1 and 6; to students entering Florida schools for the first time in grades kindergarten – 5; and optionally to students in grade 3. (iii) Growth and development screening</p>	<p>LEA</p>	<p>The School Nurses and the Screening Team provide vision screenings in grades PK, KG, 1, 3, and 6. All new to Florida students in grades KG-5 are also screened. The team consists of School Nurses and Parent Facilitators. The Homosassa Lion's Club assists with vision re-screens, PK &amp; Special Needs students using their Pedia-Vision equipment, as available.  The School Nurses and the Screening Team provide hearing screenings in grades KG, 1, and 6. All new to Florida students in grades KG-5 are also</p>

	<p>shall be provided, at a minimum, to students in grades 1, 3 and 6 and optionally to students in grade 9. (iv) Scoliosis screening shall be provided, at a minimum, to students in grade 6.</p>		<p>screened. The team consists of School Nurses and Parent Facilitators.  The School Nurses and the Screening Team provide growth and development screenings in grades 1, 3, and 6. New to Florida students in grades 1 and 3 are also screened. The team consists of School Nurses and Parent Facilitators.  The School Nurses and the Screening Team provide scoliosis screenings in grade 6. The team consists of School Nurses and Parent Facilitators.</p>
	<p>9b. Obtain parent permission in writing prior to invasive screening, (e.g. comprehensive eye exam).</p>	<p>LEA</p>	<p>If there is an opportunity for comprehensive eye exams to be available, parental consent will be obtained.</p>
	<p>9c. Assist in locating referral sources for additional evaluation and/or treatment for students with abnormal screening results. Referral sources may include, but are not limited to, state contracted vision service providers (provided the student meets eligibility requirements), other service providers and local resources.</p>	<p>LEA</p>	<p>Students are referred to Medicaid first. If ineligible, they are referred to state and local resources including VSP vouchers provided by the local Lion's Clubs.</p>
<p><b>10. Meeting Emergency Health Needs</b> ss. 381.0056(4)(a)(10), F.S., 1006.165, F.S., Chapter 64F-6.004(1), F.A.C.; Emergency Guidelines for Schools, 2016 Florida Edition</p>	<p>10a. Ensure written health emergency policies and protocols are maintained and include minimum provisions.</p>	<p>LEA</p>	<p>This information is included in the School Health Procedures and Forms manual and in CCSB Policy. Emergency Guidelines for Schools 2016 Florida Edition utilized in each school clinic for emergency protocols.</p>
	<p>10b. Ensure health room staff and two additional staff in each school are currently certified in cardiopulmonary resuscitation (CPR) and first aid and a list is posted in key locations.</p>	<p>LEA</p>	<p>CCSB School Nurses are CPR/ First Aid trainers. Currently all HRAs, their backups, and subs are trained. In addition, all bus drivers, coaches, and many other staff members are trained. Signs are</p>

	<p>10c. Assist in the planning and training of staff responsible for emergency situations.</p> <p>10d. The school nurse shall monitor adequacy and expiration of first aid supplies, emergency equipment and facilities.</p> <p>10e. The school principal (or designee) shall assure first aid supplies, emergency equipment, and facilities are maintained.</p> <p>10f. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported immediately to the principal or the person designated by the principal or the acting principal.</p> <p>10g. It is the responsibility of each school that is a member of the Florida High School Athletic Association to: 1) have an operational automatic external defibrillator (AED),</p>	<p>LEA</p> <p>LEA</p> <p>LEA</p> <p>LEA</p> <p>LEA</p> <p>LEA EMS</p>	<p>posted in clinic, cafeteria, front office, and the hallways of each building.</p> <p>A mandated training is held annually for all staff working in the clinic in addition to the 8-hour CPR/ First Aid Class biennially. The training includes medication administration, OSHA, HIPAA-FERPA, and focus topics such as diabetes, seizures, asthma, and child abuse.</p> <p>The School Nurse at each site is responsible for monitoring clinic emergency supplies/ medication expirations and facility standards.</p> <p>The School Nurse at each site is responsible for monitoring clinic emergency supplies/ medication expirations and facility standards. Quality inspections are conducted to maintain compliance and reported to the principal upon completion.</p> <p>The school principal's designee is responsible for checking AED's monthly.</p> <p>When a severe injury or illness occurs, the School Nurse and/or Health Room Attendant follow medical protocols and report to Principal or designee. All 911 calls are additionally reported to the Director of Student Services who reports them to the Superintendent and Risk Management.</p> <p>CCSB Nurses are CPR/ First Aid trainers. All classes include a section on the use and operation of AEDs. All coaches are trained. Athletic directors are responsible for maintaining a</p>
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	<p>2) ensure employees expected to use the AED obtain appropriate training, and 3) register the AEDs with the county emergency medical services director.</p>	<p>coaching CPR list. The Sheriff's Department and SROs are also trained and have AED units in their vehicles. The CCSB Environmental/ Safety Project Leader has registered the AEDs with the county emergency medical services director. One AED is in each elementary school and alternative sites. Two AEDs are located at each secondary school.</p>
<p><b>11. Assist in Health Education Curriculum</b> s. 381.0056(4)(a)(13), F.S.</p>	<p>11a. Collaborate with schools, health staff and others in health education curriculum development.</p>	<p>LEA The CCSB Coordinator of Special Academic Programs works with the PE departments, Nurses, Coaches, and Health teachers regarding curriculum development and activities. As funding is available, local community-based organization (Aspire) assists in providing resources and health education.</p>
<p><b>12. Refer Student to Appropriate Health Treatment</b> s. 381.0056(4)(a)(14), F.S.</p>	<p>12a. Use community or other available referral resources. Assist in locating referral sources for Medicaid eligible, uninsured and underinsured students.</p>	<p>LEA FDOH-Citrus Local resources are utilized based on need. Online resources are utilized to make and direct referrals.  Students are referred to Medicaid and Florida Healthy Kids first. If they are ineligible, they are referred to other available resources, including the local FQHC.</p>
<p><b>13. Consult with parents or guardian regarding student's health issues</b> s. 381.0056(4)(a)(15), F.S.; Chapter 64F-6.001(1), F.A.C.</p>	<p>13a. Provide consultation with parents, students, staff and physicians regarding student health issues.</p>	<p>LEA FDOH-Citrus Consultation is done with parent/guardian, staff members, and physicians based on the needs of the student's health condition.</p>
<p><b>14. Maintain Health-Related Student Records</b> ss. 381.0056(4)(a)(16), F.S., 1002.22, F.S.; Chapter 64F-6.005(1)(2), F.A.C.</p>	<p>14a. Maintain a cumulative health record for each student that includes required information.</p>	<p>LEA Cumulative health records maintained via hard copy and/or electronic record (Skyward, Opti-View). This includes immunization record, physical exam, screening data (including referrals), and any pertinent health information. This file is located within the student's cumulative</p>

<p><b>15. Nonpublic School Participation</b>                  ss. 381.0056(5)(a)(18), F.S.,                  381.0056(5)(a)-(g), F.S.</p>	<p>15a. Notification to the local nonpublic schools of the school health services program, allowing the nonpublic school to request participation in the school health services program provided they meet requirements.</p>	<p>FDOH-Citrus</p>	<p>educational record and/or Skyward/ in Opti-View.</p> <p>FDOH-Citrus communicates with local and private schools.</p> <p>The FDOH Citrus School Health Coordinator monitors the private schools for immunizations, offers screenings, and addresses other compliance issues.</p> <p>Non-public schools are offered the opportunity to participate in the quarterly SHAC meetings.</p> <p>FDOH-Citrus communicates with local and private schools regarding the availability of school health services.</p>
<p><b>16. Provision of Health Information for Exceptional Student Education (ESE) Program Placement</b>                  s. 381.0056(4)(a)(17), F.S.;                  Chapters 6A-6.0331, F.A.C.,                  64F-6.006, F.A.C.</p>	<p>16a. Provide relevant health information for ESE staffing and planning.</p>	<p>LEA</p>	<p>School Nurses attend IEP/504 meetings as requested by the Guidance personnel or ESE Specialist at each school.</p> <p>Individualized Health Care Plans, and relevant medical information are included in the student's cumulative educational file. Student health information is also documented in electronic format.</p>
<p><b>17. The district school board shall provide in-service health training for school personnel</b>                  s. 381.0056(6)(b), F.S.;                  Chapter 64F-6.002, F.A.C.</p>	<p>17a. Please list providers of in service health training for school personnel.</p>	<p>LEA</p>	<p>CCSB School Health Specialist and district nursing staff provide in-service training for school personnel. Additional trainings are provided on relevant health topics as available.</p>
<p><b>18. The district school board shall include health services and health education as part of the comprehensive plan for the school district</b>                  s. 381.0056(6)(a), F.S.;                  Chapter 64F-6.002, F.A.C.</p>	<p>18a. School-based health services are provided to public school children in grades pre-kindergarten through 12.</p>	<p>LEA</p>	<p>CCSB Policy outlines health services and health education as part of the school district's comprehensive plan.</p>

<p><b>19. The district school board shall make available adequate physical facilities for health services</b>  s. 381.0056(6)(c), F.S.;  State Requirements for Educational facilities, 2014  and/or State Requirements for Existing Educational Facilities 2014</p>	<p>19a. Health room facilities in each school will meet DOE requirements.</p>	<p>LEA  FDOH-Citrus</p>	<p>All Citrus County schools have adequate physical facilities for health services. Each school site has a quality inspection visit at least annually to review the DOE/DOH checklist.</p>
<p><b>20. The district school board shall, at the beginning of each school year, provide parents with information concerning ways that they can help their children to be physically active and eat healthy foods</b>  s. 381.0056(6)(d), F.S.</p>	<p>20a. List programs and/or resources to be used.</p>	<p>LEA  FDOH-Citrus</p>	<p>The CCSB Food Services Director has created an interactive website to assist parents/ guardians in activities that will help children eat healthy food. Staff is available at Open Houses to give away brochures and help families register for the free and reduced lunch program.   CCSB and FDOH-Citrus will collaborate to make available at Open Houses nutrition and activity resources for parents/ guardians.   The CCSB Coordinator of Health &amp; PE regularly sends information regarding physical activity opportunities for students and information is available at their web site.</p>
<p><b>21. The district school board shall inform parents or guardians in writing at the beginning of each school year of the health services provided</b>  s. 381.0056(6)(e), F.S.</p>	<p>21a. Provide the opportunity for parents or guardians to request an exemption in writing.</p>	<p>LEA  FDOH-Citrus</p>	<p>Individual letters are sent home to all PK, KG, 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> grade students to share with parents what screenings their children are scheduled for. This includes an opt-out form. A parent guide and Code of Student Conduct is distributed to all students with screening, immunization, and health services information. A paragraph clearly states that parents can request an exception if they do not wish their child to participate.</p>

<p><b>22. The presence of any of the communicable diseases for which immunization is required by the Department of Health in a Florida public or private school shall permit the county health department director or administrator or the State Health Officer to declare a communicable disease emergency</b>  s. 1003.22(9), F.S.;  Chapter 64F-6.002(2)(d), F.A.C.</p>	<p>22a. The school health plan shall include communicable disease policies.  Note: Policies need to provide for interagency coordination during suspected or confirmed disease outbreaks in schools.</p>	<p>LEA  FDOH-Citrus</p>	<p>CCSB Policy # 5.51 Health Services Plan has the exemption rule stated within the policy.  CCSB Policy # 6.61 HIV, AIDS, or Other Communicable Diseases  CCSB Policy # 5.63 Students and staff with AIDS or HIV Disease  CCSB Policy # 8.13 Infection Control Guidelines  FDOH-Citrus Policy/Procedure for Epidemiology Guidelines  FDOH-Citrus Pink Book  FDOH-Citrus Red Book</p>
<p><b>23. Each district school board shall include in its approved school health services plan a procedure to provide training, by a registered nurse, a licensed practical nurse, a physician or a physician assistant (pursuant to chapter 458 or 459), to the school personnel designated by the school principal to assist students in the administration of prescribed medication</b>  s. 1006.062(1)(a), F.S.</p>	<p>23a. Include provisions in the procedure for general and student-specific administration of medication training.</p>	<p>LEA</p>	<p>A mandated general training is held annually for all staff working in the clinic in addition to a CPR/ First Aid Class biennially. The training includes medication administration, OSHA, HIPAA-FERPA, and a focus topic such as diabetes, seizures, and asthma. Student specific training is done at each school site by the assigned School Nurse. Each person working in the clinic has a bi-annual competency form signed off by the School Nurse and/or Team Leader indicating when their training was completed, completion of the Hep B series, and CPR renewal date. A district database is kept for all HRAs, their back-ups, and approved substitutes in the county.</p>

<p><b>24. Each district school board shall adopt policies and procedures governing the administration of prescription medication by district school board personnel s. 1006.062(1)(b), F.S.; Chapter 64B9-14, F.A.C.</b></p>	<p>24a. The school district medication policy will address the use of designated school staff for medication administration and be consistent with delegation practices.</p>	<p>LEA</p>	<p>CCSB Policy # 5.62 Administration of Medication by School Personnel as required by s. 1006.062. The Policy and Forms Committee review all CCSB policies on a schedule. The Health Services Team review the School Health Procedures and Forms Manual and the Medication Administration at School Training Manual annually.</p> <p>CCSB Policy # 5.62 and 5.621 Administration of Medication by School Personnel and Student Medications. The Registered Nurse delegates medication administration of the LPNs and the HRAs in the clinics. Each person working in the clinic has an annual competency form signed off by the School Nurse and/or Team Leader indicating when their training was completed, completion of the Hep B series (recommended, not required), and CPR renewal date. A district database is kept for all HRAs, their backups, and approved substitutes in the county.</p>
<p><b>25. Students with asthma whose parent and physician provide approval may carry a metered dose inhaler on their person while in school s. 1002.20(3)(h), F.S.; National Association of School Nurses (NASN) Position Statement, The Use of Asthma Recue Inhalers in the School Setting</b></p>	<p>25a. Develop and implement an Individualized Healthcare Plan (IHP) and Emergency Action Plan (EAP) to ensure safe use of inhaler by student.</p>	<p>LEA</p>	<p>CCSB Policy # 5.62 and 5.621 Administration of Medication by School Personnel and Student Medications. Students are allowed to carry their inhalers on their person by having the Parent/ Physician complete the appropriate form. IHCP and EAP are developed by the Team Leader RN and implemented by delegated staff members.</p>



<p><b>26. A student who is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer while in school, school-sponsored activities, or in transit if written parental and physician authorization has been provided</b>  s. 1002.20(3)(i), F.S.;  Chapters 6A-6.0251, F.A.C.,  64F-6.004(4), F.A.C.;  Saving Lives at School  Anaphylaxis and Epinephrine  School Nurse and Handbook for  Connection Cards, NASN;  NASN Position Statement on  Rescue Medications in School;  Students with Life-Threatening  Allergies, 2017 Updated  Guidance</p>	<p>26a. For students with life threatening allergies, the RN shall develop an annual IHP that includes an EAP, in cooperation with the student, parent/guardians, physician, and school staff. The IHP shall include child-specific training to protect the safety of all students from the misuse or abuse of auto-injectors. The EAP shall direct that 911 will be called immediately for an anaphylaxis event and have a plan of action for when the student is unable to perform self-administration of the epinephrine auto-injector.</p>	<p>LEA</p>	<p>CCSB Policy # 5.62 and 5.621  Administration of Medication by School Personnel and Student Medications.  Students are allowed to carry their epinephrine auto-injector on their person by having the Parent/ Physician complete the appropriate form. IHCP and EAP are developed by the Team Leader RN and implemented by delegated staff members.</p>
<p><b>27. A public school may purchase a supply of epinephrine auto-injectors from a wholesale distributor or manufacturer as defined in s. 499.003, F.S. for the epinephrine auto-injectors at fair-market, free, or reduced prices for use in the event a student has an anaphylactic reaction. The epinephrine auto-injectors must be maintained in a secure location on the public school's premises. The</b></p>	<p>27a. If the school district has chosen to maintain supplies of epinephrine auto-injectors, a standing order and written protocol has been developed by a licensed physician and is available at all schools where the epinephrine auto-injectors are stocked.</p>	<p>REVIEW IN PROGRESS</p>	<p>REVIEW IN PROGRESS</p>

<p>participating school district shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection s. 1002.20(3)(i)(2), F.S.</p>			
<p><b>28. Educational training programs required by this section must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the department. The curriculum must include at a minimum: (a) Recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and (b) The proper administration of an epinephrine auto-injector s. 381.88, F.S.</b></p>	<p>28a. Ensure that school staff that are designated by the principal (in addition to school health staff in the school clinic) to administer stock epinephrine auto-injectors (not prescribed to an individual student) are trained by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity approved by the Department of Health.</p>		<p>REVIEW IN PROGRESS</p>
<p><b>29. Students with diabetes that have physician and parental approval may carry their diabetic supplies and equipment and self-manage their diabetes while en-route to and from school (bus), in school or at school sponsored activities. The</b></p>	<p>29a. Maintain a copy of the current physician's diabetes medical management plan, and develop and implement an IHP and ECP to ensure safe self-management of diabetes.</p>	<p>LEA</p>	<p>As part of a student's IHCP, the student may carry their glucometer and supplies on their person if it is included in the physician's orders/ medical management plan. IHCP and EAP are developed by the Team Leader RN and implemented by delegated staff members.</p>

<p><b>written authorization shall identify the diabetic supplies, equipment and activities the student is capable of performing without assistance for diabetic self-management, including hypoglycemia and hyperglycemia</b>  s. 1002.20(3)(j), F.S.;  Chapter 6A-6.0253, F.A.C.;  NASN position statement,  Diabetes Management in the School Setting</p>			
<p><b>30. A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while en-route to and from school (bus), in school or at school sponsored activities if the school has been provided with authorization from the student's parent and prescribing practitioner</b>  s. 1002.20(3)(j), F.S.;  Chapter 6A-6.0252, F.A.C.</p>	<p>30a. Develop and implement an IHP and ECP for management of the conditions requiring pancreatic enzyme supplements and to ensure that the student carries and self-administers such supplements as prescribed by the physician.</p>	<p>LEA</p>	<p>As part of a student's IHCP, the student may carry and self-administer their enzyme supplement if it is included in the physician's orders/ medical management plan. IHCP and EAP are developed by the Team Leader RN and implemented by delegated staff members.</p>
<p><b>31. Nonmedical assistive personnel shall be allowed to perform health-related services upon successful completion of child specific training by a registered nurse</b></p>	<p>31a. Document health related child-specific training by an RN for delegated staff. The delegation process shall include communication to the UAP which identifies the task or activity, the expected or desired outcome, the limits</p>	<p>LEA</p>	<p>Child-specific training is done at each school site by the Registered Nurse for delegated staff. In-service logs are kept verifying the training. Each person working in the clinic has an annual competency form signed off by the</p>

<p><b>or advanced registered nurse practitioner, physician or physician assistant</b>  s. 1006.062(4), F.S.;  Chapters:  64B9-14.002(3), F.A.C.,  64B9-14, F.A.C.;  Technical Assistance  Guidelines - The Role of the  Professional School Nurse in  the Delegation of Care in  Florida Schools (Rev. 2010).</p>	<p>of authority, the time frame for the delegation, the nature of the supervision required, verification of delegate's understanding of assignment, verification of monitoring and supervision. The documentation of training and competencies should be signed and dated by the RN and the trainee.</p>		<p>Registered Nurse Team Leader indicating what training they have received, when their training was completed, and staff initials indicating they have a comfort level with the procedure.</p>
	<p>31b. Use of nonmedical assistive personnel shall be consistent with delegation practices per requirements.</p>	<p>LEA</p>	<p>Nonmedical assistive personnel have been trained to provide health-related services under the supervision of a registered nurse. Delegation is the transference to a competent individual, the authority to perform a selected task or activity in a selected situation by a nurse qualified by licensure and experience to perform the task or activity. Annual Competency forms document the training an competency.</p>
<p><b>32. Pursuant to the provisions of Chapter 435, any person who provides services under a school health services plan pursuant to s. 381.0056, F.S. must meet level 2 screening requirements as described in s. 435.04, F.S. A person may satisfy the requirements of this subsection by submitting proof of compliance with the requirements of level 2 screening conducted within 11 months before the date that person initially provides services under a school health services plan.</b></p>	<p>32a. Collaborate with school district to ensure district background screening policies do not result in duplicate or conflicting background screening requirements for staff providing school health services.</p>	<p>LEA  FDOH-Citrus</p>	<p>Per s. 1012.465 Staff is required to have a level 2 background screening to provide school health services, but duplicate background screening is not required between the FDOH-Citrus and the CCSB.   FDOH-Citrus staff entering the school sites are subject to "Raptor" screening by reporting to the front office and using their driver's license.</p>

<p>ss. 381.0059, F.S., 1011.465, F.S.</p> <p><b>33. Immediate notification to a student's parent, guardian, or caregiver if the student is removed from school, school-transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to s. 394.463, F.S. including the requirements established under ss. 1002.20(3)(j), F.S., 1002.33(9), F.S., 381.0056(4)(a)(19), F.S.</b></p>	<p>33a. The school health services plan shall include policies and procedures for implementation.</p>	<p>LEA</p>	<p>The school administrator, or their representative, and/or the School Resource Officer from the Sheriff's Department are responsible for the immediate notification of the parent/guardian of a student who is removed for involuntary examination from a Citrus County school site, transportation or sponsored activity.</p>
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**PART II: COMPREHENSIVE SCHOOL HEALTH SERVICES (CSHSP)**

<p><b>References/Resources</b></p>	<p><b>Program Standards</b></p>	<p><b>Local Agency(s) Responsible</b></p>	<p><b>Local Implementation Strategy &amp; Activities</b></p>
<p><b>34. The services provided by a comprehensive school health program must focus attention on promoting the health of students, reducing risk-taking behavior, and reducing teen pregnancy. Services provided under this section are additional and are intended to supplement, rather than supplant, basic school health services</b>                      ss. 381.0057(6), F.S., 743.065, F.S.</p>	<p>34a. Provide in-depth health management, interventions and follow-up through the increased use of professional school nurse staff.</p> <p>34b. Provide health activities that promote healthy living in each school.</p> <p>34c. Provide health education classes.</p> <p>34d. Provide or coordinate counseling and referrals to decrease substance abuse.</p> <p>34e. Provide or coordinate counseling and referrals to decrease the incidence of suicide attempts.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A: Citrus County does not receive comprehensive funding.</p> <p>N/A: Citrus County does not receive comprehensive funding.</p> <p>N/A: Citrus County does not receive comprehensive funding.</p> <p>N/A: Citrus County does not receive comprehensive funding.</p> <p>N/A: Citrus County does not receive comprehensive funding.</p>

	34f. Provide or coordinate health education classes to reduce the incidence of substance abuse, suicide attempts and other high-risk behaviors.	N/A	N/A: Citrus County does not receive comprehensive funding.
	34g. Identify and provide interventions for students at risk for early parenthood.	N/A	N/A: Citrus County does not receive comprehensive funding.
	34h. Provide counseling and education of teens to prevent and reduce involvement in sexual activity.	N/A	N/A: Citrus County does not receive comprehensive funding.
	34i. Collaborate with interagency initiatives to prevent and reduce teen pregnancy.	N/A	N/A: Citrus County does not receive comprehensive funding.
	34j. Facilitate the return to school after delivery and provide interventions to decrease repeat pregnancy.	N/A	N/A: Citrus County does not receive comprehensive funding.
	34k. Refer all pregnant students who become known to staff for prenatal care and Healthy Start services.	N/A	N/A: Citrus County does not receive comprehensive funding.

**PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS (FSS)**

<b>References/Resources</b>	<b>Program Standards</b>	<b>Local Agency(s) Responsible</b>	<b>Local Implementation Strategy &amp; Activities</b>
35. The State Board of Education and the Department of Health shall jointly establish full-service schools (FSS) to serve students from schools that have a student population at high risk of needing medical and social services s. 402.3026(1), F.S.	35a. Designate full-service schools based on demographic evaluations.	LEA FDOH-Citrus	In Citrus County, all school are considered eligible for Full Service School services based on free/reduced lunch data. Parent Facilitators are housed at the Student Services Center but provide services to all students and schools based on need.
	35b. Provide nutritional services.	LEA FDOH-Citrus	The CCSB Food Services Director has created an interactive website to assist parents/ guardians in activities that will help children eat healthy food. CCSB and FDOH-Citrus will

	<p>35c. Provide basic medical services.</p> <p style="text-align: center;">Mental Health Information</p> <p>35d. Provide referral to dependent children (Temporary Assistance to Needy Families (TANF)).</p> <p>35e. Provide referrals for abused children.</p> <p>35f. Provide referrals for children risk of delinquent behavior parents, and adult education.</p> <p>35g. Develop local agreements with providers and/or partners for in-kind health and social services on school grounds.</p>	<p>LEA FDOH-Citrus</p> <p>LEA FDOH-Citrus</p> <p>LEA FDOH-Citrus</p> <p>LEA FDOH-Citrus</p> <p>LEA FDOH-Citrus</p>	<p>collaborate to make available at Open Houses nutrition and activity resources for parents/ guardians.</p> <p>Basic medical services provided at all school sites. Tdap, HPV, and meningococcal immunizations are made available at middle school open houses as funding is available.</p> <p>For mental health information, refer to Citrus County School District's Behavior Health Plan</p> <p>CCSB and FDOH-Citrus provide referrals and information regarding food stamps, cash assistance, WIC, and Medicaid application via <a href="http://Benefits.gov">Benefits.gov</a> as appropriate.</p> <p>All CCSB staff members are mandated reporters. Training is done annually. Wallet cards are given to all employees "RECOGNIZING and REPORTING ABUSE". FDOH-Citrus staff are mandated reporters and use a flow sheet with assessment tools following domestic/ child abuse guidelines as established by the state. All staff use the 800-962-2873 hotline.</p> <p>Assessed and referred as appropriate by CCSB staff to community resources (including but not limited to Youth and Family Alternatives, Filter Youth Development, CASA, Children's Health Society, Aspire, and/or Jessie's Place).</p> <p>Local agreements are in place for The Centers (mental health services), Hospice (counseling/ bereavement), Sheriff's Office (Department of</p>
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				Children and Families, SRO services).
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# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 Board Meeting.  
Requested by Lynne Kirby, Director, Department of Exceptional Student Education  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Contract for Achievement Rehabilitation Through Therapeutic Intervention

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval: Approve contract with Achievement Rehabilitation Through Therapeutic Intervention for Physical, Occupational and Speech/Language Therapies.

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

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

### Executive Summary / Highlights:

The School District has an obligation to provide special services, including but not limited to Occupational Therapy, Physical Therapy, and/or Speech-Language Therapy to eligible students as indicated on an Individual Education Plan. The School District is obligated to provide Speech Language Therapy to parentally placed private school students who meet eligibility. I recommend that we contract with Achievement Rehabilitation through Therapeutic Intervention to provide therapy services to serve eligible students.

### 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: \$641,520.00

Amount Budgeted \$576,356.00 annually Funding Source: Part 1  
Additional Amount Budgeted: \$65,164.00 Funding Source: IDEA Grant  
Speech Language (\$98,996) Funding Source Part 1 -Project 52080 and IDEA Grant  
Occupational and Physical Therapies (\$477,360.00) Part 1-Project 52040

### 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)

## CONTRACT FOR SERVICES

This Contract is made this 9<sup>th</sup> day of July, 2019, between the School Board of Citrus County, Florida ("School Board"), with a principal place of business at 1007 West Main Street, Inverness, Florida 34450, and Achievement Rehabilitation Through Therapeutic Intervention, Inc. ("Contractor"), with a principal place of business at 130 Heights Avenue, Inverness, Florida 34452, collectively (the "Parties").

### ARTICLE 1 - TERM OF CONTRACT

1.01. This Contract will become effective August 1, 2019 shall continue in for a period of twelve months and shall then terminate unless renewed in a writing executed by both parties, unless terminated sooner as provided in Article 6 of this Contract.

### ARTICLE 2 - SERVICES TO BE PERFORMED BY CONTRACTOR

#### **Independent Contractor**

2.01 It is mutually agreed and understood that the services provided by Contractor to School Board pursuant to this Contract are rendered by the Contractor to School Board as an independent contractor, and nothing contained in this Agreement shall be construed as creating an employer/employee, partnership, joint venture, or principal/agent relationship between School Board and Contractor. In this regard, neither the Contractor nor any of Contractor's agents, representatives, employees or independent contractors shall be deemed to be employed by School Board for purposes of any tax or contribution levied by, under or in accordance with any federal, state or local laws with respect to employment or compensation for employment, or for any purpose whatsoever. In addition, neither Contractor nor any of its employees, agents, representatives, or independent contractors shall be entitled to any fringe benefits, including participation in any health insurance, dental, retirement, or any other defined benefit or deferred compensation plans established or offered by School Board to or for the benefit of any of the School Board's employees. Contractor shall render services hereunder as an independent contractor, and any duties of Contractor arising out of this Agreement shall be owed solely to School Board and not for the benefit of any third parties. Contractor shall not have any right or authority during the Term to assume or create any obligations or responsibility, expressed

or implied, on behalf of or in the name of School Board in any way. Contractor covenants and agrees with School Board that Contractor shall pay when due all taxes or contributions levied by, or in accordance with, any federal, state or local law due with respect to any of Contractor's employees, agents or independent contractors for any and all purposes whatsoever.

#### **Specific Services**

2.02. Contractor agrees to perform the services specified in the "Description of Services" attached to this Contract as Exhibit "A" and incorporated in this Contract by reference.

### **ARTICLE 3 – COMPENSATION**

#### **Hourly Compensation**

3.01. In consideration for the services to be performed by Contractor, School Board agrees to pay to Contractor \$60.00 per hour, with a maximum of eight (8) hours per day for occupational therapists, a physical therapist, and a speech-language pathologist and \$50.00 per hour, with a maximum of eight (8) hours per day for a certified occupational therapy assistant. On early dismissal days for students, all therapists will be allowed a maximum of six (6) hours per day. In addition up to 2 days of Professional Development can be used and paid at a flat rate of \$18 per hour.

#### **Date for Payment of Compensation**

3.02. At the end of each month, Contractor will submit to School Board a statement of services rendered that month. School Board agrees to pay the amount due to Contractor within 30 days of receipt of the statement for services.

### **ARTICLE 4 - OBLIGATIONS OF CONTRACTOR**

#### **Minimum Amount of Service**

4.01. Contractor agrees to devote a maximum of eight (8) hours per day to performance of the services described in the Contract. Contractor may represent, perform

services for, and be employed by any additional School Boards, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.

#### **Record Keeping**

4.02 Citrus County Schools participates in the Florida Medicaid Certified School Match Reimbursement Program. The School district must employ or contract with staff who meet the Medicaid provider qualifications to provide the specific services for which the school district will bill Medicaid. Contracted Service Providers with the District are required to:

4.02.01 Participate in the District's Medicaid Certified School Match Reimbursement Program. To have a thorough understanding of their services covered under the program, the service provisions, the service limitations, and service exclusions as outlined in the Medicaid Certified School Match Coverage and Limitations Handbook.

4.2.2 Utilize District and Civic Solutions Group (third-party vendor) software for accurate and timely data input of all eligible student services.

4.2.3 All medical records which support the provision of medical services billed to Medicaid will be completed promptly, filed and retained by the School District/school in which the child attends school, and will be made available for audit.

#### **Hours During Which Services may be Performed**

4.03. Contractor agrees that any services described in this Contract that must be performed on School Board's premises will be performed during School Board's regular business hours.

#### **Workers' Compensation**

4.04. Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify School Board for any and all claims arising out of any injury, disability, or death of any of

Contractor's employees or agents. Contractor shall provide proof of workers' compensation insurance to School Board upon written request.

#### **Liability Insurance**

4.05. Contractor agrees to provide at its expense general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 or more in aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. Coverage must be written by a carrier which has and maintains a rating of "A" or better and a financial size category of "VII" or better according to A.M. Best Company. The School Board of Citrus County, Florida, shall be named as Certificate Holder and Additional Insured for claims arising out of any and all claims under this policy and that the insurance is not cancelable without first giving thirty (30) days written notice to the Board.

#### **Assignment by Contractor**

4.05. Neither this Contract nor any duties or obligations under this Contract may be assigned by Contractor without the prior written consent of School Board.

#### **Level II Background Investigation**

4.06. The Contractor represents and warrants to the School Board that the Contractor has read and is familiar with Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 regarding background investigations. Contractor covenants to comply with all requirements of the above cited statutes and shall provide School Board with proof of compliance upon request. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467 and 1012.468.

#### **Student Records**

4.07 Notwithstanding any provision to the contrary contained in this agreement

between Contractor and School Board; Contractor and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stat. or any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Further, Contractor for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold School Board and its officers and employees harmless for any violation of this covenant, including but not limited to defending School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon School Board arising out of the breach of this covenant by the vendor, or an officer, employee, agent, representative, contractor, or sub-contractor of the vendor to the extent and only to the extent that the vendor or an officer, employee, agent, representative, contractor, or sub-contractors of the vendor shall either intentionally or negligently violate the provisions of this covenant or the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stats. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon Contractor until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

#### **Indemnification**

4.08 Contractor for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold the School Board and its officers and employees harmless for any from any claim, loss, damage or liability caused by negligence, misfeasance or malfeasance by the Contractor, its employees, appointees or agents, in the performance of or relating to the performance of the duties imposed upon the Contractor by this Contract and any covenant or provision hereof, including but not limited to defending the School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon the School Board. The Contractor shall immediately give the School Board written notice of any and all claims asserted against the Contractor and the

School Board shall have the right but not the obligation to participate in any defense.

4.09 Notwithstanding the foregoing, the School Board intends 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 School Board'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.

#### **ARTICLE 5 - OBLIGATIONS OF SCHOOL BOARD**

##### **Cooperation of School Board**

5.01. School Board agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Contract.

##### **Place of Work**

5.02. School Board agrees to furnish space on School Board's premises for use by Contractor while performing the services under this Contract. The location of said space shall be at the sole discretion of the School Board.

##### **Computer Use**

5.03 School Board agrees to designate a workspace and offer a desktop computer area that will be used on campus. The location of said desktop computer shall be at the sole discretion of the School Board.

#### **ARTICLE 6 - TERMINATION OF CONTRACT**

##### **Termination of Contract**

6.01. This Agreement may be terminated by (i) either party without cause upon delivery of written notice of such intent to terminate this Agreement not less than 30 days' prior to the effective date of such termination; (ii) written agreement executed by both the Contractor and School Board; or (iii) School Board, at any time, if Contractor fails to perform Contractor's duties hereunder or breaches any of Contractor's covenants contained herein.





7.02. This Contract constitutes and contains the entire agreement and understanding between the Parties with respect to the subject matter herein and supersedes and replaces all prior negotiations and proposed agreements, written or oral. The Parties acknowledge that no representations, inducements, promises, or agreements have been made by or on behalf of any Party, except those covenants and agreements embodied in this written Contract. Any amendment or modification of this Contract, or any waiver of its terms, in order to be binding, must be written and signed by the Parties hereto.

#### **Partial Invalidity**

7.03. The Parties acknowledge that they and their attorneys have participated in the preparation, negotiations and drafting of this Contract. The terms in this Contract shall be construed in accordance with their fair meaning and there shall be no presumption applied against any Party for having drafted or participated in the drafting of any such terms. The terms of this Contract shall be severable such that, if any term herein is illegal, invalid, or unenforceable, such holding shall not affect the viability of any of the other provisions of the Contract, unless the severing of such term would defeat the purpose of this Contract.

#### **Payment of Moneys Due Deceased Contractor**

7.04. If Contractor dies or is dissolved prior to completion of this Contract, any moneys that may be due to Contractor from School Board for services rendered prior to the date of death or dissolution shall be paid to Contractor's executors, administrators, heirs, personal representative, successors, or assigns.

#### **Attorneys' Fees**

7.05 In the event of a dispute arising under this Contract, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorney fees' and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include costs that are taxable under any applicable statute,

rule or guideline, as well as non-taxable costs: including, but not limited to, costs of investigation, copying costs, electronic discovery costs, telephone charges, mailing and delivery charges, information technology support charges, consultant and expert witness fees, travel expenses, court reporter fees, and mediator fees, regardless of whether such costs are otherwise taxable.

#### **Governing Law**

7.06. This Contract shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Citrus County, Florida (hereinafter the "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Contract, and agree that they will present any disputes under this Contract, including, without limitation, any claims for breach or enforcement of this Contract, exclusively to the Court. Each of the Parties consents to the jurisdiction of the Court, acknowledges that the Court has jurisdiction over this Agreement, and that the Court shall retain jurisdiction for the purposes of implementing and enforcing the terms of this Agreement.

#### **Public Records**

**IF Achievement Rehabilitation Through Therapeutic Intervention, Inc. HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE Achievement Rehabilitation Through Therapeutic Intervention, Inc'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE PUBLIC INFORMATION AND COMMUNICATIONS OFFICER, EMAIL ADDRESS: [BLAIRL@CITRUS.K12.FL.US](mailto:BLAIRL@CITRUS.K12.FL.US) AND [PUBLICRECORD@CITRUSSCHOOLS.ORG](mailto:PUBLICRECORD@CITRUSSCHOOLS.ORG); TELEPHONE NUMBER: 352-726-1931 ext. 2211, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

7.07. Achievement Rehabilitation Through Therapeutic Intervention, Inc. 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 Achievement Rehabilitation Through Therapeutic Intervention, Inc. 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 Achievement Rehabilitation Through Therapeutic Intervention, Inc. or keep and maintain public records required by the School Board to perform the service. If Achievement Rehabilitation Through Therapeutic Intervention, Inc. transfers all public records to the School Board upon completion of the contract, Achievement Rehabilitation Through Therapeutic Intervention, Inc. shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Achievement Rehabilitation Through Therapeutic Intervention, Inc. keeps and maintains public records upon completion of the contract, Achievement Rehabilitation Through Therapeutic Intervention, Inc. 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 Achievement Rehabilitation Through Therapeutic Intervention, Inc. 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.

#### **Waiver**

7.09 No delay or failure on the part of any Party hereto in exercising any right, power or privilege under this Agreement shall impair any such right, power or privilege or be construed as a waiver or acquiescence thereto; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege. No waiver shall be valid against any Party, unless made in writing and signed by the Party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.

**THE PARTIES REPRESENT THAT THEY HAVE THOROUGHLY DISCUSSED ALL ASPECTS OF THIS AGREEMENT WITH THEIR RESPECTIVE ATTORNEY(S), THAT THEY FULLY UNDERSTAND ALL OF ITS PROVISIONS, AND THAT THEY ARE VOLUNTARILY ENTERING INTO THIS AGREEMENT WITH THE FULL KNOWLEDGE OF ITS LEGAL SIGNIFICANCE AND WITH THE INTENT TO BE LEGALLY BOUND BY ITS TERMS.**

**THE SCHOOL BOARD OF CITRUS COUNTY, FL**

**ACHIEVEMENT REHABILITATION THROUGH THERAPEUTIC INTERVENTION, INC.**

Signature: \_\_\_\_\_  
Chairperson

Signature:   
Sherrie Ramsay, President

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

Date: 6/13/19

## **Exhibit A**

### **Description of Services Speech-Language/Occupational/Physical Therapy Fiscal Year 2019-2020**

#### **Contractor's Responsibilities and Duties:**

1. Maintain current all required state and local licenses and certifications. Complete appropriate screenings and evaluations and maintain progress monitoring documentation.
2. Attend Exceptional Student Education (ESE) meetings regarding Speech-Language/Occupational/Physical Therapy as assigned by the ESE Director or her designee.
3. Maintain and review Individual Education Plans (IEPs) Plan of Cares/Treatment, and Progress Toward Annual Goals for students staffed into Speech-Language/Occupational/Physical Therapy Program. Develop IEPs and Plan of Cares/Treatment for new students as assigned by the ESE Director or her designee.

#### **Record Keeping**

Citrus County Schools participates in the Florida Medicaid Certified School Match Reimbursement Program.

The School district must employ or contract with staff who meet the Medicaid provider qualifications to provide the specific services for which the school district will bill Medicaid.

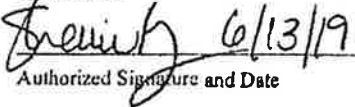
Contracted Service Providers with the District are required to:

4. Participate in the District's Medicaid Certified School Match Reimbursement Program. To have a thorough understanding of their services covered under the program, the service provisions, the service limitations, and service exclusions as outlined in the Medicaid Certified School Match Coverage and Limitations Handbook.
5. Utilize District and Sivic Solutions Group (third-party vendor) software for accurate and timely data input of all eligible student services.
6. All medical records which support the provision of medical services billed to Medicaid will be completed promptly, filed and retained by the School

District/school in which the child attends school, and will be made available for audit.

Contact Time With Children: On full school days, therapist will be allowed one (1) hour for planning/paperwork outside student attendance hours for a maximum of eight (8) possible billing hours per day. Therapist will be allowed (1) full day with a maximum of (8) billing hours during preplanning. On early dismissal days for students, therapist will be allowed six (6) possible billing hours subject to annual school board calendar. In addition, up to 2 days will be allowed for Professional Development at a flat rate of \$18 per hour.

Speech-Language/Occupational/Physical Therapy Service provided shall commence with on August 1, 2019 for the 2019-2020 school year. Either party may terminate this contract with 30-business days notice in writing.

Contractor  
  
Authorized Signature and Date

Citrus County School Board Designee  

---

  
Authorized Signature and Date

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Lynne Kirby, Director, Department of Exceptional Student Education  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Contract for Jessica Harris Interpreting Services, Inc.

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval: Approve contract with Jessica Harris Interpreting Services, Inc.

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

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

**Executive Summary / Highlights:**

The District currently employs sign language interpreters to meet the IEP obligation for students who are deaf/hard of hearing. I recommend that we approve this contract with Jessica Harris Interpreting Services, Inc. for sign language interpreters when we need additional interpreters to cover as substitutes or if additional students move into our county.

**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:** \$14,850.00  
Amount Budgeted \$14,850.00 Additional Amount Requested \_\_\_\_\_

**Funding Source:** Part 1 - Project 52060

**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)

## **CONTRACT FOR SERVICES**

This Contract is made this 9th day of July, 2019, between the School Board of Citrus County, Florida ("School Board"), with a principal place of business at 1007 West Main Street, Inverness, Florida 34450, and Jessica Harris Interpreting Services, Inc. ("Contractor"), with a principal place of business at 9119 Ridge Road #40, New Port Richey, Florida 34654.

### **ARTICLE 1 - TERM OF CONTRACT**

1.01. This Contract will become effective on August 1, 2019 and shall continue in for a period of twelve months and shall then terminate unless renewed in a writing executed by both parties, unless terminated sooner as provided in Article 6 of this Contract.

### **ARTICLE 2 - SERVICES TO BE PERFORMED BY CONTRACTOR**

#### **Independent Contractor**

2.01 Independent Contractor. It is mutually agreed and understood that the services provided by Contractor to School Board pursuant to this Contract are rendered by the Contractor to School Board as an independent contractor, and nothing contained in this Agreement shall be construed as creating an employer/employee, partnership, joint venture, or principal/agent relationship between School Board and Contractor. In this regard, neither the Contractor nor any of Contractor's agents, representatives, employees or independent contractors shall be deemed to be employed by School Board for purposes of any tax or contribution levied by, under or in accordance with any federal, state or local laws with respect to employment or compensation for employment, or for any purpose whatsoever. In addition, neither Contractor nor any of its employees, agents, representatives, or independent contractors shall be entitled to any fringe benefits, including participation in any health insurance, dental, retirement, or any other defined benefit or deferred compensation plans established or offered by School Board to or for the benefit of any of the School Board's employees. Contractor shall render services hereunder as an independent contractor, and any duties of Contractor arising out of this Agreement shall be owed solely to School Board and not for the benefit of any third parties. Contractor shall not have any right or authority during the Term to assume or create any obligations or responsibility, expressed or implied, on behalf of or in the name of School Board in any way. Contractor covenants and agrees with School Board that Contractor shall pay when due all taxes or contributions levied by, or in accordance with, any



federal, state or local law due with respect to any of Contractor's employees, agents or independent contractors for any and all purposes whatsoever.

### **Specific Services**

2.02. Contractor agrees to perform the services specified in the "Description of Services" attached to this Contract as Exhibit "A" and incorporated in this Contract by reference.

## **ARTICLE 3 – COMPENSATION**

### **Hourly Compensation**

3.01. In consideration for the services to be performed by Contractor, School Board agrees to pay to Contractor \$50.00 per hour for one Qualified Interpreter, and \$57.00 per hour for one Certified Interpreter, with a two (2) hour minimum. Cancellation of services must be made a minimum of twenty-four (24) hours prior to requested services or the contracted time shall be paid in full. An additional \$10.00 per hour shall be charged for services performed on weekends, Federal Holidays, or between the hours of 7:00 pm and 7:00 am. \*\* Disclaimer: Cancellation of services with no notice - will be honored without being paid in full if there is a state of emergency issued by the Governor of Florida.

### **Date for Payment of Compensation**

3.02. At the end of each month, Contractor will submit to School Board a statement of services rendered that month. School Board agrees to pay the amount due to Contractor within 30 days of receipt of the invoice.

## **ARTICLE 4 - OBLIGATIONS OF CONTRACTOR**

### **Minimum Amount of Service**

4.01. Contractor agrees to devote the necessary hours per day to perform the services described in this Contract. Contractor may represent, perform services for, and be employed by any additional School Boards, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.

### **Hours During Which Services may be Performed**

4.02. Contractor agrees that any services described in this Contract that must be performed on School Board's premises will be performed during School Board's regular business hours. In addition, if a student is assigned to a job site, then services will be provided at said job site.

#### **Workers' Compensation**

4.03. Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify School Board for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents. Contractor shall provide proof of workers' compensation insurance to School Board upon written request.

#### **Liability Insurance**

4.04. Contractor agrees to maintain a policy of insurance in the minimum amount of \$1,000,000.00 (One Million Dollars) to cover any negligent acts committed by Contractor or Contractor's employees or agents during the performance of any duties under this Contract. Contractor further agrees to hold School Board free and harmless from any and all claims arising from any such negligent act or wrongful act or omission. Notwithstanding the foregoing, the School Board intends 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. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. 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. Contractor shall provide proof of liability insurance to School Board upon written request.

#### **Assignment by Contractor**

4.05. Neither this Contract nor any duties or obligations under this Contract may be assigned by Contractor without the prior written consent of School Board.

#### **Level II Background Investigation**

4.06. The Contractor represents and warrants to the School Board that the Contractor has read and is familiar with Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 regarding background investigations. Contractor covenants to comply with all requirements of the above cited statutes and shall provide School Board with proof of compliance upon request. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467 and 1012.468.

#### **ARTICLE 5 - OBLIGATIONS OF SCHOOL BOARD**

##### **Cooperation of School Board**

5.01. School Board agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Contract.

##### **Place of Work**

5.02. School Board agrees to furnish space on School Board's premises for use by Contractor while performing the services under this Contract. The location of said space shall be at the sole discretion of the School Board.

#### **ARTICLE 6 - TERMINATION OF CONTRACT**

##### **Expiration of Contract**

6.01. Notwithstanding any other provision of this Contract, the School Board may terminate this Contract, with or without cause, at any time by giving thirty (30) days written notice to the Contractor.

##### **Termination on Occurrence of Stated Events**

6.02. This Contract shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of Contractor.

- (2) Sale of the business of Contractor.
- (3) Death or dissolution of Contractor.
- (4) Assignment of this Contract by Contractor without the consent of the School Board.

## **ARTICLE 7 - GENERAL PROVISIONS**

### **Notices**

7.01. Any notices to be given under this Contract by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract. However, each party may change the address for receipt of notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one day after mailing.

### **Entire Contract of the Parties**

7.02. This Contract supersedes any and all Contracts, both oral and written, between the parties with respect to the rendering of services by Contractor for School Board and contains all of the covenants and Contracts between the parties with respect to the rendering of these services in any manner whatsoever. Each party acknowledges that no representations, inducements, promises, or Contracts, written or oral, have been made by either party, or by anyone acting on behalf of either party, that are not embodied in this Contract. Any modification of this Contract will be effective only if it is in a writing signed by the party to be charged.

### **Partial Invalidity**

7.03. If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

### **Payment of Moneys Due Deceased Contractor**

7.04. If Contractor dies or is dissolved prior to completion of this Contract, any moneys that may be due to Contractor from School Board for services rendered prior to the date of death or dissolution shall be paid to Contractor's executors, administrators, heirs, personal representative, successors, or assigns.

**Attorneys' Fees**

7.05. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The attorneys' fees may be set by the court in the same action or in a separate action brought for that purpose.

**Governing Law**

7.06. This Contract will be governed by and construed in accordance with the laws of the State of Florida. Venue for any action arising from this Contract shall only lie in Citrus County, Florida.

**Public Records**

**IF JESSICA HARRIS INTERPRETING SERVICES, INC. HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE JESSICA HARRIS INTERPRETING SERVICES, INC.'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE PUBLIC INFORMATION AND COMMUNICATIONS OFFICER, EMAIL ADDRESS: [BLAIRL@CITRUS.K12.FL.US](mailto:BLAIRL@CITRUS.K12.FL.US) AND [PUBLICRECORD@CITRUSSCHOOLS.ORG](mailto:PUBLICRECORD@CITRUSSCHOOLS.ORG); TELEPHONE NUMBER: 352-726-1931 EXT. 2211, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

7.07 Jessica Harris Interpreting Services, Inc. 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 Jessica Harris Interpreting Services, Inc. does not transfer the records to the School Board.
- d. Upon completion of the contact, transfer, at no cost, to the School Board all public records in possession of Jessica Harris Interpreting Services, Inc. or keep and maintain public records required by the School Board to perform the service. If Jessica Harris Interpreting Services, Inc. transfers all public records to the School Board upon completion of the contract, Jessica Harris Interpreting Services, Inc. shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Jessica Harris Interpreting Services, Inc. keeps and maintains public records upon completion of the contract, Jessica Harris Interpreting Services, Inc. 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 Jessica Harris Interpreting Services, Inc. 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.

**Exhibit A**

**Description of Interpreter Services**

The rates for Jessica Harris Interpreting Services provided by Contractor for students enrolled in the Citrus County School District programs are as follows:

**Day Rate**

\$50.00 per hour for (1) Qualified Interpreter, and \$57.00 per hour for (1) Certified Interpreter, with a two-hour minimum. Cancellation of services must be made with no less than twenty-four (24) hour notice or the contracted time must be paid in full. After hours rate additional \$10.00 per hour for weekends and Federal Holidays and 7 pm – 7 am.

\*\* Disclaimer: Cancellation of services with no notice - will be honored without being paid in full if there is a state of emergency issued by the Governor of Florida.

**Travel Reimbursement**

In cases a local interpreter is not available, and travel is over 50 miles round trip, reimbursement will be honored at the current 2019 IRS Standard Mileage Rate \$0.58 per mile. A Google Maps with the address of the Interpreter to the school location will need to be attached to the invoice. Mileage will be calculated using the shortest distance.

Contractor

Citrus County School Board Designee



Authorized Signature and Date

Authorized Signature and Date

**Student Records**

7.09 Notwithstanding any provision to the contrary contained in this Contract, the Contractor and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stat. or any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Further, Contractor for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold School Board and its officers and employees harmless for any violation of this covenant, including but not limited to defending School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon School Board arising out of the breach of this covenant by the vendor, or an officer, employee, agent, representative, contractor, or sub-contractor of the vendor to the extent and only to the extent that the vendor or an officer, employee, agent, representative, contractor, or sub-contractors of the vendor shall either intentionally or negligently violate the provisions of this covenant or the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stats. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon Contractor until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

Executed on the date first written above.

**The School Board  
of Citrus County, FL**

\_\_\_\_\_  
By: \_\_\_\_\_  
**Chairperson**

Dated: \_\_\_\_\_

**Jessica Harris Interpreting  
Services, Inc.**

*Jessica Harris*  
\_\_\_\_\_  
By: *Harris*  
\_\_\_\_\_

Dated: 6/14/19



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 <sup>PK</sup> School Board Meeting.

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

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

Document Title Contract for Gardner Audiological Services

**Board Action Required:**

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

Consideration/Approval: Approve Contract with Gardner Audiology for Audiological Services

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

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

**Executive Summary / Highlights:**

The School District has an obligation to provide Audiological Services to students that are Hearing Impaired.

Gardner Audiology will:

- complete appropriate screenings and evaluations as referred.
- Will ensure students' hearing aids work with school district issued FM equipment,

**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:** \$4125.00

Amount Budgeted \$4125.00 Additional Amount Requested 0

**Funding Source:** Part 1 - Project 52060

**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*

## CONTRACT FOR SERVICES

This Contract is made this 9th day of July, 2019, between the School Board of Citrus County, Florida ("School Board"), with a principal place of business at 1007 West Main Street, Inverness, Florida 34450, and Gardner Audiology ("Contractor"), with a principal place of business at 700 S.E. 5<sup>th</sup> Terrace Suite 11, Crystal River, FL 34429 and 2525 Hwy 44 W, Inverness, FL 34452.

### ARTICLE I - TERM OF CONTRACT

1.01. This Contract will become effective on August 1, 2019 and shall continue in for a period of twelve months and shall then terminate unless renewed in a writing executed by both parties, unless terminated sooner as provided in Article 6 of this Contract.

### ARTICLE 2 - SERVICES TO BE PERFORMED BY CONTRACTOR

#### **Independent Contractor**

2.01 Independent Contractor. It is mutually agreed and understood that the services provided by Contractor to School Board pursuant to this Contract are rendered by the Contractor to School Board as an independent contractor, and nothing contained in this Agreement shall be construed as creating an employer/employee, partnership, joint venture, or principal/agent relationship between School Board and Contractor. In this regard, neither the Contractor nor any of Contractor's agents, representatives, employees or independent contractors shall be deemed to be employed by School Board for purposes of any tax or contribution levied by, under or in accordance with any federal, state or local laws with respect to employment or compensation for employment, or for any purpose whatsoever. In addition, neither Contractor nor any of its employees, agents, representatives, or independent contractors shall be entitled to any fringe benefits, including participation in any health insurance, dental, retirement, or any other defined benefit or deferred compensation plans established or offered by School Board to or for the benefit of any of the School Board's employees. Contractor shall render services hereunder as an independent contractor, and any duties of Contractor arising out of this Agreement shall be owed solely to School Board and not for the benefit of any third parties. Contractor shall not have any right or authority during the Term to assume or create any obligations or responsibility, expressed or implied, on behalf

of or in the name of School Board in any way. Contractor covenants and agrees with School Board that Contractor shall pay when due all taxes or contributions levied by, or in accordance with, any federal, state or local law due with respect to any of Contractor's employees, agents or independent contractors for any and all purposes whatsoever.

#### **Specific Services**

2.02. Contractor agrees to perform Audiological Services for Evaluations, and ensure student's hearing aids work with school district issued FM equipment.

### **ARTICLE 3 – COMPENSATION**

#### **Hourly Compensation**

3.01. In consideration for the services to be performed by Contractor, School Board agrees to pay to Contractor the fees as specified in Exhibit "A" attached to this Contract.

#### **Date for Payment of Compensation**

3.02. At the end of each month, Contractor will submit to School Board a statement of services rendered that month. School Board agrees to pay the amount due to Contractor pursuant to Exhibit "B" attached to this Contract.

### **ARTICLE 4 - OBLIGATIONS OF CONTRACTOR**

#### **Minimum Amount of Service**

4.01. Contractor agrees to devote the necessary hours per day to perform the services described in this Contract. Contractor may represent, perform services for, and be employed by any additional School Boards, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.

#### **Hours During Which Services may be Performed**

4.02. Contractor agrees that any services described in this Contract will be at Contractor's places of business located at 700 S.E. 5<sup>th</sup> Terrace Suite 11, Crystal River, FL 34429 and 2525 Hwy 44 W, Inverness, FL 34452 during normal business hours.

#### **Workers' Compensation**

4.03. Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify School Board for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents. Contractor shall provide proof of workers' compensation insurance to School Board upon written request.

#### **Liability Insurance**

4.04. Contractor agrees to maintain a policy of insurance in the minimum amount of \$1,000,000.00 (One Million Dollars) to cover any negligent acts committed by Contractor or Contractor's employees or agents during the performance of any duties under this Contract. Contractor further agrees to hold School Board free and harmless from any and all claims arising from any such negligent act or wrongful act or omission. Notwithstanding the foregoing, the School Board intends 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. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. 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. Contractor shall provide proof of liability insurance to School Board upon written request.

#### **Assignment by Contractor**

4.05. Neither this Contract nor any duties or obligations under this Contract may be assigned by Contractor without the prior written consent of School Board.

#### **Level II Background Investigation**

4.06. The Contractor represents and warrants to the School Board that the Contractor has read and is familiar with Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 regarding background investigations. Contractor covenants to comply with all requirements of the above cited statutes and shall provide School Board with proof of compliance upon request. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury,

death, or property damage resulting from the Contractor's failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467 and 1012.468. Therefore, Contractor stipulates and agrees that NO SERVICE will be performed on any student unless a verified employee of the Citrus County School District is physically present during the performance of the services. A current Citrus County School District Employee Badge shall constitute verification of identity.

#### **ARTICLE 5 - OBLIGATIONS OF SCHOOL BOARD**

##### **Cooperation of School Board**

5.01. School Board agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Contract.

##### **Place of Work**

5.02. School Board agrees that any services described in this Contract will be at Contractor's places of business located at 700 S.E. 5<sup>th</sup> Terrace Suite 11, Crystal River, FL 34429 and 2525 Hwy 44 W, Inverness, FL 34452

#### **ARTICLE 6 - TERMINATION OF CONTRACT**

##### **Expiration of Contract**

6.01. Notwithstanding any other provision of this Contract, the either party may terminate this Contract, with or without cause, at any time by giving thirty (30) days written notice to the Contractor.

##### **Termination on Occurrence of Stated Events**

6.02. This Contract shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of Contractor.
- (2) Sale of the business of Contractor.
- (3) Death or dissolution of Contractor.

(4) Assignment of this Contract by Contractor without the consent of the School Board.

## **ARTICLE 7 - GENERAL PROVISIONS**

### **Notices**

7.01. Any notices to be given under this Contract by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract. However, each party may change the address for receipt of notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one day after mailing.

### **Entire Contract of the Parties**

7.02. This Contract supersedes any and all Contracts, both oral and written, between the parties with respect to the rendering of services by Contractor for School Board and contains all of the covenants and Contracts between the parties with respect to the rendering of these services in any manner whatsoever. Each party acknowledges that no representations, inducements, promises, or Contracts, written or oral, have been made by either party, or by anyone acting on behalf of either party, that are not embodied in this Contract. Any modification of this Contract will be effective only if it is in a writing signed by the party to be charged.

### **Partial Invalidity**

7.03. If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

### **Payment of Moneys Due Deceased Contractor**

7.04. If Contractor dies or is dissolved prior to completion of this Contract, any moneys that may be due to Contractor from School Board for services rendered prior to the date of death or dissolution shall be paid to Contractor's executors, administrators, heirs, personal representative, successors, or assigns.

**Attorneys' Fees**

7.05. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The attorneys' fees may be set by the court in the same action or in a separate action brought for that purpose.

**Governing Law**

7.06. This Contract will be governed by and construed in accordance with the laws of the State of Florida. Venue for any action arising from this Contract shall only lie in Citrus County, Florida.

**IF Gardner Audiology HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE Gardner Audiology's DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE PUBLIC INFORMATION AND COMMUNICATIONS OFFICER, EMAIL ADDRESS: BLAIRL@CITRUS.K12.FL.US AND PUBLICRECORD@CITRUSSCHOOLS.ORG; TELEPHONE NUMBER: 352-726-1931 ext. 2211, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

7.07 Gardner Audiology 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 Gardner Audiology 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 Gardner Audiology or keep and maintain public records required by the School Board to perform the service. If Gardner Audiology transfers all public records to the School Board upon completion of the contract, Gardner Audiology shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Gardner Audiology keeps and maintains public records upon completion of the contract, Gardner Audiology 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 Gardner Audiology 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.

### **Student Records**

7.08 Notwithstanding any provision to the contrary contained in this Contract, the Contractor and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stat. or any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Further, Contractor for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold School Board and its officers and employees harmless for any violation of this covenant, including but not limited to defending School Board and its officers



and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon School Board arising out of the breach of this covenant by the vendor, or an officer, employee, agent, representative, contractor, or sub-contractor of the vendor to the extent and only to the extent that the vendor or an officer, employee, agent, representative, contractor, or sub-contractors of the vendor shall either intentionally or negligently violate the provisions of this covenant or the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stats. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon Contractor until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

Executed on the date first written above.

**The School Board of Citrus County, FL**

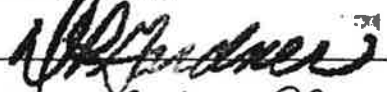
\_\_\_\_\_

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

**Chairperson**

Dated: \_\_\_\_\_

**Gardner Audiology**

\_\_\_\_\_ 

By: Daniel Gardner, CEO

*Gardner Audiology*

Dated: 6-13-19

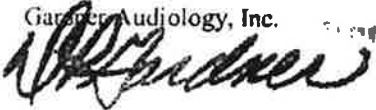
**Exhibit A**

Description of Services  
Audiological Services  
Fiscal Year 2019-2020

**Contractor's Responsibilities and Duties:**

1. Maintain current all required state and local licenses and certifications.
2. Complete appropriate screenings and evaluations as referred.
3. Ensure Student's hearing aids work with School District issued FM equipment.

The rates for Audiological Services provides by the Contractor for students enrolled in the Citrus County School District programs will be as listed on the Contractor's Fee Schedule. Exhibit A1.

Garner Audiology, Inc. 2019  


Authorized Signature and Date

Citrus County School Board Designee

Authorized Signature and Date

Exhibit "A1"



Services	CPT Code	Price
<input type="checkbox"/> Assessment for Hearing Aid	V5010	\$80.00
<input type="checkbox"/> Audiometry for Hearing Aid Evaluation	S0618	\$100.00
<input type="checkbox"/> Clean & Check	S092V	\$25.00
<input type="checkbox"/> Complete Audio	92557	\$65.00
<input type="checkbox"/> Copy of Records		\$25.00
<input type="checkbox"/> Ear Cleaning	V5275	\$25.00
<input type="checkbox"/> Ear Impression		\$25.00
<input type="checkbox"/> Fitting Fee-Binaural	V5160	\$600.00
<input type="checkbox"/> Fitting Fee-Monaural	V5241	\$300.00
<input type="checkbox"/> Lab Prep Fees		\$150.00
<input type="checkbox"/> Occupational Screening		\$25.00
<input type="checkbox"/> Office Visit-Brief		\$25.00
<input type="checkbox"/> Office Visit-Comprehensive		\$75.00
<input type="checkbox"/> Pure Tone, Air only	92551	\$25.00
<input type="checkbox"/> Reprogramming-Limited		\$40.00
<input type="checkbox"/> Reprogramming-Comprehensive		\$75.00
<input type="checkbox"/> Reprogramming-Extensive		\$150.00
<input type="checkbox"/> V/V School Report		\$75.00
<input type="checkbox"/> Consultation		\$75.00
<input type="checkbox"/> Aided Testing (CCSS)		\$75.00
<input type="checkbox"/> Other		
<input type="checkbox"/> Other		
Lab Services/Repairs	CPT Code	Price
<input type="checkbox"/> Aura Care	V5011	\$15.00
<input type="checkbox"/> Face Plate Reattachment	V5014	\$35.00
<input type="checkbox"/> In-Office Repair	V5014	\$25.00
<input type="checkbox"/> Repair 01 Yr 06 Mths	V5014	\$329.00
<input type="checkbox"/> Recase/Repair ITE	V5014	\$479.00
<input type="checkbox"/> Recase/Repair BTE	V5014	\$390.00
<input type="checkbox"/> Thin Tube-Install in Ear mold	V5014	\$20.00
<input type="checkbox"/> Tubing Install-Specialty	V5014	\$15.00
<input type="checkbox"/> Tubing-Install	V5014	\$10.00
<input type="checkbox"/> Other		
Warranty	CPT Code	Price
<input type="checkbox"/> Extended Warranty		\$250.00
<input type="checkbox"/> Starkey Worry Free 1/0 Wty		\$150.00
<input type="checkbox"/> Loss and Damage Deductible		
<input type="checkbox"/> Other		
Batteries	CPT Code	Price
<input type="checkbox"/> Rayovac Battery- Carton (40)	V5266	\$10.00
<input type="checkbox"/> Rayovac Battery-Pack (4)	V5266	\$4.00
<input type="checkbox"/> Other		

Accessories	CPT Code	Price
<input type="checkbox"/> Audio Wipes (160 count)	V5267	\$15.00
<input type="checkbox"/> Audio Wipes, mini (36 count)	V5267	\$7.00
<input type="checkbox"/> Battery Testers	V5267	\$18.00
<input type="checkbox"/> Domes	V5267	\$5.00
<input type="checkbox"/> Dri-Aid Kit, jar	V5299	\$23.00
<input type="checkbox"/> Dri-Aid Kit, mini	V5299	\$17.00
<input type="checkbox"/> Dry and Store Desiccant 4-pack	V5299	\$10.00
<input type="checkbox"/> Dry Spot	V5299	\$23.00
<input type="checkbox"/> Hear Clear	V5299	\$0.50
<input type="checkbox"/> Lace Software	V5267	\$110.00
<input type="checkbox"/> Miracell	V5267	\$15.00
<input type="checkbox"/> Neckloop	V5283	\$49.99
<input type="checkbox"/> Battery Door		\$10.00
<input type="checkbox"/> Ear Hook-standard		\$10.00
<input type="checkbox"/> Mic Cover		\$1.00
<input type="checkbox"/> RIC Receiver (90 day wty)	V5268	\$150.00
<input type="checkbox"/> Shipping		
<input type="checkbox"/> Shipping-Next day (per aid)		\$50.00
<input type="checkbox"/> Other		

Ear molds	CPT Code	Price
<input type="checkbox"/> Ear mold - Standard RIC	V5261	\$80.00
<input type="checkbox"/> Ear mold-Absolute Power	V5264	\$200.00
<input type="checkbox"/> Ear/Noise/Swim Plug	V5264	\$80.00
<input type="checkbox"/> Music Ear Plug	V5264	\$150.00
<input type="checkbox"/> Shell and Ear mold Modification	V5264	\$25.00
<input type="checkbox"/> Other		

Assisted Listening Devices/Remotes	CPT Code	Price
<input type="checkbox"/> Landmark	V5288	\$249.00
<input type="checkbox"/> Landmark- Extra Receiver	V5287	\$99.00
<input type="checkbox"/> PocketTalker	V5272	\$199.00
<input type="checkbox"/> Surfink Media Device	V5270	\$370.00
<input type="checkbox"/> Surfink Media Remote	V5270	\$229.00
<input type="checkbox"/> Surfink Mobile		\$799.00
<input type="checkbox"/> Other		

No Show/Cancellation Fee	Price
<input type="checkbox"/> First No Show	\$75.00
<input type="checkbox"/> Second No Show	\$150.00
<input type="checkbox"/> Cancellation Fee	\$75.00

\*\* All prices are per ear

Patient Name:	
Date:	

Today's Charges:	\$
Paid Today:	\$

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 Board Meeting.  
Requested by Lynne Kirby, Director, Department of Exceptional Student Education  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Contract for A. Choto Physical Therapy, LLC



### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve of Contract for A. Choto Physical Therapy, LLC  
(This wording should be your actual motion to appear on the agenda)

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

### Executive Summary / Highlights:

This contract will allow us to contract a part-time physical therapist to fill the needs of our students with physical therapy needs.

### 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: \$50,112.00  
Amount Budgeted \$50,112.00 Additional Amount Requested 0  
Funding Source Part 1 -Project 52040

### 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)

## CONTRACT FOR SERVICES

This Contract is made this 9<sup>th</sup> day of July 2019, between the School Board of Citrus County, Florida ("School Board"), with a principal place of business at 1007 West Main Street, Inverness, Florida 34450, and A. Choto Physical Therapy LLC. with a principal place of business at 1528 W Mansfield St, Lecanto, FL 34461.

### ARTICLE 1 - TERM OF CONTRACT

1.01. This Contract will become effective on August 1, 2019 and shall continue in for a period of twelve months and shall then terminate unless renewed in a writing executed by both parties, unless terminated sooner as provided in Article 6 of this Contract.

### ARTICLE 2 - SERVICES TO BE PERFORMED BY CONTRACTOR

#### **Independent Contractor**

2.01 Independent Contractor. It is mutually agreed and understood that the services provided by Contractor to School Board pursuant to this Contract are rendered by the Contractor to School Board as an independent contractor, and nothing contained in this Agreement shall be construed as creating an employer/employee, partnership, joint venture, or principal/agent relationship between School Board and Contractor. In this regard, neither the Contractor nor any of Contractor's agents, representatives, employees or independent contractors shall be deemed to be employed by School Board for purposes of any tax or contribution levied by, under or in accordance with any federal, state or local laws with respect to employment or compensation for employment, or for any purpose whatsoever. In addition, neither Contractor nor any of its employees, agents, representatives, or independent contractors shall be entitled to any fringe benefits, including participation in any health insurance, dental, retirement, or any other defined benefit or deferred compensation plans established or offered by School Board to or for the benefit of any of the School Board's employees. Contractor shall render services hereunder as an independent contractor, and any duties of Contractor arising out of this Agreement shall be owed solely to School Board and not for the benefit of any third parties. Contractor shall not have any right or authority during the Term to assume or create any obligations or responsibility, expressed or implied, on behalf

of or in the name of School Board in any way. Contractor covenants and agrees with School Board that Contractor shall pay when due all taxes or contributions levied by, or in accordance with, any federal, state or local law due with respect to any of Contractor's employees, agents or independent contractors for any and all purposes whatsoever.

### **Specific Services**

2.02. Contractor agrees to perform the services specified in the "Description of Services" attached to this Contract as Exhibit "A" and incorporated in this Contract by reference.

### **RECORD KEEPING**

Citrus County Schools participates in the Florida Medicaid Certified School Match Reimbursement Program.

The School district must employ or contract with staff who meet the Medicaid provider qualifications to provide the specific services for which the school district will bill Medicaid.

Contracted Service Providers with the District are required to:

- Participate in the District's Medicaid Certified School Match Reimbursement Program. To have a thorough understanding of their services covered under the program, the service provisions, the service limitations, and service exclusions as outlined in the Medicaid Certified School Match Coverage and Limitations Handbook.
- Utilize District and Civic Solutions Group (third-party vendor) software for accurate and timely data input of all eligible student services.
- All medical records which support the provision of medical services billed to Medicaid will be completed promptly, filed and retained by the School District/school in which the child attends school, and will be made available for audit.

## **ARTICLE 3 – COMPENSATION**

### **Hourly Compensation**

3.01. In consideration for the services to be performed by Contractor, School Board agrees to pay to Contractor \$58.00 per hour, with a maximum of eight (8) hours per day, six (6) hours on early dismissal days, with up to one hour per day being used for planning at a total of up to

5 days per week while school is in session, up to an additional 2 days of Professional Development can be used and paid at a flat rate of \$18 per hour.

**Date for Payment of Compensation**

3.02. At the end of each month, Contractor will submit to School Board a statement of services rendered that month. School Board agrees to pay the amount due to Contractor within 30 days of receipt of the invoice.

**ARTICLE 4 - OBLIGATIONS OF CONTRACTOR**

**Minimum Amount of Service**

4.01. Contractor agrees to devote the necessary hours per day to perform the services described in this Contract. Contractor may represent, perform services for, and be employed by any additional School Boards, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.

**Hours During Which Services may be Performed**

4.02. Contractor agrees that any services described in this Contract that must be performed on School Board's premises will be performed during School Board's regular business hours.

**Workers' Compensation**

4.03. Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify School Board for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents. Contractor shall provide proof of workers' compensation insurance to School Board upon written request.

**Liability Insurance**

4.04. Contractor agrees to maintain a policy of insurance in the minimum amount of \$1,000,000.00 (One Million Dollars) to cover any negligent acts committed by Contractor or Contractor's employees or agents during the performance of any duties under this Contract.

Contractor further agrees to hold School Board free and harmless from any and all claims arising from any such negligent act or wrongful act or omission. Notwithstanding the foregoing, the School Board intends 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. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. 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. Contractor shall provide proof of liability insurance to School Board upon written request.

**Assignment by Contractor**

4.05. Neither this Contract nor any duties or obligations under this Contract may be assigned by Contractor without the prior written consent of School Board.

**Level II Background Investigation**

4.06. The Contractor represents and warrants to the School Board that the Contractor has read and is familiar with Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 regarding background investigations. Contractor covenants to comply with all requirements of the above cited statutes and shall provide School Board with proof of compliance upon request. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467 and 1012.468.

**ARTICLE 5 - OBLIGATIONS OF SCHOOL BOARD**



### **Cooperation of School Board**

5.01. School Board agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Contract.

### **Place of Work**

5.02. School Board agrees to furnish space on School Board's premises for use by Contractor while performing the services under this Contract. The location of said space shall be at the sole discretion of the School Board.

### **Computer Use**

5.03 School Board agrees to designate a workspace and offer a desktop computer area that will be used on campus. The location of said desktop computer shall be at the sole discretion of the School Board.

## **ARTICLE 6 - TERMINATION OF CONTRACT**

### **Expiration of Contract**

6.01. Notwithstanding any other provision of this Contract, the School Board may terminate this Contract, with or without cause, at any time by giving thirty (30) days written notice to the Contractor.

### **Termination on Occurrence of Stated Events**

6.02. This Contract shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of Contractor.
- (2) Sale of the business of Contractor.
- (3) Death or dissolution of Contractor.
- (4) Assignment of this Contract by Contractor without the consent of the School Board.

## ARTICLE 7 - GENERAL PROVISIONS

### **Notices**

7.01. Any notices to be given under this Contract by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract. However, each party may change the address for receipt of notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one day after mailing.

### **Entire Contract of the Parties**

7.02. This Contract supersedes any and all Contracts, both oral and written, between the parties with respect to the rendering of services by Contractor for School Board and contains all of the covenants and Contracts between the parties with respect to the rendering of these services in any manner whatsoever. Each party acknowledges that no representations, inducements, promises, or Contracts, written or oral, have been made by either party, or by anyone acting on behalf of either party, that are not embodied in this Contract. Any modification of this Contract will be effective only if it is in a writing signed by the party to be charged.

### **Partial Invalidity**

7.03. If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

### **Payment of Moneys Due Deceased Contractor**

7.04. If Contractor dies or is dissolved prior to completion of this Contract, any moneys that may be due to Contractor from School Board for services rendered prior to the date of death or dissolution shall be paid to Contractor's executors, administrators, heirs, personal representative, successors, or assigns.

### **Attorneys' Fees**

7.05. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The attorneys' fees may be set by the court in the same action or in a separate action brought for that purpose.

### **Governing Law**

7.06. This Contract will be governed by and construed in accordance with the laws of the State of Florida. Venue for any action arising from this Contract shall only lie in Citrus County, Florida.

### **Public Records**

**IF A. Choto Physical Therapy LLC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE A. Choto Physical Therapy LLC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE PUBLIC INFORMATION AND COMMUNICATIONS OFFICER, EMAIL ADDRESS: BLAIRL@CITRUS.K12.FL.US AND PUBLICRECORD@CITRUSSCHOOLS.ORG; TELEPHONE NUMBER: 352-726-1931 ext. 2211, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

7.07. A. Choto Physical Therapy LLC 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 A. Choto Physical Therapy LLC 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 A. Choto Physical Therapy LLC or keep and maintain public records required by the School Board to perform the service. If A. Choto Physical Therapy LLC transfers all public records to the School Board upon completion of the contract, A. Choto Physical Therapy LLC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If A. Choto Physical Therapy LLC keeps and maintains public records upon completion of the contract, A. Choto Physical Therapy LLC 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 A. Choto Physical Therapy LLC 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.

### **Student Records**

7.08 Notwithstanding any provision to the contrary contained in this Contract, the Contractor and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stat. or any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Further, Contractor for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold School Board and its officers and employees harmless for any

violation of this covenant, including but not limited to defending School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon School Board arising out of the breach of this covenant by the vendor, or an officer, employee, agent, representative, contractor, or sub-contractor of the vendor to the extent and only to the extent that the vendor or an officer, employee, agent, representative, contractor, or sub-contractors of the vendor shall either intentionally or negligently violate the provisions of this covenant or the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stats. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon Contractor until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

**THE PARTIES REPRESENT THAT THEY HAVE THOROUGHLY DISCUSSED ALL ASPECTS OF THIS AGREEMENT WITH THEIR RESPECTIVE ATTORNEY(S), THAT THEY FULLY UNDERSTAND ALL OF ITS PROVISIONS, AND THAT THEY ARE VOLUNTARILY ENTERING INTO THIS AGREEMENT WITH THE FULL KNOWLEDGE OF ITS LEGAL SIGNIFICANCE AND WITH THE INTENT TO BE LEGALLY BOUND BY ITS TERMS.**

**Citrus County School Board**

**A. Choto Physical Therapy LLC**

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

**Chairperson**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
By: *Amy Choto, PT*

**Dated:** *6/11/19*

**Exhibit A**

Description of Services  
Physical Therapist  
Fiscal Year 2019-2020

**Contractor's Responsibilities and Duties:**

1. Maintain current all required state and local licenses and certifications. Complete appropriate screenings and evaluations and maintain progress monitoring documentation.
2. Attend Exceptional Student Education (ESE) meetings regarding Physical Therapy as assigned by the ESE Director or her designee.
3. Maintain and review Individual Education Plans (IEPs) Plan of Cares/Treatment, and Progress Toward Annual Goals for students staffed into Physical Therapy Program. Develop IEPs and Plan of Cares/Treatment for new students as assigned by the ESE Director or her designee.

**RECORD KEEPING**

Citrus County Schools participates in the Florida Medicaid Certified School Match Reimbursement Program.

The School district must employ or contract with staff who meet the Medicaid provider qualifications to provide the specific services for which the school district will bill Medicaid.

Contracted Service Providers with the District are required to:

1. Participate in the District's Medicaid Certified School Match Reimbursement Program. To have a thorough understanding of their services covered under the program, the service provisions, the service limitations, and service exclusions as outlined in the Medicaid Certified School Match Coverage and Limitations Handbook.
2. Utilize District and Sivic Solutions Group (third-party vendor) software for accurate and timely data input of all eligible student services.
3. All medical records which support the provision of medical services billed to Medicaid will be completed promptly, filed and retained by the School District/school in which the child attends school, and will be made available for audit.

Contact Time With Children: Up to 5 days per week as determined by Citrus County in accordance with the 2019-2020 school calendar. On full school days, therapist will be allowed one (1) hour for planning/paperwork outside student attendance hours for a maximum of eight (8) possible billing hours per day. On early dismissal days for students, therapist will be allowed six (6) possible billing hours subject to annual school board calendar. Up to 2 additional day will be allowed for Professional Development at a flat rate of \$18 per hour for Physical Therapists.

Physical Therapy Service provided shall commence with on August 1, 2019 for the 2019-2020 school year. Either party may terminate this contract with 30-business days notice in writing.

Contractor

Citrus County School Board Designee

  
\_\_\_\_\_  
Authorized Signature and Date

\_\_\_\_\_  
Authorized Signature and Date

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 Board Meeting.  
Requested by Lynne Kirby, Director Department of Exceptional Student Education  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Contract for Shelton Speech Therapy Services, LLC

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval: Approval of Contract for Shelton Speech Therapy Services, LLC  
(This wording should be your actual motion to appear on the agenda)

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

### Executive Summary / Highlights:

This contract will allow us to contract a part-time speech therapist to fill the needs of our students with speech / language needs.

### 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: \$52,128.00

Amount Budgeted \$52,128.00

Additional Amount Requested 0 Funding Source: Part 1 - Project 52080

### 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)

## CONTRACT FOR SERVICES

This Contract is made this 2<sup>nd</sup> day of July, 2019, between the School Board of Citrus County, Florida ("School Board"), with a principal place of business at 1007 West Main Street, Inverness, Florida 34450, and Shelton Speech Therapy Services, LLC, with a principal place of business at 7779 South Fanny Terrace, Floral City, Florida 34436

### ARTICLE 1 - TERM OF CONTRACT

1.01. This Contract will become effective on August 1, 2019 and shall continue in for a period of twelve months and shall then terminate unless renewed in a writing executed by both parties, unless terminated sooner as provided in Article 6 of this Contract.

### ARTICLE 2 - SERVICES TO BE PERFORMED BY CONTRACTOR

#### **Independent Contractor**

2.01 Independent Contractor. It is mutually agreed and understood that the services provided by Contractor to School Board pursuant to this Contract are rendered by the Contractor to School Board as an independent contractor, and nothing contained in this Agreement shall be construed as creating an employer/employee, partnership, joint venture, or principal/agent relationship between School Board and Contractor. In this regard, neither the Contractor nor any of Contractor's agents, representatives, employees or independent contractors shall be deemed to be employed by School Board for purposes of any tax or contribution levied by, under or in accordance with any federal, state or local laws with respect to employment or compensation for employment, or for any purpose whatsoever. In addition, neither Contractor nor any of its employees, agents, representatives, or independent contractors shall be entitled to any fringe benefits, including participation in any health insurance, dental, retirement, or any other defined benefit or deferred compensation plans established or offered by School Board to or for the



benefit of any of the School Board's employees. Contractor shall render services hereunder as an independent contractor, and any duties of Contractor arising out of this Agreement shall be owed solely to School Board and not for the benefit of any third parties. Contractor shall not have any right or authority during the Term to assume or create any obligations or responsibility, expressed or implied, on behalf of or in the name of School Board in any way. Contractor covenants and agrees with School Board that Contractor shall pay when due all taxes or contributions levied by, or in accordance with, any federal, state or local law due with respect to any of Contractor's employees, agents or independent contractors for any and all purposes whatsoever.

### **Specific Services**

2.02. Contractor agrees to perform the services specified in the "Description of Services" attached to this Contract as Exhibit "A" and incorporated in this Contract by reference.

### **RECORD KEEPING**

Citrus County Schools participates in the Florida Medicaid Certified School Match Reimbursement Program.

The School district must employ or contract with staff who meet the Medicaid provider qualifications to provide the specific services for which the school district will bill Medicaid.

Contracted Service Providers with the District are required to:

- Participate in the District's Medicaid Certified School Match Reimbursement Program. To have a thorough understanding of their services covered under the program, the service provisions, the service limitations, and service exclusions as outlined in the Medicaid Certified School Match Coverage and Limitations Handbook.

- Utilize District and Sivic Solutions Group (third-party vendor) software for accurate and timely data input of all eligible student services.
- All medical records which support the provision of medical services billed to Medicaid will be completed promptly, filed and retained by the School District/school in which the child attends school, and will be made available for audit.

### **ARTICLE 3 – COMPENSATION**

#### **Hourly Compensation**

3.01. In consideration for the services to be performed by Contractor, School Board agrees to pay to Contractor \$60.00 per hour, with a maximum of eight (8) hours per day, six (6) hours on early dismissal days, up to 90 days while school is in session, and one eight (8) hour pre-planning day. And up to an additional 2 days of Professional Development can be used and paid at a flat rate of \$18 per hour.

#### **Date for Payment of Compensation**

3.02. At the end of each month, Contractor will submit to School Board a statement of services rendered that month. School Board agrees to pay the amount due to Contractor within 30 days of receipt of the invoice.

### **ARTICLE 4 - OBLIGATIONS OF CONTRACTOR**

#### **Minimum Amount of Service**

4.01. Contractor agrees to devote the necessary hours per day to perform the services described in this Contract. Contractor may represent, perform services for,

and be employed by any additional School Boards, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.

#### **Hours During Which Services may be Performed**

4.02. Contractor agrees that any services described in this Contract that must be performed on School Board's premises will be performed during School Board's regular business hours.

#### **Workers' Compensation**

4.03. Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify School Board for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents. Contractor shall provide proof of workers' compensation insurance to School Board upon written request.

#### **Liability Insurance**

4.04. Contractor agrees to maintain a policy of insurance in the minimum amount of \$1,000,000.00 (One Million Dollars) to cover any negligent acts committed by Contractor or Contractor's employees or agents during the performance of any duties under this Contract. Contractor further agrees to hold School Board free and harmless from any and all claims arising from any such negligent act or wrongful act or omission. Notwithstanding the foregoing, the School Board intends 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. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. 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. Contractor shall provide proof of liability insurance to School

Board upon written request.

#### **Assignment by Contractor**

4.05. Neither this Contract nor any duties or obligations under this Contract may be assigned by Contractor without the prior written consent of School Board.

#### **Level II Background Investigation**

4.06. The Contractor represents and warrants to the School Board that the Contractor has read and is familiar with Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 regarding background investigations. Contractor covenants to comply with all requirements of the above cited statutes and shall provide School Board with proof of compliance upon request. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467 and 1012.468.

### **ARTICLE 5 - OBLIGATIONS OF SCHOOL BOARD**

#### **Cooperation of School Board**

5.01. School Board agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Contract.

#### **Place of Work**

5.02. School Board agrees to furnish space on School Board's premises for use by Contractor while performing the services under this Contract. The location of said space shall be at the sole discretion of the School Board.

#### **Computer Use**

5.03. School Board agrees to designate a workspace and offer a desktop computer area that will be used on campus. The location of said desktop computer shall be at the sole discretion of the School Board.

## ARTICLE 6 - TERMINATION OF CONTRACT

### **Expiration of Contract**

6.01. Notwithstanding any other provision of this Contract, the School Board may terminate this Contract, with or without cause, at any time by giving thirty (30) days written notice to the Contractor.

### **Termination on Occurrence of Stated Events**

6.02. This Contract shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy or insolvency of Contractor.
- (2) Sale of the business of Contractor.
- (3) Death or dissolution of Contractor.
- (4) Assignment of this Contract by Contractor without the consent of the School Board.

## ARTICLE 7 - GENERAL PROVISIONS

### **Notices**

7.01. Any notices to be given under this Contract by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract. However, each party may change the address for receipt of notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one day after mailing.

### **Entire Contract of the Parties**

7.02. This Contract supersedes any and all Contracts, both oral and written, between the parties with respect to the rendering of services by Contractor for School Board and contains all of the covenants and Contracts between the parties with respect to the rendering of these services in any manner whatsoever. Each party acknowledges that no representations, inducements, promises, or Contracts, written or oral, have been made by either party, or by anyone acting on behalf of either party, that are not embodied in this Contract. Any modification of this Contract will be effective only if it is in a writing signed by the party to be charged.

### **Partial Invalidity**

7.03. If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

### **Payment of Moneys Due Deceased Contractor**

7.04. If Contractor dies or is dissolved prior to completion of this Contract, any moneys that may be due to Contractor from School Board for services rendered prior to the date of death or dissolution shall be paid to Contractor's executors, administrators, heirs, personal representative, successors, or assigns.

### **Attorneys' Fees**

7.05. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The attorneys' fees may be set by the court in the same action or in a separate action brought for that purpose.

### **Governing Law**

7.06. This Contract will be governed by and construed in accordance with the laws of the State of Florida. Venue for any action arising from this Contract shall only lie in Citrus County, Florida.

### **Public Records**

**IF SHELTON SPEECH THERAPY SERVICES, LLC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SHELTON SPEECH THERAPY SERVICES, LLC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE PUBLIC INFORMATION AND COMMUNICATIONS OFFICER, EMAIL ADDRESS: [BLAIRL@CITRUS.K12.FL.US](mailto:BLAIRL@CITRUS.K12.FL.US) AND [PUBLCRECORD@CITRUSSCHOOLS.ORG](mailto:PUBLCRECORD@CITRUSSCHOOLS.ORG); TELEPHONE NUMBER: 352-726-1931 EXT. 2211, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

7.07 Shelton Speech Therapy Services, LLC 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 Shelton Speech Therapy Services, LLC 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 Shelton Speech Therapy Services, LLC or keep and maintain public records required by the School Board to perform the service. If Shelton Speech Therapy Services, LLC transfers all public records to the School Board upon completion of the contract, Shelton Speech Therapy Services, LLC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Shelton Speech Therapy Services, LLC keeps and maintains public records upon completion of the contract, Shelton Speech Therapy Services, LLC 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 Shelton Speech Therapy Services, LLC 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.

### **Student Records**

7.09 Notwithstanding any provision to the contrary contained in this Contract, the Contractor and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stat. or any other law or



Contractor and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stat. or any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Further, Contractor for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold School Board and its officers and employees harmless for any violation of this covenant, including but not limited to defending School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon School Board arising out of the breach of this covenant by the vendor, or an officer, employee, agent, representative, contractor, or sub-contractor of the vendor to the extent and only to the extent that the vendor or an officer, employee, agent, representative, contractor, or sub-contractors of the vendor shall either intentionally or negligently violate the provisions of this covenant or the Family Education Rights and Privacy Act, § 1002.22 and §1002.221, Fla. Stats. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon Contractor until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

Executed on the date first written above.

**The School Board  
of Citrus County, FL**

**Shelton Speech Therapy  
Services, LLC**

\_\_\_\_\_  
By: \_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
By: Ayesha Shelton

Dated: \_\_\_\_\_

Dated: 6/10/19

## **Exhibit A**

### **Description of Services Speech-Language Fiscal Year 2019-2020**

#### **Contractor's Responsibilities and Duties:**

1. Maintain current all required state and local licenses and certifications. Complete appropriate screenings and evaluations and maintain progress monitoring documentation.
2. Attend Exceptional Student Education (ESE) meetings regarding Speech-Language/Occupational/Physical Therapy as assigned by the ESE Director or her designee.
3. Maintain and review Individual Education Plans (IEPs) Plan of Cares/Treatment, and Progress Toward Annual Goals for students staffed into Speech-Language/Occupational/Physical Therapy Program. Develop IEPs and Plan of Cares/Treatment for new students as assigned by the ESE Director or her designee.

#### **RECORD KEEPING**

Citrus County Schools participates in the Florida Medicaid Certified School Match Reimbursement Program.

The School district must employ or contract with staff who meet the Medicaid provider qualifications to provide the specific services for which the school district will bill Medicaid.

Contracted Service Providers with the District are required to:

- Participate in the District's Medicaid Certified School Match Reimbursement Program. To have a thorough understanding of their services covered under the program, the service provisions, the service limitations, and service exclusions as outlined in the Medicaid Certified School Match Coverage and Limitations Handbook.
- Utilize District and Sivic Solutions Group (third-party vendor) software for accurate and timely data input of all eligible student services.
- All medical records which support the provision of medical services billed to Medicaid will be completed promptly, filed and retained by the School District/school in which the child attends school, and will be made available for audit.

Contact Time With Children: Up to 90 days as determined by Citrus County in accordance with the 2019-2020 school calendar. On full school days, therapist will be allowed one (1) hour for planning/paperwork outside student attendance hours for a maximum of eight (8) possible billing hours per day. Therapist will be allowed (1) full day with a maximum of (8) billing hours during preplanning. On early dismissal days for students, therapist will be allowed six (6) possible billing hours subject to annual school board calendar. Up to 2 additional days will be allowed for Professional Development at a flat rate of \$18 per hour for Speech/Language Pathologists.

Speech-Language/Occupational/Physical Therapy Service provided shall commence with on August 1, 2019 for the 2019-2020 school year. Either party may terminate this contract with 30-business days notice in writing.


Contractor

Citrus County School Board Designee

*Dee Shelton* 4/10/19  
Authorized Signature and Date

\_\_\_\_\_  
Authorized Signature and Date

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.   
Requested by Scott Hebert, Chief Academic Officer, Department of Administration  
Additional contact(s)/originator Rene Johnson, Coordinator of Title 1 NCLB  
Document Title Achieve3000 Site License Purchase for the 2019-2020 school year

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval to purchase Achieve3000 Site Licenses for the intensive reading students at CREST and our four middle schools and three high schools for the 2019-2020 school year.

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

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

### Executive Summary / Highlights:

Achieve3000 is a differentiated literacy solutions program for grade appropriate content at each student's individual reading levels to accelerate learning.

### 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: \$125,203.75

Amount Budgeted \$125,203.75 Additional Amount Requested \_\_\_\_\_

Funding Source: \$69,171.07 Title 1 - \$56,032.68 General Fund

### 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)



Quote ID: Q-15677  
Contract Period: 08/01/2019 - 06/30/2020

Quote Date: 05/14/2019  
Valid Until: 06/30/2019

Client Information

Account Name	
Citrus Co School District	
Address	Client
1007 W Main St Inverness, FL 34450-4625 Phone: 352-726-1931	Rene Johnson Email: <a href="mailto:johnsonr@citrus.k12.fl.us">johnsonr@citrus.k12.fl.us</a> Phone: 352-726-1931

Achieve3000 is pleased to continue partnering with you to accelerate your students' literacy growth throughout the school year. Your custom quote includes the solutions listed below. You can explore all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).

Participating Schools	Total Licenses Purchased	
	Program	19-20
Inverness Middle School	Literacy	250
Lecanto Middle School	Literacy	250
Crystal River Middle School	Literacy	375
Citrus Springs Middle Sch	Literacy	250
Additional Licenses		40

Additional 40 licenses will be allocated to Inverness MS and Lecanto MS (20 licenses each). District license count is 2,175 total licenses.

Product	Cost	Qty	Total
Achieve3000's Boost, Access and Espanol Solutions for all of your students. Requires Achieve3000 Pro purchase. (BAE-EXPNDR)	\$2,500.00 per site	4.00	\$10,000.00
Achieve3000's Pro Differentiated Literacy Solution: up to 250 students, 2 PLS day(s) included (LIT)	\$15,465.00 per site	3.00	\$46,395.00
Achieve3000's Pro Differentiated Literacy Solution: up to 375 students, 2 PLS day(s) included (LIT)	\$18,615.00 per site	1.00	\$18,615.00
Achieve3000's Pro Differentiated Literacy Solution: includes 1 student license (LIT-STD)	\$42.00 per student	40.00	\$1,680.00
Achieve3000 Automatic Roster Import - Annual fee per school for automatic integration with Student Information Systems (SIS). (AUTO-INT-FEE-PRO)	\$290.00 per site	4.00	\$1,160.00
<b>Subtotal</b>			<b>\$77,850.00</b>
<b>Discount*</b>			<b>(\$8,678.93)</b>
<b>Order Total</b>			<b>\$69,171.07</b>

*\*Discount is contingent upon the combination of license packages quoted in this proposal*

*\*\* Boost, Access, Español teacher licenses can be purchased for \$500 per teacher per site, OR the unlimited teacher access can be purchased for \$2,500 per site.*

This proposal is valid until June 30, 2019.  
Please see the following page for acceptance.

Acceptance for Quote ID Q-15677: \$69,171.07

Citrus Co School District

Achieve3000

*Account Name*

*Signature*

*Signature*

*Name / Title*

*Name / Title*

*Date*

*Date*

The Complete Signed Quote and Purchase Orders can be sent to:

Achieve3000  
1985 Cedar Bridge Ave., Suite 3  
Lakewood, NJ 08701  
Fax: 316-221-0718  
Email: [orders@achieve3000.com](mailto:orders@achieve3000.com)

For questions, please contact Renewal Sales at 732-367-5505 x222.

This quote is governed by and subject to the Achieve3000 terms and conditions at [www.achieve3000.com/terms-of-service](http://www.achieve3000.com/terms-of-service). By signing this quote, you are agreeing to such terms and conditions.

National Literacy Summit  
November 11-13 | Orlando, FL

Join us at the National Literacy Summit, an interactive experience where you'll collaborate and learn powerful new strategies for literacy instruction from an incredible lineup of the industry's thought leaders and expert practitioners. Ask about special customer pricing!

About Achieve3000®

Achieve3000 is the leading literacy platform in today's blended learning programs, with cloud-based solutions that serve more than three million students worldwide. Based on decades of scientific research, Achieve3000's patented and proven differentiated instruction for grades PreK-12 and adult education reaches all students at their individual reading levels to accelerate learning, improve high stakes test performance, and drive college and career success. To explore more options, such as our multi-year quote with LOCKED-IN PRICING for three full years, please contact [sales.support@achieve3000.com](mailto:sales.support@achieve3000.com) for an adjusted quote.

Discover all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).



Quote ID: Q-14477  
 Contract Period: 08/01/2019 - 06/30/2020

Quote Date: 05/14/2019  
 Valid Until: 06/13/2019

Client Information

Account Name	
Citrus Co School District	
Address	Client
1007 W Main St Inverness, FL 34450-4625 Phone: 352-726-1931	Scott Hebert Email: <a href="mailto:heberts@citrus.k12.fl.us">heberts@citrus.k12.fl.us</a> Phone: (352)726-1931

Achieve3000 is pleased to continue partnering with you to accelerate your students' literacy growth throughout the school year. Your custom quote includes the solutions listed below. You can explore all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).

Participating Schools	Total Licenses Purchased	
	Program	19-20
Citrus High School	Literacy	375
Crystal River High School	Literacy	250
Lecanto High School	Literacy	375

District license count is 2,175 total licenses.

Product	Cost	Qty	Total
Achieve3000 Boost, Access, Español Teacher Resource: Unlimited teachers at one site** <i>(BAE-EX)</i>	\$2,500.00 per site	3.00	\$7,500.00
Achieve3000's Pro Differentiated Literacy Solution: up to 250 students, 2 PLS day(s) included <i>(1 IT)</i>	\$15,465.00 per site	1.00	\$15,465.00
Achieve3000's Pro Differentiated Literacy Solution: up to 375 students, 2 PLS day(s) included <i>(1 IT)</i>	\$18,615.00 per site	2.00	\$37,230.00



Product	Cost	Qty	Total
Achieve3000 Automatic Roster Import - Annual fee per school for automatic integration with Student Information Systems (SIS). (AUTO-INT-FEE-PRO)	\$290.00 per site	3.00	\$870.00
Subtotal			\$61,065.00
Discount*			(\$6,582.32)
Order Total			\$54,482.68

*\*Discount is contingent upon the combination of license packages quoted in this proposal*

*\*\* Boost, Access, Español teacher licenses can be purchased for \$500 per teacher per site, OR the unlimited teacher access can be purchased for \$2,500 per site.*

This proposal is valid until June 30, 2019.  
Please see the following page for acceptance.

Acceptance for Quote ID Q-14477: \$54,482.68

Citrus Co School District

Achieve3000

*Account Name*

*Signature*

*Signature*

*Name / Title*

*Name / Title*

*Date*

*Date*

The Complete Signed Quote and Purchase Orders can be sent to:

Achieve3000  
1985 Cedar Bridge Ave., Suite 3  
Lakewood, NJ 08701  
Fax: 316-221-0718  
Email: [orders@achieve3000.com](mailto:orders@achieve3000.com)

For questions, please contact Renewal Sales at 732-367-5505 x222.

This quote is governed by and subject to the Achieve3000 terms and conditions at [www.achieve3000.com/terms-of-service](http://www.achieve3000.com/terms-of-service). By signing this quote, you are agreeing to such terms and conditions.

National Literacy Summit  
November 11-13 | Orlando, FL

Join us at the National Literacy Summit, an interactive experience where you'll collaborate and learn powerful new strategies for literacy instruction from an incredible lineup of the industry's thought leaders and expert practitioners. Ask about special customer pricing!

About Achieve3000®

Achieve3000 is the leading literacy platform in today's blended learning programs, with cloud-based solutions that serve more than three million students worldwide. Based on decades of scientific research, Achieve3000's patented and proven differentiated instruction for grades PreK-12 and adult education reaches all students at their individual reading levels to accelerate learning, improve high stakes test performance, and drive college and career success. To explore more options, such as our multi-year quote with LOCKED-IN PRICING for three full years, please contact [sales.support@achieve3000.com](mailto:sales.support@achieve3000.com) for an adjusted quote.

Discover all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).



**Quote ID:** Q-15678  
**Contract Period:** 08/01/2019 - 06/30/2020

**Quote Date:** 06/20/2019  
**Valid Until:** 07/20/2019

**Client Information**

<b>Account Name</b>	
Crest School	
<b>Address</b>	<b>Client</b>
2600 S Panther Pride Dr Lecanto, FL 34461 Phone: 352-527-0303	Rene Johnson Email: <a href="mailto:johnsonr@citrus.k12.fl.us">johnsonr@citrus.k12.fl.us</a> Phone: 352-726-1931


Achieve3000 is pleased to continue partnering with you to accelerate your students' literacy growth throughout the school year. Your custom quote includes the solutions listed below. You can explore all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).

<b>Product</b>	<b>Cost</b>	<b>Qty</b>	<b>Total</b>
Achieve3000's Pro Differentiated Literacy Solution: includes 1 student license <i>(LIT-STDT)</i>	\$42.00 per student	30.00	\$1,260.00
Achieve3000 Automatic Roster Import - Annual fee per school for automatic integration with Student Information Systems (SIS). <i>(AUTO-INT-FEE-PRO)</i>	\$290.00 per site	1.00	\$290.00
<b>Subtotal</b>			<b>\$1,550.00</b>
<b>Order Total</b>			<b>\$1,550.00</b>

*See Next Page for Quote Acceptance*



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019  School Board Meeting.  
Requested by Kit Humbaugh Department of District Student Services  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Mental Health Assistance Allocation Plan

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information X   
Consideration/Approval \_\_\_\_\_  
Approval of the Mental Health Assistance Allocation Plan 2019-2020

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

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

**Executive Summary/Highlights:**

Citrus County's school based mental health services plan for prevention, assessment, intervention, counseling, consultation and referrals to community agencies to ensure a safe and healthy learning environment for all students.

**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

\$434, 575.00

(Est. based on

Amount Budgeted 2018-2019 alloc.) Additional Amount Requested \_\_\_\_\_

**Funding Source:** Florida Department of Education

**Personnel:**

Estimated Salary \$382, 130.00 hour \_\_\_\_\_ day \_\_\_\_\_ annual \_\_\_\_\_

Pay Grade/Level TBD based on years of instructional experience

Benefits yes Terms of Position TERM

**Financial Impact reviewed by:** 

(Form Board Approved 7/10/07)



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

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

**THOMAS KENNEDY**  
DISTRICT 1

**VIRGINIA BRYANT**  
DISTRICT 2

**DOUGLAS A. DODD**  
DISTRICT 3

**SANDRA COUNTS**  
DISTRICT 4

**LINDA B. POWERS**  
DISTRICT 5

# Mental Health Assistance Allocation Plan 2019-2020

Citrus County's school-based mental health services include a broad spectrum of prevention, assessment, intervention, counseling, and consultation services, along with referrals to community agencies for services. All these services are fundamental in a school's ability to ensure a safe and healthy learning environment for all students. Mental health school supports target students' social, emotional, and behavioral needs, respond to serious mental health concerns, promote partnerships with families and community agencies, and supports positive classroom behavior and academic success.

## A. Mental Health Assistance Allocation Plan

### Multi-tiered System of Supports for Mental Health Services

The delivery of evidence-based mental health assessment, diagnosis, intervention, treatment and recovery is provided through a multi-tiered system of supports. The types of services will depend on the student's level of need, mental health concerns, and EWS indicators. To increase early identification of students with social, emotional, or behavioral problems or substance abuse, school based Problem-Solving Teams (PST) will review Early Warning System (EWS) data including but not limited to retentions, grades, attendance, office discipline referrals, and in or out of school suspensions. School-based PST members consist of an administrator, school counselor, psychologist, social worker, and other school staff members, as appropriate. The school-based PST will identify those students who may be at-risk and determine if screeners or assessments are warranted. If screeners or assessments are recommended by the PST, a designated member of the school PST will contact the parent/guardian for input and to obtain consent for a behavioral health screener. The behavioral health screener will be conducted within 15 days of the referral.

Once the behavioral health screener is completed, the school-based PST will conduct a meeting including the parent and classroom teachers to review individual student screener results and other EWS data. The PST will develop an intervention plan to include specific intervention, frequency and duration of intervention, goal, intervention provider, and timeframe to review intervention progress. School-based services/interventions will be initiated within 15 days of the identification of need. Interventions should be implemented for a predetermined amount of time as determined by members of the school-based PST during the collaborative discussion. The intervention/services will be documented on the student management database (Skyward) and the student specific Behavioral Health Tracking form. If the student is

receiving mental health services from a community agency or primary care provider, the PST will also request a release of information from the parent/guardian. The Program Specialist for Behavioral Health will coordinate the delivery of services between the school and the community agency or primary care provider. Information regarding outside services will be shared with the school-based service providers.

Tier 1 Supports will be provided by classroom teachers, school counselors, school/district teachers on special assignment, and/or appropriate community agencies. Most Tier 2 Supports will be provided by school counselors, psychologists, social worker, school/district teachers on special assignment, and/or appropriate community agencies. Most Tier 3 Supports will be provided by school psychologists, social workers, and appropriate community agencies.

After the intervention has been implemented for a predetermined amount of time as determined by the school-based PST, the PST including the parent and classroom teacher(s) will reconvene to review intervention progress. Depending on the progress, the PST may determine to end the intervention/service, continue the intervention/service, assign a new intervention/service, and/or add another intervention/service. In addition, a referral to a community agency for mental health services may be warranted.

Students, parents/guardians, teachers, and other school staff may refer a student to the school-based PST for mental health concerns using a district created Student of Concern Referral Form (available in paper and electronic version). The referrals will be reviewed and processed by a school counselor. A school-based PST meeting will be scheduled, as appropriate.

Students with a confirmed threat that warrants a complete threat assessment will be referred to the school-based PST. The school-based PST will determine if appropriate interventions including obtaining consent for a behavioral health screening or assessment. Students entering the school from in or out of county with documented school-based or community-based mental health services will be referred to the school-based PST. The PST will aide in implementation of the mental health services according to the existing plan until a new plan is created, as appropriate. Students with a confirmed self-injury report will be monitored by a member of the school-based PST. The school-based Baker Act contact will be notified of students with a Baker Act from school or known off campus Baker Act. In addition, the Program Specialist for Behavioral Health will also monitor Baker Acts that occur on or off campus in order to initiate communication with primary care and mental health providers, as appropriate.

Details of the Behavioral Health Procedures for school and district staff will be developed, and training provided to appropriate staff members. The procedures will include but are not limited to:

- Delivery of evidence-based mental health assessment, diagnosis, intervention, treatment and recovery through a multi-tiered system of supports;
- Evidence-based mental health services within Citrus County Schools;
- Referral process to school and community mental health service providers; and
- Coordination of services with primary care providers or other community mental health service providers

## Evidence and/or Research Based Mental Health Services

Citrus County Schools focuses on evidence-based mental health services for students with mental health or substance abuse diagnoses, as well as students with a high risk of such diagnoses, by using a tiered approach.

The Tier 1 strategies and programs are implemented to reduce the likelihood of at-risk students developing social, emotional or behavioral problems such as depression, anxiety disorders, suicidal tendencies, or substance abuse disorders. In addition, the strategies and programs assist with developing an overall positive school climate.

- Sanford Harmony – This Social and Emotional program is being implemented in all elementary schools. The strategies focus on improving relationships, teaching empathy, increasing student confidence, and reducing bullying.
- School Connect – This program will be implemented in middle schools (Tier 1) and high schools (Tier 2/3) in the 2019-20 school year. This social and emotional program is designed to strengthen relationships among students and between teachers and students. The program is based on CASEL’s Social and Emotional Learning Competencies.
- Hi-Five – This program is implemented in connection with Eckerd Connects in Citrus County middle schools. Instruction provides education in character education strategies and exercises, substance abuse prevention strategies, and violence prevention strategies.
- Teen Safety Matters – This program will be implemented in middle schools in the 2019-20 school year. The program educated students on strategies to prevent, recognize, and respond appropriately to bullying, cyberbullying, all types of abuse, relationship abuse, and digital dangers.
- Aspire – The River Project – This project is implemented in high schools. The program empowers teens to make informed decisions regarding relationships, goals, media influence, communication, dating and sexual health. The project utilizes research-based curriculum from the Center for Relationship Education.
- Character Education Development – Character Education Development instruction is being implemented at the high school level through morning shows and homeroom. Topics include but are not limited to kindness, honesty, respect, substance use and abuse, etc.

Students who need more intensive interventions/services based on referrals and PST recommendations will be provided Tier 2 and Tier 3 level services. Interventions may be provided by school-based or community-based service providers. Interventions include, but are not limited to, prevention programs, social skills instruction, self-regulation skills instruction, group and/or individual counseling, and a functional behavioral assessment and behavior intervention plan. Some examples of interventions/services in Citrus County Schools are included in the following chart.

<b>Program</b>	<b>MTSS Tier</b>	<b>Focus</b>	<b>Focus Grade Level</b>
Sanford Harmony	1	Social, emotional skills and relationship building	Elementary
Second Step	1	Social, emotional skills	Elementary/Middle
Mind-Up	1	Positive school climate	Elementary/Middle
SSIS Social-Emotional Learning (SSIS SEL)	1	Self-awareness/management, relationship skills	Elementary
PBIS school-wide systems	1	Social, emotional, and behavior school wide system	All Levels
Positive School Climate morning show messages	1	Positive school climate	All Levels
Behavioral Health Awareness (Morning Shows)	1	Self-regulation, anxiety, depression, kindness, etc.	All Levels
AI-A-Teen	1	Support and prevention for family substance abuse	High School
Anti-Drug Coalition of Citrus County	1	Prevention and education for substance use/abuse	All Levels



<b>Program</b>	<b>MTSS Tier</b>	<b>Focus</b>	<b>Focus Grade Level</b>
Citrus County Community Alliance	1	Substance abuse, foster care resource	All Levels
Small group/individual counseling	2	Varies based on student need	All Levels
Superflex	2	Social skills and self-regulation	Elementary
Zones of Regulation	2	Self-regulation	Elementary/Middle
Totally Chill	2	Social, emotional, and sensory sensitivities	Elementary
Substance Abuse Counseling	2	Substance use and abuse counseling	Secondary
Too Good for Violence – The Mendez Foundation	2	Character education development	All Levels
Mentors (Big Brother, Big Sister)	2	Mentoring to build positive relationships	All Levels
Cognitive Behavior Therapy (CBT)-Based Lessons	3	Understanding thoughts/feelings, self-regulation	All Levels
MATCH – ATDC	3	Anxiety, depression, conduct problems	Elementary/Middle
Coping Cat	3	Anxiety	Elementary/Middle
Think Good, Feel Good	3	Social, emotional, conduct skills	Elementary
Substance Abuse Counseling (The Centers)	3	Substance use and abuse	Secondary
Mentor, Motivate, Modify (Filter Youth Development)	3	Mentoring and building family relationships	Secondary
Mobile Response Team (MRT – Lifestream)	3	Crisis response in the school and community	All Levels
Community Action Team (CAT – Lifestream)	3	Wrap around behavioral health services	Middle/High

### School-Based Mental Health Service Providers

With the Mental Health Assistance Allocation funds in 2018-19, the school district employed the below additional credentialed staff to provide mental health services to students.

- 4 School Social Workers
- 1 Program Specialist for Behavioral Health

In the 2019-20 school year, Citrus County Schools will use the Mental Health Assistance Allocation funds to provide an additional two directly employed School Social Workers to support the elementary level students. The increase of directly employed staff has helped to reduce the overall ratio of Florida Department of Education-certified or licensed school-based mental health services providers employed by the district. Currently, Citrus County Schools has five elementary staff members working toward Florida Department of Education certification for school counselor.

When additional staff members are hired and all staff have received Florida Department of Education certification, this will result in an increase of services being provided to students with mental health concerns or students at-risk of mental health concerns. All staff qualified to provide mental health services (school counselors, psychologists, social workers) will be providing direct services to individual students or groups of students.

### Charter School

Citrus County Schools has one charter school – Academy of Environmental Sciences (AES). It is the intention of AES Board and school administrator to be included in the Citrus County Schools Mental Health Assistance Allocation Plan. All services, training, and support provided to Citrus County Schools will also be provided to the staff at AES.

## B. Expenditures

Citrus County Schools will be allocated \$464,066.00 for the Mental Health Assistance Allocation during 2019-2020 school year.

Position	Licensure/Certification	Quantity	Total Estimated Expenditure
School-based School Social Worker	FL-DOE Certified School Social Workers	1	\$53,400.00
School-based School Social Worker	FL-DOE Temporary Certificate – School Social Worker	3	\$160,200.00
School-based School Social Worker	Licensed Clinical Social Worker	2	\$106,800.00
<b>Total</b>			<b>\$320,400.00</b>

Other Expenditures	Total Estimated Expenditure	
District-based Student Services Specialist	\$52,800.00	
Youth Mental Health First Aid Training – Stipends, Substitutes, Materials	\$41,866.00	
Social, emotional, and behavioral health learning curriculum (elementary school)	\$10,000.00	
Social, emotional, and behavioral health learning curriculum (middle school)	\$19,000.00	
Social, emotional, and behavioral health learning curriculum (high school)	\$20,000.00	
<b>Total</b>		<b>\$143,666.00</b>

## C. Expenditure Assurances

Citrus County Schools has allocated 100% of expenditures to expand school-based mental health care, train educators in responding to mental health issues, and connect students and families with appropriate behavioral health services. The district will be hiring an additional two school social workers, in addition to the four hired in 2018-19 to increase the total number of social workers to 13. Citrus County Schools will also be providing numerous training opportunities to school district staff during the year in Youth Mental Health First Aid (YMHFA). YMHFA provides school district staff knowledge on ways to recognize signs of mental health issues and methods to respond to youth in crisis and non-crisis situations. The Mental Health Assistance Allocation funds will be used to fund trainers and provide staff with stipends or substitutes in order to attend the training. Citrus County Schools uses a portion of the funds for a Program Specialist for Behavioral Health. The Specialist is responsible for the coordination of services between the student's primary care provider and school-based services. In addition, the Specialist serves a liaison between families and community mental health service providers.

The services provided with the allocation do not supplant other funding sources, increase existing staff salaries, nor provide staff with bonuses. The funding totals are approximate amounts and may be adjusted between categories as determined by Citrus County district administration.

Citrus County Schools will continue use the current Medicaid reimbursement service provider (Sivic Solutions) to expand funding reimbursement to include mental health services. Training will be provided to mental health service providers (school counselors, school social workers, and school psychologists) on procedures for submitting services provided to student for reimbursement.

## D. Program Implementation and Programs

As part of the Mental Health Assistance Allocation Plan, Citrus County Schools continues to increase the number of directly employed school-based mental health service providers in order to meet the needs of students. The increase of directly employed staff has helped to reduce the overall ratio of Florida Department of Education-certified or licensed school-based mental health services providers employed by the district.

For the 2019-20 school year, Citrus County Schools has five elementary staff members seeking Florida Department of Education certification for Guidance and Counseling. These staff are currently serving as school counselors out of field. Once certification is obtained, the overall number of school counselors at the elementary level will increase from six to 11. In addition, with the approval for the Mental Health Assistance Allocation Plan two additional school social workers will be hired to support elementary schools. The ratios below include the increase of the two school social workers to support elementary schools and the five elementary school counselors obtaining their Florida Department of Education certification for Guidance and Counseling.

	Total Projected Student Population 2019-2020	Total School Counselors	School Counselor Ratio	Total School Psychologists	School Psychologist Ratio	Total Social Workers	Social Worker Ratio
<b>All Schools Total</b>	<b>15439</b>	<b>34</b>	<b>1:454</b>	<b>9</b>	<b>1:1715</b>	<b>13</b>	<b>1:1188</b>
Elementary Schools	7102	11	1:646	5	1:1420	7.5	1:947
Middle Schools	3592	6	1:599	2	1:1796	2.5	1:1437
High Schools	4633	16	1:290	1.5	1:3089	2.5	1:1853
Combined Levels (K-12)	112	1	1:112	0.5	1:224	0.5	1:224

Below are the ratios of directly employed mental health service providers based on the 2019-2020 projected student population without the increase of the two school social workers and the five elementary school staff serving as out of field school counselors.

	Total Projected Student Population 2019-2020	Total School Counselors	School Counselor Ratio	Total School Psychologists	School Psychologist Ratio	Total Social Workers	Social Worker Ratio
<b>All Schools Total</b>	<b>15439</b>	<b>29</b>	<b>1:532</b>	<b>9</b>	<b>1:1715</b>	<b>11</b>	<b>1:1404</b>
Elementary Schools	7102	6	1:1184	5	1:1420	5.5	1:1291
Middle Schools	3592	6	1:599	2	1:1796	2.5	1:1437
High Schools	4633	16	1:290	1.5	1:3089	2.5	1:1853
Combined Levels (K-12)	112	1	1:112	0.5	1:224	0.5	1:224

### Process for Documenting Number of Students Screened or Assessed

Once a student is referred for a mental health screening or assessment by a staff member, parent, or student, the school counselor will complete the referral information on the student management database (Skyward) and the student specific Behavioral Health Tracking form. These tracking forms will include student information along with the dates of referral, problem-solving team meeting, and contact with parent/guardian. The student specific Behavioral Health Tracking form will be stored in the student's cumulative file. At the end of each school year, the number of students receiving screenings or assessments will be collected by the Program Specialist for Behavioral Health.

### Process for Documenting Number of Students Referred for School-Based Services

Once determined that a student should be referred for school-based mental health services, the school counselor will complete the referral information on the student management database (Skyward) and

include the information on the Behavioral Health Tracking form. The information will be shared with the appropriate school-based service provider. The parent will be contacted for consent to participate in school-based services. At the end of each school year, the number of students receiving screenings or assessments will be collected by the Program Specialist for Behavioral Health.

#### Process for Documenting Number of Students Receiving School-Based Services/Interventions

Once consent is obtained for school-based staff to provide services/interventions, the school counselor will include the intervention specific information on the student management database (Skyward) and on the Behavioral Health Tracking form. These tracking forms will include student information along with intervention details such the specific intervention being provided and the service provider. The student specific Behavioral Health Tracking form will be stored in the student's cumulative file. At the end of each school year, the number of students receiving services/interventions will be collected by the Program Specialist for Behavioral Health.

#### Process for Documenting Number of Students Referred to and Receiving Community-Based Services

Students referred for mental health services to outside agencies will be documented on the student management database (Skyward) and on the Behavioral Health Tracking form. In addition, all referral forms to community agencies will be sent to the Program Specialist for Behavioral Health.

Students receiving mental health services from outside agencies will be documented through a district developed tracking spreadsheet and on the Behavioral Health Tracking form. The Program Specialist for Behavioral Health will assist with coordination of services between the school district and community agencies.

At the end of each school year, the number of students referred and receiving services/interventions from community providers will be collected by the Program Specialist for Behavioral Health.

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Kit Humbaugh Department of District Student Services

Additional contact(s)/originator 

Document Title 2018-2019 Equity and Access Report

**Board Action Required:**

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

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

Approval of the 2018-2019 Equity and Access Report Update

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

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

**Executive Summary/Highlights:**

Annual DOE update of the Equity and Access Report - Board approval required

**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  
*Michael P. Muller*

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

(Form Board Approved 7/10/07)



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

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

**Kit Humbaugh, Director of Student Services  
Jennifer Greco, Coordinator of Student Services**

**THOMAS KENNEDY**  
DISTRICT 1

**VIRGINIA BRYANT**  
DISTRICT 2

**DOUGLAS A. DODD**  
DISTRICT 3

**SANDRA COUNTS**  
DISTRICT 4

**LINDA B. POWERS**  
DISTRICT 5

## **2018-2019 Annual Equity Update**

Lydia Southwell  
Educational Policy Development Director  
Office of Equal Educational Opportunity  
Florida Department of Education  
644 Turlington Building  
Tallahassee, FL 32399-0400

Dear Ms. Southwell,

Attached is the 2018-2019 Equity and Access Report Update. Citrus County continues to make progress towards the goals and strategies that have been established. Additional strategies continue to be generated to support this goal.

\_\_\_\_\_  
Kit Humbaugh  
Director of Student Services  
Equity and Compliance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra "Sam" Himmel  
Superintendent of Citrus County Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thomas Kennedy, Chairman  
Citrus County School Board

\_\_\_\_\_  
Date

# Table of Contents

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  - 1. Annual and Continuous Notice of Nondiscrimination
  - 2. High School Academy listing
  
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- Part III:      Evaluation of Methods and Strategies
  
- Part IV:      Gender Equity in Athletics
  
- Part V:       Employment Equity
  
- Part VI:      Single-Sex Schools and Classes
  
- Part VII:     Pregnant and Parenting Students

## PART I: PROCEDURAL REQUIREMENTS:

- A. **Changes to Nondiscrimination and Anti-Harassment Policies or Grievance Procedures**  
*Submit any policies or procedures revised since the last Equity Update.*  
None

B. **Annual Notification of Nondiscrimination for Vocational Education Programs**

1. **Annual Notification of Nondiscrimination for Vocational Education Programs**  
**Explain how annual notification of nondiscrimination is disseminated/published; and submit copies of materials that include the annual notification of nondiscrimination for vocational programs.**

Annual Notification of Nondiscrimination for Vocational Education Programs is provided prior to the start of a new school year in the Withlacoochee Technical College (WTC) course catalog (page 2 of the on-line course catalog) and on their website [wtcollege.org](http://wtcollege.org) (Tab Equal Opportunity) See attached copy.

A listing of the available academies at each high school can be found at:

- [citruschools.org](http://citruschools.org)
  - \*Schools Tab
  - \*Specific School Tab
  - \*Directory

2. **Continuous Notification of Nondiscrimination**  
**Identify documents used to provide the continuous notification of nondiscrimination; and submit copies of materials that include the continuous notification of nondiscrimination.**

Continuous Notification of Nondiscrimination is displayed on a poster in all Citrus County Schools, as well as in the Citrus County Schools Parent Guide and Calendar, Code of Student Conduct, Educational Planning Guide and the District Website. See attached copy from (above).

- C. **Notice for Availability of Reasonable Accommodations to Applicants for Employment**  
***Submit copies of webpages or printed materials for applicants for employment that include the notice that reasonable accommodations are available for qualified applicants with disabilities during the application and interview process. The notices should also include contact information for requesting accommodations and interview process. The notices should also include contact information for requesting the accommodations.***

As pulled from our district website: [citruschools.org](http://citruschools.org)

- Employment
  - CCSB Job Postings / Complete on Application

### **Other Helpful Information:**

Human Resources Department is open Monday - Friday from 7:30 am - 4:30 pm.

Prior to being employed you will be responsible for the fees associated with required fingerprinting and drug testing.

Individuals needing computer access or assistance may visit a local library or come to our office at 1007 W. Main Street, Room 107, Inverness, FL. If you have questions, please contact us at (352) 726-1931 x2295.

If you need an accommodation in the application/selection process, please notify Human Resources in advance. Applicants who are veterans and seeking employment by a covered employer will be given preferences if they qualify under Florida Statute, Chapter 295.





## **CITRUS COUNTY SCHOOL BOARD**

### **NON-DISCRIMINATION INFORMATION**

1. No person shall, on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by the Citrus County School Board (CCSB), except as provided by law.
2. CCSB shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
3. CCSB prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.
4. Lack of English language skills will not be a barrier to admission and participation. CCSB may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.
5. CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108

District Equity Contact:  
Kit Humbaugh  
Director of Student Services  
Equity and Compliance Officer  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
Email: [humbaughk@citrus.k12.fl.us](mailto:humbaughk@citrus.k12.fl.us)  
Telephone: (352) 527-0090  
Fax: (352) 249-2145

# CITRUS COUNTY SCHOOL BOARD

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5. CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108

District Equity Contact:

Kit Humbaugh

Director of Student Services  
Equity and Compliance Officer

2575 S. Panther Pride Drive

Lecanto, FL 34461

Email: [humbaughk@citrus.k12.fl.us](mailto:humbaughk@citrus.k12.fl.us)

Each student is held responsible for the information contained in this catalog. Failure to read and comply with school regulations does not exempt the student from this responsibility.

## **PART II: INCOMPLETE ITEMS OR PENDING ACTIONS**

- A. Any Items identified during equity on-site review.**
- B. Any other items identified on the current or past monitoring work plans as incomplete.**

### PART III: STUDENT PARTICIPATION

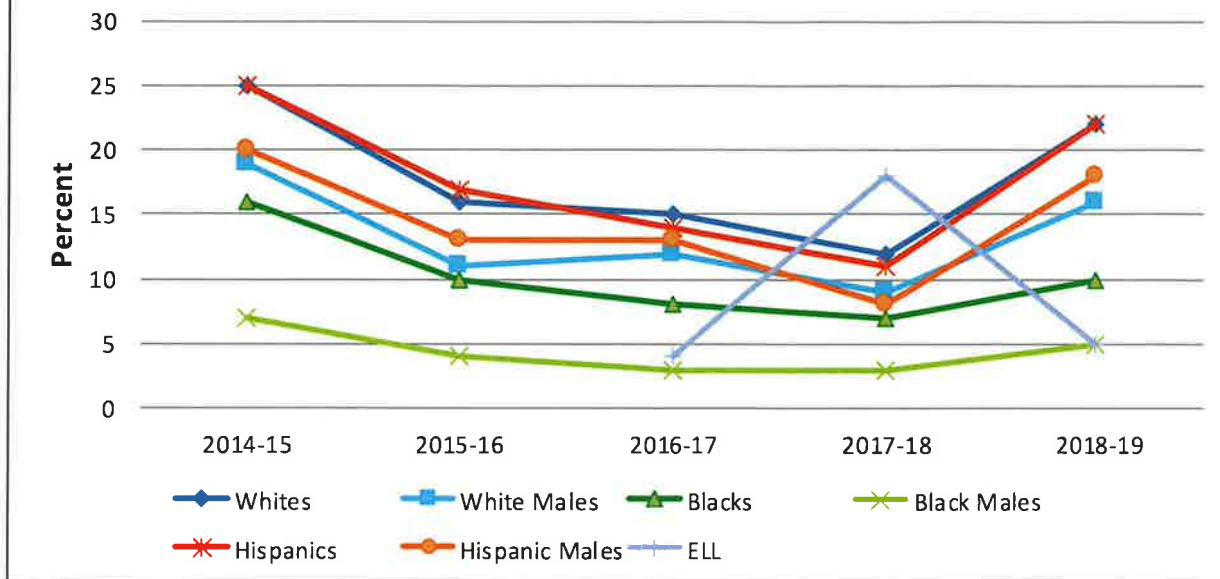
#### EVALUATION OF METHODS AND STRATEGIES:

##### (1) Grades 9-12, Advanced Placement (AP), IB and AICE

##### Grades 9-12 Total Enrollment 2018-19 ( 1078 )

<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>ELL Students</i>	
845 & 22.33%	24 & 9.72%	89 & 21.87%	2 & 4.76%	
Whites In AP/IB/AICE 2014-15 25% (965)	Whites In AP/IB/AICE 2015-16 16% (627)	Whites In AP/IB/AICE 2016-17 15.20% (592)	Whites In AP/IB/AICE 2017-18 12% (454)	Whites In AP/IB/AICE 2018-19 22.33 % (845)
White Males In AP/IB/AICE 2014-15 19% (375)	White Males In AP/IB/AICE 2015-16 11% (227)	White Males In AP/IB/AICE 2016-17 12.06% (239)	White Males In AP/IB/AICE 2017-18 9% (168)	White Males In AP/IB/AICE 2018-19 16.49% (312)
Blacks In AP/IB/AICE 2014-15 16% (45)	Blacks In AP/IB/AICE 2015-16 10% (32)	Blacks In AP/IB/AICE 2016-17 8% (24)	Blacks In AP/IB/AICE 2017-18 7% (20)	Blacks In AP/IB/AICE 2018-19 9.72% (24)
Black Males In AP/IB/AICE 2014-15 7% (11)	Black Males In AP/IB/AICE 2015-16 4% (6)	Black Males In AP/IB/AICE 2016-17 2.87% (5)	Black Males In AP/IB/AICE 2017-18 3% (6)	Black Males In AP/IB/AICE 2018-19 4.76% (7)
Hispanics In AP/IB/AICE 2014-15 25% (94)	Hispanics In AP/IB/AICE 2015-16 17% (67)	Hispanics In AP/IB/AICE 2016-17 13.56% (56)	Hispanics In AP/IB/AICE 2017-18 11% (51)	Hispanics In AP/IB/AICE 2018-19 21.87% (89)
Hisp. Males In AP/IB/AICE 2014-15 20% (38)	Hisp. Males In AP/IB/AICE 2015-16 13% (22)	Hisp. Males In AP/IB/AICE 2016-17 12.50% (24)	Hisp. Males In AP/IB/AICE 2017-18 8% (17)	Hisp. Males In AP/IB/AICE 2018-19 18.41% (37)
		ELL Students In AP/IB/AICE 2016-17 4.35% (1)	ELL Students In AP/IB/AICE 2017-18 18% (6)	ELL Students In AP/IB/AICE 2018-19 4.76% (2)

## Enrollment Gaps for AP & IB: 2014-15 to 2018-19



### Evidence of Success

After experiencing an overall decline in enrollment in AP/IB/AICE courses grades 9-12 since 2014-15, each subgroup, apart from ELL, has increased their participation from 2017-18 to 2018-19.

- White – **increased** participation by 10.33%
- White Males – **increased** participation by 7.49%
- Black – **increased** participation by 2.72%
- Black Males – **increased** participation by 1.76%
- Hispanic – **increased** participation by 10.87%
- Hispanic Males – **increased** participation by 10.41%
- ELL – **decreased** participation by 13.24%

While there continues to be an enrollment gap between White Males and Black Males, a difference of 9 percentage points, the gap between White Males and Hispanic Males has closed. There are currently 2% more Hispanic Males than White Males participating in AP/IB/AICE courses.

### Methods and Strategies

Continue to implement methods, strategies, and initiatives including an outreach process and parent/community meetings. Incorporate information into student conferences from the “AP Course Potential” report provided by College Board, based on PSAT scores. In addition, continue the use of feeder courses that support enrollment and success in AP and IB courses, like AVID, PIBS, and Honors. Continue to focus on increasing the enrollment of Black students, as well as those students identified as ELL, into advanced courses in our high schools and middle schools. By increasing the number of minority students enrolled in middle school Honors courses and AVID, students will be more motivated to continue an accelerated path in high school. District staff and resources will support schools with identification processes, positive mindset training, intervention, counseling, scheduling and personalized strategies to reduce any further decline with our ELL population and help the rest of student subgroups maintain a positive enrollment trend. The district will provide data to school teams to customize strategies for specific schools and specific subgroups.

### Accountability Measure and Timelines

Goal 1: Increase the percent of Black Males in grades 9-12 enrolling in AP/IB/AICE courses by 1 percentage point by the 2019-20 school year.

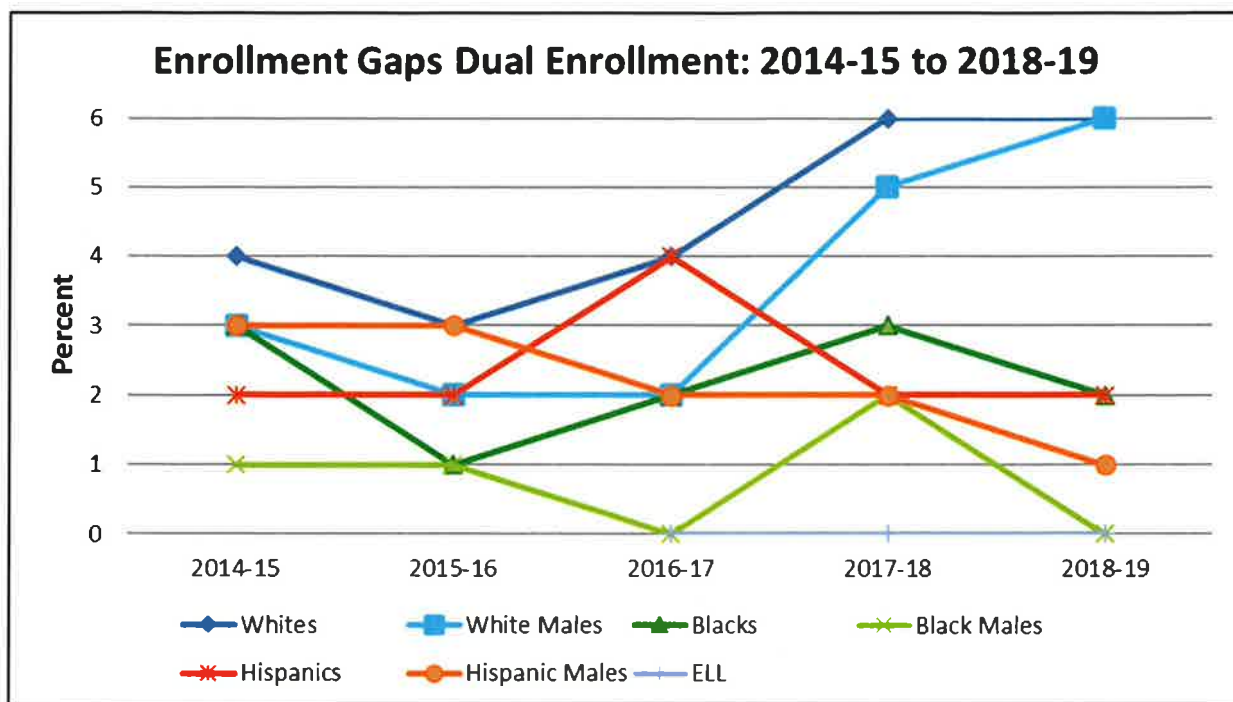
Goal 2: Increase the percent of ELL in grades 9-12 enrolling in AP/IB/AICE courses by 1 percentage point by the 2019-20 school year.

Goal 3: Increase the percent of each subgroup (Whites, White Males, Blacks, Hispanics, & Hispanic Males) in grades 9-12 enrolling in AP/IB/AICE courses by 5 percentage points by the 2020-2021 school year.

**(2) Grades 9-12, Dual Enrollment (DE)**

**Grades 9-12 Total Enrollment 2018-19 ( 270 )**

<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>ELL Students</i>		
241 & 6.37%	6 & 2.43%	10 & 2.46%	0 & 0.0%		
Whites In DE 2014-15 4% (163)	Whites In DE 2015-16 3% (21)	Whites In DE 2016-17 3.67% (143)	Whites In DE 2017-18 6% (213)	Whites In DE 2018-19 6.37% (241)	
White Males In DE 2014-15 3% (58)	White Males In DE 2015-16 2% (37)	White Males In DE 2016-17 2.12% (42)	White Males In DE 2017-18 5% (105)	White Males In DE 2018-19 6.29% (119)	
Blacks In DE 2014-15 3% (8)	Blacks In DE 2015-16 1% (4)	Blacks In DE 2016-17 2% (6)	Blacks In DE 2017-18 3% (9)	Blacks In DE 2018-19 2.43% (6)	
Black Males In DE 2014-15 1% (2)	Black Males In DE 2015-16 1% (1)	Black Males In DE 2016-17 0% (0)	Black Males In DE 2017-18 2% (3)	Black Males In DE 2018-19 0% (0)	
Hispanics In DE 2014-15 2% (9)	Hispanics In DE 2015-16 2% (9)	Hispanics In DE 2016-17 3.87% (16)	Hispanics In DE 2017-18 2% (10)	Hispanics In DE 2018-19 2.46% (10)	
Hisp. Males In DE 2014-15 3% (6)	Hisp. Males In DE 2015-16 3% (5)	Hisp. Males In DE 2016-17 2.08% (4)	Hisp. Males In DE 2017-18 2% (4)	Hisp. Males In DE 2018-19 1% (2)	
		ELL Students In DE 2016-17 0% (0)	ELL Students In DE 2017-18 % (#)	ELL Students In DE 2018-19 0% (0)	



#### Evidence of Success

Participation in Dual Enrollment (DE) courses in Citrus County is based on specific criteria that are defined by an agreement between the college and the district. These criteria include a minimum GPA and college entrance test score requirements. Last year's overall enrollment in DE courses decreased from 5% to 2.5%. Current participation, on average, is similar to the level of participation seen 5 years ago (2.6%).

- White – **increased** participation by 0.37%
- White Males – **increased** participation by 1.29%
- Black – **decreased** participation by 0.57%
- Black Males – **decreased** participation by 2%
- Hispanic – **increased** participation by 0.46%
- Hispanic Males – **decreased** participation by 1%
- ELL – participation remained the same (0%)

When comparing the enrollment gap between subgroups in 2017-18 and 2018-19, the gap between Whites participating in DE and Hispanics participating in DE has remained the same at 4 percentage points. The gap between Whites and Blacks has increased by 1 percentage point and the gap between Blacks and Hispanics has closed. Closing the gap in participation in DE between Blacks and Hispanics can be attributed to the decreased participation by Black students in DE in 2018-19 and the roughly equivalent increase in participation by Hispanic students that same year.

#### Methods and Strategies

Continue to focus on college readiness support through the AVID program at both the middle and high school. In addition, the district is experiencing success with the in-school ACT test administration, especially with support and intervention for participating, at-risk students. Each school also will continue integrating more DE courses on-campus so students who struggle with transportation or are involved in athletic activities are more likely to participate because they will not have to alter their schedule or drive off-campus. The district will also continue to strive toward the expansion of a mentorship program for college bound, at-risk students, particularly those in the demographic groups referenced above.

#### Accountability Measure and Timelines

Goal 1: Increase the percent of Black Males and Hispanic Males in grades 9-12 enrolling in DE courses by 1 percentage point each by the 2019-20 school year.

Goal 2: Increase the percent of ELL in grades 9-12 enrolling in DE courses by 1 percentage point by the 2019-20 school year.

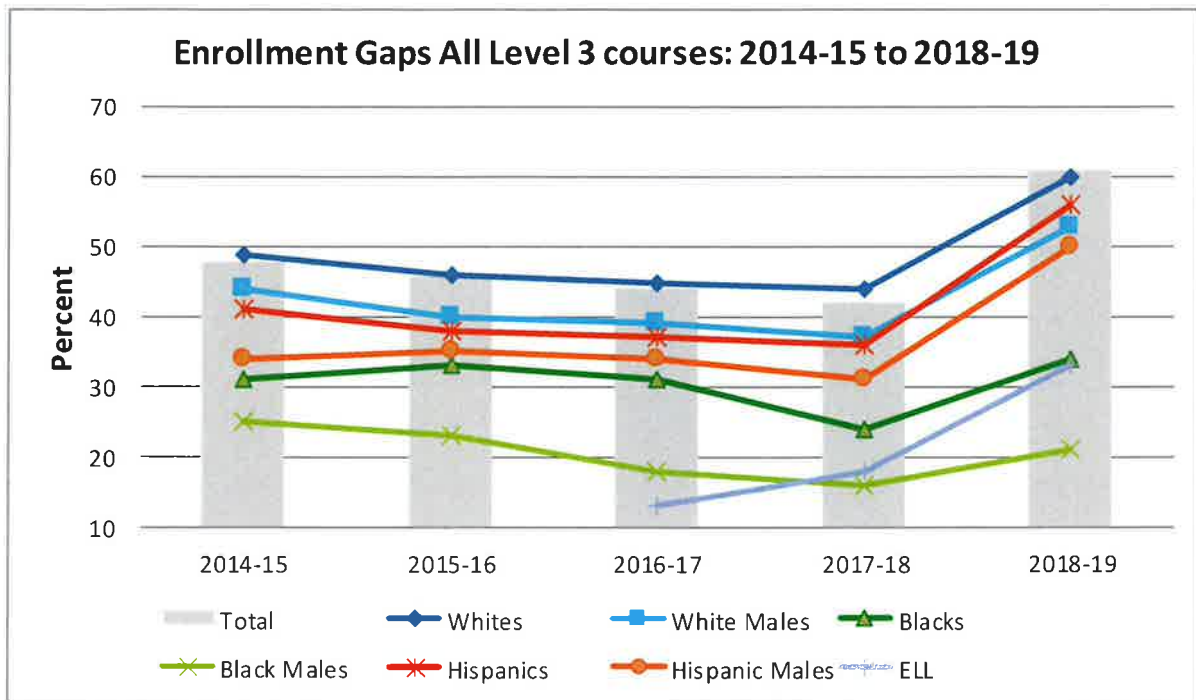
Goal 3: Increase the percent of each subgroup (Whites, White Males, Blacks, Black Males, Hispanics, & Hispanic Males) in grades 9-12 enrolling in DE courses by 3 percentage points by the 2020-2021 school year.

(3) Grades 9-12, All Level 3 courses (including AP, IB, AICE, DE and honors)

Grades 9-12 Total Enrollment 2018-19 ( 2795 )

<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>ELL Students</i>	
2279 & 60.23%	85 & 34.41%	227 & 55.77%	14 & 33.33%	
Whites All Level 3 2014-15 49% (1893)	Whites All Level 3 2015-16 46% (1836)	Whites All Level 3 2016-17 44.74% (1742)	Whites All Level 3 2017-18 44% (1663)	Whites All Level 3 2018-19 60.23% (2279)
White Males All Level 3 2014-15 44% (868)	White Males All Level 3 2015-16 40% (809)	White Males All Level 3 2016-17 38.45% (762)	White Males All Level 3 2017-18 37% (717)	White Males All Level 3 2018-19 52.91% (1001)
Blacks All Level 3 2014-15 31% (87)	Blacks All Level 3 2015-16 33% (101)	Blacks All Level 3 2016-17 31.33% (94)	Blacks All Level 3 2017-18 24% (69)	Blacks All Level 3 2018-19 34.41% (85)
Black Males All Level 3 2014-15 25% (40)	Black Males All Level 3 2015-16 23% (39)	Black Males All Level 3 2016-17 17.82% (31)	Black Males All Level 3 2017-18 16% (27)	Black Males All Level 3 2018-19 21.09% (31)
Hispanics All Level 3 2014-15 41% (157)	Hispanics All Level 3 2015-16 38% (150)	Hispanics All Level 3 2016-17 36.80% (152)	Hispanics All Level 3 2017-18 36% (163)	Hispanics All Level 3 2018-19 55.77% (227)
Hisp. Males All Level 3 2014-15 34% (65)	Hisp. Males All Level 3 2015-16 35% (60)	Hisp. Males All Level 3 2016-17 33.85% (65)	Hisp. Males All Level 3 2017-18 31% (66)	Hisp. Males All Level 3 2018-19 49.75% (100)
		ELL Students All Level 3 2016-17 13.04% (3)	ELL Students All Level 3 2017-18 18% (6)	ELL Students All Level 3 2018-19 33.33% (14)





#### Evidence of Success

All subgroups have increased participation in Level 3 Courses from 2017-18 to 2018-19.

- White – **increased** participation by 16%
- White Males – **increased** participation by 16%
- Black – **increased** participation by 10%
- Black Males – **increased** participation by 5%
- Hispanic – **increased** participation by 20%
- Hispanic Males – **increased** participation by 19%
- ELL – **increased** participation by 15%

Average participation in Level 3 Courses in each subgroup (Whites, White Males, Blacks, Black Males, Hispanics, & Hispanic Males) in grades 9-12 has increased to 44%. The enrollment gap has decreased by 7 percentage points when compared to the 2014-15 school year (average participation in each subgroup was 37%).

#### Methods and Strategies

Continue with open enrollment options for AP and Honors courses. Continue support of academies and specialized programs including AVID, AP, DE, IB, Health Academy, Computer Science Academy. Begin mentoring programs in the middle schools. Continue collaborative discussions with school counselors. School leadership teams will continue to gather data throughout the year regarding subgroups and academic success potential. More students will be conferenced with and encouraged to enroll in level 3 courses while receiving support like AVID. Incorporate information into student conferences from the "AP Course Potential" report provided by College Board, based on PSAT scores.

#### Accountability Measure and Timelines

Goal 1: Increase the percent of each subgroup (Whites, White Males, Blacks, Black Males, Hispanics, & Hispanic Males) in grades 9-12 enrolling in Level 3 courses by 5 percentage points by the 2020-2021 school year.

Goal 2: Decrease the enrollment gap between White male students and Black male students by 10 percentage points by the 2020-21 school year.

**PART IV: GENDER EQUITY IN ATHLETICS**

**PART IV GENDER EQUITY IN ATHLETICS**

**Athletic Compliance Verification Form**

District:     Citrus    

1. Sports and levels of competition effectively accommodate the interests and abilities of members of both sexes. [Section 1000.05(3)(d)(1), F.S.; Rule 6A-19.004(2), FAC; Title IX: 106.41(c)(1)]

IN COMPLIANCE       NOT IN COMPLIANCE

2. Equipment and supplies are provided equitably to female and male teams. [Section 1000.05(3)(d)(2), F.S.; Rule 6A-19.004(4), FAC; Title IX: 106.41(c)(2)]

IN COMPLIANCE       NOT IN COMPLIANCE

3. Scheduling of games and practice times provide equal opportunities. [Section 1000.05(3)(d)(3), F.S.; Rule 6A-19.004(5), FAC; Title IX: 106.41(c)(3)]

IN COMPLIANCE       NOT IN COMPLIANCE

4. Travel and Per Diem allowances are provided for athletes in an equitable manner. [Section 1000.05(3)(d)(4), F.S.; Rule 6A-19.004(6), FAC; Title IX: 106(c)(4)]

IN COMPLIANCE       NOT IN COMPLIANCE

5. Opportunities to receive coaching are provided in an equitable manner. [Section 1000.05(3)(d)(5), F.S.; Rule 6A-19.004(7), FAC; Title IX: 106.41(c)(5)]

IN COMPLIANCE       NOT IN COMPLIANCE

6. Locker rooms, practice facilities and competitive facilities are of comparable quality for male and female teams. [Section 1000.05(3)(d)(7), F.S.; Rule 6A-19.004(8), FAC; Title IX: 106.41(c)(7)]

IN COMPLIANCE       NOT IN COMPLIANCE

7. Medical and training facilities and services, including insurance, are provided in an equitable manner. [Section 1000.05(3)(d)(8), F.S.; Rule 6A-19.004(9), FAC; Title IX: 106.41 (c)(8)]

IN COMPLIANCE       NOT IN COMPLIANCE

8. Publicity and promotion of male and female teams support equal opportunity. [Section 1000.05(3)(d)(10), F.S.; Rule 6A-19.004(10), FAC; Title IX: 106.41(c)(10)]

IN COMPLIANCE

NOT IN COMPLIANCE

9. Support services are equitable for male and female teams. [Rule 6A-19.004(11), FAC; Title IX: 106.41(a)]

IN COMPLIANCE

NOT IN COMPLIANCE

I hereby verify that the district is in compliance with the identified components of our athletics program, as required by Title IX and the Florida Educational Equity Act.

---

Signature, Superintendent

---

Date

## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. **For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.**

School: Citrus Springs Middle	<i>Number of Participants</i>			<i>Number of Participants</i>					
<b>Varsity Teams</b>	<i>Males</i>	<i>Females</i>	<i>Total</i>	<b>Non-Varsity Teams</b>	<i>#</i>	<i>Males</i>	<i>#</i>	<i>Females</i>	<i>Total</i>
Baseball				Baseball					
Basketball				Basketball					
Cross Country				Cross Country					
Flag Football/ Football	40	0	40	Flag Football/ Football					
Golf	9	4	13	Golf					
Soccer				Soccer					
Softball				Softball					
Swimming/Diving				Swimming/Diving					
Tennis	12	14	26	Tennis					
Track and Field	32	39	71	Track and Field					
Volleyball	0	40	40	Volleyball					
Wrestling				Wrestling					
Weightlifting				Weightlifting					
<i>Total Varsity Participants</i>	118	124	242	<i>Total JV Participants</i>					
<i>% of Varsity Participants</i>	49%	51%	100%	<i>% of JV Participants</i>					100%
<b>Total Student Enrollment by Gender 2018-19</b>	411	371	782	<b>Total Student Enrollment by Gender 2018-19</b>					
<b>% Student Enrollment by Gender 2018-19</b>	53%	47%	100%	<b>% Student Enrollment by Gender 2018-19</b>					100%

**This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.**

## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.

School: Crystal River Middle	Number of Participants			Number of Participants					
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball				Baseball		NA		NA	NA
Basketball				Basketball	2	22	2	22	44
Cross Country				Cross Country	1	16	1	31	47
Flag Football/ Football				Flag Football/ Football	1	35			35
Golf				Golf	1	12	1	5	17
Soccer				Soccer		NA		NA	NA
Softball				Softball		NA		NA	NA
Swimming/Diving				Swimming/Diving		NA		NA	NA
Tennis				Tennis	1	7	1	12	19
Track and Field				Track and Field	1	29	1	40	69
Volleyball				Volleyball			2	25	25
Wrestling				Wrestling		NA		NA	NA
Weightlifting				Weightlifting		NA		NA	NA
<i>Total Varsity Participants</i>				<i>Total JV Participants</i>		121		135	256
<i>% of Varsity Participants</i>			100%	<i>% of JV Participants</i>		47%		53%	100%
<b>Total Student Enrollment by Gender 2018-19</b>				<b>Total Student Enrollment by Gender 2018-19</b>		418		427	845
<b>% Student Enrollment by Gender 2018-19</b>			100%	<b>% Student Enrollment by Gender 2018-19</b>		49.4		50.6	100%

This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.

## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. **For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.**

School: Inverness Middle	<i>Number of Participants</i>			<i>Number of Participants</i>					
<i>Varsity Teams</i>	<i>Males</i>	<i>Females</i>	<i>Total</i>	<i>Non-Varsity Teams</i>	<i>#</i>	<i>Males</i>	<i>#</i>	<i>Females</i>	<i>Total</i>
Baseball				Baseball					
Basketball	20	20	40	Basketball					
Cross Country				Cross Country					
Flag Football/ Football	34	1	35	Flag Football/ Football					
Golf	10	5	15	Golf					
Soccer				Soccer					
Softball				Softball					
Swimming/Diving				Swimming/Diving					
Tennis	7	10	17	Tennis					
Track and Field	37	37	74	Track and Field					
Volleyball		25	25	Volleyball					
Wrestling				Wrestling					
Weightlifting				Weightlifting					
<i>Total Varsity Participants</i>	108	98	206	<i>Total JV Participants</i>					
<i>% of Varsity Participants</i>	50%	50%	100%	<i>% of JV Participants</i>					100%
<b>Total Student Enrollment by Gender 2018-19</b>	529	536	1065	<b>Total Student Enrollment by Gender 2018-19</b>					
<b>% Student Enrollment by Gender 2018-19</b>	50%	50%	100%	<b>% Student Enrollment by Gender 2018-19</b>					100%

**This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.**

## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. **For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.**

School: Lecanto Middle	<i>Number of Participants</i>				<i>Number of Participants</i>				
<i>Varsity Teams</i>	<i>Males</i>	<i>Females</i>	<i>Total</i>	<i>Non-Varsity Teams</i>	<i>#</i>	<i>Males</i>	<i>#</i>	<i>Females</i>	<i>Total</i>
Baseball				Baseball					
Basketball	22	20	42	Basketball					
Cross Country				Cross Country					
Flag Football/ Football	40		40	Flag Football/ Football					
Golf	10	4	14	Golf					
Soccer				Soccer					
Softball				Softball					
Swimming/Diving				Swimming/Diving					
Tennis	12	14	26	Tennis					
Track and Field	19	44	63	Track and Field					
Volleyball		34	34	Volleyball					
Wrestling				Wrestling					
Weightlifting				Weightlifting					
<i>Total Varsity Participants</i>	103	116	219	<i>Total JV Participants</i>					
<i>% of Varsity Participants</i>	47%	53%	100%	<i>% of JV Participants</i>					100%
<b>Total Student Enrollment by Gender 2017-18</b>	383	391	774	<b>Total Student Enrollment by Gender 2017-18</b>					
<b>% Student Enrollment by Gender 2017-18</b>	49%	51%	100%	<b>% Student Enrollment by Gender 2017-18</b>					100%

**This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.**

## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.

School: Citrus High	Number of Participants				Number of Participants				
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball	15	xxxxx	15	Baseball		15		xxxxx	15
Basketball	14	12	26	Basketball		13		Xxxxx	13
Cross Country	14	8	22	Cross Country					
Flag Football/ Football	25	16	41	Flag Football/ Football		18		16	34
Golf	7	4	11	Golf					
Soccer	23	17	40	Soccer		17		19	36
Softball	xxxxx	12	12	Softball		xxxxx		12	12
Swimming/Diving	11	21	32	Swimming/Diving					
Tennis	6	7	13	Tennis					
Track and Field	36	43	79	Track and Field					
Volleyball	xxxxx	12	12	Volleyball		xxxxx		13	13
Wrestling	12	2	14	Wrestling					
Weightlifting	38	51	89	Weightlifting					
<i>Total Varsity Participants</i>	201	205	406	<i>Total JV Participants</i>		63		60	123
<i>% of Varsity Participants</i>	49.51	50.49	100%	<i>% of JV Participants</i>		51.22		48.78	100%
<b>Total Student Enrollment by Gender 2018-19</b>	736	676	1412	<b>Total Student Enrollment by Gender 2018-19</b>		736		676	1412
<b>% Student Enrollment by Gender 2018-19</b>	52	48	100%	<b>% Student Enrollment by Gender 2018-19</b>		52		48	100%

**This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.**



## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. **For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.**

School: Crystal River High	Number of Participants			Number of Participants					
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball	14	0		Baseball		17		0	
Basketball	13	14		Basketball		11		8	
Cross Country	16	13		Cross Country		0		0	
Flag Football/ Football	30	19		Flag Football/ Football		25		16	
Golf	5	1		Golf		0		0	
Soccer	24	18		Soccer		0		20	
Softball	0	13		Softball		0		10	
Swimming/Diving	12	20		Swimming/Diving		0		0	
Tennis	7	12		Tennis		0		0	
Track and Field	37	28		Track and Field		0		0	
Volleyball	0	21		Volleyball		2		21	
Wrestling	18	1		Wrestling		13		0	
Weightlifting	27	31		Weightlifting		0		0	
<i>Total Varsity Participants</i>	203	191	394	<i>Total JV Participants</i>	66		75		
<i>% of Varsity Participants</i>	52	48	100%	<i>% of JV Participants</i>	47		53		100%
<b>Total Student Enrollment by Gender 2018-19</b>	596	657	1253	<b>Total Student Enrollment by Gender 2018-19</b>	596		657		1253
<b>% Student Enrollment by Gender 2018-19</b>	48	52	100%	<b>% Student Enrollment by Gender 2018-19</b>	48		52		100%

**This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.**

**PART IV  
GENDER EQUITY IN ATHLETICS**

**Corrective Action Plan**

District: Citrus County

School Name: Crystal River High School

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Timelines
<p><b><u>% Enrollment by Gender:</u></b> Male - 48% Female - 52%</p> <p><b><u>% of Varsity Participants:</u></b> Male - 52% Female - 48%</p> <p><b><u>% of JV Participants:</u></b> Male - 47% Female - 53%</p> <p><b><u>Goal-</u></b> Our goal at CRHS is to be able to increase female participation in sports to a ratio that is equal or greater than the entire CRHS female enrollment</p>	<ul style="list-style-type: none"> <li>• Promote female athletic participation at the Freshman Orientation Curriculum night</li> <li>• Promote and encourage female participation for sports on campus throughout the school year</li> <li>• Have all female athletes and coaches actively recruit student athletes on campus all year</li> <li>• Encourage the participation of athletics on morning show and other social media outlets</li> <li>• Encourage and recruit more female athletes in cross country, golf, volleyball, swimming, track and flag football</li> <li>• Have all teachers and staff encourage female athletic participation all year</li> </ul>	<p>Robert Verlato –Athletic Director of Crystal River High School <a href="mailto:verlator@citrus.k12.fl.us">verlator@citrus.k12.fl.us</a></p> <p>All Athletic Coaches and staff at Crystal River High School</p>	<p>2019-2020 School Year</p>

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.

*Linda Connor*  
Signature, Principal

4/17/2019  
Date

\_\_\_\_\_  
Signature, Superintendent

\_\_\_\_\_  
Date

## 2018-19 Athletic Participation Monitoring Form

**Component 1:** NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. **For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.**

School: Lecanto High	Number of Participants			Number of Participants					
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball	13	0	13	Baseball	1	14		0	14
Basketball	15	18	33	Basketball	2	16		16	32
Cross Country	16	16	32	Cross Country	2	17		24	41
Flag Football/ Football	40	35	86	Flag Football/ Football	2	21		25	46
Golf	6	8	14	Golf	0	0		0	0
Soccer	18	18	36	Soccer	2	21		19	40
Softball	0	18	18	Softball	1	0		16	16
Swimming/Diving	15	20	35	Swimming/Diving	0	0		0	0
Tennis	10	12	22	Tennis	0	0		0	0
Track and Field	45	42	87	Track and Field	0	0		0	0
Volleyball	0	15	15	Volleyball	2	0		24	24
Wrestling	13	2	15	Wrestling	0	0		0	0
Weightlifting	20	25	73	Weightlifting	2	31		15	21
<i>Total Varsity Participants</i>	211	229	440	<i>Total JV Participants</i>		120		138	259
<i>% of Varsity Participants</i>	47.9	52.1	100%	<i>% of JV Participants</i>		46.3		53.7	100%
<b>Total Student Enrollment by Gender 2018-19</b>	790	854	1644	<b>Total Student Enrollment by Gender 2018-19</b>		790		854	1644
<b>% Student Enrollment by Gender 2018-19</b>	48.1	51.9	100%	<b>% Student Enrollment by Gender 2018-19</b>		48.1		51.9	100%

**This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.**

## PART V: EMPLOYMENT EQUITY

A. Complete the following chart for administrative and instructional positions in the school district. Enter the number and percent for each race/ethnicity and gender. Count each person only once under one category.

District: Citrus		2018-19 District Administrative and Faculty Positions					
Administrative Positions	Total	# & % Black	# & % Hispanic	# & % White	# & % Other	# & % Female	# & % Male
Student Demographics	15,470	713 (4.6%)	1,314 (8.5%)	12,406 (80.2%)	1037 (6.7%)	7487 (48.4%)	7982 (51.6%)
District-Level Administrators	28	0 (%)	0 (%)	96 (%)	4 (%)	57 (%)	43 (%)
Principals	23	0 (%)	0 (%)	100 (%)	0 (%)	61 (%)	39 (%)
Asst. Principals	31	0 (%)	0 (%)	100 (%)	0 (%)	61 (%)	39 (%)
Teachers	1208	2 (%)	3 (%)	94.8 (%)	.2 (%)	76 (%)	24 (%)
Guidance Counselors	33	6 (%)	0 (%)	94 (%)	0 (%)	79 (%)	21 (%)

B. Review the employment data to identify any racial/ethnic or gender underrepresentation in administrative and faculty positions.

C. Identify specific methods and strategies used to address any racial/ethnic or gender underrepresentation in administrative, instructional and guidance positions.

During the last couple of years, we have seen our demographics decline in our minority sections of Administrators, Teachers and Guidance Counselors. The Human Resources Department along with Principals and Teachers attended multiple recruitment events in Orlando, Gainesville, Tampa, Pennsylvania and Ohio searching for qualified candidates for all teaching positions in Citrus County. The Human Resources Department also sent teachers to the Florida Fund for Minority Teachers event located at the University of Central Florida to recruit qualified candidates for all open instructional positions. As a district we will continue to recruit for all open positions and try to improve our percentages in the minority sections.

**PART VI: SINGLE-SEX SCHOOLS AND CLASSES**

Does the district operate single-sex schools or classes?  Yes  No

If applicable, please complete the charts and respond to the questions below regarding single-sex education in your district.

**A.** In the chart below enter the names of any single-sex schools operating in the district and the number of students enrolled.

District:	2018-19 Single-Sex Schools	
School Name	Male Enrollment	Female Enrollment

**B.** In the chart below enter the number of classes and enrollments in all classes for courses for which single-sex classes are offered at co-educational schools in the district.

School Name:	2018-19 Single-Sex Classes					
	Male Students Only		Female Students Only		Co-Ed Students	
	# of Classes/ Sections	# of Students	# of Classes/ Sections	# of Students	# of Classes/ Sections	# of Students
Grade/Course						

**C.** Questions about the implementation of Title IX especially as they apply to single-sex education:

- Does the district offer single-sex education?
- How is single-sex education being justified?
- How does the district keep track of single-sex public education?
- What does the district do to insure there is no illegal sex segregation in education?
- Is single-sex education intended to decrease sex discrimination in the outcomes?
- Do the schools provide comparable co-educational options?
- How are single-sex educational options reviewed, monitored, and evaluated to insure they are legal?
- Who is involved in the evaluations and guidance on the implementation of single-sex education?
- What assurances are provided to insure that single-sex options are completely voluntary?
- Are there pre-implementation reviews of proposed single-sex education?
- What entities review and approve single-sex options, and what standards do they use?
- Is there assistance from external groups for training or consultation?
- How does the district monitor to insure that single-sex education is not contributing to gender stereotypes or sex discrimination in outcomes? For example, is data provided on girls compared to boys, or on any other populations, such as low-income minority boys compared to low-income minority girls?
- Do you or anyone else monitor to learn if there is equity between and among the single-sex groupings and the mixed-sex alternatives on equity measures?
- Please share information on why the district or school decided to eliminate single-sex education? **\*This is only for those district(s) or school(s) that discontinued single-sex education.**

**D.** Please attach copies of notices to parents/students that co-education options are available and the participation in single-sex classes is completely voluntary.

**E.** If the district conducts single-sex education program, please submit the completed signed **Single-Sex Evaluation Verification Form. (See page 11.)**

## **PART VII: PREGNANT AND PARENTING STUDENTS**

To ensure that pregnant and parenting students are treated in compliance with the requirements of Title IX and Section 1003.54, F.S., districts are asked to respond to the following questions regarding programs for pregnant and parenting students:

- (1) How does the district make provisions for pregnant and parenting students to complete the coursework necessary to earn a high school diploma? Citrus County teenage parents who participate in the Teen Parent Program are enrolled at Crystal River High School and take the necessary classes to earn their high school diploma. How are ancillary services (such as childcare, health care, social services, parent education and transportation) provided? Childcare services are provided in the infant/ toddler nursery located on the campus of Crystal River High School. The nursery is staffed by district employees who have obtained CDA certificates and are CPR/first aide certified. Our nursery adheres to DCF guidelines for child/employee ratio. Health care and social services are coordinated by the teen parent teacher. Various agencies come on campus to share information with our students. These agencies include Teen MOPS, Healthy Start, and Healthy Families to name a few. To meet the parenting education requirement our students are enrolled in one of the following courses: Health for Expectant Parents; Parenting 1; Parenting 2. These courses are each a semester long and our school operates on a 7-period day schedule. Once students complete these courses, they can opt to take additional parenting classes, general education classes or other electives. If needed, our teen parents and their children are transported to and from school on district school busses equipped with car seats that are installed by a certified car seat technician.
- (2) If the district operates a separate facility for pregnant and parenting students, how are students informed of the different curricula, services or other options available at the facility versus what is available at their home schools? We do not operate a separate facility for our teen parents. **Please attach brochure(s) used to inform pregnant and parenting students of their educational options.** Please see attached brochure.
- (3) How are school counselors and administrators trained to effectively advise pregnant or parenting students of their options to participate in regular classroom activities or enroll in a special program, and their access to curricular, extracurricular, and ancillary service programs? Our guidance counselors are informed about the Teen Parent Program during district wide guidance counselor meetings. In addition, the teen parent teacher will meet with potential students and provide them with enrollment and program information. They're also able to tour the nursery and meet the staff and current students. Program participants are eligible to participate in extracurricular activities offered at CRHS.

## PHILOSOPHY

Over one million girls in the United States under the age of twenty become pregnant each year. When combining the complications of adolescence with pregnancy, these teens run the greatest risk of psychological, social, and academic problems. National statistics show that only one-half of all mothers who have had children before the age of eighteen finish high school.

The philosophy of the teen parent program is that dropout prevention is best achieved by providing academic, social, and emotional supports to pregnant girls and teenage parents. Our purpose is to offer a comprehensive academic curriculum, parenting education, child care, and transportation to insure a secure future for the student and child.



## TEEN PARENT TEACHERS

- Help students cope with being pregnant and becoming a parent.
- Encourage and support academic achievement and school attendance.
- Help coordinate social and health services for the family.
- Coordinate transportation and day care for infants, toddlers, and preschoolers.
- Deliver the parenting curriculum.

## ADMISSION PROCEDURES

To register for the Teen Parent Program or for more information, contact Cathy Eckstein - Teen Parent Teacher (352) 795-4641 x 4865 to schedule an appointment. The appointment will be held at CRHS and a parent or guardian needs to accompany the student. Please bring the following documentation to the appointment: If pregnant, bring verification of pregnancy (from a medical professional);

If you have a child, bring the child's birth certificate. If the baby will be attending the Teen Parent nursery you will also need: Baby's immunization record (blue card); Baby's current physical exam.

If you are an ESE student an IEP will be scheduled at your zoned school prior to enrollment in the Teen Parent Program.

# TEEN PARENT PROGRAM



Citrus County  
School

## THE TEEN PARENT PROGRAM OFFERS

- \*Academics
- \*Child Care
- \*Social Work
- \*Transportation

The teen parent program is a voluntary program designed to provide a specialized parenting curriculum and coordination of additional services to meet the needs of students who are pregnant and students who are mothers or fathers.

### ELIGIBILITY

Any student (mother or father) who is currently working towards a high school diploma and can document the pregnancy or parenthood are eligible for this program. The program is housed on the campus of Crystal River High School.



Additional services are coordinated by the teen parent teacher and include the following:

### ACADEMICS

Teen parents attend and earn credit toward a regular high school diploma. Students may earn elective credit in one or more of the following courses:

- \*Health for Expectant Parents
- \*Parenting I
- \*Parenting II

The curriculum includes instruction in such topics as prenatal health, labor and delivery, postnatal health, the benefits of sexual abstinence, and the consequences of repeat pregnancies. Parenting skills include instruction in the stages of child growth and development and methods for aiding in the intellectual, language, physical and social development of children.

### CHILD CARE

A nursery is available at CRHS, for the babies of our teenage mothers and is staffed by trained child care professionals. Each student spends 1 block a day in the nursery. This provides an opportunity for pregnant

students to learn how to take care of an infant and parenting students can sharpen their parenting skills.

### SOCIAL WORK SERVICES

The teen parent teacher provides social work services to students as needed. The teacher follows-up to assure that students are receiving services from various community agencies. These agencies/services include: Healthy Start; WIC; prenatal and postnatal healthcare; pediatrics; Medicaid; food stamps; daycare coordination; school transportation.

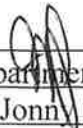
### TRANSPORTATION

Transportation to and from school is provided for teen parents and their babies, via public school buses with approved car seats.





## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 09, 2019  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 Professional Service Agreement for the Lecanto Middle School Fire Alarm System Upgrade

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve the Professional Service Agreement for the Lecanto Middle School Fire Alarm System Upgrade.

(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 the engineer's agreement for the Lecanto Middle School Fire Alarm System Upgrade.

### 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:** \$44,000

Amount Budgeted \$763,076 Additional Amount Requested \_\_\_\_\_

**Funding Source:** 4576

### Personnel:

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

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

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

**Financial Impact reviewed by:** 

(Form Board Approved 7/10/07)

## **PROFESSIONAL SERVICE AGREEMENT**

**PROJECT NAME AND LOCATION:** Fire Alarm System Upgrade at Lecanto Middle School

Lecanto Middle School  
3800 West Educational Path  
Lecanto, Florida 34461

**PROFESSIONAL:**

Anston-Greenlees, Inc.  
1315 West Fletcher Avenue  
Tampa, Florida 33612

## PROFESSIONAL SERVICE AGREEMENT

**THIS AGREEMENT** is made as of this Ninth day of July, 2019, between The School Board of Citrus County, Florida, whose address is 1007 West Main Street, Inverness, Florida 34450 (hereinafter referred to as the **SCHOOL BOARD**), and Anston-Greenlees Inc., whose address is 1315 West Fletcher Avenue, Tampa, Florida 33612, (hereinafter referred to as the **PROFESSIONAL**).

NOW THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement, and for other good and valuable considerations, the parties agree as follows:

1. **Services:** The PROFESSIONAL shall perform the following services: SEE EXHIBITS "A & B," which are attached and incorporated by reference herein. Nothing herein shall limit the SCHOOL BOARD'S right to obtain proposals or services from other professionals for similar projects.
2. **Insurance:**
  - A. The PROFESSIONAL shall maintain throughout this Agreement the following insurance:
    - (i) Professional liability insurance in the amount of Two Million Dollars (\$2,000,000);
    - (ii) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the PROFESSIONAL, in an amount not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage.
    - (iii) Comprehensive General Liability, including Contractors' Protective Liability and Product —Completed Operations — Coverage and Contractual Liability - in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate.
    - (iv) Workers' Compensation Insurance for all employees of the PROFESSIONAL as applicable and required by Florida Statutes.
  - B. "The School Board of Citrus County, Florida and its members, officers and employees" shall be an additional named insured on the comprehensive liability and automobile liability coverages/policies listed above.
  - C. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the PROFESSIONAL.
  - D. The PROFESSIONAL shall ensure that all insurance policies required by this section are issued by companies with either of the following qualifications:
    - (i) The company must be (1) authorized by existing certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A-" or better according to the latest edition of Best's Key Rating Guide,

published by A.M. Best Company; or

(ii) With respect only to the Workers Compensation Insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurance fund pursuant to Florida Statutes.

E. Neither approval nor failure to disapprove the insurance furnished by the PROFESSIONAL to the School Board shall relieve the PROFESSIONAL of the PROFESSIONALS full responsibility to provide insurance as required under this Agreement.

F. The PROFESSIONAL shall be responsible for assuring that the insurance remains in force for the duration of this Agreement, including any and all option years that may be granted to the PROFESSIONAL. If the insurance is scheduled to expire during the contractual period, the PROFESSIONAL shall be responsible for submitting new or renewed certificates of insurance to the SCHOOL BOARD at a minimum of fifteen (15) calendar days in advance of such expiration.

G. Unless otherwise notified, the certificate of insurance shall be delivered to:

Facilities and Construction Department  
Citrus County School Board, Building 100  
1007 West Main Street  
Inverness, Florida 34450

H. The name and address of the Certificate Holder on the certificate of insurance must be:

The School Board of Citrus County, Florida  
1007 West Main Street  
Inverness, Florida 34450

I. In the event that PROFESSIONAL fails to maintain insurance as described in Section 2, paragraph A of this Agreement, such failure will constitute a material breach of this Agreement and will be cause for immediate termination of this Agreement. If such a breach occurs, then PROFESSIONAL agrees that SCHOOL BOARD may take any action necessary at law or in equity to preserve and protect SCHOOL BOARD'S rights.

3. **Indemnification:** The PROFESSIONAL shall indemnify the SCHOOL BOARD and hold it, its officers, and its employees harmless from liabilities, losses, and costs, including, but not limited to, reasonable attorneys' fees to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the PROFESSIONAL and persons employed or utilized by the PROFESSIONAL in the performance of this Agreement. The obligation of the PROFESSIONAL to indemnify the SCHOOL BOARD shall be limited to acts, omissions, or defaults of the PROFESSIONAL and any contractors, subcontractors, sub-subcontractors, materialmen, agents, or employees of the PROFESSIONAL, providing labor, services or materials in connection with the project; provided however that the PROFESSIONAL shall not be obligated to indemnify the SCHOOL BOARD against losses arising from the gross negligence, or willful, wanton, or intentional misconduct of the SCHOOL BOARD, its officers, agents and employees, or against statutory violations or punitive damages except to the extent caused by or resulting from the acts,

omissions or defaults of the PROFESSIONAL and any contractors, subcontractors, sub-subcontractors, materialmen, agents, or employees of the PROFESSIONAL, providing labor, services or materials in connection with this Agreement. Pursuant to § 558.0035(c), *Fla. Stat.* an individual employee or agent of the Professional may not be held liable for negligence.

4. **Codes, Laws, and Regulations:** PROFESSIONAL will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Agreement.
5. **Permits, Licenses, and Fees:** PROFESSIONAL will obtain and pay for all permits and licenses required by law that are associated with the PROFESSIONAL'S performance of the Scope of Services.
6. **Access to Records:** PROFESSIONAL will maintain accounting records, in accordance with generally accepted accounting principles and practices, to substantiate all invoiced amounts. PROFESSIONAL shall ensure that such records are available for examination by the SCHOOL BOARD during PROFESSIONAL'S normal business hours. PROFESSIONAL shall maintain such records for a period of three (3) years after the date of the invoice.
7. **Contingent Fees Prohibited:** The PROFESSIONAL warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PROFESSIONAL any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach of this provision, the SCHOOL BOARD shall have the right to terminate this Agreement without further liability, and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift, or consideration paid in breach of this Agreement.
8. **Payment:** SCHOOL BOARD shall compensate PROFESSIONAL for their services in the following manner: SEE EXHIBIT "A" and "C," which are attached and incorporated by reference herein. SCHOOL BOARD shall also pay to PROFESSIONAL, in accordance with the provisions of EXHIBIT "A," certain "Reimbursable Expenses" incurred by the PROFESSIONAL in the interest of services provided for in this Agreement. Invoices shall be sent to the SCHOOL BOARD once monthly. All invoices shall be paid within thirty (30) days of receipt. No other costs or services shall be billed to the SCHOOL BOARD.
9. **Ownership of Documents:** All data, specifications, calculations, estimates, plans, drawings, construction documents, photographs, summaries, reports, memoranda, and other documents, instruments, information, and material prepared or accumulated by the PROFESSIONAL (or by such sub-consultants and specialty consultants) in rendering services hereunder shall be the sole property of the SCHOOL BOARD who may have access to the reproducible copies at no additional cost other than printing. Provided, that the PROFESSIONAL shall in no way be liable or legally responsible to anyone for the SCHOOL BOARD'S use of any such materials for another PROJECT, or following termination. All original documents shall be permanently kept on file at the office of the PROFESSIONAL.

10. **Independent Contractor:** The PROFESSIONAL agrees that he or she is an independent contractor and not an agent, joint venturer, or employee of the SCHOOL BOARD, and nothing in this Agreement shall be construed to be inconsistent with this relationship or status. None of the benefits provided by the SCHOOL BOARD to its employees, including but not limited to, workers' compensation insurance, unemployment insurance, or retirement benefits, are available from the SCHOOL BOARD to the PROFESSIONAL. PROFESSIONAL will be responsible for paying its own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this Agreement. The PROFESSIONAL shall be solely and entirely responsible for his or her acts during the performance of this Agreement.
11. **Assignment:** Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other party. These conditions and the entire Agreement are binding on the heirs, successors, and assigns of the parties hereto.
12. **No Third-Party Beneficiaries:** This Agreement gives no rights or benefits to anyone other than the PROFESSIONAL and the SCHOOL BOARD.
13. **Jurisdiction:** The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Citrus County, Florida.
14. **Term and Termination:** The term of this Agreement shall be for an initial term, up through and including three (3) years. All or part of this Agreement may be terminated by the SCHOOL BOARD, for its convenience, upon not less than seven (7) days written notice to the PROFESSIONAL of such intent to terminate. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.
15. **Contact Person:** The primary contact person under this Agreement for the PROFESSIONAL shall be \_Robert Anston. The primary contact person under this Agreement for the SCHOOL BOARD shall be Sandra Himmel, Superintendent of Schools.
16. **Approval of Contractors:** The SCHOOL BOARD reserves the right to approve the contact person and the persons actually performing the PROFESSIONAL services on behalf of PROFESSIONAL pursuant to this Agreement. If SCHOOL BOARD, in its sole discretion, is dissatisfied with the contact person or the person or persons actually performing the services on behalf of PROFESSIONAL pursuant to this Agreement, SCHOOL BOARD may require that the PROFESSIONAL assign a different person or persons to be the contact person or to perform the PROFESSIONAL services hereunder.
17. **Disclosure of Conflict:** The PROFESSIONAL has an obligation to disclose to the SCHOOL BOARD any situation that, while acting pursuant to this Agreement, would create a potential conflict of interest between the PROFESSIONAL and its duties under this Agreement.
18. **Background Investigations:** The PROFESSIONAL represents and warrants to the SCHOOL BOARD that the PROFESSIONAL has fingerprinted and obtained criminal background investigations required by Florida Statute Sections 1012.32 and 1012.465, as amended by the Jessica Lunsford Act, on all personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds.

The PROFESSIONAL hereby agrees not to permit its personnel access on school grounds when students are present, to have direct contact with students or have access to or control of school funds, if that personnel has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any crime outlined in Florida Statute Section 435.04 (2), or any comparable statute of another state or of the federal government, including, but not limited to, crimes involving moral turpitude or crimes against children. The PROFESSIONAL shall provide the SCHOOL BOARD with proof of such investigations upon request. The PROFESSIONAL agrees that in the event any employee who the PROFESSIONAL has certified as successfully completing a background investigation is later found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any crime outlined in Florida Statute Section 435.04 (2), or any comparable statute of another state or of the federal government, including, but not limited to, crimes involving moral turpitude or crimes against children, the PROFESSIONAL shall notify the SCHOOL BOARD as soon as practicable and that employee will no longer be permitted on school grounds when students are present, will no longer have direct contact with students and will not have access to or control of school funds. The PROFESSIONAL agrees to indemnify and hold harmless the SCHOOL BOARD, its officers, agents, and employees from any liability in the form of physical injury, death, or property damage resulting from the PROFESSIONALS failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32 and 1012.465, as amended by the Jessica Lunsford Act.

19. **Modifications and Amendments.** This Agreement may be modified or amended only by a written document signed by authorized representatives of the PROFESSIONAL and SCHOOL BOARD.
20. **Subcontracts and Assignment.** PROFESSIONAL shall not subcontract or assign any of the work contemplated under this Agreement without first obtaining written approval from the SCHOOL BOARD. Any subcontractor or assignee shall be bound by the terms of this Agreement, including, but not limited to, the fingerprinting, insurance, and indemnification provisions.
21. **Entire Agreement.** This constitutes the entire agreement between SCHOOL BOARD and PROFESSIONAL and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated herein.
22. **Severability Clause.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and/or the entire agreement shall be severable and remain in effect.
23. **Notices.**
  - a.) All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

SCHOOL BOARD: Superintendent  
1007 West Main Street  
Inverness, Florida 34450

PROFESSIONAL: Anston-Greenlees, Inc.  
1315 West Fletcher Avenue  
Tampa, Florida 33612

- b.) All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.
  - c.) The effective date of such notices shall be the date personally delivered, or if sent by mail, the date of the postmark, or if sent by overnight letter delivery company, the date the notice was picked up by the overnight delivery company.
  - d.) Parties may designate other parties or addresses to which notice shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.
24. **Authority.** Each person signing this Agreement on behalf of either party individually Warrants that he or she has 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.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature.

**‘PROFESSIONAL’**

**Anston-Greenlees, Inc.**

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

Robert C. Anston

Its: P.E./Managing Principal

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

**‘SCHOOL BOARD’**

**THE SCHOOL BOARD OF CITRUS  
COUNTY, FLORIDA**

By \_\_\_\_\_,  
Thomas Kennedy, Chairman

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

Approved as to form:

\_\_\_\_\_

Wes Bradshaw, School Board Attorney

Attest:

\_\_\_\_\_  
Sandra Himmel, Superintendent

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

**EXHIBIT "A"**  
**GENERAL CONDITIONS**

The PROFESSIONAL shall provide professional services to the SCHOOL BOARD as the project architect or engineer for the following Project: Lecanto Middle School Fire Alarm System Upgrade.

**ARTICLE 1.1 INITIAL INFORMATION**

**1.1.1** This Agreement is based on the following information and assumptions.

**1.1.2 PROJECT PARAMETERS**

**1.1.2.1 Objective:** Upgrade the Fire Alarm System at Lecanto Middle School.

**1.1.2.2 Physical Parameters:** Not Applicable

**1.1.2.3 SCHOOL BOARD'S Program:** The program is described in Exhibit **D.**

**1.1.2.4 Legal Parameters:** To be determined by mutual agreement

**1.1.2.5 Financial Parameters:** The financial parameters are as follows: Amount of the SCHOOL BOARD'S budget for the Cost of the Construction Work, excluding the PROFESSIONALS compensation is \$ 478,988.00.

**1.1.2.6 Time Parameters:** The SCHOOL BOARD plans to begin and complete construction as soon as possible.

**1.1.2.7** The proposed procurement or delivery method for the Project is design/bid/build.

**1.1.3 PROJECT TEAM**

**1.1.3.1** The SCHOOL BOARD'S Designated Representative is:  
Sandra Himmel, Superintendent of Schools

**1.1.3.2** The PROFESSIONALS Designated Representative is:  
Robert C. Anston, P.E./Managing Principal

**1.1.3.3** The consultants retained at the PROFESSIONALS expense are:

M/E/P Engineering & Technology: In-house  
Civil Engineering: Not applicable  
Structural Engineering: Not applicable  
Other: Not Applicable

**ARTICLE 1.2 RESPONSIBILITIES OF THE PARTIES**

**1.2.1** The SCHOOL BOARD and the PROFESSIONAL shall, whenever practicable, cooperate so as to effectively complete their respective tasks required by this Agreement. The Parties shall also endeavor to facilitate cooperation among all members of the Project team.

## **1.2.2 SCHOOL BOARDS RESPONSIBILITIES**

**1.2.2.1** The SCHOOL BOARD shall whenever practicable provide full information to the PROFESSIONAL regarding the various requirements of the Project.

**1.2.2.2** The SCHOOL BOARD may periodically update the budget for the Project, including that portion allocated for the Cost of the Work. The SCHOOL BOARD shall endeavor to provide the PROFESSIONAL with information regarding any such proposed updates or changes to the budget.

**1.2.2.3** The SCHOOL BOARDS Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the SCHOOL BOARDS behalf with respect to the Project. However, such representative shall not have authority to alter or amend this Agreement.

**1.2.2.4** The SCHOOL BOARD may furnish the services of consultants other than those designated in Paragraph 1.1.3 or authorize the PROFESSIONAL to furnish them as a Change in Services when such services are requested by the PROFESSIONAL and are, in the sole discretion of the SCHOOL BOARD, reasonably required by the scope of the project.

## **1.2.3 PROFESSIONALS RESPONSIBILITIES**

**1.2.3.1** The services performed by the PROFESSIONAL, PROFESSIONALS employees, and PROFESSIONALS consultants shall be as set forth in Article 1.4, and any other related services specifically requested, in writing, by the SCHOOL BOARD.

**1.2.3.2** The PROFESSIONALS services shall be performed both expeditiously and with professional skill and care required for the orderly progress of the Project. The PROFESSIONAL shall submit for the SCHOOL BOARDS approval a schedule for the performance of the PROFESSIONALS services which initially shall be consistent with the time periods established in Subparagraph 1.1.2.6 and which may be adjusted, if, in the sole opinion of the SCHOOL BOARD, such adjustments are necessary, as the Project proceeds. This schedule shall include allowances for consultants, and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the SCHOOL BOARD shall not, except for reasonable cause, be exceeded by the PROFESSIONAL or the SCHOOL BOARD, unless, in the sole opinion of the SCHOOL BOARD, such delays are reasonable.

**1.2.3.3** The PROFESSIONALS Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the PROFESSIONALS behalf with respect to the project.

**1.2.3.4** The PROFESSIONAL shall maintain the confidentiality of information specifically designated as confidential by the SCHOOL BOARD, unless withholding such information would violate the law. The PROFESSIONAL shall require of the PROFESSIONALS consultants similar agreements to maintain the confidentiality of information specifically designated as confidential by the SCHOOL BOARD.

**1.2.3.5** Except with the SCHOOL BOARDS knowledge and consent, the PROFESSIONAL shall not engage in any activity, or accept any employment, interest or contribution that would, in the sole opinion of the SCHOOL BOARD, compromise the PROFESSIONALS judgment with respect to this Project.

**1.2.3.6** The PROFESSIONAL shall both review and ensure compliance with any and all laws, codes,

and regulations applicable to the PROFESSIONALS services. The PROFESSIONAL shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project.

**1.2.3.7** The PROFESSIONAL shall provide prompt written notice to the SCHOOL BOARD if the PROFESSIONAL becomes aware of any errors, omissions or inconsistencies in services or information furnished by the SCHOOL BOARD or the SCHOOL BOARD'S Representative.

## **ARTICLE 1.3 TERMS AND CONDITIONS**

### **1.3.1 COST OF THE WORK**

**1.3.1.1** The Cost of the Work shall be the total cost, or to the extent the Project is not completed, the estimated cost to the SCHOOL BOARD of all elements of the Project designed or specified by the PROFESSIONAL.

**1.3.1.2** The Cost of the Work shall include the cost at current market rates of labor and materials furnished by the SCHOOL BOARD and equipment designed, specified, or selected by the PROFESSIONAL, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work.

**1.3.1.3** The Cost of the Work does not include the compensation of the PROFESSIONAL and the PROFESSIONALS consultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of the SCHOOL BOARD.

### **1.3.2 CHANGE IN SERVICES**

**1.3.2.1** The SCHOOL BOARD may require Changes in Services of the PROFESSIONAL, including services required of the PROFESSIONALS consultants without invalidating the Agreement, if mutually agreed in writing

### **1.3.3 MISCELLANEOUS PROVISIONS**

**1.3.3.1** The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Citrus County, Florida.

**1.3.3.2** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the SCHOOL BOARD or the PROFESSIONAL.

**1.3.3.3** The PROFESSIONAL shall have the right to include photographic or artistic representations of the design of the Project among the PROFESSIONALS promotional and professional materials. However, the PROFESSIONALS materials shall not include the SCHOOL BOARD'S confidential or proprietary information.

**1.3.3.4** If the SCHOOL BOARD requests the PROFESSIONAL to execute certificates, the proposed language of such certificates shall be submitted to the PROFESSIONAL for review within a reasonable

period prior to the requested dates of execution. The PROFESSIONAL shall not be required to execute certificates that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**1.3.3.5** The SCHOOL BOARD and the PROFESSIONAL, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the SCHOOL BOARD nor the PROFESSIONAL shall assign this Agreement without the written consent of the other, except that the SCHOOL BOARD may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the SCHOOL BOARD'S rights and obligations under this Agreement. The PROFESSIONAL shall execute all consents reasonably required to facilitate such assignment.

**1.3.4 TERMINATION OR SUSPENSION**

**1.3.4.1** All or part of this Agreement may be terminated by the SCHOOL BOARD for its convenience on seven (7) days written notice to the PROFESSIONAL. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.

**1.3.5 PAYMENTS TO THE PROFESSIONAL**

**1.3.5.1** Payments on account of services rendered and for Reimbursable Expenses incurred shall be made monthly upon presentation of the PROFESSIONALS statement of services.

**1.3.5.2** Reimbursable Expenses are in addition to compensation for the PROFESSIONALS services and include expenses incurred by the PROFESSIONAL and PROFESSIONALS employees and consultants directly related to the Project, as identified in the following Clauses:

1. fees paid for securing approval of authorities having jurisdiction over the Project;
2. expense of overtime work requiring higher than regular rates if authorized in advance, in writing, by the SCHOOL BOARD;
3. renderings, models, and mock-ups requested by the SCHOOL BOARD;
4. reproductions and binding, except as described in Subparagraph 2.4.3.1 at rates not to exceed the following:

Blueline or bond prints _____	\$.25/sf
8 1/2 X 11 bond single side copies _____	\$.035 sheet
8 1/2 X 11 copy on card stock (Project Manual covers) _____	\$.20 sheet
1" GBC binder and binding _____	\$1.50/each
2" GBC binder and binding _____	\$2.00/each
3" GBC binder and binding _____	\$2.00/each
Screw post binders and binding (3 per project manual) _____	\$1.75/each

All reproductions and binding shall be authorized in advance, in writing, by the SCHOOL BOARD. Plotting is not a reimbursable expense.

5. The School Board shall not pay for travel time and shall not pay for postage, handling, and delivery of documents
6. Reimbursable expenses shall not exceed \$250.00 unless authorized in advance, in writing, by the SCHOOL BOARD.

**1.3.5.3** The PROFESSIONAL shall provide Records of Reimbursable Expenses, of expenses pertaining to a Change in Services, and of services performed on the basis of hourly rates or a multiple of Direct Personnel Expense to the SCHOOL BOARD or the SCHOOL BOARDS authorized representative along with PROFESSIONALS invoices submitted to the SCHOOL BOARD under this Agreement.

**1.3.5.4** Direct Personnel Expense is defined as the direct salaries of the PROFESSIONALS personnel engaged on the Project.

**ARTICLE 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS**

**1.4.1 Enumeration of Parts of the Agreement.** This Agreement represents the entire and integrated agreement between the SCHOOL BOARD and the PROFESSIONAL and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the SCHOOL BOARD and the PROFESSIONAL. This Agreement comprises the documents listed below.

**1.4.1.1** General Conditions (Exhibit ‘A’)

**1.4.1.2** Professional Services (Exhibit ‘B’)

1. The PROFESSIONAL will provide Fire Alarm design related to this project.
2. The PROFESSIONAL shall warrant to the best of his knowledge and belief that the Construction Documents comply with all applicable codes and regulations.

**ARTICLE 1.5 COMPENSATION**

**1.5.1** For the PROFESSIONALS services as described under Article 1.4, compensation shall be computed as follows:

Compensation shall be based upon a fixed fee of: Forty Four Thousand Dollars and No Cents. (\$44,000.00). Progress payments per phase shall total the following percentages:

Design Development Phase:	twenty-five	percent (25%)	\$ 11,000.00
Construction Documents Phase:	fifty	percent (50%)	\$ 22,000.00
Bidding or Negotiation Phase:	five	percent (5%)	\$ 2,200.00
Construction Phase	twenty	percent (20%)	\$ 8,800.00
<hr/>			
Total Compensation	one hundred	percent (100%)	\$ 44,000.00

The Parties understand and agree that the Construction Phase compensation shall be payable to the PROFESSIONAL in direct relationship to the percentage of completed construction minus retainage held each month.

**1.5.2** If the services of the PROFESSIONAL are changed as described in Subparagraph 1.3. 2.1, the PROFESSIONAL shall be compensated for such additional services as mutually agreed in writing or in accordance with the Rate Schedule attached as Exhibit "C" if authorized in advance, in writing, by the SCHOOL BOARD.

**1.5.3** For a Change in Services of the PROFESSIONALS consultants, compensation shall be computed as a multiple of one and fifteen hundredths (1.15) times the amounts billed to the PROFESSIONAL for such services if authorized in advance, in writing, by the SCHOOL BOARD.

**1.5.4** For Reimbursable Expenses as described in Subparagraph 1.3.5.2, the compensation shall be computed as a multiple of one and one tenth (1.10) times the expenses incurred by the PROFESSIONAL and the PROFESSIONALS employees and consultants except for fees paid for securing approval of authorities having jurisdiction over the project as described in Paragraph 1.3.5.2.1. That compensation shall be a multiple of one point zero (1.0) times the expenses incurred by the PROFESSIONAL and the PROFESSIONALS employees and consultants directly related to the project.

**1.5.5** Payments are due and payable thirty (30 ) days from the date of the PROFESSIONALS invoice.

**Exhibit ‘B’**

**PROFESSIONALS SERVICES  
DESIGN AND CONTRACT ADMINISTRATION**

**ARTICLE 2.1 PROJECT ADMINISTRATION SERVICES**

**2.1.1** The PROFESSIONAL shall provide management services and administer the Project. The PROFESSIONAL shall consult with the SCHOOL BOARD, research applicable design criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The PROFESSIONAL shall coordinate the services provided by the PROFESSIONAL and the PROFESSIONALS consultants with those services provided by the SCHOOL BOARD and the SCHOOL BOARD'S consultants.

**2.1.2** When Project requirements have been sufficiently identified, the PROFESSIONAL shall prepare, and periodically update, a Project schedule that shall identify milestone dates for decisions required of the SCHOOL BOARD, design services furnished by the PROFESSIONAL, completion of documentation provided by the PROFESSIONAL, commencement of construction and substantial completion of the Work.

**2.1.3** The PROFESSIONAL shall consider the value of the alternative materials, building systems and equipment, together with other considerations based on program, budget, and aesthetics in developing the design for the Project.

**2.1.4** Upon request of the SCHOOL BOARD, the PROFESSIONAL shall make a presentation to explain the design of the Project to representatives of the SCHOOL BOARD.

**2.1.5** The PROFESSIONAL shall submit design documents to the SCHOOL BOARD at intervals appropriate to the design process for purposes of evaluation and approval by the SCHOOL BOARD.

**2.1.6** The PROFESSIONAL shall assist the SCHOOL BOARD in connection with the SCHOOL BOARD'S responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**2.1.7 EVALUATION OF BUDGET AND COST OF THE WORK**

**2.1.7.1** When the Project requirements have been sufficiently identified the PROFESSIONAL shall prepare a preliminary estimate of the Cost of the Work. This estimate may be based on current area, volume, or similar conceptual estimating techniques. As the design process progresses through the end of the preparation of the Construction Documents, the PROFESSIONAL shall advise the SCHOOL BOARD of any adjustments to previous estimates of the Cost of the Work indicated by changes in Project requirements or general market conditions. If at any time the PROFESSIONAL'S estimate of the Cost of the Work exceeds the SCHOOL BOARD'S budget, the PROFESSIONAL shall make appropriate recommendations to the SCHOOL BOARD to adjust to Project's size, quality, or budget.

**2.1.7.2** In preparing estimates of the Cost of the Work, the PROFESSIONAL shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component system and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the scope of the Project, and to include in the Contract Documents alternate bids as may be



necessary to adjust the estimated Cost of the Work to meet the SCHOOL BOARD'S budget for the Cost of the Work.

**2.1.7.3** If bidding or negotiation has not commenced within 90 days after the PROFESSIONAL submits the Construction Documents to the SCHOOL BOARD, then the SCHOOL BOARD may adjust the budget for the Cost of the Work to reflect changes in the general level of prices in the construction industry.

**2.1.7.4** If the budget for the Cost of the Work is exceeded by the lowest bona fide bid or negotiated proposal, the SCHOOL BOARD shall:

1. give written approval of an increase in the budget for the Cost of the Work
2. authorize rebidding or renegotiating of the Project within a reasonable time;
3. terminate in accordance with Section 1.3.4; or
4. cooperate in revising the Project scope and quality as required to reduce the Cost of the Work

**2.1.7.5** If the SCHOOL BOARD chooses to proceed under Clause 2.1.7.4, the PROFESSIONAL without additional compensation, shall modify the documents for which the PROFESSIONAL is responsible under this Agreement as necessary to comply with the budget for the Cost of the Work.

## **ARTICLE 2.2 SUPPORTING SERVICES**

**2.2.1** Unless specifically designated herein , the services in this Article 2.2 shall be provided by the SCHOOL BOARD or the SCHOOL BOARD'S consultants and contractors.

**2.2.1.1** The SCHOOL BOARD shall furnish surveys to describe physical characteristics, legal limitations, and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referred to a Project benchmark.

**2.2.1.2** The SCHOOL BOARD shall furnish services of geotechnical engineers which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.

## **ARTICLE 2.3 EVALUATION AND PLANNING SERVICES**

**2.3.1** The PROFESSIONAL shall provide a preliminary evaluation of the information furnished by the SCHOOL BOARD under this Agreement, including the SCHOOL BOARD'S program and schedule requirements and budget for the Cost of the Work, each in terms of the other. The PROFESSIONAL shall review such information to ascertain that it is consistent with the requirements of the Project, shall notify the SCHOOL BOARD of any other information or consultant services that may be reasonably needed for the Project and shall arrive at a mutual understanding of such requirements with the Owner.

**2.3.2** The PROFESSIONAL shall provide a preliminary evaluation of the SCHOOL BOARD'S site for the Project based on the information provided by the SCHOOL BOARD of site conditions, and the

SCHOOL BOARDS program, schedule, and budget for the Cost of the Work.

**2.3.3** The PROFESSIONAL shall review the SCHOOL BOARDS proposed method of contacting for construction services and shall notify the SCHOOL BOARD of anticipated impacts that such method may have on the SCHOOL BOARDS program, financial and time requirements, and the scope of the Project.

## **ARTICLE 2.4 DESIGN SERVICES**

**2.4.1** The PROFESSIONALS design services shall include normal structural, mechanical, and electrical engineering services.

### **2.4.2 SCHEMATIC DESIGN DOCUMENTS**

**2.4.2.1** This Project does not include Schematic Design Documents

### **2.4.3 DESIGN DEVELOPMENT DOCUMENTS**

**2.4.3.1** The PROFESSIONAL shall provide Design Development Documents based on the updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size, and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels.

### **2.4.4 CONSTRUCTION DOCUMENTS**

**2.4.4.1** The PROFESSIONAL shall provide Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

**2.4.4.2** During the development of the Construction Documents, the PROFESSIONAL shall assist the SCHOOL BOARD in the development and preparation of: (1) bidding and procurement information which describes the time, place, and conditions of bidding; bidding or proposal forms; and the form of agreement between the SCHOOL BOARD and the Contractor; and (2) the Conditions of the Contract for Construction (General, Supplementary, and other Conditions). The PROFESSIONAL also shall compile the Project Manual that includes the Conditions of the Contract the Construction and Specifications and may include bidding requirements and sample forms.

## **ARTICLE 2.5 CONSTRUCTION PROCUREMENT SERVICES**

**2.5.1** The PROFESSIONAL shall assist the SCHOOL BOARD in obtaining either competitive bids or negotiated proposals and shall assist the SCHOOL BOARD in awarding and preparing contracts for construction.

**2.5.2** The PROFESSIONAL shall assist the SCHOOL BOARD in establishing a list of prospective bidders or contractors.

**2.5.3** The PROFESSIONAL shall assist the SCHOOL BOARD in bid validation or proposal evaluation

and determination of the successful bid or proposal, if any. If requested by the SCHOOL BOARD, the PROFESSIONAL shall notify all prospective bidders or contractors of the bid or contractors of the bid or proposal results.

#### **2.5.4 COMPETITIVE BIDDING**

**2.5.4.1** Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions, and Supplementary Conditions, Specifications, and Drawings.

**2.5.4.2** If requested by the SCHOOL BOARD, the PROFESSIONAL shall arrange for procuring the reproduction of Bidding Documents for distribution to prospective bidders. The SCHOOL BOARD shall pay directly for the cost of reproduction or shall reimburse the PROFESSIONAL for such expenses.

**2.5.4.3** If requested by the SCHOOL BOARD, the PROFESSIONAL shall distribute the Bidding Documents to prospective bidders and request their return upon completion of the bidding process. The PROFESSIONAL shall maintain a log of distribution and retrieval, and the amounts of deposits, if any, received from and returned to prospective bidders.

**2.5.4.4** The PROFESSIONAL shall consider requests for substitutions, if permitted by the Bidding Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

**2.5.4.5** The PROFESSIONAL shall participate in or, at the SCHOOL BOARD'S direction, shall organize and conduct a pre-bid conference for prospective bidders.

**2.5.4.6** The PROFESSIONAL shall prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.

**2.5.4.7** The PROFESSIONAL shall participate in or, at the SCHOOL BOARD'S direction, shall organize and conduct the opening of the bids. The PROFESSIONAL shall subsequently document and distribute the bidding results, as directed by the SCHOOL BOARD.

#### **2.5.5 NEGOTIATED PROPOSALS**

**2.5.5.1** Proposal Documents shall consist of proposal requirements, proposed contract forms, General Conditions, and Supplementary Conditions, Specifications, and Drawings.

**2.5.5.2** If requested by the SCHOOL BOARD, the PROFESSIONAL shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The SCHOOL BOARD shall pay directly for the cost of reproduction or shall reimburse the PROFESSIONAL for such expenses.

**2.5.5.3** If requested by the SCHOOL BOARD, the PROFESSIONAL shall organize and participate in selection interviews with prospective contractors.

**2.5.5.4** The PROFESSIONAL shall consider requests for substitutions, if permitted by the Proposal Documents, and shall prepare and distribute addenda subsequently identifying approved substitutions to all prospective contractors.

**2.5.5.5** If requested by the SCHOOL BOARD, the PROFESSIONAL shall assist the SCHOOL BOARD

during negotiations with prospective contractors. The PROFESSIONAL shall subsequently prepare a summary report of the negotiation results, as directed by the SCHOOL BOARD.

## **ARTICLE 2.6 CONTRACT ADMINISTRATION SERVICES**

### **2.6.1 GENERAL ADMINISTRATION**

**2.6.1.1** The PROFESSIONAL shall provide administration of the Contract between the SCHOOL BOARD and the Contractor as set forth below. SCHOOL BOARD shall provide General Conditions of the contract for construction.

**2.6.1.2** The PROFESSIONALS responsibility to provide the Contract Administration Services under this Agreement commences with the award of the initial Contract for Construction and terminates upon the issuance to the SCHOOL BOARD of the final Certificate for Payment.

**2.6.1.3** The PROFESSIONAL shall be a representative of and shall advise and consult with the SCHOOL BOARD during the provision of the Contract Administration Services. The PROFESSIONAL shall have authority to act on behalf of the SCHOOL BOARD only to the extent provided in this Agreement unless otherwise modified by written amendment.

**2.6.1.4** The PROFESSIONAL shall review requests by the Contractor for additional information about the Contract Documents.

**2.6.1.5** If requested, the PROFESSIONAL shall prepare, reproduce, and distribute supplemental Drawings and Specifications in response to requests for information by the Contractor.

### **2.6.2 EVALUATIONS OF THE WORK**

**2.6.2.1** The PROFESSIONAL, as a representative of the SCHOOL BOARD, shall visit the site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by the SCHOOL BOARD and the PROFESSIONAL, (1) to become generally familiar with and to keep the SCHOOL BOARD informed about the progress and quality of the portion of the Work completed, (2) TO GUARD THE SCHOOL BOARD against defects and deficiencies in the Work, and (3) to determine if the Work is being performed in accordance with the Contact Documents.

**2.6.2.2** The PROFESSIONAL shall report to the SCHOOL BOARD any deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor.

**2.6.2.3** The PROFESSIONAL shall, if practicable, have access to the Work wherever it is in preparation or progress.

**2.6.2.4** The PROFESSIONAL shall have authority to reject Work that does not conform to the Contract Documents. The PROFESSIONAL will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed, or completed.

### **2.6.3 CERTIFICATION OF PAYMENTS TO CONTRACTOR**

**2.6.3.1** The PROFESSIONAL shall review and certify the amounts due the Contractor and shall issue Certificates for Payment in such amounts. The PROFESSIONALS certification for payment shall

constitute a representation to the SCHOOL BOARD that the Work has progressed to the point indicated and that, to the best of the PROFESSIONALS knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion (2) to results of subsequent tests and inspections, and (3) to correction of minor deviations from the Contract Documents prior to completion.

**2.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the PROFESSIONAL has ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**2.6.3.3** The PROFESSIONAL shall maintain a record of the Contractors' Applications for payment.

#### **2.6.4 SUBMITTALS**

**2.6.4.1** The PROFESSIONAL shall review and approve or take other appropriate action upon the Contractors' submittals such as Shop Drawings, Product Data, and Samples. The PROFESSIONALS action shall be taken with such promptness as to cause no delay in the Work or in the activities of the SCHOOL BOARD, Contractor, or separate contractors.

**2.6.4.2** The PROFESSIONAL shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**2.6.4.3** If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the PROFESSIONAL shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval when submitted to the PROFESSIONAL. The PROFESSIONAL shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

#### **2.6.5 CHANGES IN THE WORK**

**2.6.5.1** The PROFESSIONAL shall prepare Change Orders, Contingency Authorizations and Construction Change Directives for the SCHOOL BOARD'S approval and execution in accordance with the Contract Documents. If requested by the SCHOOL BOARD, the PROFESSIONAL shall prepare, reproduce, and distribute Drawings and Specifications to describe Work to be added, deleted, or modified.

**2.6.5.2** The PROFESSIONAL shall assist the SCHOOL BOARD in reviewing properly prepared, timely requests by the Contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to allow a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the PROFESSIONAL determines that requested changes in the Work are not materially different from the requirements of the Contract Documents and do not change the contract sum or contract time, the PROFESSIONAL may recommend a minor modification to the Work or may recommend to the SCHOOL BOARD that the requested change be denied.

**2.6.5.3** If the PROFESSIONAL determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the

PROFESSIONAL shall make a recommendation to the SCHOOL BOARD, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, the PROFESSIONAL shall estimate the additional cost and time that might result from such change. After approval by the SCHOOL BOARD, the PROFESSIONAL shall incorporate those estimates into a Change Order or other appropriate documentation for the SCHOOL BOARD'S execution or negotiation with the Contractor.

**2.6.5.4** The PROFESSIONAL shall maintain records relative to changes in the Work.

## **2.6.6 PROJECT COMPLETION**

**2.6.6.1** The PROFESSIONAL shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive from the Contractor and forward to the SCHOOL BOARD, for the SCHOOL BOARD'S review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon final inspection indicating the Work complies with the requirements of the Contract Documents.

**2.6.6.2** The PROFESSIONAL'S inspection shall be conducted with the SCHOOL BOARD'S Representative's Designee to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**2.6.6.3** When the Work is found to be substantially complete, the PROFESSIONAL shall inform the SCHOOL BOARD about the balance of the Contract Sum remaining to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work.

**2.6.6.4** The PROFESSIONAL shall receive from the Contractor and forward to the SCHOOL BOARD: (1) consent of surety or sureties, if any, to requests for reduction in or partial release of retainage or making of final payment (2) affidavits, receipts, releases and waivers of liens or binds indemnifying the SCHOOL BOARD against liens if required by the SCHOOL BOARD.

## **ARTICLE 2.7 FACILITY OPERATION SERVICES**

**2.7.1** The PROFESSIONAL shall meet with the SCHOOL BOARD'S Representative's Designee promptly after Substantial Completion to review the need for facility operation services.

**2.7.2** Upon request of the SCHOOL BOARD, and prior to the expiration of one year from the date of Substantial Completion, the PROFESSIONAL shall conduct a meeting with the SCHOOL BOARD and the SCHOOL BOARD'S Representative's Designee to review the facility operations and performance and to make appropriate recommendations to the SCHOOL BOARD.

## **ARTICLE 2.8 SCHEDULING OF SERVICES**

**2.8.1** The following Design and Contract Administration Services shall be provided by the PROFESSIONAL as a Change in Services in accordance with Paragraph 1.3.2:

1. providing consultation concerning placement of Work resulting from fire or other related cause during construction;

## **ARTICLE 2.9 OTHER CONDITIONS OR SERVICES**

**2.9.1** The PROFESSIONAL, if requested by the SCHOOL BOARD, shall attend SCHOOL BOARD meetings to obtain required approvals.

**2.9.2** The PROFESSIONAL shall provide the SCHOOL BOARD with one set of standard size recordable only compact discs (CD-R) of the bid documents at the completion of the project. Specifications shall be Microsoft Word 2016 compatible and drawings shall be AutoCAD LT 2012 compatible.

### **2.9.3 Truth in Negotiation Certificate**

The PROFESSIONAL certifies that if this Agreement is a lump sum or cost plus a fixed fee professional service Agreement over \$150,000, wage rates and other factual costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the SCHOOL BOARD determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one year following final acceptance of the Project.

**2.9.4** The PROFESSIONAL shall respond to the Florida Building Code plan review entity mandates in a timely manner.

**2.9.5** The PROFESSIONAL shall assist the SCHOOL BOARD and CONTRACTOR in conducting a user orientation program to the Project prior to its use. The PROFESSIONAL shall require the CONTRACTOR to provide clear and understandable user manuals for district, maintenance, and school staff.

**2.9.6** Florida Department of Education Life Cycle Cost Analysis (LCCA), and Florida Energy Efficiency Code for Building Code Construction submittals, if required to obtain a Florida Building Code permit for construction are included in the PROFESSIONAL'S Work.

**2.9.7** The PROFESSIONAL and each of his consultants shall prepare a field report each time any of them perform a field inspection. The PROFESSIONAL and each of his consultants shall provide the SCHOOL BOARD with a copy of all such field reports.

**2.9.8** The PROFESSIONAL shall comply with the Energy-efficient and Sustainable Buildings Florida Statute 255.2575(2). As a part of the Design Development submittal the PROFESSIONAL shall provide the SCHOOL BOARD with a report documenting how the statutory requirements will be met. At Substantial completion of the project, the PROFESSIONAL shall complete Exhibit ~~E~~ Florida Department of Education Office of Educational Facilities, Certificate of Occupancy certifying the High Performance Green Building Standard Used and the Rating Achieved (if certified). At the end of the Project the PROFESSIONAL shall provide the SCHOOL BOARD with a signed and sealed updated report showing how the statutory requirements were met.

**2.9.9** Notwithstanding any language to the contrary in this Agreement or the Conditions of the Contract for Construction, the parties agree that Florida statutes 218.72 and 218.735 govern all of the SCHOOL BOARD'S payment obligations for this Project. Accordingly, those statutory provisions take precedence over any conflicting language in the contract documents.

**2.9.10** Notwithstanding the foregoing, the SCHOOL BOARD intends 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. 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.

**2.9.11 PUBLIC RECORDS**

**IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROFESSIONALS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, AT 352-726-1931 ext. 2270, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

Professional 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 Professional 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 Professional or keep and maintain public records required by the School Board to perform the service. If Professional transfers all public records to the School Board upon completion of the contract, Professional shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Professional keeps and maintains public records upon completion of the contract, Professional 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 Professional to comply with the provisions set forth in this shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

**2.9.12** At the end of the project, the PROFESSIONAL shall execute and submit Exhibit ~~F~~ Public Records to the SCHOOL BOARD.



**Exhibit C**  
**Rate Schedule for Additional Services**

1. The PROFESSIONAL shall perform any Additional Services specifically requested, in writing, by the SCHOOL BOARD at the following hourly rates:

Principal Engineer .....	\$185.00
Registered Engineer .....	\$135.00
Designer or Drafter .....	\$95.00
Administrative .....	\$55.00

Payments for Reimbursable Expenses incurred shall be made monthly upon presentation of the PROFESSIONALS statement of services in accordance with Section 1.3.5.

2. Invoices for hourly rate services shall be submitted on a monthly basis and shall include the following detail for each separate task performed:
- (a) the date the task was performed;
  - (b) identification, by name or initials, of the person performing the task;
  - (c) a description, with reasonable particularity, of the task;
  - (d) the actual time expended to perform the task; provided, however, that the actual time may be rounded up to the nearest one-tenth of an hour;
  - (e) the hourly rate applicable to the individual performing the task; and
  - (f) the fee being charged for the task.
3. Block or bundled billing entries, in which two or more tasks are blocked or bundled together into a single billing entry, are prohibited.

## Exhibit D'

The Scope of work includes:

1.) At Lecanto Middle School:

- A.) Perform survey of the existing system on Campus to observe the location and provisions for the main Fire Alarm Control Panel and remote power supplies and components.
- B.) Review the existing system design for compliance with current code requirements.
- C.) Publish a summary report of the required improvements to the existing system to convert it to an addressable system and provide an Opinion of Probable Cost of Installation.
- D.) Provide the Professional Services described in other parts of this agreement to provide the required permissible construction documents.

**Exhibit 'E'**

Return completed form as needed to:  
 Office of Educational Facilities  
 325 West Gaines Street, Room 1054  
 Tallahassee, Florida 32399-0400  
 (850) 245-0494  
 Fax (850) 245-9236 or (850) 245-9304

**FLORIDA DEPARTMENT OF EDUCATION  
 Office of Educational Facilities  
 CERTIFICATE OF OCCUPANCY**

OEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over \$300,000.  
 Reproduce this form in sufficient quantity for your use.

RE: \_\_\_\_\_ (  School District  Florida College )  
 \_\_\_\_\_ (  School Name  Campus )  
 \_\_\_\_\_ Description of Project  
 \_\_\_\_\_ EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent  President  Designee

Intended Occupancy Date: \_\_\_\_\_

**PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR** I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems\* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

**Architect or Engineer of Record:**

High Performance Green Building Standard Used (S. 255.2575(2), F.S.) \_\_\_\_\_ Rating achieved \_\_\_\_\_

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Architect  Engineer

**Building Official:**

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Certificate Of Occupancy Date \_\_\_\_\_

**Contractor:**

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Threshold Inspector (if applicable):**

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Project Information**

Code/Edition \_\_\_\_\_ Occupancy Type(s) \_\_\_\_\_ As-built lowest floor elevation (for new construction) \_\_\_\_\_  
 Construction Type(s) \_\_\_\_\_ Occupant Load \_\_\_\_\_

Automatic Sprinkler System required  Yes  No District/Florida College Permit Number \_\_\_\_\_

Special Permit Stipulations \_\_\_\_\_

\*Safety systems include, but are not limited to: existing; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply and sewage disposal as they apply to this project

**'Exhibit 'F'**

**PUBLIC RECORDS**

**IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROFESSIONAL'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, AT 352-726-1931 ext. 2270, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

Professional 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 Professional 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 Professional or keep and maintain public records required by the School Board to perform the service. If Professional transfers all public records to the School Board upon completion of the contract, Professional shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Professional keeps and maintains public records upon completion of the contract, Professional 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 Professional to comply with the provisions set forth in this shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

By my signature below, I affirm that public records are in compliance with Florida State Statute 119.0701 and that the attached documents meet the transfer requirements of Exhibit "F."

Project: \_\_\_\_\_  
By: \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of PROFESSIONAL: \_\_\_\_\_  
Date: \_\_\_\_\_

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 09, 2019 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 workforce;
- 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:** Jammy White

(Form Board Approved 7/10/07)

**JULY 2019**

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

NAME OF COMPANY	COMPANY INFORMATION (SIGNED & NOTARIZED APPLICATION, TYPE OF ORGANIZATION, DATE INCORPORATED, PRINCIPALS)	LETTER OF INTENT FROM SURETY COMPANY	AUDITED FINANCIAL INFORMATION	INSURANCE CERTIFICATES (WORKER'S COMP/PUBLIC LIABILITY/PROPERTY DAMAGE)	CONTRACTORS LICENSE	EVIDENCE OF EXPERIENCE BY LISTING PROJECTS OVER PAST FIVE YEARS	LIST OF PENDING LITIGATION	EVIDENCE OF CLAIMS RESOLUTION	REFERENCES	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
GILBANE BUILDING COMPANY 100 Ashley Drive, Suite 149D Tampa, FL 33602	COMPLETE	YES	N/A	YES	YES	NONE	N/A	POSITIVE	APPROVE	Construction Management at Risk Design Build Contractor	\$4,500,000,000	\$80,000,000 \$9,986,496	7/14/2020	

**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
BILTMORE CONSTRUCTION COMPANY, INC. 1055 Ponce de Leon Blvd., Belleair, FL 33756	A++	N/A	APPROVE	General Construction Contractor Construction Management at Risk	\$80,000,000	\$40,000,000 \$40,000,000	7/14/2020
CHARLES PERRY PARTNERS, INC. 8200 NW 15th Place, Gainesville, FL 32606	A	N/A	APPROVE	General Construction Contractor Construction Management at Risk	\$500,000,000	\$190,254,000 \$190,254,000	7/14/2020
GAUDETTE ELECTRIC, INC. P. O. Box 2820, Homosassa Springs, FL 34447	A	N/A	APPROVE	Electrical/Fire Alarm Systems Contractor	\$2,000,000	\$751,000	7/14/2020
MARLIN MARINE CONSTRUCTION, INC. 10330 W. Yulee Drive, #D, Homosassa, FL 34448	A+	N/A	APPROVE	Marine Contractor	\$450,000	\$200,000	7/14/2020
McENANY ROOFING, INC. 8803 Industrial Drive, Tampa, FL 33637	A	N/A	APPROVE	Roofing Contractor	\$5,000,000	\$2,500,000	7/14/2020
PAQCO, INC. 101 Weber Avenue, Leesburg, FL 34748	A+	N/A	APPROVE	Underground Utilities Contractor	\$25,000,000	\$4,295,384	7/14/2020

**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 July 09, 2019 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 Professional Service Agreement for the Inverness Middle School Intercom System Upgrade

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve the Professional Service Agreement for the Inverness Middle School Intercom System Upgrade.

(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 the engineer's agreement for the Inverness Middle Intercom System Upgrade.

## 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:** \$28,595.00

Amount Budgeted \$384,676.00 Additional Amount Requested \_\_\_\_\_

**Funding Source:** 4578

## 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)

## **PROFESSIONAL SERVICE AGREEMENT**

**PROJECT NAME AND LOCATION:** Intercom System Upgrade at Inverness Middle School

Inverness Middle School  
1950 US-41  
Inverness, Florida 34450

**PROFESSIONAL:**

Anston-Greenlees, Inc.  
1315 West Fletcher Avenue  
Tampa, Florida 33612



## PROFESSIONAL SERVICE AGREEMENT

**THIS AGREEMENT** is made as of this Ninth day of July, 2019, between The School Board of Citrus County, Florida, whose address is 1007 West Main Street, Inverness, Florida 34450 (hereinafter referred to as the **SCHOOL BOARD**), and Anston-Greenlees Inc., whose address is 1315 West Fletcher Avenue, Tampa, Florida 33612, (hereinafter referred to as the **PROFESSIONAL**).

NOW THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement, and for other good and valuable considerations, the parties agree as follows:

1. **Services:** The PROFESSIONAL shall perform the following services: SEE EXHIBITS "A & B," which are attached and incorporated by reference herein. Nothing herein shall limit the SCHOOL BOARD'S right to obtain proposals or services from other professionals for similar projects.
2. **Insurance:**
  - A. The PROFESSIONAL shall maintain throughout this Agreement the following insurance:
    - (i) Professional liability insurance in the amount of Two Million Dollars (\$2,000,000);
    - (ii) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the PROFESSIONAL, in an amount not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage.
    - (iii) Comprehensive General Liability, including Contractor's Protective Liability and Product —Completed Operations — Coverage and Contractual Liability - in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate.
    - (iv) Workers' Compensation Insurance for all employees of the PROFESSIONAL as applicable and required by Florida Statutes.
  - B. "The School Board of Citrus County, Florida and its members, officers and employees" shall be an additional named insured on the comprehensive liability and automobile liability coverages/policies listed above.
  - C. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the PROFESSIONAL.
  - D. The PROFESSIONAL shall ensure that all insurance policies required by this section are issued by companies with either of the following qualifications:
    - (i) The company must be (1) authorized by existing certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A-?" or better according to the latest edition of Best's Key Rating Guide,

published by A.M. Best Company; or

- (ii) With respect only to the Workers Compensation Insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurance fund pursuant to Florida Statutes.

E. Neither approval nor failure to disapprove the insurance furnished by the PROFESSIONAL to the School Board shall relieve the PROFESSIONAL of the PROFESSIONALS full responsibility to provide insurance as required under this Agreement.

F. The PROFESSIONAL shall be responsible for assuring that the insurance remains in force for the duration of this Agreement, including any and all option years that may be granted to the PROFESSIONAL. If the insurance is scheduled to expire during the contractual period, the PROFESSIONAL shall be responsible for submitting new or renewed certificates of insurance to the SCHOOL BOARD at a minimum of fifteen (15) calendar days in advance of such expiration.

G. Unless otherwise notified, the certificate of insurance shall be delivered to:

Facilities and Construction Department  
Citrus County School Board, Building 100  
1007 West Main Street  
Inverness, Florida 34450

H. The name and address of the Certificate Holder on the certificate of insurance must be:

The School Board of Citrus County, Florida  
1007 West Main Street  
Inverness, Florida 34450

I. In the event that PROFESSIONAL fails to maintain insurance as described in Section 2, paragraph A of this Agreement, such failure will constitute a material breach of this Agreement and will be cause for immediate termination of this Agreement. If such a breach occurs, then PROFESSIONAL agrees that SCHOOL BOARD may take any action necessary at law or in equity to preserve and protect SCHOOL BOARD'S rights.

3. **Indemnification:** The PROFESSIONAL shall indemnify the SCHOOL BOARD and hold it, its officers, and its employees harmless from liabilities, losses, and costs, including, but not limited to, reasonable attorneys' fees to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the PROFESSIONAL and persons employed or utilized by the PROFESSIONAL in the performance of this Agreement. The obligation of the PROFESSIONAL to indemnify the SCHOOL BOARD shall be limited to acts, omissions, or defaults of the PROFESSIONAL and any contractors, subcontractors, sub-subcontractors, materialmen, agents, or employees of the PROFESSIONAL, providing labor, services or materials in connection with the project; provided however that the PROFESSIONAL shall not be obligated to indemnify the SCHOOL BOARD against losses arising from the gross negligence, or willful, wanton, or intentional misconduct of the SCHOOL BOARD, its officers, agents and employees, or against statutory violations or punitive damages except to the extent caused by or resulting from the acts,

omissions or defaults of the PROFESSIONAL and any contractors, subcontractors, sub-subcontractors, materialmen, agents, or employees of the PROFESSIONAL, providing labor, services or materials in connection with this Agreement. Pursuant to § 558.0035(c), *Fla. Stat.* an individual employee or agent of the Professional may not be held liable for negligence.

4. **Codes, Laws, and Regulations:** PROFESSIONAL will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Agreement.
5. **Permits, Licenses, and Fees:** PROFESSIONAL will obtain and pay for all permits and licenses required by law that are associated with the PROFESSIONAL'S performance of the Scope of Services.
6. **Access to Records:** PROFESSIONAL will maintain accounting records, in accordance with generally accepted accounting principles and practices, to substantiate all invoiced amounts. PROFESSIONAL shall ensure that such records are available for examination by the SCHOOL BOARD during PROFESSIONAL'S normal business hours. PROFESSIONAL shall maintain such records for a period of three (3) years after the date of the invoice.
7. **Contingent Fees Prohibited:** The PROFESSIONAL warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PROFESSIONAL any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach of this provision, the SCHOOL BOARD shall have the right to terminate this Agreement without further liability, and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift, or consideration paid in breach of this Agreement.
8. **Payment:** SCHOOL BOARD shall compensate PROFESSIONAL for their services in the following manner: SEE EXHIBIT 'A' and 'C,' which are attached and incorporated by reference herein. SCHOOL BOARD shall also pay to PROFESSIONAL, in accordance with the provisions of EXHIBIT 'A,' certain 'Reimbursable Expenses' incurred by the PROFESSIONAL in the interest of services provided for in this Agreement. Invoices shall be sent to the SCHOOL BOARD once monthly. All invoices shall be paid within thirty (30) days of receipt. No other costs or services shall be billed to the SCHOOL BOARD.
9. **Ownership of Documents:** All data, specifications, calculations, estimates, plans, drawings, construction documents, photographs, summaries, reports, memoranda, and other documents, instruments, information, and material prepared or accumulated by the PROFESSIONAL (or by such sub-consultants and specialty consultants) in rendering services hereunder shall be the sole property of the SCHOOL BOARD who may have access to the reproducible copies at no additional cost other than printing. Provided, that the PROFESSIONAL shall in no way be liable or legally responsible to anyone for the SCHOOL BOARD'S use of any such materials for another PROJECT, or following termination. All original documents shall be permanently kept on file at the office of the PROFESSIONAL.

10. **Independent Contractor:** The PROFESSIONAL agrees that he or she is an independent contractor and not an agent, joint venturer, or employee of the SCHOOL BOARD, and nothing in this Agreement shall be construed to be inconsistent with this relationship or status. None of the benefits provided by the SCHOOL BOARD to its employees, including but not limited to, workers' compensation insurance, unemployment insurance, or retirement benefits, are available from the SCHOOL BOARD to the PROFESSIONAL. PROFESSIONAL will be responsible for paying its own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this Agreement. The PROFESSIONAL shall be solely and entirely responsible for his or her acts during the performance of this Agreement.
11. **Assignment:** Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other party. These conditions and the entire Agreement are binding on the heirs, successors, and assigns of the parties hereto.
12. **No Third-Party Beneficiaries:** This Agreement gives no rights or benefits to anyone other than the PROFESSIONAL and the SCHOOL BOARD.
13. **Jurisdiction:** The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Citrus County, Florida.
14. **Term and Termination:** The term of this Agreement shall be for an initial term, up through and including three (3) years. All or part of this Agreement may be terminated by the SCHOOL BOARD, for its convenience, upon not less than seven (7) days written notice to the PROFESSIONAL of such intent to terminate. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.
15. **Contact Person:** The primary contact person under this Agreement for the PROFESSIONAL shall be Robert Anston. The primary contact person under this Agreement for the SCHOOL BOARD shall be Sandra Himmel, Superintendent of Schools.
16. **Approval of Contractors:** The SCHOOL BOARD reserves the right to approve the contact person and the persons actually performing the PROFESSIONAL services on behalf of PROFESSIONAL pursuant to this Agreement. If SCHOOL BOARD, in its sole discretion, is dissatisfied with the contact person or the person or persons actually performing the services on behalf of PROFESSIONAL pursuant to this Agreement, SCHOOL BOARD may require that the PROFESSIONAL assign a different person or persons to be the contact person or to perform the PROFESSIONAL services hereunder.
17. **Disclosure of Conflict:** The PROFESSIONAL has an obligation to disclose to the SCHOOL BOARD any situation that, while acting pursuant to this Agreement, would create a potential conflict of interest between the PROFESSIONAL and its duties under this Agreement.
18. **Background Investigations:** The PROFESSIONAL represents and warrants to the SCHOOL BOARD that the PROFESSIONAL has fingerprinted and obtained criminal background investigations required by Florida Statute Sections 1012.32 and 1012.465, as amended by the Jessica Lunsford Act, on all personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds.

The PROFESSIONAL hereby agrees not to permit its personnel access on school grounds when students are present, to have direct contact with students or have access to or control of school funds, if that personnel has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any crime outlined in Florida Statute Section 435.04 (2), or any comparable statute of another state or of the federal government, including, but not limited to, crimes involving moral turpitude or crimes against children. The PROFESSIONAL shall provide the SCHOOL BOARD with proof of such investigations upon request. The PROFESSIONAL agrees that in the event any employee who the PROFESSIONAL has certified as successfully completing a background investigation is later found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any crime outlined in Florida Statute Section 435.04 (2), or any comparable statute of another state or of the federal government, including, but not limited to, crimes involving moral turpitude or crimes against children, the PROFESSIONAL shall notify the SCHOOL BOARD as soon as practicable and that employee will no longer be permitted on school grounds when students are present, will no longer have direct contact with students and will not have access to or control of school funds. The PROFESSIONAL agrees to indemnify and hold harmless the SCHOOL BOARD, its officers, agents, and employees from any liability in the form of physical injury, death, or property damage resulting from the PROFESSIONALS failure to comply with the requirements of this paragraph or Florida Statute Sections 1012.32 and 1012.465, as amended by the Jessica Lunsford Act.

19. **Modifications and Amendments.** This Agreement may be modified or amended only by a written document signed by authorized representatives of the PROFESSIONAL and SCHOOL BOARD.
20. **Subcontracts and Assignment.** PROFESSIONAL shall not subcontract or assign any of the work contemplated under this Agreement without first obtaining written approval from the SCHOOL BOARD. Any subcontractor or assignee shall be bound by the terms of this Agreement, including, but not limited to, the fingerprinting, insurance, and indemnification provisions.
21. **Entire Agreement.** This constitutes the entire agreement between SCHOOL BOARD and PROFESSIONAL and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated herein.
22. **Severability Clause.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and/or the entire agreement shall be severable and remain in effect.
23. **Notices.**
  - a.) All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

SCHOOL BOARD: Superintendent  
1007 West Main Street  
Inverness, Florida 34450

PROFESSIONAL: Anston-Greenlees, Inc.  
1315 West Fletcher Avenue  
Tampa, Florida 33612

- b.) All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.
  - c.) The effective date of such notices shall be the date personally delivered, or if sent by mail, the date of the postmark, or if sent by overnight letter delivery company, the date the notice was picked up by the overnight delivery company.
  - d.) Parties may designate other parties or addresses to which notice shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.
24. **Authority.** Each person signing this Agreement on behalf of either party individually Warrants that he or she has 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.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the respective dates under each signature.

**‘PROFESSIONAL’**

**Anston-Greenlees, Inc.**

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

Robert C. Anston

Its: P.E./Managing Principal

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

**‘SCHOOL BOARD’**

**THE SCHOOL BOARD OF CITRUS  
COUNTY, FLORIDA**

By \_\_\_\_\_,  
Thomas Kennedy, Chairman

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

Approved as to form:

\_\_\_\_\_

Wes Bradshaw, School Board Attorney

Attest:

\_\_\_\_\_  
Sandra Himmel, Superintendent

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

**EXHIBIT "A"**  
**GENERAL CONDITIONS**

The PROFESSIONAL shall provide professional services to the SCHOOL BOARD as the project architect or engineer for the following Project: Inverness Middle School Intercom System Upgrade.

**ARTICLE 1.1 INITIAL INFORMATION**

**1.1.1** This Agreement is based on the following information and assumptions.

**1.1.2 PROJECT PARAMETERS**

**1.1.2.1 Objective:** Upgrade the Intercom System at Inverness Middle School.

**1.1.2.2 Physical Parameters:** Not Applicable

**1.1.2.3 SCHOOL BOARD'S Program:** The program is described in Exhibit **D.**

**1.1.2.4 Legal Parameters:** To be determined by mutual agreement

**1.1.2.5 Financial Parameters:** The financial parameters are as follows: Amount of the SCHOOL BOARD'S budget for the Cost of the Construction Work, excluding the PROFESSIONALS compensation is \$ 303,505.00.

**1.1.2.6 Time Parameters:** The SCHOOL BOARD plans to begin and complete construction as soon as possible.

**1.1.2.7** The proposed procurement or delivery method for the Project is design/bid/build.

**1.1.3 PROJECT TEAM**

**1.1.3.1** The SCHOOL BOARD'S Designated Representative is:  
Sandra Himmel, Superintendent of Schools

**1.1.3.2** The PROFESSIONALS Designated Representative is:  
Robert C. Anston, P.E./Managing Principal

**1.1.3.3** The consultants retained at the PROFESSIONALS expense are:

M/E/P Engineering & Technology: In-house  
Civil Engineering: Not applicable  
Structural Engineering: Not applicable  
Other: Not Applicable

**ARTICLE 1.2 RESPONSIBILITIES OF THE PARTIES**

**1.2.1** The SCHOOL BOARD and the PROFESSIONAL shall, whenever practicable, cooperate so as to effectively complete their respective tasks required by this Agreement. The Parties shall also endeavor to facilitate cooperation among all members of the Project team.



## **1.2.2 SCHOOL BOARDS RESPONSIBILITIES**

**1.2.2.1** The SCHOOL BOARD shall whenever practicable provide full information to the PROFESSIONAL regarding the various requirements of the Project.

**1.2.2.2** The SCHOOL BOARD may periodically update the budget for the Project, including that portion allocated for the Cost of the Work. The SCHOOL BOARD shall endeavor to provide the PROFESSIONAL with information regarding any such proposed updates or changes to the budget.

**1.2.2.3** The SCHOOL BOARDS Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the SCHOOL BOARDS behalf with respect to the Project. However, such representative shall not have authority to alter or amend this Agreement.

**1.2.2.4** The SCHOOL BOARD may furnish the services of consultants other than those designated in Paragraph 1.1.3 or authorize the PROFESSIONAL to furnish them as a Change in Services when such services are requested by the PROFESSIONAL and are, in the sole discretion of the SCHOOL BOARD, reasonably required by the scope of the project.

## **1.2.3 PROFESSIONALS RESPONSIBILITIES**

**1.2.3.1** The services performed by the PROFESSIONAL, PROFESSIONALS employees, and PROFESSIONALS consultants shall be as set forth in Article 1.4, and any other related services specifically requested, in writing, by the SCHOOL BOARD.

**1.2.3.2** The PROFESSIONALS services shall be performed both expeditiously and with professional skill and care required for the orderly progress of the Project. The PROFESSIONAL shall submit for the SCHOOL BOARDS approval a schedule for the performance of the PROFESSIONALS services which initially shall be consistent with the time periods established in Subparagraph 1.1.2.6 and which may be adjusted, if, in the sole opinion of the SCHOOL BOARD, such adjustments are necessary, as the Project proceeds. This schedule shall include allowances for consultants, and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the SCHOOL BOARD shall not, except for reasonable cause, be exceeded by the PROFESSIONAL or the SCHOOL BOARD, unless, in the sole opinion of the SCHOOL BOARD, such delays are reasonable.

**1.2.3.3** The PROFESSIONALS Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the PROFESSIONALS behalf with respect to the project.

**1.2.3.4** The PROFESSIONAL shall maintain the confidentiality of information specifically designated as confidential by the SCHOOL BOARD, unless withholding such information would violate the law. The PROFESSIONAL shall require of the PROFESSIONALS consultants similar agreements to maintain the confidentiality of information specifically designated as confidential by the SCHOOL BOARD.

**1.2.3.5** Except with the SCHOOL BOARDS knowledge and consent, the PROFESSIONAL shall not engage in any activity, or accept any employment, interest or contribution that would, in the sole opinion of the SCHOOL BOARD, compromise the PROFESSIONALS judgment with respect to this Project.

**1.2.3.6** The PROFESSIONAL shall both review and ensure compliance with any and all laws, codes,

and regulations applicable to the PROFESSIONALS services. The PROFESSIONAL shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project.

**1.2.3.7** The PROFESSIONAL shall provide prompt written notice to the SCHOOL BOARD if the PROFESSIONAL becomes aware of any errors, omissions or inconsistencies in services or information furnished by the SCHOOL BOARD or the SCHOOL BOARD'S Representative.

## **ARTICLE 1.3 TERMS AND CONDITIONS**

### **1.3.1 COST OF THE WORK**

**1.3.1.1** The Cost of the Work shall be the total cost, or to the extent the Project is not completed, the estimated cost to the SCHOOL BOARD of all elements of the Project designed or specified by the PROFESSIONAL.

**1.3.1.2** The Cost of the Work shall include the cost at current market rates of labor and materials furnished by the SCHOOL BOARD and equipment designed, specified, or selected by the PROFESSIONAL, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work.

**1.3.1.3** The Cost of the Work does not include the compensation of the PROFESSIONAL and the PROFESSIONALS consultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of the SCHOOL BOARD.

### **1.3.2 CHANGE IN SERVICES**

**1.3.2.1** The SCHOOL BOARD may require Changes in Services of the PROFESSIONAL, including services required of the PROFESSIONALS consultants without invalidating the Agreement, if mutually agreed in writing

### **1.3.3 MISCELLANEOUS PROVISIONS**

**1.3.3.1** The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Citrus County, Florida.

**1.3.3.2** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the SCHOOL BOARD or the PROFESSIONAL.

**1.3.3.3** The PROFESSIONAL shall have the right to include photographic or artistic representations of the design of the Project among the PROFESSIONALS promotional and professional materials. However, the PROFESSIONALS materials shall not include the SCHOOL BOARD'S confidential or proprietary information.

**1.3.3.4** If the SCHOOL BOARD requests the PROFESSIONAL to execute certificates, the proposed language of such certificates shall be submitted to the PROFESSIONAL for review within a reasonable

period prior to the requested dates of execution. The PROFESSIONAL shall not be required to execute certificates that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**1.3.3.5** The SCHOOL BOARD and the PROFESSIONAL, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the SCHOOL BOARD nor the PROFESSIONAL shall assign this Agreement without the written consent of the other, except that the SCHOOL BOARD may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the SCHOOL BOARD'S rights and obligations under this Agreement. The PROFESSIONAL shall execute all consents reasonably required to facilitate such assignment.

### **1.3.4 TERMINATION OR SUSPENSION**

**1.3.4.1** All or part of this Agreement may be terminated by the SCHOOL BOARD for its convenience on seven (7) days written notice to the PROFESSIONAL. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.

### **1.3.5 PAYMENTS TO THE PROFESSIONAL**

**1.3.5.1** Payments on account of services rendered and for Reimbursable Expenses incurred shall be made monthly upon presentation of the PROFESSIONALS statement of services.

**1.3.5.2** Reimbursable Expenses are in addition to compensation for the PROFESSIONALS services and include expenses incurred by the PROFESSIONAL and PROFESSIONALS employees and consultants directly related to the Project, as identified in the following Clauses:

1. fees paid for securing approval of authorities having jurisdiction over the Project;
2. expense of overtime work requiring higher than regular rates if authorized in advance, in writing, by the SCHOOL BOARD;
3. renderings, models, and mock-ups requested by the SCHOOL BOARD;
4. reproductions and binding, except as described in Subparagraph 2.4.3.1 at rates not to exceed the following:

Blueline or bond prints _____	\$.25/sf
8 1/2 X 11 bond single side copies _____	\$.035 sheet
8 1/2 X 11 copy on card stock (Project Manual covers) _____	\$.20 sheet
1" GBC binder and binding _____	\$1.50/each
2" GBC binder and binding _____	\$2.00/each
3" GBC binder and binding _____	\$2.00/each
Screw post binders and binding (3 per project manual) _____	\$1.75/each

All reproductions and binding shall be authorized in advance, in writing, by the SCHOOL BOARD. Plotting is not a reimbursable expense.

5. The School Board shall not pay for travel time and shall not pay for postage, handling, and delivery of documents
6. Reimbursable expenses shall not exceed \$250.00 unless authorized in advance, in writing, by the SCHOOL BOARD.

**1.3.5.3** The PROFESSIONAL shall provide Records of Reimbursable Expenses, of expenses pertaining to a Change in Services, and of services performed on the basis of hourly rates or a multiple of Direct Personnel Expense to the SCHOOL BOARD or the SCHOOL BOARDS authorized representative along with PROFESSIONALS invoices submitted to the SCHOOL BOARD under this Agreement.

**1.3.5.4** Direct Personnel Expense is defined as the direct salaries of the PROFESSIONALS personnel engaged on the Project.

**ARTICLE 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS**

**1.4.1 Enumeration of Parts of the Agreement.** This Agreement represents the entire and integrated agreement between the SCHOOL BOARD and the PROFESSIONAL and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the SCHOOL BOARD and the PROFESSIONAL. This Agreement comprises the documents listed below.

**1.4.1.1** General Conditions (Exhibit ‘A’)

**1.4.1.2** Professional Services (Exhibit ‘B’)

1. The PROFESSIONAL will provide Intercom System design related to this project.
2. The PROFESSIONAL shall warrant to the best of his knowledge and belief that the Construction Documents comply with all applicable codes and regulations.

**ARTICLE 1.5 COMPENSATION**

**1.5.1** For the PROFESSIONALS services as described under Article 1.4, compensation shall be computed as follows:

Compensation shall be based upon a fixed fee of: Twenty-Eight Thousand Five Hundred and Ninety-Five Dollars and no Cents (\$28,595.00). Progress payments per phase shall total the following percentages:

Design Development Phase:	twenty-five	percent (25%)	\$ 7,149.00
Construction Documents Phase:	fifty	percent (50%)	\$ 14,298.00
Bidding or Negotiation Phase:	five	percent (5%)	\$ 1,429.00
Construction Phase	twenty	percent (20%)	\$5,719.00
<hr/>			
Total Compensation	one hundred	percent (100%)	\$28,595.00

The Parties understand and agree that the Construction Phase compensation shall be payable to the PROFESSIONAL in direct relationship to the percentage of completed construction minus retainage held each month.

**1.5.2** If the services of the PROFESSIONAL are changed as described in Subparagraph 1.3. 2.1, the

PROFESSIONAL shall be compensated for such additional services as mutually agreed in writing or in accordance with the Rate Schedule attached as Exhibit ‘C’ if authorized in advance, in writing, by the SCHOOL BOARD.

**1.5.3** For a Change in Services of the PROFESSIONALS consultants, compensation shall be computed as a multiple of one and fifteen hundredths (1.15) times the amounts billed to the PROFESSIONAL for such services if authorized in advance, in writing, by the SCHOOL BOARD.

**1.5.4** For Reimbursable Expenses as described in Subparagraph 1.3.5.2, the compensation shall be computed as a multiple of one and one tenth (1.10) times the expenses incurred by the PROFESSIONAL and the PROFESSIONALS employees and consultants except for fees paid for securing approval of authorities having jurisdiction over the project as described in Paragraph 1.3.5.2.1. That compensation shall be a multiple of one point zero (1.0) times the expenses incurred by the PROFESSIONAL and the PROFESSIONALS employees and consultants directly related to the project.

**1.5.5** Payments are due and payable thirty (30) days from the date of the PROFESSIONALS invoice.

## **Exhibit ‘B’**

### **PROFESSIONALS SERVICES DESIGN AND CONTRACT ADMINISTRATION**

#### **ARTICLE 2.1 PROJECT ADMINISTRATION SERVICES**

**2.1.1** The PROFESSIONAL shall provide management services and administer the Project. The PROFESSIONAL shall consult with the SCHOOL BOARD, research applicable design criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The PROFESSIONAL shall coordinate the services provided by the PROFESSIONAL and the PROFESSIONALS consultants with those services provided by the SCHOOL BOARD and the SCHOOL BOARD'S consultants.

**2.1.2** When Project requirements have been sufficiently identified, the PROFESSIONAL shall prepare, and periodically update, a Project schedule that shall identify milestone dates for decisions required of the SCHOOL BOARD, design services furnished by the PROFESSIONAL, completion of documentation provided by the PROFESSIONAL, commencement of construction and substantial completion of the Work.

**2.1.3** The PROFESSIONAL shall consider the value of the alternative materials, building systems and equipment, together with other considerations based on program, budget, and aesthetics in developing the design for the Project.

**2.1.4** Upon request of the SCHOOL BOARD, the PROFESSIONAL shall make a presentation to explain the design of the Project to representatives of the SCHOOL BOARD.

**2.1.5** The PROFESSIONAL shall submit design documents to the SCHOOL BOARD at intervals appropriate to the design process for purposes of evaluation and approval by the SCHOOL BOARD.

**2.1.6** The PROFESSIONAL shall assist the SCHOOL BOARD in connection with the SCHOOL BOARD'S responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### **2.1.7 EVALUATION OF BUDGET AND COST OF THE WORK**

**2.1.7.1** When the Project requirements have been sufficiently identified the PROFESSIONAL shall prepare a preliminary estimate of the Cost of the Work. This estimate may be based on current area, volume, or similar conceptual estimating techniques. As the design process progresses through the end of the preparation of the Construction Documents, the PROFESSIONAL shall advise the SCHOOL BOARD of any adjustments to previous estimates of the Cost of the Work indicated by changes in Project requirements or general market conditions. If at any time the PROFESSIONALS estimate of the Cost of the Work exceeds the SCHOOL BOARD'S budget, the PROFESSIONAL shall make appropriate recommendations to the SCHOOL BOARD to adjust to Project's size, quality, or budget.

**2.1.7.2** In preparing estimates of the Cost of the Work, the PROFESSIONAL shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component system and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the scope of the Project, and to include in the Contract Documents alternate bids as may be

necessary to adjust the estimated Cost of the Work to meet the SCHOOL BOARD'S budget for the Cost of the Work.

**2.1.7.3** If bidding or negotiation has not commenced within 90 days after the PROFESSIONAL submits the Construction Documents to the SCHOOL BOARD, then the SCHOOL BOARD may adjust the budget for the Cost of the Work to reflect changes in the general level of prices in the construction industry.

**2.1.7.4** If the budget for the Cost of the Work is exceeded by the lowest bona fide bid or negotiated proposal, the SCHOOL BOARD shall:

1. give written approval of an increase in the budget for the Cost of the Work
2. authorize rebidding or renegotiating of the Project within a reasonable time;
3. terminate in accordance with Section 1.3.4; or
4. cooperate in revising the Project scope and quality as required to reduce the Cost of the Work

**2.1.7.5** If the SCHOOL BOARD chooses to proceed under Clause 2.1.7.4, the PROFESSIONAL without additional compensation, shall modify the documents for which the PROFESSIONAL is responsible under this Agreement as necessary to comply with the budget for the Cost of the Work.

## **ARTICLE 2.2 SUPPORTING SERVICES**

**2.2.1** Unless specifically designated herein, the services in this Article 2.2 shall be provided by the SCHOOL BOARD or the SCHOOL BOARD'S consultants and contractors.

**2.2.1.1** The SCHOOL BOARD shall furnish surveys to describe physical characteristics, legal limitations, and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referred to a Project benchmark.

**2.2.1.2** The SCHOOL BOARD shall furnish services of geotechnical engineers which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.

## **ARTICLE 2.3 EVALUATION AND PLANNING SERVICES**

**2.3.1** The PROFESSIONAL shall provide a preliminary evaluation of the information furnished by the SCHOOL BOARD under this Agreement, including the SCHOOL BOARD'S program and schedule requirements and budget for the Cost of the Work, each in terms of the other. The PROFESSIONAL shall review such information to ascertain that it is consistent with the requirements of the Project, shall notify the SCHOOL BOARD of any other information or consultant services that may be reasonably needed for the Project and shall arrive at a mutual understanding of such requirements with the Owner.

**2.3.2** The PROFESSIONAL shall provide a preliminary evaluation of the SCHOOL BOARD'S site for the Project based on the information provided by the SCHOOL BOARD of site conditions, and the

SCHOOL BOARD'S program, schedule, and budget for the Cost of the Work.

**2.3.3** The PROFESSIONAL shall review the SCHOOL BOARD'S proposed method of contacting for construction services and shall notify the SCHOOL BOARD of anticipated impacts that such method may have on the SCHOOL BOARD'S program, financial and time requirements, and the scope of the Project.

## **ARTICLE 2.4 DESIGN SERVICES**

**2.4.1** The PROFESSIONALS design services shall include normal structural, mechanical, and electrical engineering services.

### **2.4.2 SCHEMATIC DESIGN DOCUMENTS**

**2.4.2.1** This Project does not include Schematic Design Documents

### **2.4.3 DESIGN DEVELOPMENT DOCUMENTS**

**2.4.3.1** The PROFESSIONAL shall provide Design Development Documents based on the updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size, and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels.

### **2.4.4 CONSTRUCTION DOCUMENTS**

**2.4.4.1** The PROFESSIONAL shall provide Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

**2.4.4.2** During the development of the Construction Documents, the PROFESSIONAL shall assist the SCHOOL BOARD in the development and preparation of: (1) bidding and procurement information which describes the time, place, and conditions of bidding; bidding or proposal forms; and the form of agreement between the SCHOOL BOARD and the Contractor; and (2) the Conditions of the Contract for Construction (General, Supplementary, and other Conditions). The PROFESSIONAL also shall compile the Project Manual that includes the Conditions of the Contract the Construction and Specifications and may include bidding requirements and sample forms.

## **ARTICLE 2.5 CONSTRUCTION PROCUREMENT SERVICES**

**2.5.1** The PROFESSIONAL shall assist the SCHOOL BOARD in obtaining either competitive bids or negotiated proposals and shall assist the SCHOOL BOARD in awarding and preparing contracts for construction.

**2.5.2** The PROFESSIONAL shall assist the SCHOOL BOARD in establishing a list of prospective bidders or contractors.

**2.5.3** The PROFESSIONAL shall assist the SCHOOL BOARD in bid validation or proposal evaluation



and determination of the successful bid or proposal, if any. If requested by the SCHOOL BOARD, the PROFESSIONAL shall notify all prospective bidders or contractors of the bid or contractors of the bid or proposal results.

#### **2.5.4 COMPETITIVE BIDDING**

**2.5.4.1** Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions, and Supplementary Conditions, Specifications, and Drawings.

**2.5.4.2** If requested by the SCHOOL BOARD, the PROFESSIONAL shall arrange for procuring the reproduction of Bidding Documents for distribution to prospective bidders. The SCHOOL BOARD shall pay directly for the cost of reproduction or shall reimburse the PROFESSIONAL for such expenses.

**2.5.4.3** If requested by the SCHOOL BOARD, the PROFESSIONAL shall distribute the Bidding Documents to prospective bidders and request their return upon completion of the bidding process. The PROFESSIONAL shall maintain a log of distribution and retrieval, and the amounts of deposits, if any, received from and returned to prospective bidders.

**2.5.4.4** The PROFESSIONAL shall consider requests for substitutions, if permitted by the Bidding Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

**2.5.4.5** The PROFESSIONAL shall participate in or, at the SCHOOL BOARD'S direction, shall organize and conduct a pre-bid conference for prospective bidders.

**2.5.4.6** The PROFESSIONAL shall prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.

**2.5.4.7** The PROFESSIONAL shall participate in or, at the SCHOOL BOARD'S direction, shall organize and conduct the opening of the bids. The PROFESSIONAL shall subsequently document and distribute the bidding results, as directed by the SCHOOL BOARD.

#### **2.5.5 NEGOTIATED PROPOSALS**

**2.5.5.1** Proposal Documents shall consist of proposal requirements, proposed contract forms, General Conditions, and Supplementary Conditions, Specifications, and Drawings.

**2.5.5.2** If requested by the SCHOOL BOARD, the PROFESSIONAL shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The SCHOOL BOARD shall pay directly for the cost of reproduction or shall reimburse the PROFESSIONAL for such expenses.

**2.5.5.3** If requested by the SCHOOL BOARD, the PROFESSIONAL shall organize and participate in selection interviews with prospective contractors.

**2.5.5.4** The PROFESSIONAL shall consider requests for substitutions, if permitted by the Proposal Documents, and shall prepare and distribute addenda subsequently identifying approved substitutions to all prospective contractors.

**2.5.5.5** If requested by the SCHOOL BOARD, the PROFESSIONAL shall assist the SCHOOL BOARD

during negotiations with prospective contractors. The PROFESSIONAL shall subsequently prepare a summary report of the negotiation results, as directed by the SCHOOL BOARD.

## **ARTICLE 2.6 CONTRACT ADMINISTRATION SERVICES**

### **2.6.1 GENERAL ADMINISTRATION**

**2.6.1.1** The PROFESSIONAL shall provide administration of the Contract between the SCHOOL BOARD and the Contractor as set forth below. SCHOOL BOARD shall provide General Conditions of the contract for construction.

**2.6.1.2** The PROFESSIONALS responsibility to provide the Contract Administration Services under this Agreement commences with the award of the initial Contract for Construction and terminates upon the issuance to the SCHOOL BOARD of the final Certificate for Payment.

**2.6.1.3** The PROFESSIONAL shall be a representative of and shall advise and consult with the SCHOOL BOARD during the provision of the Contract Administration Services. The PROFESSIONAL shall have authority to act on behalf of the SCHOOL BOARD only to the extent provided in this Agreement unless otherwise modified by written amendment.

**2.6.1.4** The PROFESSIONAL shall review requests by the Contractor for additional information about the Contract Documents.

**2.6.1.5** If requested, the PROFESSIONAL shall prepare, reproduce, and distribute supplemental Drawings and Specifications in response to requests for information by the Contractor.

### **2.6.2 EVALUATIONS OF THE WORK**

**2.6.2.1** The PROFESSIONAL, as a representative of the SCHOOL BOARD, shall visit the site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by the SCHOOL BOARD and the PROFESSIONAL, (1) to become generally familiar with and to keep the SCHOOL BOARD informed about the progress and quality of the portion of the Work completed, (2) TO GUARD THE SCHOOL BOARD against defects and deficiencies in the Work, and (3) to determine if the Work is being performed in accordance with the Contact Documents.

**2.6.2.2** The PROFESSIONAL shall report to the SCHOOL BOARD any deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor.

**2.6.2.3** The PROFESSIONAL shall, if practicable, have access to the Work wherever it is in preparation or progress.

**2.6.2.4** The PROFESSIONAL shall have authority to reject Work that does not conform to the Contract Documents. The PROFESSIONAL will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed, or completed.

### **2.6.3 CERTIFICATION OF PAYMENTS TO CONTRACTOR**

**2.6.3.1** The PROFESSIONAL shall review and certify the amounts due the Contractor and shall issue Certificates for Payment in such amounts. The PROFESSIONALS certification for payment shall

constitute a representation to the SCHOOL BOARD that the Work has progressed to the point indicated and that, to the best of the PROFESSIONALS knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion (2) to results of subsequent tests and inspections, and (3) to correction of minor deviations from the Contract Documents prior to completion.

**2.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the PROFESSIONAL has ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**2.6.3.3** The PROFESSIONAL shall maintain a record of the Contractor's Applications for payment.

## **2.6.4 SUBMITTALS**

**2.6.4.1** The PROFESSIONAL shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data, and Samples. The PROFESSIONALS action shall be taken with such promptness as to cause no delay in the Work or in the activities of the SCHOOL BOARD, Contractor, or separate contractors.

**2.6.4.2** The PROFESSIONAL shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**2.6.4.3** If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the PROFESSIONAL shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval when submitted to the PROFESSIONAL. The PROFESSIONAL shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

## **2.6.5 CHANGES IN THE WORK**

**2.6.5.1** The PROFESSIONAL shall prepare Change Orders, Contingency Authorizations and Construction Change Directives for the SCHOOL BOARD'S approval and execution in accordance with the Contract Documents. If requested by the SCHOOL BOARD, the PROFESSIONAL shall prepare, reproduce, and distribute Drawings and Specifications to describe Work to be added, deleted, or modified.

**2.6.5.2** The PROFESSIONAL shall assist the SCHOOL BOARD in reviewing properly prepared, timely requests by the Contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to allow a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the PROFESSIONAL determines that requested changes in the Work are not materially different from the requirements of the Contract Documents and do not change the contract sum or contract time, the PROFESSIONAL may recommend a minor modification to the Work or may recommend to the SCHOOL BOARD that the requested change be denied.

**2.6.5.3** If the PROFESSIONAL determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the

PROFESSIONAL shall make a recommendation to the SCHOOL BOARD, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, the PROFESSIONAL shall estimate the additional cost and time that might result from such change. After approval by the SCHOOL BOARD, the PROFESSIONAL shall incorporate those estimates into a Change Order or other appropriate documentation for the SCHOOL BOARD'S execution or negotiation with the Contractor.

**2.6.5.4** The PROFESSIONAL shall maintain records relative to changes in the Work.

## **2.6.6 PROJECT COMPLETION**

**2.6.6.1** The PROFESSIONAL shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive from the Contractor and forward to the SCHOOL BOARD, for the SCHOOL BOARD'S review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon final inspection indicating the Work complies with the requirements of the Contract Documents.

**2.6.6.2** The PROFESSIONAL'S inspection shall be conducted with the SCHOOL BOARD'S Representatives' Designee to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**2.6.6.3** When the Work is found to be substantially complete, the PROFESSIONAL shall inform the SCHOOL BOARD about the balance of the Contract Sum remaining to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work.

**2.6.6.4** The PROFESSIONAL shall receive from the Contractor and forward to the SCHOOL BOARD: (1) consent of surety or sureties, if any, to requests for reduction in or partial release of retainage or making of final payment (2) affidavits, receipts, releases and waivers of liens or binds indemnifying the SCHOOL BOARD against liens if required by the SCHOOL BOARD.

## **ARTICLE 2.7 FACILITY OPERATION SERVICES**

**2.7.1** The PROFESSIONAL shall meet with the SCHOOL BOARD'S Representatives' Designee promptly after Substantial Completion to review the need for facility operation services.

**2.7.2** Upon request of the SCHOOL BOARD, and prior to the expiration of one year from the date of Substantial Completion, the PROFESSIONAL shall conduct a meeting with the SCHOOL BOARD and the SCHOOL BOARD'S Representatives' Designee to review the facility operations and performance and to make appropriate recommendations to the SCHOOL BOARD.

## **ARTICLE 2.8 SCHEDULING OF SERVICES**

**2.8.1** The following Design and Contract Administration Services shall be provided by the PROFESSIONAL as a Change in Services in accordance with Paragraph 1.3.2:

- I. providing consultation concerning placement of Work resulting from fire or other related cause during construction;

## **ARTICLE 2.9 OTHER CONDITIONS OR SERVICES**

**2.9.1** The PROFESSIONAL, if requested by the SCHOOL BOARD, shall attend SCHOOL BOARD meetings to obtain required approvals.

**2.9.2** The PROFESSIONAL shall provide the SCHOOL BOARD with one set of standard size recordable only compact discs (CD-R) of the bid documents at the completion of the project. Specifications shall be Microsoft Word 2016 compatible and drawings shall be AutoCAD LT 2012 compatible.

### **2.9.3 Truth in Negotiation Certificate**

The PROFESSIONAL certifies that if this Agreement is a lump sum or cost plus a fixed fee professional service Agreement over \$150,000, wage rates and other factual costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the SCHOOL BOARD determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one year following final acceptance of the Project.

**2.9.4** The PROFESSIONAL shall respond to the Florida Building Code plan review entity mandates in a timely manner.

**2.9.5** The PROFESSIONAL shall assist the SCHOOL BOARD and CONTRACTOR in conducting a user orientation program to the Project prior to its use. The PROFESSIONAL shall require the CONTRACTOR to provide clear and understandable user manuals for district, maintenance, and school staff.

**2.9.6** Florida Department of Education Life Cycle Cost Analysis (LCCA), and Florida Energy Efficiency Code for Building Code Construction submittals, if required to obtain a Florida Building Code permit for construction are included in the PROFESSIONAL'S Work.

**2.9.7** The PROFESSIONAL and each of his consultants shall prepare a field report each time any of them perform a field inspection. The PROFESSIONAL and each of his consultants shall provide the SCHOOL BOARD with a copy of all such field reports.

**2.9.8** The PROFESSIONAL shall comply with the Energy-efficient and Sustainable Buildings Florida Statute 255.2575(2). As a part of the Design Development submittal the PROFESSIONAL shall provide the SCHOOL BOARD with a report documenting how the statutory requirements will be met. At Substantial completion of the project, the PROFESSIONAL shall complete Exhibit E, Florida Department of Education Office of Educational Facilities, Certificate of Occupancy certifying the High Performance Green Building Standard Used and the Rating Achieved (if certified). At the end of the Project the PROFESSIONAL shall provide the SCHOOL BOARD with a signed and sealed updated report showing how the statutory requirements were met.

**2.9.9** Notwithstanding any language to the contrary in this Agreement or the Conditions of the Contract for Construction, the parties agree that Florida statutes 218.72 and 218.735 govern all of the SCHOOL BOARD'S payment obligations for this Project. Accordingly, those statutory provisions take precedence over any conflicting language in the contract documents.

**2.9.10** Notwithstanding the foregoing, the SCHOOL BOARD intends 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. 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.

**2.9.11 PUBLIC RECORDS**

**IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROFESSIONALS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, AT 352-726-1931 ext. 2270, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

Professional 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 Professional 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 Professional or keep and maintain public records required by the School Board to perform the service. If Professional transfers all public records to the School Board upon completion of the contract, Professional shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Professional keeps and maintains public records upon completion of the contract, Professional 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 Professional to comply with the provisions set forth in this shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

**2.9.12** At the end of the project, the PROFESSIONAL shall execute and submit Exhibit E, Public Records to the SCHOOL BOARD.

**Exhibit C'**  
**Rate Schedule for Additional Services**

1. The PROFESSIONAL shall perform any Additional Services specifically requested, in writing, by the SCHOOL BOARD at the following hourly rates:

Principal Engineer .....	\$185.00
Registered Engineer .....	\$135.00
Designer or Drafter .....	\$95.00
Administrative .....	\$55.00

Payments for Reimbursable Expenses incurred shall be made monthly upon presentation of the PROFESSIONALS statement of services in accordance with Section 1.3.5.

2. Invoices for hourly rate services shall be submitted on a monthly basis and shall include the following detail for each separate task performed:
- (a) the date the task was performed;
  - (b) identification, by name or initials, of the person performing the task;
  - (c) a description, with reasonable particularity, of the task;
  - (d) the actual time expended to perform the task; provided, however, that the actual time may be rounded up to the nearest one-tenth of an hour;
  - (e) the hourly rate applicable to the individual performing the task; and
  - (f) the fee being charged for the task.
3. Block or bundled billing entries, in which two or more tasks are blocked or bundled together into a single billing entry, are prohibited.

## Exhibit D'

The Scope of work includes:

1. Perform a survey of the existing intercom system on campus to observe the locations and provisions for the Main Intercom Panel and condition of the existing cabling and distribution wiring.
2. Review the requirements for a new CareHawk Safety Communications System or an approved system equal in type and quality.
3. Publish a summary report of the required improvements to the existing system to convert it to an approved addressable system with permittable Construction Design Documents and an Opinion of Probable Cost for Installation.



**Exhibit 'E'**

Return completed form as needed to:  
 Office of Educational Facilities  
 325 West Gaines Street, Room 1054  
 Tallahassee, Florida 32399-0400  
 (850) 245-0494  
 Fax (850) 245-9236 or (850) 245-9304

**FLORIDA DEPARTMENT OF EDUCATION  
 Office of Educational Facilities  
 CERTIFICATE OF OCCUPANCY**

OEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over \$300,000.  
 Reproduce this form in sufficient quantity for your use.

RE: \_\_\_\_\_ (  School District  Florida College )  
 \_\_\_\_\_ (  School Name  Campus )  
 \_\_\_\_\_ Description of Project  
 \_\_\_\_\_ EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent  President  Designee

Intended Occupancy Date: \_\_\_\_\_

**PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR** I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems\* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

**Architect or Engineer of Record:**

High Performance Green Building Standard Used (S. 255.2575(2), F.S.) \_\_\_\_\_ Rating achieved \_\_\_\_\_

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Architect  Engineer

**Building Official:**

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Certificate Of Occupancy Date \_\_\_\_\_

**Contractor:**

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Threshold Inspector (if applicable):**

Name (Type or Print) \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Project Information**

Code/Edition \_\_\_\_\_ Occupancy Type(s) \_\_\_\_\_ As-built lowest floor elevation (for new construction) \_\_\_\_\_  
 Construction Type(s) \_\_\_\_\_ Occupant Load \_\_\_\_\_

Automatic Sprinkler System required  Yes  No District/Florida College Permit Number \_\_\_\_\_

Special Permit Stipulations \_\_\_\_\_

\*Safety systems include, but are not limited to: existing; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply and sewage disposal as they apply to this project

‘Exhibit ‘F’

**PUBLIC RECORDS**

**IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROFESSIONAL’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, AT 352-726-1931 ext. 2270, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.**

Professional 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 Professional 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 Professional or keep and maintain public records required by the School Board to perform the service. If Professional transfers all public records to the School Board upon completion of the contract, Professional shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Professional keeps and maintains public records upon completion of the contract, Professional 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 Professional to comply with the provisions set forth in this shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

By my signature below, I affirm that public records are in compliance with Florida State Statute 119.0701 and that the attached documents meet the transfer requirements of Exhibit “F.”

Project: \_\_\_\_\_

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

Print: \_\_\_\_\_

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

Name of PROFESSIONAL: \_\_\_\_\_

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

**PERSONNEL INFORMATION  
(INSTRUCTIONAL)  
SCHOOL BOARD MEETING July 9, 2019**

**APPOINTMENTS FOR 2019-2020:**

Jenifer Ashby-LPS-Teacher (R)	08/01/19
John Autry-CHS-Teacher (R)	08/01/19
Kierstin Brown-CRE-Teacher (R)	08/01/19
Kelly Evans-Chandler-HOM-Teacher (R)	08/01/19
Elise Frazee-CRE-Teacher (R)	08/01/19
Jessie Garritano-CRM-Teacher (R)	08/01/19
Heather Gelb-CSE-Teacher (R)	08/01/19
Christian Hemenway-CSM-Teacher (R)	08/01/19
Rose Miller-CREST-Teacher (R)	08/01/19
Carmen Pagan-LHS-Teacher(R)	08/01/19
Laurie Steinke-CRP-Teacher (R)	08/01/19
Amy White-CRM-Teacher (R)	08/01/19
Bobby Wick-CRP-Teacher (R)	08/01/19

**RECOMMENDATIONS FOR OUT-OF-FIELD TEACHERS 2019-2020:**

Certification Area	Out-of-Field Assignment
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**LEAVE OF ABSENCE REQUESTS FOR 2019-2020:**

**RESIGNATIONS FOR 2018-2019:**

Melanie Howard-CREST-Teacher on Special Assignment	05/31/19
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**RESIGNATIONS FROM DROP 2018-2019:**

**RETIREMENTS FOR 2019-2020:**

**RETIREMENTS TO DROP 2019-2020:**

**SUPPLEMENTS (ATHLETIC AND OTHER) 2019-2020:**

**SUSPENSIONS/TERMINATIONS 2018-2019:**

**LINE OF DUTY:**

**ADDITIONAL DAYS:**

**PERSONNEL INFORMATION  
(SUPPORT)  
SCHOOL BOARD MEETING July 9, 2019**

**APPOINTMENTS FOR 2019-2020:**

Alysha Catabay-IPS=Title 1 Teacher Aide-TERM (N)	08/09/19
Rhonda Chapman-RCE-Teacher Aide, 6 Hr (R)	08/09/19
Sheri DeBarge-LPS-Title 1 Teacher Aide-TERM (N)	08/09/19
Maria Mason-LHS-Bi-Lingual Teacher Aide-TERM (N)	08/09/19
Maritza Montero-CSE-ESE Teacher Aide (N)	08/09/19
Dawn Morga-CHS-Teacher Aide-Change to CHS-School Office Clerk (R)	07/15/19
Bernadette Ricahrds-CREST-ESE Teacher Aide (R)	08/09/19
Kathryn Scholes-IMS-ESE Teacher Aide 6 hr. TERM-Change to ESE Teacher Aide (R)	08/09/19
Marline Soto-CRE-ESE Teacher Aide- Change to CRE- Data Secretary (R)	07/15/19

**LEAVE OF ABSENCE REQUESTS FOR 2019-2020:**

**RESIGNATIONS FOR 2018-2019:**

Kourtney McConnell-CHS-ESE Teacher Aide	05/31/19
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**RESIGNATIONS FROM DROP 2018-2019:**

**RESIGNATIONS FROM DROP 2019-2020:**

**RETIREMENTS FOR 2018-2019:**

**RETIREMENTS FOR 2019-2020:**

**RETIREMENTS TO DROP 2018-2019:**

Ruth Doctor-LHS, Food Service- Food Service Assistant	06/01/19-02/29/24
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**RETIREMENTS TO DROP 2019-2020:**

**SUSPENSIONS/TERMINATIONS 2018-2019:**

**LINE OF DUTY:**

**ADDITIONAL DAYS:**

**ADDITIONAL DAYS FOR SUMMER SCHOOL 2019:**

Mandy Coincidine-Paraprofessional



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

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

**THOMAS KENNEDY**  
DISTRICT 1

**VIRGINIA BRYANT**  
DISTRICT 2

**DOUGLAS A. DODD**  
DISTRICT 3

**SANDRA COUNTS**  
DISTRICT 4

**LINDA B. POWERS**  
DISTRICT 5

July 9, 2019

Thomas Kennedy, Chairman  
Citrus County School Board  
1007 West Main Street  
Inverness, Florida 34450

Dear Mr. Kennedy,

I am recommending to the School Board the appointment of Melanie Howard, Assistant Principal of Floral City Elementary School, effective July 15, 2019.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Sam", representing Sandra Himmel.

Sandra Himmel  
Superintendent

Melanie Howard

7430 N. Fairport Avenue Dunnellon, Florida 34433

Cell: (352) 464-2689 Work: (352) 527-0303

Email: [howardm@citrus.k12.fl.us](mailto:howardm@citrus.k12.fl.us)

### **Objective**

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To obtain an Assistant Principal position in the Citrus County School District, enabling me to utilize my knowledge, skills and leadership abilities to serve the students, faculty, parents and community by creating a safe learning environment conducive to building strong relationships that encourage academic achievement, self-motivation and student lifelong success.

### **Education**

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Masters of Education, Educational Leadership	
American College of Education	2015
Bachelor of Science, Physical Education	
Florida State University	1989

### **Certification**

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State of Florida Department of Education Professional Educator Certificate  
Educational Leadership (All levels)  
Exceptional Student Education  
Elementary Education K-5  
Physical Education K-12

### **Educational Experience**

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#### **CREST School**

Curriculum TOSA	2015-Present
Behavior TOSA (Students with intellectual disabilities)	2014-2015
Behavior TOSA (Students with emotional behavioral disabilities)	2012-2014
Adaptive Physical Education Teacher	2010-2012

#### **East Marion Elementary School**

Physical Education Teacher	2007-2010
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#### **Perrine Elementary School**

Physical Education Teacher	1989-2007
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District School Board of Citrus County  
**ASSISTANT PRINCIPAL PROFILE**  
 1007 W. Main Street, Inverness, FL 34450

Name: Melanie Howard	Date: May 11, 2019
Address: 7430 N. Fairport Avenue	
City, State, Zip: Dunnellon	Home Phone: 352-464-2689
Work Site: CREST	Work Phone: 352-527-0303
Email: howardm@citrus.k12.fl.us	Cell Phone: 3524642689

**Education**

	College Attended	Dates	Degree Awarded	Date	Major
1	American College of Education	04/2014-4/2015	Master's Degree	04/2015	Ed. Leadership
2	The Florida State University	08/1986-12/1988	Bachelor in Science	12/1988	Physical Education
3	Miami-Dade Community College	08/1984-04/1986	Associates Degree	04/1986	
4					

**Areas of Florida Certification / Endorsements**

	Certification/Endorsements	Validity Period
1	Educational Leadership	2015-2020
2	Elementary K-5	2015-2020
3	Exceptional Student Education	2015-2020
4	Physical Education K-12	2015-2020
5		
6		

**Employment/Educational Experiences**

	Dates (years)	County/School	Assignment	Principal/Supervisor
1	5/2015-Present	Citrus/CREST	Curriculum TOSA	Lee Mulder
2	10/2012-5/2015	Citrus/CREST	Behavior TOSA	Lee Mulder/Richard Hilgert
3	8/2009-10/2002	Citrus/CREST	Adaptive Physical Ed. Teacher	Richard Hilgert
4	11/2007-5/2009	Marion/East Marion Elementary School	Physical Education Teacher	Michael Hems
5	8/1989-8/2007	Dade/Perrine Elementary School	Physical Education Teacher	Rosemary Fuller
6				

**Professional Development, Committee Work, Professional Learning Communities**

**Related to Leadership and Education**

List the top 15 activities that have shaped you as a Leader and Educator

Include Dates

Note: Please indicate activities not listed in any other section of this profile

	Title	Date	Facilitator	Presenter	Participant
1	Strategic Summer Planning Retreat	06/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	5D Evaluation System Training-All Staff	2018-2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Digital Curriculum Training	2018-2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Nonviolent Physical Crisis Trainer (CPI) for District	2012-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Potential Leadership Program	2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Administrative Team (Core) Meetings	2012-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Facilitated and Presented Data Reviews at Department Level Meetings	2017-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Assisted in Creation and Analysis of School Improvement Plan	2014-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Facilitated and Presented Professional Development	2014-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Annual Student Progression Plan Development Secondary & Elementary	2014-2018	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Planned and Implementation of Curriculum Days at CREST	2015-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Lead Role in CREST Playground Project	2010-Present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13	School Safety Committee-School Safety Plan Team	2014-2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Student Advisory and Enhancement Committee (SEAC) Member	2014-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	Prom & Graduation Committee	2009-Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Leadership Roles in Curriculum Experiences/Initiatives**

*(must have been in the past 5 years)*

Note: Please indicate activities not listed in any other section of this profile

Title/Description		Dates
1	School Site Testing Coordinator FSA, NGSS, FSAA, EOC, EOT, Data Source, and District Assessments	05/2015-Present
2	Facilitated and Presented Professional Development for all listed testing above	05/2015-Present
3	Lobbied for and procured Achieve Licenses	2018-2019
4	Attend Elementary and Secondary Curriculum Monthly Meetings	2015-Present
5	Ordering of Textbooks with Florida School Book Depository	2015-Present
6	Assisted Teachers with all Curriculum needs	2015-Present
7	Facilitated and Presented Communication Device Training	2015-Present
8	Assist with Retentions and Good Cause	2015-Present
9	Assisted Staff in Writing Award Winning Grants	2015-Present
10	Facilitated and Presented CPalms, and District Website Curriculum Training	2015-Present
11	Progress Monitoring of FastBridge, Unique , SuccessMaker and Achieve	2016-Present

**Leadership Roles in Instructional Technology Experiences**

*(must have been in the past 5 years)*

Note: Please indicate activities not listed in any other section of this profile

Title/Description		Dates
1	Attended Technology Training for Administration	03/2019
2	Assigned Professional Development to Teachers with Digital Curriculum	2018-2019
3	Facilitated and Presented iPad Single Sign on Training for Staff	2017-2019
4	Monitored Student iPad Agreements and Student use of iPads	2015-Present
5	Wrote and Awarded School Wide Grant for Communication App on iPads	2015
6	Proficient with Skyward, FileMaker, Peer, and Teams	2013-Present
7	Researched, Purchased, and Trained Staff with Clicker 7 Writing Program	2016
8	Monitored Student iPad Agreements and Student use of iPads	2015-Present
9	Assist Teachers with Augmentative Devices for Student Communication	2015-Present
10	ECT (Environmental Communication Trainer)	2015-Present

**Leadership Roles in Behavior Management Experiences**

*(must have been in the past 5 years)*

Note: Please indicate activities not listed in any other section of this profile

Title/Description		Dates
1	Teacher on Special Assignment for Behavior and Discipline	10/2012-05/2015
2	Observation of Student's Behaviors at CRMS and HES and Reported Data to District	2018-2019
3	Positive Behavior Support (PBS) Coach	08/2013-05/2015
4	Facilitated and Presented Classroom Behavior Management Training	08/2013-05/2015
5	Restraint and Seclusion Reporter to DOE	08/2013-Present
6	Safe Schools Interagency Team for Prevention - CREST	08/2013-Present
7	Crisis Team Member CREST School	2014-2019

**Other Leadership Roles (budget, facilities, personnel, or similar leadership experiences)**

*(must have been in the past 5 years)*

Note: Please indicate activities not listed in any other section of this profile

Title/Description		Dates
1	Designated as Acting Assistant Principal at CREST	03/2018-04/2018
2	Assisted with Personnel Interviews	2013-Present
3	Assist in Planning and Executing Fire Drills, Bus Evacuations, Alice, and Code Drills	2013-Present
4	Assist with Teacher Placement and Student Class Placement	2013-Present
5	Facilitated and Monitored Community Based Instruction (CBI)	2015-Present
6	Assist with Staff Coverage and Substitute Placement	2013-Present
7	Assisted with Data Evaluation Source for Instructional Staff	2017-Present
8	Community Liaison for Donations to CREST	2013-Present



9	Mentor Training Teacher Induction Program	2015-Present
10	Wrote and Awarded Playground Grant for \$28,000,00	2013

**Community Involvement/Extracurricular Activities (Description of Responsibilities)**

*(must have been in the past 5 years)*

Note: Please indicate activities not listed in any other section of this profile

	Title	Dates
1	President of the Mini Farms Property Owners Association	2015-3/2019
2	Presented Playground Project to Rotary Club, Black Diamond, Executive Team, Education Foundation, Pilot's Club, Lion's Club, and Citrus Sertoma	2010-Present
3	Facilitated Clean Up Day in the Mini Farms	11/2012
4	Volunteered at the Sea Food Festival, Manatee Festival, and Stone Crab Festival	2010-2018
5	Volunteer at Concession Stand for Soccer	2010-2016
6	Liaison for Annual Autism Fundraiser with the IR-RU Social Club	2016-2019

## SCHOOL DISTRICT OF CITRUS COUNTY JOB DESCRIPTION

### ASSISTANT PRINCIPAL

#### QUALIFICATIONS:

- (1) Master's Degree or higher.
- (2) Certification in educational leadership or equivalent.
- (3) Minimum of three (3) years successful teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret and enforce State Board rules and School Board policies. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills. Ability to provide instructional leadership based on current educational trends and research. Knowledge of group and cultural dynamics. Demonstrated effective written and oral communication skills. Skills in personnel management, interaction, supervision techniques, coaching and evaluation procedures, and conflict resolution.

#### REPORTS TO:

School Principal

#### JOB GOAL

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

#### SUPERVISES:

Instructional, Support, and Service Personnel as assigned by the Principal

#### PERFORMANCE RESPONSIBILITIES:

- (1) Provide assistance and feedback to school personnel. \*
- (2) Develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Principal. \*
- (3) Develop the master teaching schedule and assign teachers according to identified needs. \*
- (4) Utilize current educational trends in the planning and preparation of the school instructional program. \*
- (5) Interpret and enforce School Board policy, state statutes and federal regulations. \*
- (6) Implement the accreditation program for the assigned school. \*
- (7) Coordinate in the selection of textbooks, material and equipment needed at the assigned school. \*
- (8) Manage and administer the testing program for the school. \*
- (9) Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program and other developmental activities. \*
- (10) Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions. \*
- (11) Provide leadership in the event of school crisis and/or civil disobedience. \*
- (12) Provide leadership in the school improvement process. \*
- (13) Administer and develop teacher duty rosters for the school. \*
- (14) Provide supervision while maintaining visibility about the campus and classroom. \*
- (15) Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school. \*
- (16) Interpret and enforce the District's Code for Student Conduct. \*
- (17) Supervise all facets of the registration process. \*
- (18) Coordinate the production of pre-planning materials. \*
- (19) Supervise and evaluate instructional, support, and service personnel as assigned by the Principal. \*
- (20) Comply with provisions of collective bargaining agreements. \*
- (21) Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal. \*
- (22) Develop and maintain positive school/community relations and act as a liaison between school and community. \*

**ASSISTANT PRINCIPAL (Continued):****PERFORMANCE RESPONSIBILITIES (Continued):**

- (23) Coordinate the school food service program as it relates to the special needs of the school. \*
- (24) Maintain adequate property inventory records, key control and security of school property. \*
- (25) Participate in the development of long-range facility needs at the assigned school. \*
- (26) Coordinate plant safety and facility inspection at the school. \*
- (27) Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility. \*
- (28) Coordinate the transportation services at the assigned school. \*
- (29) Participate in the function of financial planning for the school, which may include assisting in the preparation of the school's budget. \*
- (30) Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services. \*
- (31) Supervise the function of student accounting at the school, as it pertains to funding and attendance. \*
- (32) Manage and administer the attendance policy and procedures. \*
- (33) Communicate, through the Principal, to appropriate District staff, information relating to various problems or events of unusual nature. \*
- (34) Coordinate data processing activities as assigned. \*
- (35) Provide leadership for, and supervision of, extracurricular activity programs. \*
- (36) Participate in the administration of the school's athletic program. \*
- (37) Assist in managing and supervising the student activity programs, including the selection of club sponsors. \*
- (38) Approve school-sponsored activities and maintain a calendar of all school events. \*
- (39) Assume responsibility of the school when the Principal is absent from the building. \*
- (40) Supervise and coach assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.\*
- (41) Perform job responsibilities with sustained focus and attention to detail for extended periods of time.\*
- (42) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities  
**Job Description Supplement Code 5**  
**BOARD APPROVED 3/13/01**  
**REVISED: 2/27/18**

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Suzanne Swain Department of Human Resources  
Additional contact(s)/originator Jonny Bishop  
Document Title New Job Description for Supervisor of School Health

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve New Job Description for Supervisor of School Health  
(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 Supervisor of School Health is a new job description. The Supervisor of School Health will be an added unit to District Student Services to provide leadership in the planning, development, implementation, and evaluation of health programs and services to best meet the needs of students throughout the 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.

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:** \$98,410.50 with benefits

Amount Budgeted \$70,039.22 Additional Amount Requested \$28,371.28

**Funding Source:** General Fund

**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)

**SCHOOL DISTRICT OF CITRUS COUNTY  
JOB DESCRIPTION**

**Supervisor of School Health**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in Nursing
- (2) Florida Licensed Nurse (RN, ARNP)
- (3) Five (5) years of experience in a management or leadership role.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong organizational skills. Proactive skills in public relations. Knowledge of medically fragile students. Knowledge of immunization and medical procedures. Knowledge of laws governing Exceptional Student Education, as well as FERPA and HIPPA laws. Positive people skills required. Knowledge of and ability to operate a personal computer and other equipment related to the position. Ability to work cooperatively with schools, departments, and agencies.

**REPORTS TO:**

Director of Student Services or designee

**JOB GOAL**

To provide leadership in the planning, development, implementation, and evaluation of health programs and services to best meet the needs of students throughout the district.

**SUPERVISES:**

School Nurses

**PERFORMANCE RESPONSIBILITIES:**

- (1) Coordinate district-wide health services and health related activities. \*
- (2) Oversee and schedule program activities (CPR/AED, health screenings, dental sealants with local DOH, school-based vaccination clinics with local DOH). \*
- (3) Assist with the development of in-service activities to promote the understanding of exceptional student needs and health related needs. \*
- (4) Maintain current and on-going information regarding the policies, procedures and programs of health services. \*
- (5) Maintain up-to-date knowledge of Medicaid reimbursement procedures for nursing services.
- (6) Order and maintain school medical supplies. \*
- (7) Develop and/or modify health forms and manuals as needed by the District. \*
- (8) Oversee day to day activities of School Health Staff under the direction of Student Services' administrators. \*
- (9) Serve on all required school, district and community committees (School Health Advisory Committee, Community Health Improvement Partnership and select subcommittees). \*
- (10) Provide training to new nursing staff, health room attendants, ESE aides, and summer Pre-K/ESY teachers. \*
- (11) Monitor absenteeism reports and illness surveillance reports and compile the data for distribution. \*
- (12) Coordinate information distribution between DOH, District office and schools regarding individual infectious disease cases. \*
- (13) Coordinate and manage contract for CPR, AED, and First Aid training. \*
- (14) Coordinate and participate in local and state Quality Improvement Visits (QI) for all clinics and compile reports for school administrators. \*
- (15) Compile and submit Annual and Biennial School Health Services report to the DOH. \*
- (16) Facilitate School Health Advisory Committee. \*
- (17) Coordinate Lion's Club Vision Program activities. \*
- (18) Complete annual updates to the Student Code of Conduct and Citrus County Parent Guide.
- (19) Compile nursing data for bi-annual Medicaid audits. \*
- (20) Supervise and coach assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action. \*

**SUPERVISOR OF SCHOOL HEALTH (Continued):**

**PERFORMANCE RESPONSIBILITIES (Continued):**

- (21) Perform job responsibilities with sustained focus and attention to detail for extended periods of time. \*
- (22) Perform additional incidental tasks consistent with the goals and objectives of this position. \*

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Board Approved:**

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Suzanne Swain Department of Human Resources  
Additional contact(s)/originator Jonny Bishop  
Document Title New Job Description for Student Health Facilitator

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approve New Job Description for Student Health Facilitator  
(This wording should be your actual motion to appear on the agenda)

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

### Executive Summary / Highlights:

The Student Health Facilitator is a new job description. It is a classified level twelve (12) position. The Student Health Facilitator will be an added unit to District Student Services to provide support to school staff, students, and families to ensure the efficient operation of Full-Service 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.

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: \$26,213.39 with benefits  
Amount Budgeted \$26,213.39 Additional Amount Requested \$0

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)

## SCHOOL DISTRICT OF CITRUS COUNTY JOB DESCRIPTION

### Student Health Facilitator

**QUALIFICATIONS:**

- High School Diploma or equivalent.
- Knowledge of computer, typing and organizational skills.
- Valid driver's license and qualify under the school district's insurance carrier when driving a district vehicle.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to listen and interact with parents, students, and school personnel. Knowledge of community resources. Skills to effectively communicate with those from diverse cultures. Ability to perform duties with minimal supervision. Ability to follow directions and work as a team member. Ability to communicate effectively, both orally and in writing. Maintain a positive, caring manner with children.

**REPORTS TO:** Director of Student Services or designee

**JOB GOAL**

Provide support to school staff, students, and families to ensure the efficient operation of Full-Service Schools.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Provide services as indicated by the Full-Service Schools Agreement. \*
- (2) Accomplish tasks, under direct supervision of District Student Services. \*
- (3) Provide support to district nurses, teachers, and administration of the Citrus County School District. "
- (4) Maintain a professional attitude in working with students and staff. \*
- (5) Assist with the preparation for and performance of health screenings performed by the school health team; record student test results on district data collection system; assist with secondary screenings, if further testing is required. \*
- (6) Appropriately operate all health equipment as required. \*
- (7) Assist Citrus County Health Department Dental staff with organizing information and assisting nurses and students during dental sealants. \*
- (8) Assist Families with delivering products to assist with pediculosis. \*
- (9) Work in conjunction with School Nurses, Social Workers and other school personnel to connect students and families with necessary resources. \*
- (10) Perform home visits as needed. \*
- (11) Provide support for teachers, school counselors, health room attendants, and other school personnel in connecting students with resources. \*
- (12) Assist the District Homeless Liaison in coordinating the requirements of the McKinney Vento Homeless Assistance Act. \*
- (13) Perform clerical and record keeping duties as assigned. \*
- (14) Maintain current CPR, AED and First Aid training. \*
- (15) Perform job responsibilities with sustained focus and attention to detail for extended periods of time. \*
- (16) Perform other tasks consistent with the goals and objectives of this position.



**STUDENT HEALTH FACILITATOR (Continued):**

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently.  
Must be able to drive a vehicle for travel between district facilities and/or home visits.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

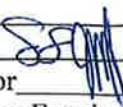
**EVALUATION:**

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

\*Essential Performance Responsibilities

**BOARD APPROVED:**

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Suzanne Swain , Department of Human Resources  
Additional contact(s)/originator \_\_\_\_\_  
Document Title WTC Part-time Evening and Criminal Justice Instructors for 2019-2020

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval Approval of Part-time Evening and Criminal Justice Instructors  
for WTC for the 2019-2020 school year

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

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

### Executive Summary / Highlights:

Please see the attached list of Part-time Evening and Criminal Justice/Fire Academy Instructors requiring approval for the Withlacoochee Technical College for the 2019-2020 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.

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 workforce;
- 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: Sammy Wilson  
(Form Board Approved 7/10/07-original)

WITHLACOOCHEE TECHNICAL COLLEGE  
COMMUNITY EDUCATION INSTRUCTORS

2019-2020

COOPER, DIANA

DURBIN, PARTICK

FOX, DAVID

HOLM, JOHN

HOLM, KAYLA

HOLM, LINDASUE

MARSHALL, PAM

MARTYNOWSKI, ELIZABETH

MAYO, ANGELA

PAUL, RICHARD

PINEAU, SHERYL

SHILLING, JACK

SHOEMAKER, DAWN

WTC PUBLIC SAFETY TRAINING CENTER  
2019-2020 Instructors

<b>Last</b>	<b>First</b>
Anstead	Laura
Barr	Joshua
Beagan	Thomas
Blume	Robert
Boettger	William
Bowermaster	Mary
Bray	Ronald
Breedlove	Tommy
Burts	Crystal
Casola	Joseph
Coles	David
Colombrito	Marilyn
Corbin	Terry
Cruz	Vincent
Dalton	Cregg
Damone	Robert
Davidson	Corey
Day	Juliane
DeCarlo	David
Dejesus	Javier
Emrick	Alvin
Escalante	Gustavo
Felton	Michael
Fischer	Raymond
Greatrex	Robert
King	Wayne
Klucznik	Shaun
Lander	Mitchell
Lambert	Bobby
Laughlin	Jeremy
McConnell	James

McIntyre, III	Harold (Jim)
Melton	Walter
Moffit	Michael
Moran	John
Novy	John
Palminteri	Joseph
Roberson	William
Roberts	Franklin
Roper	John
Santiago	Juan
Satre	Julie
Schoenauer	Mary
Shephard	Jason
Siegfried	Edward
Spencer	Jannette
Suto	Nancy
Thomason	Darral
Vitt	Elena
Ward	Kellie

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.

Requested by Suzanne Swain, Department of Human Resources

Additional contact(s)/originator [Signature]

Document Title Athletic / Other Supplements for 2019-2020

### Board Action Required:

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

Consideration/Approval Approval of Athletic / Other Supplements for 2019-2020

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

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

### Executive Summary / Highlights:

Please see the attached list of employees for athletic and other supplements for the 2019-2020 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 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: \$ 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: Sammy Wilson

(Form Board Approved 7/10/07-original)

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**CRYSTAL RIVER HIGH SCHOOL**

Activities Director	Robert Verlato	Activities Director
Head Football	Cliff Lohrey	Teacher
Asst Football	Vernon Owens	Teacher
Asst Football	Ron Cline	Sub Teacher
Asst Football	Pedro Williams	Support
Asst Football	Michael Einspahr	Teacher
Asst Football (.75)	Devin Dominguez	Teacher
Asst Football (.25)	Ryan Reynolds	Teacher
Flag Football	Anthony Mason	Teacher
Add'l Flag (.5)	Natalie Kozminsky	Teacher
Add'l Flag (.5)	Soluna Martinez	Teacher
Head Basketball-Boys	James Ervin	Community Member
Asst Basketball-Boys	Greg Hamilton	Community Member
Asst Basketball-Boys	TBD	
Head Basketball-Girls	Charles Bryant	Community Member
Asst Basketball-Girls	Stephanie Noland	Support
Asst Basketball-Girls	TBD	
Head Baseball	Devin Dominguez	Teacher
Asst Baseball	Robert Stack	Teacher
Asst Baseball	TBD	
Head Softball	Deon Copeland	Teacher
Asst Softball	Scott Hamilton	Community
Asst Softball	TBD	
Head Wrestling		
Asst Wrestling		
Head Track-Boys	Timothy Byrne	Teacher
Asst Track- Boys	Ron Cline	Sub Teacher
Head Track-Girls	Brennan McNally	Teacher
Asst Track-Girls	Deidre Byrne	Teacher
Tennis-Boys	Bill Reyes	Teacher
Tennis-Girls	Cindy Reynolds	Teacher

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**CRYSTAL RIVER HIGH SCHOOL**

Head Volleyball	Greg Hamilton	Community
Asst Volleyball	Olivia Hudson	Community
Asst Volleyball	TBD	
Cross Country-Boys	Brennan McNally	Teacher
Cross Country-Girls	TBD	
Cheerleading-Varsity	Katelyn Whited-Proch	Community
Cheerleading-J.V.	Elizabeth Moran	Teacher
Swimming-Boys	Charles Gatton	Teacher
Swimming-Girls	Beth Penn	Teacher
Golf-Boys	TBD	
Golf-Girls	Charles Bryant	Community
Head Soccer-Boys	Mike Callaway	Teacher
Asst Soccer-Boys	TBD	
Asst Soccer-Boys	Alex Posta	Community
Head Soccer-Girls	William Reyes	Teacher
Asst Soccer-Girls	John McNeil	Teacher
Asst Soccer-Girls	Cyndall Houts	Teacher
Weightlifting-Boys	Cliff Lohrey	Teacher
Weightlifting-Girls	Vernon Owens	Teacher
Auxiliary Marching	Steven Schildbach	Teacher
School Newspaper	TBD	
Academic Quiz Coach	John McNeill	Teacher
Yearbook Sponsor	TBD	
Choral	Mark Garlock	Teacher
Band Director	Steven Schildbach	Teacher
Drama	TBD	



**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**CRYSTAL RIVER MIDDLE SCHOOL:**

Athletic Director	Anthony Branch	Teacher
Head Football	Bruce Stull	Teacher
Asst Football	Matt Bialek	Teacher
Asst Football	Ryan Reynolds	Teacher
Asst Football	Joseph Paprzcki, Jr	Teacher
Basketball 7 <sup>th</sup> gr -Boys	Pedro Williams	Support
Basketball 8 <sup>th</sup> gr -Boys	Ryan Reynolds	Teacher
Basketball 7 <sup>th</sup> gr-Girls	Charles Gatton	Teacher
Basketball 8 <sup>th</sup> gr-Girls	Ryan Reynolds	Teacher
Track-Boys	Marnie Willoughby	Teacher
Track-Girls	Pedro Williams	Support
Cross Country-Boys	TBD	
Cross Country- Girls	Chris Thompson	Community
Tennis-Boys	Meryl Reynolds	Teacher
Tennis-Girls	Meryl Reynolds	Teacher
Golf-Boys	Rebecca Twiner Hasting	Teacher
Golf-Girls	Eric Townsend	Teacher
Volleyball 7 <sup>th</sup> gr	Marnie Willoughby	Teacher
Volleyball 8 <sup>th</sup> gr	Colleen Epstein	Teacher
Cheerleading	TBA	
Auxiliary Marching	Jessica MacRae	Teacher
Drama	TBA	
Band	Charles Ramsey	Teacher
Yearbook	Susan Martin	Teacher
Intramurals	Megan Vino	Teacher
Intramurals	TBA	
Intramurals	TBA	
Intramurals	TBA	

ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020

LECANTO HIGH SCHOOL

Activities Director	Ron Allan	Activities Director
Head Football	Gregory Harper	Teacher
Asst Football	Dan Allan	Teacher
Asst Football	Timothy Bowman	Teacher
Asst Football	Robert Dupler	Teacher
Asst Football	William Bond	Teacher
Asst Football	Peter Rausch	Teacher
Flag Football	Richard Keeran	Teacher
Head Basketball	Frank Vilardi	Teacher
Asst Basketball-Boys	Brandon Mottola	Teacher
Asst Basketball-Boys	Thomas Vilardi	Teacher
Head Basketball-Girls	Ron Allan	Teacher
Asst Basketball-Girls	Robert Dupler	Teacher
Asst Basketball-Girls	Daniel Allan	Teacher
Head Baseball	David Logue	Teacher
Asst Baseball	Jason Pinner	Community
Asst Baseball	(.5) Nate Cuellar	Teacher
	(.5) James Metz	Teacher
Head Softball	Robert Dupler	Teacher
Asst Softball	Dan Allan	Teacher
Asst Softball	TBD	
Head Wrestling	Jose Mendez	Support
Asst Wrestling	TBD	
Head Track-Boys	Timothy Bowman	Teacher
Asst Track- Boys	Benjamin Simmons	Sub Teacher
Head Track-Girls	Angela Rausch	Teacher
Asst Track-Girls	Peter Rausch	Teacher
Tennis-Boys	Lance Baker	Teacher
Tennis-Girls	Doug Warren	Support
Head Volleyball	Wanda Grey	Community
Asst Volleyball	Kevin Towne	Teacher
Asst Volleyball	Margaret Lampasona	Community Member

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**LECANTO HIGH SCHOOL**

Cross Country-Boys	Nate Cuellar	Teacher
Cross Country-Girls	TBD	
Cheerleading-Varsity	Allison Westmoreland	Community
Cheerleading-J.V.	Taylor Ullom	Sub Teacher
Swimming-Boys	TBD	
Swimming-Girls	Angela Hamilton	Teacher
Golf-Boys	Alice Christian	Teacher
Golf-Girls	Doug Warren	Support
Head Soccer-Boys	Doug Warren	Support
Asst Soccer-Boys	Mikela Saunderson	Community
Asst Soccer-Boys	Mike Santinelli	Community
Head Soccer-Girls	Kevin Towne	Teacher
Asst Soccer-Girls	William Bulgin	Support
Asst Soccer-Girls	Jeff Brake	Teacher
Weightlifting-Boys	Greg Harper	Teacher
Weightlifting-Girls	Robert LeCours	Teacher
Auxiliary Marching	TBD	
School Newspaper	TBD	
Academic Quiz Coach	Ty Hamilton	Teacher
Yearbook Sponsor	Lance Baker	Teacher
Choral	Dixie Lay	Teacher
Band Director	Robert Crane	Teacher
Drama	Michael Moll	Teacher

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**LECANTO MIDDLE SCHOOL:**

Athletic Director	Nick Filipic	Teacher
Head Football	Theodore Hopkins	Support
Asst Football	Nick Filipic	Teacher
Asst Football	Brucc Jeffrey	Teacher
Asst Football	Kolton Martin	Teacher
Basketball 7 <sup>th</sup> gr -Boys	Theodore Hopkins	Support
Basketball 8 <sup>th</sup> gr -Boys	Nick Filipic	Teacher
Basketball 7 <sup>th</sup> gr -Girls	Kolton Martin	Teacher
Basketball 8 <sup>th</sup> gr Girls	Nick Filipic	Teacher
Track-Boys	TBD	
Track-Girls	Kris Schirmer	Teacher
Cross Country-Boys	TBD	
Cross Country- Girls	TBD	
Tennis-Boys	Christine Murin	Teacher
Tennis-Girls	Hillary Hewit	Teacher
Golf-Boys	John "Jack" Hall	Teacher
Golf-Girls	Hillary Hewitt	Teacher
Volleyball 7 <sup>th</sup> gr	Denise Kuczen	Teacher
Volleyball 8 <sup>th</sup> gr	Kris Schirmer	Teacher
Cheerleading	TBA	
Auxiliary Marching	TBA	
Drama	TBA	
Band	TBA	
Yearbook	TBA	
Intramurals	Nick Filipic	Teacher
Intramurals	Kris Schirmer	Teacher
Intramurals	Nick Filipic	Teacher
Intramurals	TBD	

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**CITRUS HIGH SCHOOL**

Activities Director	Larry Bishop	Activities Director
Head Football	Robert O'Brien	Teacher
Asst Football	Wyndell Alexander	Teacher
Asst Football	Eric Tremante	Teacher
Asst Football	TBD	
Asst Football	TBD	
Asst Football	TBD	
Flag Football	TBD	
Head Basketball	Thomas Densmore	Teacher
Asst Basketball-Boys	TBD	
Asst Basketball-Boys	TBD	
Head Basketball-Girls	Alyssa Mayer	Teacher
Asst Basketball-Girls	TBD	
Asst Basketball-Girls	TBD	
Head Baseball	TBD	
Asst Baseball	Jon Bolin	Teacher
Asst Baseball	Albert Whitelaw	Community
Head Softball	Larry Bishop	Teacher
Asst Softball	Mark Cassidy	Teacher
Asst Softball	Tina Cassidy	Teacher
Head Wrestling	TBD	
Asst Wrestling	Joe Estep	Teacher
Head Track- Boys	TBD	
Asst Track-Boys	TBD	
Head Track-Girls	Karen Tyler	Teacher
Asst Track-Girls	Tiffany McCall	Support
Tennis-Boys	Tia Nelson	Teacher
Tennis-Girls	Lita Stanton	Teacher
Head Volleyball	Jeff Wood	Teacher
Asst Volleyball	Aaron Woggon	Teacher
Asst Volleyball	Tanya Wood	Community

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**CITRUS HIGH SCHOOL**

Cross Country-Boys	Karen Tyler	Teacher
Cross Country-Girls	Roselle Lattin	Teacher
Cheerleading-Varsity	Reba Spivey	Teacher
Cheerleading-J.V.	Caitlin Manfredi	Support
Swimming-Boys	Jamie Fehrenbach	Teacher
Swimming-Girls	Dawn Crawley	Teacher
Golf-Boys	TBD	
Golf-Girls	Dana Rise	Teacher
Head Soccer-Boys	Joshua McKenna	Teacher
Asst Soccer-Boys	Benjamin Mogg	Teacher
Asst Soccer-Boys	Jason Cook	Community
Head Soccer-Girls	Eric Tremante	Teacher
Asst Soccer-Girls	Mark Cassidy	Teacher
Asst Soccer-Girls	Rachel Albrecht	Teacher
Weightlifting-Boys	Wyndell Alexander	Teacher
Weightlifting-Girls	Wyndell Alexander	Teacher
Auxiliary Marching	TBD	
School Newspaper	TBD	
Academic Quiz Coach	Michael Wyka	Teacher
Yearbook Sponsor	TBD	
Choral	John Edel	Teacher
Choral	John Edel	Teacher
Band Director	Kaleb Dubose	Teacher
Drama	Kristen Neander	Teacher

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**INVERNESS MIDDLE SCHOOL:**

Athletic Director	Christine Grant	Teacher
Head Football	R J Pollard	School Resource Officer
Asst Football	Matthew Skinger	Teacher
Asst Football	Benjamin Davis	Teacher
Asst Football	Donald Whitaker	Teacher
Basketball 7 <sup>th</sup> gr -Boys	Craig Augustine	Teacher
Basketball 8 <sup>th</sup> gr -Boys	Richard Nelson	Teacher
Basketball 7 <sup>th</sup> gr -Girls	TBD	
Basketball 8 <sup>th</sup> gr -Girls	Marlene Tobin	Teacher
Track-Boys	Benjamin Davis	Teacher
Track-Girls	TBD	
Cross Country- Boys	TBD	
Cross Country- Girls	TBD	
Tennis-Boys	Christine Grant	Teacher
Tennis-Girls	Katie Hughes	Teacher
Golf-Boys	Christine Grant	Teacher
Golf-Girls	Stephanie Smith	Teacher
Volleyball 7 <sup>th</sup> gr	Marlene Tobin	Teacher
Volleyball 8 <sup>th</sup> gr	Rachel Albrecht	Teacher
Cheerleading	Melissa Jonaitis	Community
Auxiliary Marching	TBD	
Drama	TBD	
Band	Matt McDowell	Teacher
Yearbook	Paula Panicola	Teacher
Intramurals	TBD	
Intramurals	TBD	
Intramurals	TBD	
Intramurals	TBD	

**ATHLETIC/OTHER SUPPLEMENTS FOR 2019-2020**

**CITRUS SPRINGS MIDDLE SCHOOL:**

Athletic Director	Kevin Towne	Teacher
Head Football	George Allan Parker	Teacher
Asst Football	Kathie Richie	Support
Asst Football	Austin Samler	Teacher
Asst Football	TBD	
Basketball 7 <sup>th</sup> gr-Boys	Mark Heidenrich	Teacher
Basketball 8 <sup>th</sup> gr-Boys	Austin Samler	Teacher
Basketball 7 <sup>th</sup> gr-Girls	TBD	
Basketball 8 <sup>th</sup> gr-Girls	Austin Samler	Teacher
Track-Boys	George Allan Parker	Teacher
Track-Girls	Donna Barrett	Teacher
Cross Country-Boys	TBD	
Cross Country- Girls	TBD	
Tennis-Boys	Dave Goddard	Teacher
Tennis-Girls	David Goddard	Teacher
Golf-Boys	TBD	
Golf-Girls	Jeff Brake	Teacher
Volleyball 7 <sup>th</sup> gr	Donna Barrett	Teacher
Volleyball 8 <sup>th</sup> gr	Kylie Campbell	Teacher
Cheerleading	Veronica Vaughn	Teacher
Auxiliary Marching	Mayol Gutierrez	Teacher
Drama	TBD	
Band	Mayol Gutierrez	Teacher
Yearbook	Cindy Fowler	Teacher
Intramurals	Donna Barrett	Teacher
Intramurals	George Allan Parker	Teacher
Intramurals	Veronica Vaughn	Teacher
Intramurals	TBD	



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9<sup>th</sup>, 2019 School Board Meeting.  
Requested by Lee Mulder, Principal, Department of CREST  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Donation of Carpet Cleaning Services

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval: Approve free Carpet Cleaning at CREST school by Triple-C systems valued @ \$1,500.00.

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

## Executive Summary / Highlights:

Recently, CREST School was offered free carpet cleaning valued at \$1500.00 by the owner of Triple-C Systems.

The owner of Triple-C Systems, Brian Crain, wanted to express his appreciation for CREST school and the work we do to serve students with special needs. This is an area that is very near to his heart and Mr. Crain has generously offered to meet all district standards in his cleaning processes.

Please consider this request for the donation of time, material, and labor related to this service.

## 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: Pammy White

(Form Board Approved 7/10/07-original)

Service Slip / Invoice

TRIPLE-C SYSTEM LLC  
2782 W. EDISON PLACE  
CITRUS SPRINGS, FL 34433  
888-686-9056

Service Slip / Invoice

ESTIMATE: 17085  
WORK DATE: 06/17/19  
Monday

Bill-To: [100552]

Work Location: [100552] 352-726-1831  
All Phone 352-400-1604

CITRUS COUNTY SCHOOL BOARD  
DAVID VINTOS  
1007 W. MAIN ST.  
INVERNESS, FL 34450

CITRUS COUNTY SCHOOL BOARD  
DAVID VINTOS  
1007 W. MAIN ST.  
INVERNESS, FL 34450

Work Date      Time      Technician      Time In

06/17/19      12:00 PM      PC

000      06/15/19

Quantity	Item	Description	Price	Total
0	***	CREST SCHOOL	\$0.0000	\$0.00
1	CARPET CL	DEEP CLEAN ALL OPEN CARPETS	\$1,500.0000	\$1,500.00
1	DISCOUNT	SPECIAL DISCOUNT-CLEANING AT NO CHARGE!	(\$1,500.0000)	(\$1,500.00)
<b>SUBTOTAL</b>				\$0.00
<b>TAX</b>				\$0.00
<b>TOTAL</b>				\$0.00
<b>AMOUNT DUE</b>				\$0.00

\* Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE

X

CUSTOMER SIGNATURE



# CREST

**Citrus Resources for Exceptional Students in Transition**

2600 S Panther Pride Dr. Lecanto, Florida 3446. Phone (352) 527-0303 / Fax (352) 249-2104

**Lee Mulder**  
Principal

**Callie L. Haynes**  
Assistant Principal

**Paul M. Heinze**  
ESE Specialist

**Melanie Howard**  
Curriculum

June 18<sup>th</sup>, 2019

Dear Citrus County Schools,

Recently, CREST School was offered free carpet cleaning valued at \$1500.00 by the owner of Triple-C Systems.

The owner of Triple-C Systems, Brian Crain, wanted to express his appreciation for CREST school and the work we do to serve students with special needs. This is an area that is very near to his heart and Mr. Crain has generously offered to meet all district standards in his cleaning processes.

Please consider this request for the donation of time, material, and labor related to this service.

Respectfully,

Lee Mulder, CREST School Principal

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.

Requested by Mason Department of CHS

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

Document Title 1000.00 donation from Kiwanis club of Inverness

**Board Action Required:**

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

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

Approve donation from Inverness Kiwanis

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

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

**Executive Summary/Highlights:**

Funds to be used for the boys weightlifting state championship rings.

**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:** 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:** Sammy White

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.

Requested by Mason Department of CHS

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

Document Title 1000.00 donation from JM Gibson Mechanical

### Board Action Required:

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

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

Approve 1000.00 donation from JM Gibson Mechanical

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

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

### Executive Summary/Highlights:

Funds to be used for the boys weightlifting state championship rings.

### 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:** 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:** Sammy White

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Linda C. Connors Department of Crystal River High  
Additional contact(s)/originator \_\_\_\_\_  
Document Title Approve grant of \$3000

**Board Action Required:**

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

Approve \$3000 grant to Crystal River High School Academy of Health Careers from The Arnold and Diane A. Ross Fund

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

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

**Executive Summary/Highlights:**

The San Francisco Foundation awarded a \$3000 grant to Crystal River High School Academy of Health Careers from The Arnold and Diane A. Ross Fund

**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:** 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:** Jammy Wilk

(Form Board Approved 7/10/07)



## San Francisco Foundation

One Embarcadero Center, Suite 1400 | San Francisco, CA 94111 | T: (415) 733-8500 | F: (415) 477-2783 | [sff.org](http://sff.org)

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### THE ARNOLD AND DIANE A. ROSS FUND

**To:** Citrus County School Board  
**Attn:** Linda Connors  
**From:** Fred Blackwell, Chief Executive Officer  
**Date:** June 6, 2019  
**Re:** Donor Advised Grant 132189

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The San Francisco Foundation is pleased to award a donor advised grant of \$3,000.00 to your organization from the The Arnold and Diane A. Ross Fund. We are very pleased to enclose a check in payment for this grant.

This grant is for CRHS Academy of Health Careers.

The San Francisco Foundation has certified that the advisor(s) will not receive benefits (e.g., event tickets, compensation or other forms of payment) from this grant. If this grant is for an event that the advisor(s) plan to attend, those tickets should be purchased separately. By depositing these checks, your organization agrees to any restrictions listed above and to not provide benefits.

This grant must not be used to fulfill any pre-existing pledge made by the advisors to the donor advised fund from which the grant is being made. The grant must also not be used for the sole benefit of an individual.

Your organization should not send a tax receipt to the Advisor(s) or to the San Francisco Foundation. If you wish to acknowledge this grant in a publication, you may do so as follows: "Diane and Arnold Ross". If you wish to thank or acknowledge the Advisor(s) on this Fund, you may do so by using the mailing information listed below.

**If you have questions, please contact grants management staff at [grantsmanagement@sff.org](mailto:grantsmanagement@sff.org).**

We are honored to serve as the philanthropic partner for the The Arnold and Diane A. Ross Fund. Our best wishes for your success.

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# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Linda C. Connors Department of Crystal River High  
Additional contact(s)/originator Cliff Lohrey  
Document Title Approve \$1000 donation to CRHS football

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
Approve \$1000 donation to Crystal River High School football from Crystal Motor Car Co. Inc.

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

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

### Executive Summary/Highlights:

Approve \$1000 donation to Crystal River High School football from Crystal Motor Car Co. Inc.  
Funds will be used toward the purchase of a Custom Inflatable Arch and Tunnel.

### 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: 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: [Signature]

(Form Board Approved 7/10/07)



# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Linda C. Connors Department of Crystal River High  
Additional contact(s)/originator Kate Whited Proach  
Document Title Approve donation of \$500

**Board Action Required:**

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
Consideration/Approval \_\_\_\_\_  
Approve \$500 donation to Crystal River High School Cheerleading

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

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

**Executive Summary/Highlights:**

Approve a donation of \$500 to Crystal River High School cheerleading from Sam's Mobile Home Service, LLC

**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)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$1,200.00 from Citrus County Cruisers, Inc.

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval Requesting approval of \$1,200.00 donation from Citrus County Cruisers, 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 are requesting approval for a \$1,200.00 donation from Citrus County Cruisers, Inc. This donation will be used to financially assist students enrolled in our Automotive Collision and Repair and Automotive Service Technician Programs.

### 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: 

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$2,000.00 from the Citrus Hills Women's Club, Inc.

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval Requesting approval of a \$2,000.00 donation from the Citrus Hills Women's Club, 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 are requesting approval of a \$2,000.00 donation from the Citrus Hills Women's Club, Inc. This donation will be used to help fund scholarships for students in our Practical Nursing and Air Conditioning, Heating and Refrigeration Programs.

### 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 White

(Form Board Approved 7/10/07)

*Citrus Hills Women's Club*

**P.O. BOX 1494  
HERNANDO, FLORIDA 34442**

May 8, 2019

Ms. Gloria Bishop, Director  
Withlacoochee Technical College  
1201 West Main Street  
Inverness, FL 34450


Dear Ms. Bishop:

On behalf of the Citrus Hills Women's Club we are pleased to inform you that we are awarding \$2,000 in scholarships to the Withlacoochee Technical College for the 2019-2020 school year. We are designating these two programs for the scholarships, the Heating and Cooling program and the Nursing program. The scholarships may range from \$500 to \$1,000 each at your discretion. Please notify us when you have selected the recipients so we may meet them and take a publicity photo.

Sincerely,



Marcia Porterfield  
Scholarship Co-Chairperson  
Citrus Hills Women's Club



Judith Stone  
Scholarship Co-Chairperson  
Citrus Hills Women's Club

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$500.00 from Ladies Auxiliary, Knights of Columbus,  
Abbot Francis Sadlier, Council #6168

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval **We are requesting approval of a \$500.00 donation from the Ladies Auxiliary, Knights of Columbus, Abbot Francis Sadlier Council #6168**  
(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 for a donation of \$500.00 from the Ladies Auxiliary, Knights of Columbus, Abbot Francis Sadlier Council #6168. These funds will be used as a scholarship to be given to a woman who is seeking to further her education in her endeavor to re-enter the work force.

### 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 White

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$1,000.00 from the Citrus County Chamber of Commerce, Business Women's Alliance

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval Requesting approval of a \$1,000.00 donation from the Citrus County Chamber of Commerce, Business Women's Alliance  
(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 a \$1,000.00 donation from the Citrus County Chamber of Commerce, Business Women's Alliance. This donation will be used to financially assist Ashley Johnson with her tuition as she pursues her education in our Medical Administrative Assistant 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: 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 Wick  
(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$1,000.00 from the Rotary Club of Inverness Charitable Foundation, Inc.

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval Requesting approval of \$1,000.00 from the Rotary Club of Inverness Charitable Foundation, 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 are requesting approval for a \$1,000.00 donation from the Rotary Club of Inverness Charitable Foundation, Inc. This donation will be used to financially assist deserving WTC students with tuition, books, and other expenses as they further their education.

### 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 White

(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of Various Items from Duke Energy (Estimated Value - \$1,500.00)

## Board Action Required:

- Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval **Requesting approval of various items being donated by Duke Energy with an estimated value of \$1,500.00**

(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 for a donation of various items from Duke Energy. These items will be used in our Welding Program. The estimated value of this donation is \$1,500.00.

#### 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 White

(Form Board Approved 7/10/07)





Asset Recovery Department  
4306 East County Road 462  
Wildwood, FL 34785

June 11, 2019

Gloria Bishop  
Withlacoochee Technical Institute  
1201 W Main Street  
Inverness, FL 34450  
352-726-2430

**Subject: Donation**

Dear Ms. Bishop:

We have received your request for the donation of the following used items located in Crystal River Florida and we are pleased to let you know that we have approved this donation.

- 1 Gang Box (empty)
- Welding Rods
- 6 Pack Red Welding Machines (no cords)
- 1 Small Fridge
- 1 Microwave
- 1 Lincoln Welding Machine
- Small Electric Motor
- Motor Valve
- 1 Small Window A/C Unit

The estimated value (salvage) of these items is \$1,500.00.

These items are being donated to your organization "as is" with "no guarantees" as to condition or operability at the time of their re-use. All items are used.

To validate this donation, please sign below where indicated your acceptance of these terms and conditions, and return to my attention. I have also included a Surplus Donation Form for you to sign and send back to me.

Sincerely,

*Micah Gilliam-Saunders*

Micah Gilliam-Saunders  
Duke Energy  
Asset Recovery Coordinator  
352-748-8720  
Fax: 352-748-8743  
Email: michael.saunders@duke-energy.com

AGREED TO AND ACCEPTED BY:

BY: *Gloria Bishop*

DATE: 6/11/19

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$3,000.00 from the Citrus County Veterans Coalition

## Board Action Required:

Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval Requesting approval of a \$3,000.00 donation from the Citrus County Veterans Coalition  
(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 a donation in the amount of \$3,000.00 from the Citrus County Veterans Coalition. This donation will be used to financially assist a military veteran or the family member of a veteran with tuition, books and supplies as they pursue an education in their chosen field.

### 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 White  
(Form Board Approved 7/10/07)

# REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.  
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College  
Additional contact(s)/originator Karen Davis  
Document Title Donation of \$1,250.00 from WREC Educational Foundation, Inc.

## Board Action Required:

- Presentation/Recognition \_\_\_\_\_  
✓ Consideration/Approval **Requesting approval for a donation in the amount of \$1,250.00 from the WREC Educational Foundation, 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 are requesting approval for a donation from the Withlacoochee River Electric Cooperative Educational Foundation, Inc. in the amount of \$1,250.00.  
This donation is being awarded to Logan Allen to use at her discretion while she attends our HVAC 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: 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 White  
(Form Board Approved 7/10/07)



June 7, 2019

Withlacoochee Technical College  
Financial Aid Office  
1201 West Main Street  
Inverness, FL. 34450

Whom It May Concern:

Please post 100% of the enclosed check for \$1250 in the account for Logan Allen (ID# 3010907) for the student's **Fall 2019 semester**. Another check will be mailed out for the student's next semester once the student sends me a copy of their grades. The check is for the student to use at their discretion, tuition, books, meals, room and board, etc.

This payment is pre-approved. We go by the students past semester grades, not the current semester. Please post the check to the students financial aid account no matter how many credits they are presently taking, unless the student is no longer enrolled in your school. If the student is no longer enrolled please return check to us with explanation.

Any correspondence can be mailed to WREC Educational Foundation, P.O. Box 278, Dade City, FL 33526-0278. Information can also be faxed or emailed to this office. The fax number is (352) 567-3343 and the email address is [crizer@wrec.net](mailto:crizer@wrec.net). Correspondence by email is preferred.

Should you have any questions, or concerns, please contact me at (352) 567-5133 extension 6301 or by email.

Sincerely,

*Cindy Rizer*

Cindy Rizer  
Secretary

# REQUESTS FOR SCHOOL BOARD AGENDA

*MM*

Requested for July 9, 2019 School Board Meeting.  
Requested by Tammy Wilson, Director of Finance Department of Finance  
Additional contact(s)/originator Eric Stokes, Director of Maintenance  
Document Title \_\_\_\_\_

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
✓ Consideration/Approval Approve Award of Bid 2019-37 Lubricants

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

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

### Executive Summary / Highlights:

Contract Period: Effective July 9, 2019 through July 9, 2020  
Bids solicited 193  
Bids received 5  
"No Bids" received  
Bids rejected

### 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: \$ 69,000.00

Amount Budgeted \$69,000

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

Funding Source Project 59700

### 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 Gernigan, Purchasing Manager*

THOMAS KENNEDY  
DISTRICT 1  
VIRGINIA BRYANT  
DISTRICT 2  
DOUGLAS A. DODD  
DISTRICT 3  
SANDRA COUNTS  
DISTRICT 4  
LINDA B. POWERS  
DISTRICT 5

Notice of: **INTENT TO AWARD**  
Insurance request

June 20, 2019

**Palmdale Oil Company**  
911 N. 2nd St.  
Ft. Pierce, FL 34950  
Email: sbennin@palmdaleoil.com  
PH: (772) 461-2300  
FX: (772) 595-0843

**ATTN: Scott Bennin**

Re: **2019-37 LUBRICANTS**

Dear Scott Bennin;

In regard to the above referenced Bid, please accept this letter as official notification of Intent to Award your company the above bid, 2019-37 LUBRICANTS. Anticipated Board Approval date for this bid is July 9, 2019. A copy of the Tabulation Sheet is attached and is also available for viewing on myvendorlink.com

We look forward to a positive business relationship with your company

**Reference: Certificate of Insurance**

In regard to the above reference, per bid requirements please send a current Certificate of Insurance for our file for your company's **General Liability, Automobile Liability, and Workers Compensation.**

**Forward an updated Certificate of Insurance for coverage to our office as soon as possible by email to [fortemooneyt@citruschools.org](mailto:fortemooneyt@citruschools.org) or fax (352)249-2124. Please be sure that the Citrus County School Board, is listed as the Additional Insured.**

A copy of the Tabulation Sheet is attached and is also available for viewing on VendorLink @ <http://www.myvendorlink.com>.

Thank you in advance for your assistance and cooperation in this matter.

Sincerely,

  
**Teresa Gerlach**  
Buyer, Purchasing Dept  
1007 West Main Street – Bldg. 200  
Inverness, FL 34450-4625

CC: Transportation; [fortemooneyt@citruschools.org](mailto:fortemooneyt@citruschools.org)

(Insurance RequestLtrr)

59. **INSURANCE REQUIREMENTS:** The insurance required shall be written for not less than any limits of liability required by law or those set forth below, whichever is greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under and in conformance to the following sections:
- 59.1. Certificates of Insurance for each policy shall be transmitted to the owner. Any document not in compliance with requirements will not be approved. Coverage cannot be canceled without twenty (20) days' prior Notice to Owner.
- 59.2. The Contractor shall purchase and maintain the following minimum insurance from a company or companies properly licensed in the State of Florida and rated A-IX or better by A.M. Best Company and against which the owner will entertain no reasonable objection.
- 59.3. **WORKERS' COMPENSATION INSURANCE:** The Contractor shall provide and maintain, during the life of this contract, adequate Workers Compensation Insurance in accordance with the laws of the State of Florida for all his employees at the site of the project, and if any part of the work is sublet the contractor shall require each of the Subcontractors to maintain such insurance for all of their employees who will be so engaged, unless the Subcontractors' employees are protected by the principal Contractor's Workers Compensation Insurance. All persons employed directly and indirectly on the project site by the Contractor and his/her Subcontractors shall be adequately protected by Workers Compensation Insurance. Coverage shall be in compliance with Chapter 440, Florida Statutes.
- 59.4. **COMPREHENSIVE AUTOMOBILE LIABILITY:** Coverage shall apply (to ALL VEHICLES owned, rented, or used by the Contractor) for the following limits: minimum limits of coverage shall be \$ 1,000,000 per occurrence, Combined Single Limit for bodily Injury Liability and Property Damage Liability.
- 59.5. **COMPREHENSIVE GENERAL LIABILITY:**
- 59.5.1. Bodily injury, personal injury, and property damage at \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- 59.5.2. Blanket Contractual to include comprehensive general liability, products and completed operations liability, and contractual liability.
- 59.6. **CONTINGENT LIABILITY:** The Contractor shall produce, pay for, and maintain such insurance as will protect the owner from his contingent liability for damages, for injury to the person or property of another which may arise from the operations of all Subcontractors under this Contract. Contractor shall provide Owner's and Contractor's protective liability. The limits of coverage shall be the same as the Contractor's Comprehensive General Liability. The Contractor shall furnish to the owner a letter from Contractor's insurance agent, certifying that the Contractor does carry valid Contractor's Contingent Liability Insurance.
- 59.7. **ENVIRONMENTAL/POLLUTION LIABILITY:** Required if removal/demolition/renovations or use of hazardous liquid/materials or environmentally sensitive liquid/materials for the following limits: \$1,000,000 each incident; \$2,000,000 policy aggregate
60. Insurance certificates regarding all above coverages, as required by the Contract Documents, shall name CITRUS COUNTY SCHOOL BOARD as additional insured.
61. Contractor and Subcontractors will be responsible for insurance on their tools and equipment.

		Palmdale Oil Company sbennin@palmdaleoil.com PH (772) 461-2300		Whetstone Oil Co. Inc. whetco@earthlink.net PH (352)795-3469		Seaboard Distribution, Inc. mark.busch@reladyne.com PH(800)521-3565		Best Line C larry.mcgary@bes PH(813)248			
		Addn 01	Yes	No	Yes	Yes	Yes	Yes	Yes		
		P-card?	Yes	Yes	NO	Yes	Yes	Yes	Yes		
		FL pref form	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
ITEM #	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT OF MEASURE	UNIT PRICE	PRICE EXTENSION	UNIT PRICE	PRICE EXTENSION	UNIT PRICE	PRICE EXTENSION	UNIT PRICE	EXT
1	OIL, MOTOR 15W- 40 API CJ-4/SL CES20081 DIESEL ENG SM GASOLINE ENGINE	4,000	GAL.	\$ 6.12	\$ 24,480.00	\$ 8.15	\$ 32,600.00	\$ 5.85	\$ 23,400.00	\$ 6.05	\$
2	85W-140 DIFFERENTIAL LUBRICANT MIL L21105B API SERVICE GL 120 LB. DRUM	360	LBS.	\$ 1.70	\$ 612.00	\$ 1.99	\$ 716.40	\$ 1.38	\$ 496.80	\$ 1.80	\$
3	CHASSIS LUBRICANT MULTI PURPOSE LITHIUM W/MOLEY ADDED 120 LB DRUM	600	LBS.	\$ 3.11	\$ 1,866.00	\$ 2.95	\$ 1,770.00	\$ 3.65	\$ 2,190.00	\$ 2.833	\$
4	SYNTHETIC AUTOMATIC TRANSMISSION FLUID-55 GAL. DRUM "TRANSYN" ATF or Equivalent* *If submitting Equivalent, vendor must submit literature with product specification information	3,000	GAL.	\$ 12.34	\$ 37,020.00	\$ 10.50	\$ 31,500.00	\$ 29.95	\$ 89,850.00	\$ 26.50	\$
5	Full Synthetic 5W-30 API SN, ILSAC GF-5, ACEA A1/B1, GMDEXS 1, MEET FORD'S WSS-M2929, CHRYSLER MS-6395 FORD W22-M2C929-A, FORM WSS-M2C946A,	250	QT	\$ 2.80	\$ 700.00	\$ 15.75	\$ 3,937.50	\$ 8.82	\$ 2,205.00	\$ 12.00	\$
		250	5 QT	\$ 16.58	\$ 4,145.00						
6	FULL SYNTHETIC 5W-20 APPI SN, ILS AC GF-5, FORD'S WSS-153-H FORD WSS-SC930.-A, CHRYSLER MS-6395	20	QT	\$ 2.80	\$ 56.00	\$ 15.75	\$ 315.00	\$ 20.76	\$ 415.20	\$ 14.20	\$
7	0W- 40 CHRYSLER MS-12633 ATF TES 295 + TES-468 SPECS	10	QT	\$ 3.75	\$ 37.50	\$ 35.00	\$ 350.00	\$ 22.44	\$ 224.40	\$ 23.75	\$
				\$	68,916.50		71,188.90		118,781.40		

\*\*Item 1. Yes.. Item 3. 5%... Item 5. No, 1 Qt and 5 Qt containers.. Item 6. Quarts... Item 7

- 193 Notifications
- 5 Bids rec'd
- 0 "No bids"
- 0 Bids rejected

It is the intent of the Purchasing Department to recommend Award of 2019-37 LUBRICANTS to Palmdale Oil Company as the lowest, most responsive, responsible bidder.

Posted: 06/20/2019

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.



## School Advisory Enhancement Councils

School Advisory Enhancement Councils (SAEC) have been established at each school in Citrus County. The SAEC is comprised of parents, students, teachers, support staff, business / community members and the principal. As a resource to the school and principal, the SAEC:

- facilitates school communication with parents and community members
- assists in providing program support to parents, students, teachers and the community
- informs and advises school staff regarding community conditions
- assists the principal in preparing and evaluating the School Improvement Plan
- provides assistance in preparation of the school's annual budget

One of the primary functions of the SAEC is to assist the school in identifying, developing and implementing school goals through a school improvement planning process. This plan addresses the needs of the student as they relate to state goals and district strategic aims. SAEC meetings are open to all school and community members. Teamwork and the power of collective thinking as seen through the work of the SAEC have resulted in meaningful and positive change in our school and district.

# REQUESTS FOR SCHOOL BOARD AGENDA

*MM*

Requested for July 9, 2019 School Board Meeting.  
Requested by Tammy Wilson, Director of Finance Department of Finance  
Additional contact(s)/originator Eric Stokes, Director of Maintenance  
Document Title \_\_\_\_\_

### Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
✓ Consideration/Approval Approve Award of Bid 2019-45 Solid Waste Disposal and Roll Off

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

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

### Executive Summary / Highlights:

Contract Period: Effective July 9, 2019 through July 9, 2022  
Bids solicited 8  
Bids received 5  
"No Bids" received  
Bids rejected

#### 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: \$ 613,700 for 3 year contract period

Amount Budgeted \$225,000

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

Funding Source Project 37600

#### Personnel:

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

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

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

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

(Form Board Approved 7/10/07)

*Tammy Wilson*



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

Notice of: **INTENT TO AWARD**  
**Insurance request**

June 26, 2019

**Waste Connections of Florida, Inc.**

**1099 Miller Drive**

**Altamonte Springs, FL 32701**

Email: Patrick.rzeszut@wasteconnections.com

PH: (407)261-5000

FX: (407)831-3054

**ATTN: Patrick Rzeszut**

Re: **2019-45 Solid Waste Disposal and Roll-Off**

Dear Patrick,

In regard to the above referenced Bid, please accept this letter as official notification of Intent to Award your company the above bid, 2019-45 Solid Waste Disposal and Roll-Off. Anticipated Board Approval date for this bid is July 9, 2019. A copy of the Tabulation Sheet is attached and is also available for viewing on myvendorlink.com

We look forward to continuing our positive business relationship with your company.

**Reference: Certificate of Insurance**

In regard to the above reference, per bid requirements please send a current Certificate of Insurance for our file for your company's **General Liability, Automobile Liability, and Workers Compensation.**

**Forward an updated Certificate of Insurance for coverage to our office as soon as possible by email to [fortemooneyt@citruschools.org](mailto:fortemooneyt@citruschools.org) or fax (352)249-2124. Please be sure that the Citrus County School Board, is listed as the Additional Insured.**

A copy of the Tabulation Sheet is attached and is also available for viewing on VendorLink @ <http://www.myvendorlink.com>.

Thank you in advance for your assistance and cooperation in this matter.

Sincerely,

  
**Teresa Gerlach**

Buyer, Purchasing Dept

1007 West Main Street – Bldg. 200

Inverness, FL 34450-4625

CC: Maintenance; [fortemooneyt@citruschools.org](mailto:fortemooneyt@citruschools.org)

(InsuranceRequestLtr)

**Solid Waste Disposal and Roll Off #2019-45**  
**1 - Live Pricing Event**

**4 yard Container 1 times a week pickup.**  
**Price for: 1/Weekly Pickup; Ext qty: 104**

Rank	Company	Participation Status	Bid
1	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$17.99
2	Waste Connections of Florida	allowed	\$18.00
3	Advanced Disposal Services	allowed	\$18.44
4	Waste Pro of Florida, Inc.	allowed	\$19.78
5	Waste Management Inc of Florida	allowed	\$31.00

**4 yard Container 2 times a week pickup.**  
**Price for: 1/Weekly Pickup; Ext qty: 104**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$35.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$35.99
3	Advanced Disposal Services	allowed	\$37.50
4	Waste Pro of Florida, Inc.	allowed	\$39.56
5	Waste Management Inc of Florida	allowed	\$60.00

**6 yard Container 3 times a week pickup.**  
**Price for: 1/Weekly Pickup; Ext qty: 364**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$72.00
2	Advanced Disposal Services	allowed	\$73.25
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$80.98
4	Waste Pro of Florida, Inc.	allowed	\$89.00
5	Waste Management Inc of Florida	allowed	\$106.00

**6 yard Container 5 times a week pickup.**  
**Price for: 1/Weekly Pickup; Ext qty: 312**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$120.00
2	Advanced Disposal Services	allowed	\$122.09
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$135.00
4	Waste Pro of Florida, Inc.	allowed	\$148.32
5	Waste Management Inc of Florida	allowed	\$174.00

**8 yard Container 1 times a week pickup.**  
**Price for: 1/Weekly Pickup; Ext qty: 260**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$27.00
2	Advanced Disposal Services	allowed	\$27.13
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$35.99
4	Waste Pro of Florida, Inc.	allowed	\$39.56
5	Waste Management Inc of Florida	allowed	\$44.80

**8 yard Container 3 times a week pickup.**

**Price for: 1/Weekly Pickup; Ext qty: 1,144**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$86.00
2	Advanced Disposal Services	allowed	\$87.90
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$107.98
4	Waste Pro of Florida, Inc.	allowed	\$118.66
5	Waste Management Inc of Florida	allowed	\$122.00

**8 yard Container 5 times a week pickup.**

**Price for: 1/Weekly Pickup; Ext qty: 208**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$145.00
2	Advanced Disposal Services	allowed	\$149.67
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$180.00
4	Waste Pro of Florida, Inc.	allowed	\$197.76
5	Waste Management Inc of Florida	allowed	\$202.00

**4 yard Container 3 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$54.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$57.13
3	Waste Pro of Florida, Inc.	allowed	\$67.98
4	Advanced Disposal Services	allowed	\$74.92
5	Waste Management Inc of Florida	allowed	\$102.21

**4 yard Container 4 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Advanced Disposal Services	allowed	\$74.00
2	Waste Connections of Florida	allowed	\$75.00
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$76.00
4	Waste Pro of Florida, Inc.	allowed	\$90.64
5	Waste Management Inc of Florida	allowed	\$134.88

**4 yard Container 5 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Advanced Disposal Services	allowed	\$82.00
2	Waste Connections of Florida	allowed	\$90.00
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$95.22
4	Waste Pro of Florida, Inc.	allowed	\$113.30
5	Waste Management Inc of Florida	allowed	\$167.56

**6 yard Container 1 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$27.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$28.57
3	Waste Pro of Florida, Inc.	allowed	\$30.95
4	Advanced Disposal Services	allowed	\$40.00
5	Waste Management Inc of Florida	allowed	\$44.78

**6 yard Container 2 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$59.00
2	Waste Pro of Florida, Inc.	allowed	\$59.33
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$60.00
4	Advanced Disposal Services	allowed	\$75.00
5	Waste Management Inc of Florida	allowed	\$83.75

**6 yard Container 4 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$113.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$115.00
3	Waste Pro of Florida, Inc.	allowed	\$118.66
4	Advanced Disposal Services	allowed	\$150.00
5	Waste Management Inc of Florida	allowed	\$161.67

**8 yard Container 2 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$59.00
2	Advanced Disposal Services	allowed	\$60.00

3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$76.00
4	Waste Pro of Florida, Inc.	allowed	\$79.11
5	Waste Management Inc of Florida	allowed	\$97.03

**8 yard Container 4 times a week pickup.**

**Price for: 1/Weekly Pickup**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$126.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$152.35
3	Waste Pro of Florida, Inc.	allowed	\$158.21
4	Advanced Disposal Services	allowed	\$160.00
5	Waste Management Inc of Florida	allowed	\$187.53

**10 yard Container Solid Waste Roll-Off Haul**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$175.00
2	Advanced Disposal Services	allowed	\$200.00
3	Waste Pro of Florida, Inc.	allowed	\$221.45
4	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$300.00
5	Waste Management Inc of Florida	allowed	\$359.71

**20 yard Container Solid Waste Roll-Off Haul**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$175.00
2	Advanced Disposal Services	allowed	\$200.00
3	Waste Pro of Florida, Inc.	allowed	\$283.25
4	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$350.00
5	Waste Management Inc of Florida	allowed	\$359.71

**30 yard Container Solid Waste Roll-Off Haul**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$175.00
2	Advanced Disposal Services	allowed	\$200.00
3	Waste Pro of Florida, Inc.	allowed	\$345.05
4	Waste Management Inc of Florida	allowed	\$359.71
5	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$365.00

**40 yard Container Solid Waste Roll-Off Haul**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$175.00
2	Advanced Disposal Services	allowed	\$250.00
3	Waste Management Inc of Florida	allowed	\$359.71
4	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$400.00
5	Waste Pro of Florida, Inc.	allowed	\$406.85

**10 yard Container Construction Roll-Off Haul (All Inclusive)**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Pro of Florida, Inc.	allowed	\$190.55
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$195.00
3	Waste Connections of Florida	allowed	\$200.00
4	Advanced Disposal Services	allowed	\$300.00
5	Waste Management Inc of Florida	allowed	\$317.99

**20 yard Container Construction Roll-Off Haul (All Inclusive)**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$225.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$230.00
3	Waste Pro of Florida, Inc.	allowed	\$252.35
4	Advanced Disposal Services	allowed	\$300.00
5	Waste Management Inc of Florida	allowed	\$422.12

**30 yard Container Construction Roll-Off Haul (All Inclusive)**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$275.00
2	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$285.00
3	Waste Pro of Florida, Inc.	allowed	\$314.15
4	Advanced Disposal Services	allowed	\$350.00
5	Waste Management Inc of Florida	allowed	\$576.69

**40 yard Container Construction Roll-Off Haul (All Inclusive)**

**Price for: 1/Each**

Rank	Company	Participation Status	Bid
1	Waste Connections of Florida	allowed	\$375.00
2	Waste Pro of Florida, Inc.	allowed	\$375.95
3	FLORIDA EXPRESS ENVIRONMENTAL	allowed	\$400.00
4	Advanced Disposal Services	allowed	\$425.00
5	Waste Management Inc of Florida	allowed	\$681.81



**Sum of all line items**

<b>Rank</b>	<b>Company</b>	<b>Participation Status</b>	<b>Bid</b>
1	Waste Connections of Florida	all	\$2,881.00
2	Advanced Disposal Services	all	\$3,456.90
3	FLORIDA EXPRESS ENVIRONMENTAL	all	\$3,779.20
4	Waste Pro of Florida, Inc.	all	\$3,760.42
5	Waste Management Inc of Florida	all	\$5,156.66

**JM TAB is only reflective of the first 7 line items added t**

**Front End Load by School Site 2019-45**

<b>Facility</b>	<b>Qty-Size</b>	<b>Freq of Pickup</b>	<b>Cost per Week</b>	<b>Cost Per Month</b>
Academy of Environmental Science	1-8yd	1x Wk	\$27.00	\$116.91
Central Ridge Elementary	1-8 yd	3x Wk	\$86.00	\$372.38
	1-8 yd	3x Wk	\$86.00	\$372.38
Citrus Springs Elementary School	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
Citrus Springs Middle School	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
CREST	1-8yd	3x Wk	\$86.00	\$372.38
Floral City	1-8yd	3x Wk	\$86.00	\$372.38
Forest Ridge	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
Hernando	1-4yd	1x Wk	\$18.00	\$77.94
	1-8yd	3x Wk	\$86.00	\$372.38
Homosassa	1-8yd	3x Wk	\$86.00	\$372.38
Lecanto Bus Garage	1-4yd	1x Wk	\$18.00	\$77.94
Lecanto High School	1-8yd	1x Wk	\$27.00	\$116.91
	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
Lecanto Middle School	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
Lecanto Primary School	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
Marine Science Station	1-8yd	1x Wk	\$27.00	\$116.91
Renaissance Center	1-6 yd	3x Wk	\$72.00	\$311.76
Rock Crusher Elementary	1-8yd	3x Wk	\$86.00	\$372.38
	1-8yd	3x Wk	\$86.00	\$372.38
Technology Resource Center	1-8yd	3x Wk	\$86.00	\$372.38
Wellness Center	1-8yd	1x Wk	\$27.00	\$116.91
WTC - Firearms Range	1-8yd	1x Wk	\$27.00	\$116.91
			<b>\$2,135.00</b>	<b>\$9,244.55</b>

## Front End Load by School Site 2019-45

### City of Crystal River

Facility	Qty-Size	Freq of Pickup	Cost per Week	Cost Per Month
CR Trans-1106001550	1-4yd	2x wk	\$35.00	\$151.55
	1-4yd	2x wk	\$35.00	\$151.55
CRH-1050035200	1-8 yd	5x wk	\$145.00	\$627.85
	1-8yd	5x wk	\$145.00	\$627.85
CRM-1040031500	1-8yd	5x wk	\$145.00	\$627.85
CRP-1050095100	1-6yd	5x wk	\$120.00	\$519.60
			<b>\$625.00</b>	<b>\$2,706.25</b>

### City of Inverness

Facility	Qty-Size	Freq of Pickup	Cost per Week	Cost Per Month
CHS-Café 1070227000	1-6yd	5x wk	\$120.00	\$519.60
CHS-Café	1-8yd	5x wk	\$145.00	\$627.85
CHS-1080158000	1-6yd	3x wk	\$72.00	\$311.76
DSC-1200267000	1-6yd	3x wk	\$72.00	\$311.76
(Transp/Maint)	1-6yd	3x wk	\$72.00	\$311.76
IMS-1200004000	1-6yd	5x wk	\$120.00	\$519.60
IMS	1-6yd	5x wk	\$120.00	\$519.60
IPS-1070234000	1-6yd	5x wk	\$120.00	\$519.60
PGE-1290062000	1-6yd	5x wk	\$120.00	\$519.60
WTC-1080188000	1-6yd	3x wk	\$72.00	\$311.76
	1-6yd	3x wk	\$72.00	\$311.76
	1-6yd	3x wk	\$72.00	\$311.76
			<b>\$1,057.00</b>	<b>\$5,096.41</b>

# REQUESTS FOR SCHOOL BOARD AGENDA

*MM*

Requested for July 9, 2019 School Board Meeting.  
Requested by Tammy Wilson, Director of Finance Department of Finance  
Additional contact(s)/originator Eric Stokes, Director of Maintenance  
Document Title Bib 2019-46 Plumbing Services

## Board Action Required:

Presentation/Recognition \_\_\_\_\_ Information \_\_\_\_\_  
✓ Consideration/Approval Approve Award of BID 2019-46 Plumbing Services to Don's Plumbing

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

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

### Executive Summary / Highlights:

Contract Period: Effective July 9, 2019 through July 8, 2022  
Bids solicited 15  
Bids received 1  
"No Bids" received  
Bids rejected

#### 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: \$ 74,200.00

Amount Budgeted \$74,200

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

Funding Source Project 42100

#### 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)

ITB 2019-46  
 PLUMBING  
 Opening Thursday, June 20, 2019@2:30pm

Contract Period: July 9, 2019 - July 8, 2022 (three years)

<b>DON'S PLUMBING, INC</b>					
	<b>ESTIM. QTY</b>		<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	
JOURNEYMAN PLUMBER	200 Hours	200	<b>65.00</b>	<b>13,000.00</b>	
APPRENTICE PLUMBER	80 Hours	80	<b>65.00</b>	<b>5,200.00</b>	
HELPER / LABORER	100 Hours	100	<b>10.00</b>	<b>1,000.00</b>	
MATERIALS (percentage markup - excluding Sales Tax) (not to exceed 10%)	\$50,000	50,000.00	<b>10%</b>	<b>5,000.00</b>	
<b>TOTAL</b>				<b>74,200.00</b>	

15 Notifications  
 1 Bids  
 0 "No bids"  
 0 Rejected

It is the intent of the Purchasing Dept. to recommend award to **DON'S PLUMBING, INC.**, as the lowest, most responsive bidder(s).  
 "Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of

**Posted: Monday, June 24, 2019**



MM

## REQUESTS FOR SCHOOL BOARD AGENDA

Requested for July 9, 2019 School Board Meeting.

Requested by Tammy Wilson, Director of Finance

Additional contact(s)/originator Edie Bennett, Accounting Specialist

Document Title Budget Amendment #9 – Amended May 2019

**Board Action Required:**

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

Consideration/Approval: Request Approval of Budget Amendment #9 May 2019

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

**Executive Summary / Highlights:**

Approve Budget Amendment #9 – May 2019 per CCSB Policy 7.10. Changes are reflected in General, Special Revenue-Other, Capital Outlay & Self Insurance.

**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:** see attached

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)

*Tammy Wilson*

Citrus County School Board  
 Budget Amendment #9  
 Fiscal Year 2018 - 2019

TOTAL APPROPRIATIONS, TRANSFERS AND FUND BALANCE  
 Amended May 31, 2019

Fund	Original Budget as of 08/31/18	Budget as of 04/30/19	Amended Budget as of 05/31/19
General	138,679,264.29	141,828,664.58	141,876,127.23
Food Services	11,249,232.25	11,282,652.90	11,282,652.90
Special Revenue - Other Special Revenue	11,202,723.19	11,494,326.91	11,560,186.70
Debt Service	10,510,732.39	11,013,528.81	11,013,528.81
Capital Projects	38,904,409.61	39,525,590.82	39,525,590.82
Self Insurance	20,623,323.37	20,623,323.37	20,623,323.37
<b>GRAND TOTALS</b>	<b>\$ 231,169,685.10</b>	<b>\$ 235,768,087.39</b>	<b>\$ 235,881,409.83</b>

Board Approved on:

Certified Correct: \_\_\_\_\_  
 Sandra "Sam" Himmel, Superintendent



## Budget Amendment #9 for Fiscal Year 2018-19

### GENERAL FUND

#### Increases/(Decreases) to Estimated REVENUE

Increase estimated revenue for LHS Auditorium Facility Use (#00680)	2,005.32
Increase estimated revenue for Gifted Summer Program (#10230)	2,800.00
Increase estimated revenue for Safety Training Day (#18670)	1,200.00
Increase estimated revenue for IPS Lowe's Grant (#19350)	5,000.00
Increase estimated revenue for YMHAT Mini Grant (#19750)	20,000.00
Increase estimated revenue for Pert Units (#20650)	1,459.00
Increase estimated revenue for FDLRS (#32100)	332.35
Decrease estimated revenue for Environmental Compliance (#42700)	(2,000.00)

**Total Adjustments to Estimated REVENUE:**

**30,796.67**

#### Increases/(Decreases) to APPROPRIATIONS

Increase appropriations for LHS Auditorium Facility Use (#00680)	2,005.32
Increase appropriations for Gifted Summer Program (#10230)	2,800.00
Increase appropriations for Safety Training Day (#18670)	1,200.00
Increase appropriations for IPS Lowe's Grant (#19350)	5,000.00
Increase appropriations for YMHAT Mini Grant (#19750)	20,000.00
Increase appropriations for Pert Units (#20650)	1,459.00
Increase appropriations for FDLRS (#32100)	332.35
Decrease appropriations for Environmental Compliance (#42700)	(2,000.00)
Increase appropriations for School Based Supplements (#0001S)	1,843.42
Increase appropriations for Extra Duty for ESE Support (#10220)	5,146.54
Increase appropriations for Reassigned Staff Subs (#3600R)	904.28
Increase appropriations for Code Compliance (#58500)	2,000.00
Increase appropriations for Payroll Actuals	6,771.74

**Total Adjustments to APPROPRIATIONS:**

**47,462.65**

The impact to the General Fund Balance is a decrease of :

**(16,665.98)**

**Budget Amendment #9 for Fiscal Year 2018-19**

**SPECIAL REVENUE FUND - OTHER**

**Increases/(Decreases) to Estimated REVENUE**

Increase estimated revenue for Title I Salaries (#329K0)	2,762.00
Increase estimated revenue for Title I Other (#329W0)	50,573.45
Increase estimated revenue for Title I Part D (#331K0)	12,473.00
Increase estimated revenue for Title IV Part A (#341K0)	51.34
<b>Total Adjustments to Estimated REVENUE:</b>	<b><u><u>65,859.79</u></u></b>

**Increases/(Decreases) to APPROPRIATIONS**

Increase appropriations for PELL Grant (#84600)	2,762.00
Increase appropriations for Title I Other (#329W0)	50,573.45
Increase appropriations for Title I Part D (#331K0)	12,473.00
Increase appropriations for Title IV Part A (#341K0)	51.34
<b>Total Adjustments to APPROPRIATIONS:</b>	<b><u><u>65,859.79</u></u></b>

The impact to the Special Revenue Fund-Other Balance is:

**0.00**

**CAPITAL OUTLAY**

**Increases/(Decreases) to Estimated REVENUE**

<b>Total Adjustments to Estimated REVENUE:</b>	<b><u><u>0.00</u></u></b>
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**Increases/(Decreases) to APPROPRIATIONS**

Decrease appropriations for QSCB Sinking Fund Purchase (#99970)	(2,000.00)
<b>Total Adjustments to APPROPRIATIONS:</b>	<b><u><u>(2,000.00)</u></u></b>

The impact to the Capital Outlay Balance a increase of:

**2,000.00**

**SELF INSURANCE**

**Increases/(Decreases) to Estimated REVENUE**

<b>Total Adjustments to Estimated REVENUE:</b>	<b><u><u>0.00</u></u></b>
--	---------------------------

**Increases/(Decreases) to APPROPRIATIONS**

Increase appropriations to payroll actuals	7,100.72
<b>Total Adjustments to APPROPRIATIONS:</b>	<b><u><u>7,100.72</u></u></b>

The impact to the Self Insurance Balance is an decrease of:

**(7,100.72)**

**AMENDMENT NO. - 9**

Resolution to Amend: **GENERAL FUND (1001 & 8301)**

Amended as of May 31, 2019

REVENUE	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Revenues as of 04/30/19	INCREASE/ (DECREASE)	Amended Revenues as of 05/31/19
<b>FEDERAL</b>					
Reserve Officers Training Corps (ROTC)	3191	210,000.00	210,000.00		210,000.00
Total Federal Direct	3100	210,000.00	210,000.00	0.00	210,000.00
<b>FEDERAL THROUGH STATE AND LOCAL:</b>					
Medicaid	3202	1,200,000.00	1,200,000.00		1,200,000.00
Miscellaneous Federal through State	329X	0.00	317,617.00		317,617.00
Total Federal Through State and Local	3200	1,200,000.00	1,517,617.00	0.00	1,517,617.00
<b>STATE</b>					
Florida Education Finance Program (FEFP)	3310	48,042,446.00	47,730,494.00		47,730,494.00
Workforce Development	3315	2,043,527.00	2,043,527.00		2,043,527.00
Performance Based Incentives	3317	0.00	118,540.67		118,540.67
Adults with Disabilities	3318	0.00	0.00		0.00
CO & DS	3323	9,418.50	9,418.50		9,418.50
Racing Commission Funds	3341	223,250.00	223,250.00		223,250.00
State License Tax	3343	110,000.00	110,000.00		110,000.00
Lottery	3344	25,336.00	48,840.00		48,840.00
Class Size Reduction/Operating Funds	3355	15,537,245.00	15,504,144.00		15,504,144.00
School Recognition Funds	3361	248,496.00	429,937.00		429,937.00
Excellent Teaching Bonus	3363	0.00	0.00		0.00
Voluntary Prekindergarten Program	3371	965,000.00	965,000.00		965,000.00
Full Service Schools	3378	130,000.00	130,000.00		130,000.00
Other Misc. State Sources	339X	185,394.00	2,381,946.23	20,000.00	2,401,946.23
Total State	3300	67,520,112.50	69,695,097.40	20,000.00	69,715,097.40
<b>LOCAL</b>					
District School Tax	3411	46,394,013.00	46,394,013.00		46,394,013.00
Payments in Lieu of Taxes	3422	50,000.00	50,000.00		50,000.00
Rent	3425	221,700.00	241,732.26		241,732.26
Interest	343X	302,000.00	302,000.00		302,000.00
Gifts, Grants & Bequests	3440	36,053.64	220,374.43	6,200.00	226,574.43
Adult General Education Course Fees	3461	5,600.00	5,600.00		5,600.00
Postsecondary Course Fees	3462	750,000.00	750,000.00		750,000.00
Cont. Workforce Education Course Fees	3463	500.00	500.00		500.00
Capital Improvement Fees	3464	35,000.00	35,000.00		35,000.00
Post Secondary Lab Fees	3465	150,000.00	165,000.00		165,000.00
Lifelong Learning Fees	3466	26,500.00	26,500.00		26,500.00
GED Testing Fees	3467	0.00	0.00		0.00
Financial Aid Fees	3468	78,000.00	78,000.00		78,000.00
Other Student Fees	3469	50,000.00	50,000.00		50,000.00
Preschool Program Fees	3471	0.00	0.00		0.00
School Age Child Care Fees	3473	0.00	0.00		0.00
Charges for Services	3481	100,000.00	100,000.00		100,000.00
Misc. Local Sources	3490	2,893,242.75	3,224,224.68	6,596.67	3,230,821.35
Total Local	3400	51,092,609.39	51,642,944.37	12,796.67	51,655,741.04
<b>TOTAL ESTIMATED REVENUES</b>		<b>120,022,721.89</b>	<b>123,065,658.77</b>	<b>32,796.67</b>	<b>123,098,455.44</b>
<b>OTHER FINANCING SOURCES</b>					
<i>Transfers In:</i>					
From Debt Service Funds	3620	0.00	0.00		0.00
From Capital Projects Funds	3630	7,828,427.50	7,898,123.49	(2,000.00)	7,896,123.49
From Special Revenue Funds	3640	0.00	0.00		0.00
From Permanent Fund	3660	0.00	0.00		0.00
From Internal Service Funds	3670	0.00	0.00		0.00
From Enterprise Funds	3690	0.00	0.00		0.00
Total Transfer In	3600	7,828,427.50	7,898,123.49	(2,000.00)	7,896,123.49
<i>Sale of Capital Assets:</i>					
Sale of Equipment	3733	0.00	25,000.00		25,000.00
<i>Loss Recoveries:</i>					
Insurance Loss Recovery	3741	18,066.41	18,066.41		18,066.41
Other Loss Recovery	3742	0.00	11,767.42	0.00	11,767.42
Other Loss Recovery	3745	0.00	0.00		0.00
<b>FACE VALUE OF LONG-TERM DEBT AND SALES OF CAPITAL ASSETS</b>	3700	18,066.41	54,833.83	0.00	54,833.83
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>7,846,493.91</b>	<b>7,952,957.32</b>	<b>(2,000.00)</b>	<b>7,950,957.32</b>
<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES</b>		<b>127,869,215.80</b>	<b>131,018,616.09</b>	<b>30,796.67</b>	<b>131,049,412.76</b>
Fund Balance, July 1, 2018	2800	<b>10,810,048.49</b>	10,810,048.49	0.00	10,810,048.49
<b>TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES, AND FUND BALANCE</b>		<b>138,679,264.29</b>	<b>141,828,664.58</b>	<b>30,796.67</b>	<b>141,859,461.25</b>

AMENDMENT NO. - 9  
 Resolution to Amend: GENERAL FUND (1001 & 8301)  
 Amended as of May 31, 2019

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>INSTRUCTION - 5000</b>					
Salaries	100	51,103,656.59	52,885,289.21	(4,805.81)	52,880,483.40
Benefits	200	15,026,607.90	14,508,086.67	(26,467.61)	14,481,619.06
Purchased Services	300	5,243,523.74	6,048,229.29	6,295.53	6,054,524.82
Energy Services	400	10,972.00	16,136.10	(269.61)	15,866.49
Materials & Supplies	500	4,750,003.12	4,197,481.58	(40,962.52)	4,156,519.06
Capital Outlay	600	345,508.98	400,324.92	5,714.26	406,039.18
Other Expenses	700	875,401.28	1,374,344.56	35,155.43	1,409,499.99
<b>TOTAL INSTRUCTION</b>	<b>5000</b>	<b>77,355,673.61</b>	<b>79,429,892.33</b>	<b>(25,340.33)</b>	<b>79,404,552.00</b>
<b>PUPIL PERSONNEL SERVICES - 6100</b>					
Salaries	100	4,546,703.18	4,477,244.76	4,573.25	4,481,818.01
Benefits	200	1,335,715.89	1,242,524.99	90.92	1,242,615.91
Purchased Services	300	82,474.50	32,098.33	(203.65)	31,894.68
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	79,876.72	77,668.17	337.44	78,005.61
Capital Outlay	600	34,736.66	18,136.27	(1,185.92)	16,950.35
Other Expenses	700	62,028.76	184,579.34	(210.01)	184,369.33
<b>TOTAL PUPIL PERSONNEL SERVICES</b>	<b>6100</b>	<b>6,141,535.71</b>	<b>6,032,251.86</b>	<b>3,402.03</b>	<b>6,035,653.89</b>
<b>INSTRUCTIONAL MEDIA SERVICES - 6200</b>					
Salaries	100	1,087,697.69	1,078,854.34	1,931.99	1,080,786.33
Benefits	200	330,926.25	310,844.22	320.28	311,164.50
Purchased Services	300	16,954.60	20,054.40	(489.00)	19,565.40
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	25,401.05	53,913.30	310.25	54,223.55
Capital Outlay	600	53,734.31	125,870.56	463.93	126,334.49
Other Expenses	700	700.00	6,839.26	(387.50)	6,451.76
<b>TOTAL INSTRUCTIONAL MEDIA SERVICES</b>	<b>6200</b>	<b>1,515,413.90</b>	<b>1,596,376.08</b>	<b>2,149.95</b>	<b>1,598,526.03</b>
<b>INSTRUCTION &amp; CURRICULUM DEVELOPMENT - 6300</b>					
Salaries	100	1,198,946.53	1,269,837.11	3,533.87	1,273,370.98
Benefits	200	291,478.11	284,028.89	660.29	284,689.18
Purchased Services	300	8,123.00	8,494.21	(250.00)	8,244.21
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	31,328.00	16,976.15	239.87	17,216.02
Capital Outlay	600	50.00	1,481.91		1,481.91
Other Expenses	700	27,815.00	19,866.67		19,866.67
<b>TOTAL INSTRUCTION &amp; CURRICULUM DEVELOPMENT</b>	<b>6300</b>	<b>1,557,740.64</b>	<b>1,600,684.94</b>	<b>4,184.03</b>	<b>1,604,868.97</b>
<b>INSTRUCTIONAL STAFF TRAINING - 6400</b>					
Salaries	100	900,613.81	913,402.17	2,244.85	915,647.02
Benefits	200	219,822.86	229,087.09	401.35	229,488.44
Purchased Services	300	102,106.60	116,934.65	7,025.66	123,960.31
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	6,629.21	17,460.04	4,254.20	21,714.24
Capital Outlay	600	300.00	3,083.60		3,083.60
Other Expenses	700	134,371.43	240,166.13	4,600.60	244,766.73
<b>TOTAL INSTRUCTIONAL STAFF TRAINING</b>	<b>6400</b>	<b>1,363,843.91</b>	<b>1,520,133.68</b>	<b>18,526.66</b>	<b>1,538,660.34</b>
<b>INSTRUCTION RELATED TECHNOLOGY - 6500</b>					
Salaries	100	1,368,635.54	1,243,298.26	(0.01)	1,243,298.25
Benefits	200	390,890.06	354,864.83	(2.58)	354,862.25
Purchased Services	300	6,550.00	8,039.20		8,039.20
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	55,498.03	59,000.72	375.38	59,376.10
Capital Outlay	600	50,000.00	54,346.06	363.00	54,709.06
Other Expenses	700	0.00	307.00		307.00
<b>TOTAL INSTRUCTION RELATED TECHNOLOGY</b>	<b>6500</b>	<b>1,871,573.63</b>	<b>1,719,856.07</b>	<b>735.79</b>	<b>1,720,591.86</b>
<b>BOARD OF EDUCATION - 7100</b>					
Salaries	100	174,630.00	175,970.00		175,970.00
Benefits	200	130,001.70	130,885.57		130,885.57
Purchased Services	300	173,310.00	171,283.63	25,536.11	196,819.74
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	178.00		178.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	25,000.00	22,500.00		22,500.00
<b>TOTAL BOARD OF EDUCATION</b>	<b>7100</b>	<b>502,941.70</b>	<b>500,817.20</b>	<b>25,536.11</b>	<b>526,353.31</b>
<b>GENERAL ADMINISTRATION - 7200</b>					
Salaries	100	345,479.20	373,148.18		373,148.18
Benefits	200	98,342.60	103,339.71		103,339.71
Purchased Services	300	17,918.50	26,859.40	17,320.00	44,179.40
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	4,306.91	4,316.32	224.99	4,541.31
Capital Outlay	600	0.00	25,000.00		25,000.00
Other Expenses	700	15,000.00	13,008.00	(75.75)	12,932.25
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>7200</b>	<b>481,047.21</b>	<b>545,671.61</b>	<b>17,469.24</b>	<b>563,140.85</b>

AMENDMENT NO. - 9

Resolution to Amend: GENERAL FUND (1001 & 8301)

Amended as of May 31, 2019

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>SCHOOL ADMINISTRATION - 7300</b>					
Salaries	100	7,020,166.22	7,207,404.26	3,229.80	7,210,634.06
Benefits	200	1,987,116.38	1,985,600.35	206.97	1,985,807.32
Purchased Services	300	33,216.96	65,952.22	2,241.31	68,193.53
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	73,961.35	69,051.04	(2,546.91)	66,504.13
Capital Outlay	600	6,825.00	16,196.11	(603.49)	15,592.62
Other Expenses	700	13,750.00	17,142.92	(4,001.48)	13,141.44
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>7300</b>	<b>9,135,035.91</b>	<b>9,361,346.90</b>	<b>(1,473.80)</b>	<b>9,359,873.10</b>
<b>FACILITIES ACQUISITION &amp; CONSTRUCTION - 7400</b>					
Salaries	100	176,269.18	180,716.90		180,716.90
Benefits	200	52,368.72	52,394.42		52,394.42
Purchased Services	300	0.00	58,518.90		58,518.90
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	3,165.00	3,033.91		3,033.91
Capital Outlay	600	287,957.95	325,574.81	(2,000.00)	323,574.81
Other Expenses	700	100.00	185.00		185.00
<b>TOTAL FACILITIES ACQUISITION &amp; CONSTRUCTION</b>	<b>7400</b>	<b>519,860.85</b>	<b>620,423.94</b>	<b>(2,000.00)</b>	<b>618,423.94</b>
<b>FISCAL SERVICES - 7500</b>					
Salaries	100	714,242.45	669,929.82		669,929.82
Benefits	200	230,244.07	213,161.91		213,161.91
Purchased Services	300	68,775.00	45,419.97		45,419.97
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	5,940.60	6,626.60	256.80	6,883.40
Capital Outlay	600	2,500.00	2,500.00		2,500.00
Other Expenses	700	1,000.00	1,000.00		1,000.00
<b>TOTAL FISCAL SERVICES</b>	<b>7500</b>	<b>1,022,702.12</b>	<b>938,638.30</b>	<b>256.80</b>	<b>938,895.10</b>
<b>FOOD SERVICES - 7600</b>					
Salaries	100	0.00	35,782.64		35,782.64
Benefits	200	0.00	2,447.20		2,447.20
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL FOOD SERVICES</b>	<b>7600</b>	<b>0.00</b>	<b>38,229.84</b>	<b>0.00</b>	<b>38,229.84</b>
<b>CENTRAL SERVICES - 7700</b>					
Salaries	100	1,748,307.40	1,867,087.81	(44,780.36)	1,822,307.45
Benefits	200	445,020.08	484,049.62	41.20	484,090.82
Purchased Services	300	634,973.79	658,417.62	649.82	659,067.44
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	58,793.64	62,061.23	19,893.33	81,954.56
Capital Outlay	600	3,895.45	20,352.73	(20.00)	20,332.73
Other Expenses	700	110,859.61	117,478.91	3,701.50	121,180.41
<b>TOTAL CENTRAL SERVICES</b>	<b>7700</b>	<b>3,001,849.97</b>	<b>3,209,447.92</b>	<b>(20,514.51)</b>	<b>3,188,933.41</b>
<b>PUPIL TRANSPORTATION SERVICES - 7800</b>					
Salaries	100	4,699,103.47	4,294,206.02	381.81	4,294,587.83
Benefits	200	1,653,710.85	1,488,225.20	65.32	1,488,290.52
Purchased Services	300	439,552.70	615,811.41	13,596.27	629,407.68
Energy Services	400	1,487,045.20	1,452,465.43	(73,983.20)	1,378,482.23
Materials & Supplies	500	762,100.00	758,057.85	62,550.00	820,607.85
Capital Outlay	600	33,754.00	(33,521.00)		(33,521.00)
Other Expenses	700	129,171.14	199,999.24	(1,712.38)	198,286.86
<b>TOTAL PUPIL TRANSPORTATION SERVICES</b>	<b>7800</b>	<b>9,204,437.36</b>	<b>8,775,244.15</b>	<b>897.82</b>	<b>8,776,141.97</b>
<b>OPERATION OF PLANT - 7900</b>					
Salaries	100	2,861,135.45	2,819,131.79	3,777.57	2,822,909.36
Benefits	200	943,736.15	932,296.67	681.24	932,977.91
Purchased Services	300	2,144,701.80	2,271,604.37	16,301.47	2,287,905.84
Energy Services	400	3,171,172.00	3,171,492.50	(189.36)	3,171,303.14
Materials & Supplies	500	397,183.19	386,735.56	(162.05)	386,573.51
Capital Outlay	600	24,250.00	40,329.54	13,716.17	54,045.71
Other Expenses	700	710.00	55,120.83	1,632.03	56,752.86
<b>TOTAL OPERATION OF PLANT</b>	<b>7900</b>	<b>9,542,888.59</b>	<b>9,676,711.26</b>	<b>35,757.07</b>	<b>9,712,468.33</b>
<b>MAINTENANCE OF PLANT - 8100</b>					
Salaries	100	1,612,455.51	1,533,999.17		1,533,999.17
Benefits	200	499,553.27	485,827.87		485,827.87
Purchased Services	300	2,191,530.28	1,919,413.99	(59,088.41)	1,860,325.58
Energy Services	400	1,000.00	1,464.11	4,050.00	5,514.11
Materials & Supplies	500	681,305.00	780,230.42	50,607.88	830,838.30
Capital Outlay	600	143,030.00	222,247.14	1,938.63	224,185.77
Other Expenses	700	400.00	400.00		400.00
<b>TOTAL MAINTENANCE OF PLANT</b>	<b>8100</b>	<b>5,129,274.06</b>	<b>4,943,582.70</b>	<b>(2,491.90)</b>	<b>4,941,090.80</b>

**AMENDMENT NO. - 9**

Resolution to Amend: GENERAL FUND (1001 & 8301)

Amended as of May 31, 2019

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>ADMINISTRATIVE TECHNOLOGY SERVICES - 8200</b>					
Salaries	100	835,046.70	834,218.00		834,218.00
Benefits	200	225,662.24	229,117.47		229,117.47
Purchased Services	300	1,205,233.77	1,214,215.80	(3,361.18)	1,210,854.62
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	26,621.95	33,273.75	126.58	33,400.33
Capital Outlay	600	0.00	35,792.71	(6,397.71)	29,395.00
Other Expenses	700	0.00	25.00		25.00
<b>TOTAL ADMINISTRATIVE TECHNOLOGY SERVICES</b>	<b>8200</b>	<b>2,292,564.66</b>	<b>2,346,642.73</b>	<b>(9,632.31)</b>	<b>2,337,010.42</b>
<b>COMMUNITY SERVICES - 9100</b>					
Salaries	100	87,418.24	127,735.44		127,735.44
Benefits	200	39,882.92	33,731.10		33,731.10
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	80,698.84	181,260.39		181,260.39
<b>TOTAL COMMUNITY SERVICES</b>	<b>9100</b>	<b>208,000.00</b>	<b>342,726.93</b>	<b>0.00</b>	<b>342,726.93</b>
<b>DEBT SERVICES - 9200</b>					
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL DEBT SERVICES</b>	<b>9200</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL TRANSFERS</b>	<b>9700</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>		<b>130,851,383.83</b>	<b>133,203,678.44</b>	<b>47,462.65</b>	<b>133,251,141.09</b>
<b>TOTAL ENDING FUND BALANCE (JUNE 30, 2019)</b>	<b>2700</b>	<b>7,827,880.46</b>	<b>8,624,986.14</b>		<b>8,624,986.14</b>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND FUND BALANCE</b>		<b>138,679,264.29</b>	<b>141,828,664.58</b>	<b>47,462.65</b>	<b>141,876,127.23</b>

**AMENDMENT NO. - 9**

Resolution to Amend: **FOOD SERVICES FUND (4101)**

Amended as of May 31, 2019

REVENUE	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Revenues as of 04/30/19	INCREASE/ (DECREASE)	Amended Revenues as of 05/31/19
<b>FEDERAL THROUGH STATE AND LOCAL</b>					
National School Act	326X	6,026,518.00	6,059,768.05		6,059,768.05
USDA Donated Foods	3265	494,851.70	494,851.70		494,851.70
Federal Through Local	3280	0.00	0.00		0.00
Misc. Federal Through State	3299	0.00	0.00		0.00
Total Federal Through State and Local	3200	6,521,369.70	6,554,619.75	0.00	6,554,619.75
<b>STATE</b>					
School Breakfast Supplement	3337	35,430.00	35,430.00		35,430.00
School Lunch Supplement	3338	46,972.00	46,972.00		46,972.00
Other Misc. Revenue	3399	0.00	0.00		0.00
Total State	3300	82,402.00	82,402.00	0.00	82,402.00
<b>LOCAL:</b>					
Interest, Including Profit on Investment	343X	40,000.00	40,000.00		40,000.00
Gift, Grants & Bequests	3440	0.00	0.00		0.00
Food Service	345X	1,201,760.71	1,201,931.31		1,201,931.31
Other Misc. Local Sources	349X	31,736.38	31,736.38		31,736.38
Total Local	3400	1,273,497.09	1,273,667.69	0.00	1,273,667.69
<b>TOTAL ESTIMATED REVENUES</b>		<b>7,877,268.79</b>	<b>7,910,689.44</b>	<b>0.00</b>	<b>7,910,689.44</b>
<b>OTHER FINANCING SOURCES</b>					
Loans	3720	0.00	0.00		0.00
Sale of Capital Assets	3730	0.00	0.00		0.00
Loss Recoveries	3730	0.00	0.00		0.00
<b>Transfers In:</b>					
From General Fund	3610	5,000.00	5,000.00		5,000.00
From Debt Service Funds	3620	0.00	0.00		0.00
From Capital Projects Funds	3630	0.00	0.00		0.00
Interfund	3650	0.00	0.00		0.00
From Permanent Fund	3660	0.00	0.00		0.00
From Internal Service Funds	3670	0.00	0.00		0.00
From Enterprise Funds	3690	0.00	0.00		0.00
Total Transfers In	3600	0.00	0.00		0.00
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>		<b>7,882,268.79</b>	<b>7,915,689.44</b>	<b>0.00</b>	<b>7,915,689.44</b>
Fund Balance, July 1, 2018	2800	3,366,963.46	3,366,963.46	0.00	<b>3,366,963.46</b>
<b>TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES, AND FUND BALANCE</b>		<b>11,249,232.25</b>	<b>11,282,652.90</b>	<b>0.00</b>	<b>11,282,652.90</b>

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>FOOD SERVICES - 7600</b>					
Salaries	100	2,880,371.76	2,801,594.44		2,801,594.44
Benefits	200	1,112,899.11	998,347.89		998,347.89
Purchased Services	300	131,711.22	131,675.51		131,675.51
Energy Services	400	103,000.00	103,000.00		103,000.00
Materials & Supplies	500	3,536,154.41	3,622,201.81		3,622,201.81
Capital Outlay	600	409,074.36	357,526.96		357,526.96
Other Expenses	700	333,733.42	319,091.22		319,091.22
<b>TOTAL FOOD SERVICES</b>	<b>7600</b>	<b>8,506,944.28</b>	<b>8,333,437.83</b>	<b>0.00</b>	<b>8,333,437.83</b>
<b>TRANSFER OF FUNDS</b>					
Transfers	900	0.00	0.00		0.00
<b>TOTAL TRANSFERS</b>	<b>9700</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>		<b>8,506,944.28</b>	<b>8,333,437.83</b>	<b>0.00</b>	<b>8,333,437.83</b>
<b>TOTAL ENDING FUND BALANCE (JUNE 30, 2019)</b>	<b>2700</b>	<b>2,742,287.97</b>	<b>2,949,215.07</b>	<b>0.00</b>	<b>2,949,215.07</b>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND FUND BALANCE</b>		<b>11,249,232.25</b>	<b>11,282,652.90</b>	<b>0.00</b>	<b>11,282,652.90</b>

**AMENDMENT NO. - 9**

Resolution to Amend: **SPECIAL REVENUE FUND - OTHER SPECIAL REVENUE - (42XX)**

Amended as of May 31, 2019

REVENUE	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Revenues as of 04/30/19	INCREASE/ (DECREASE)	Amended Revenues as of 05/31/19
<b>FEDERAL DIRECT:</b>					
Miscellaneous Federal Direct	3199	900,000.00	950,000.00		950,000.00
Total Federal Direct	3100	900,000.00	950,000.00	0.00	950,000.00
<b>FEDERAL THROUGH STATE AND LOCAL:</b>					
Vocational Education Acts	3201	338,824.00	371,697.00		371,697.00
Workforce Investment Acts	3221	162,664.00	162,664.00		162,664.00
Teacher and Principal Training and Recruitment, Title II, Part A	3225	540,384.00	597,782.26		597,782.26
Drug Free Schools	3227	0.00	0.00		0.00
Individuals with Disabilities Education Act (IDEA)	3230	3,955,159.00	4,108,792.94		4,108,792.94
Elementary and Secondary Education Act, Title I	3240	4,888,474.95	4,888,475.00	65,808.45	4,954,283.45
Twenty-First Century Schools –Title IV	3242	330,179.16	330,179.16	51.34	330,230.50
Adult General Education Course Fees	3251	0.00	0.00		0.00
Miscellaneous Federal Through State	3299	87,038.08	84,736.55		84,736.55
Total Federal Through State and Local	3200	10,302,723.19	10,544,326.91	65,859.79	10,610,186.70
<b>STATE:</b>					
Other Miscellaneous State Revenue	3399	0.00	0.00		0.00
Total State	3300	0.00	0.00	0.00	0.00
<b>LOCAL:</b>					
Interest, Including Profit on Investment	3430	0.00	0.00		0.00
Gift, Grants & Bequests	3440	0.00	0.00		0.00
Total Local	3400	0.00	0.00		0.00
<b>TOTAL ESTIMATED REVENUES</b>		<b>11,202,723.19</b>	<b>11,494,326.91</b>	<b>65,859.79</b>	<b>11,560,186.70</b>
<b>OTHER FINANCING SOURCES</b>					
Loans	3720	0.00	0.00		0.00
Sale of Capital Assets	3730	0.00	0.00		0.00
Loss Recoveries	3730	0.00	0.00		0.00
<b>xx</b>					
From General Fund	3610	0.00	0.00		0.00
From Debt Service Funds	3620	0.00	0.00		0.00
From Capital Projects Funds	3630	0.00	0.00		0.00
Interfund	3650	0.00	0.00		0.00
From Permanent Fund	3660	0.00	0.00		0.00
From Internal Service Funds	3670	0.00	0.00		0.00
From Enterprise Funds	3690	0.00	0.00		0.00
Total Transfers In	3600	0.00	0.00		0.00
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>		<b>11,202,723.19</b>	<b>11,494,326.91</b>	<b>65,859.79</b>	<b>11,560,186.70</b>
Fund Balance, July 1, 2018	2800	0.00	0.00	0.00	0.00
<b>TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES, AND FUND BALANCE</b>		<b>11,202,723.19</b>	<b>11,494,326.91</b>	<b>65,859.79</b>	<b>11,560,186.70</b>

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>INSTRUCTION - 5000</b>					
Salaries	100	3,336,846.22	3,516,553.05	(14,522.79)	3,502,030.26
Benefits	200	1,155,894.32	1,146,367.62	1,177.48	1,147,545.10
Purchased Services	300	0.00	295,576.47	36,202.70	331,779.17
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	299,690.79	(18,435.26)	281,255.53
Capital Outlay	600	0.00	212,066.74	75,545.29	287,612.03
Other Expenses	700	0.00	151,516.68	(7,860.78)	143,655.90
<b>TOTAL INSTRUCTION</b>	<b>5000</b>	<b>4,492,740.54</b>	<b>5,621,771.35</b>	<b>72,106.64</b>	<b>5,693,877.99</b>
<b>PUPIL PERSONNEL SERVICES - 6100</b>					
Salaries	100	287,172.72	373,398.79	90.00	373,488.79
Benefits	200	83,510.30	95,597.01	17.26	95,614.27
Purchased Services	300	0.00	51,926.00	0.00	51,926.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	39,493.34	1,541.00	41,034.34
Capital Outlay	600	0.00	613.77		613.77
Other Expenses	700	0.00	750.00		750.00
<b>TOTAL PUPIL PERSONNEL SERVICES</b>	<b>6100</b>	<b>370,683.02</b>	<b>561,778.91</b>	<b>1,648.26</b>	<b>563,427.17</b>
<b>INSTRUCTIONAL MEDIA SERVICES - 6200</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	1,000.00		1,000.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL INSTRUCTIONAL MEDIA SERVICES</b>	<b>6200</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>



**AMENDMENT NO. - 9**

Resolution to Amend: **SPECIAL REVENUE FUND - OTHER SPECIAL REVENUE - (42XX)**

Amended as of May 31, 2019

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL BUDGET as of 08/31/18	2018-19 Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>INSTRUCTION &amp; CURRICULUM DEVELOPMENT - 6300</b>					
Salaries	100	2,016,828.37	2,033,633.74	(4,915.02)	2,028,718.72
Benefits	200	539,149.16	560,715.23	(19.65)	560,695.58
Purchased Services	300	0.00	115,959.79		115,959.79
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	7,496.95	(200.00)	7,296.95
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL INSTRUCTION &amp; CURRICULUM DEVELOPMENT</b>	<b>6300</b>	<b>2,555,977.53</b>	<b>2,717,805.71</b>	<b>(5,134.67)</b>	<b>2,712,671.04</b>
<b>INSTRUCTIONAL STAFF TRAINING - 6400</b>					
Salaries	100	159,722.90	387,920.80	(5,306.74)	382,614.06
Benefits	200	46,399.48	65,756.11	242.33	65,998.44
Purchased Services	300	0.00	77,796.92	18,425.00	96,221.92
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	35,908.25	(2,400.00)	33,508.25
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	112,205.75	12,693.67	124,899.42
<b>TOTAL INSTRUCTIONAL STAFF TRAINING</b>	<b>6400</b>	<b>206,122.38</b>	<b>679,587.83</b>	<b>23,654.26</b>	<b>703,242.09</b>
<b>INSTRUCTION RELATED TECHNOLOGY - 6500</b>					
Salaries	100	73,103.44	96,302.70	24.45	96,327.15
Benefits	200	18,944.43	27,365.08	19.62	27,384.70
Purchased Services	300	0.00	1,337.00		1,337.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL INSTRUCTION RELATED TECHNOLOGY</b>	<b>6500</b>	<b>92,047.87</b>	<b>125,004.78</b>	<b>44.07</b>	<b>125,048.85</b>
<b>BOARD OF EDUCATION - 7100</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL BOARD OF EDUCATION</b>	<b>7100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>GENERAL ADMINISTRATION - 7200</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	2,585,151.85	597,426.58	1,701.00	599,127.58
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>7200</b>	<b>2,585,151.85</b>	<b>597,426.58</b>	<b>1,701.00</b>	<b>599,127.58</b>
<b>SCHOOL ADMINISTRATION - 7300</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>7300</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FACILITIES ACQUISITION &amp; CONSTRUCTION - 7400</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL FACILITIES ACQUISITION &amp; CONSTRUCTION</b>	<b>7400</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FISCAL SERVICES - 7500</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL FISCAL SERVICES</b>	<b>7500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

AMENDMENT NO. - 9

Resolution to Amend: SPECIAL REVENUE FUND - OTHER SPECIAL REVENUE - (42XX)

Amended as of May 31, 2019

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>FOOD SERVICES - 7600</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL FOOD SERVICES</b>	<b>7600</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CENTRAL SERVICES - 7700</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	64,276.03	(1,775.00)	62,501.03
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	1,491.98		1,491.98
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	74,826.07	2,475.00	77,301.07
<b>TOTAL CENTRAL SERVICES</b>	<b>7700</b>	<b>0.00</b>	<b>140,594.08</b>	<b>700.00</b>	<b>141,294.08</b>
<b>TRANSPORTATION SERVICES - 7800</b>					
Salaries	100	0.00	24,512.44	(1,575.27)	22,937.17
Benefits	200	0.00	2,856.89	187.25	3,044.14
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	14,003.53	(2,800.36)	11,203.17
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00	146.90	146.90
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>7800</b>	<b>0.00</b>	<b>41,372.86</b>	<b>(4,041.48)</b>	<b>37,331.38</b>
<b>OPERATION OF PLANT - 7900</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL OPERATION OF PLANT</b>	<b>7900</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MAINTENANCE OF PLANT - 8100</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL MAINTENANCE OF PLANT</b>	<b>8100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ADMINISTRATIVE TECHNOLOGY SERVICES - 8200</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	24,718.29	(24,718.29)	0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL ADMINISTRATIVE TECHNOLOGY SERVICES</b>	<b>8200</b>	<b>0.00</b>	<b>24,718.29</b>	<b>(24,718.29)</b>	<b>0.00</b>
<b>COMMUNITY SERVICES - 9100</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	0.00	0.00		0.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	900,000.00	952,000.00	(100.00)	951,900.00
<b>TOTAL COMMUNITY SERVICES</b>	<b>9100</b>	<b>900,000.00</b>	<b>952,000.00</b>	<b>(100.00)</b>	<b>951,900.00</b>
<b>DEBT SERVICES - 9200</b>					
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL DEBT SERVICES</b>	<b>9200</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>SEQUESTRATION - 9999</b>					
Sequestration	999	0.00	31,266.52		31,266.52
<b>TOTAL SEQUESTRATION</b>	<b>9999</b>	<b>0.00</b>	<b>31,266.52</b>	<b>0.00</b>	<b>31,266.52</b>
<b>TOTAL TRANSFERS</b>	<b>9700</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>		<b>11,202,723.19</b>	<b>11,494,326.91</b>	<b>65,859.79</b>	<b>11,560,186.70</b>
Ending Fund Balance (June 30, 2019)		0.00	0.00		0.00
<b>TOTAL APPROPRIATIONS, TRANSFERS AND FUND BALANCE</b>		<b>11,202,723.19</b>	<b>11,494,326.91</b>	<b>65,859.79</b>	<b>11,560,186.70</b>

**AMENDMENT NO. - 9**

Resolution to Amend: DEBT SERVICE FUND

Amended as of May 31, 2019

REVENUE	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Revenues as of 04/30/19	INCREASE/ (DECREASE)	Amended Revenues as of 05/31/19
<b>STATE SOURCES:</b>					
CO & DS Distributed	3321	0.00	0.00		0.00
CO & DS Withheld for SBE/COBI Bonds	3322	82,900.00	82,900.00		82,900.00
Cost of Issuing SBE/COBI Bonds	3324	0.00	0.00		0.00
Interest on Undistributed CO & DS	3325	0.00	0.00		0.00
SBE/COBI Bond Interest	3326	200.00	200.00		200.00
Racing Commission Funds	3341	0.00	0.00		0.00
Total State	3300	83,100.00	83,100.00	0.00	83,100.00
<b>LOCAL SOURCES:</b>					
District Debt Service Taxes	3412	0.00	0.00		0.00
Local Sales Tax	3418	0.00	0.00		0.00
Tax Redemption	3421	0.00	0.00		0.00
Excess Fees	3423	0.00	0.00		0.00
Rent	3425	0.00	0.00		0.00
Interest, Including Profit on Investment	3430	0.00	0.00		0.00
Net Increase (Dec) in Fair Market Value of Investment	3433	0.00	500,000.00	0.00	500,000.00
Gifts, Grants, and Bequests	3440	0.00	0.00		0.00
Total Local Sources	3400	0.00	500,000.00	0.00	500,000.00
<b>TOTAL ESTIMATED REVENUES</b>		<b>83,100.00</b>	<b>583,100.00</b>	<b>0.00</b>	<b>583,100.00</b>
<b>OTHER FINANCING SOURCES</b>					
Sales of Bonds	3710	0.00	0.00		0.00
Proceeds of Refunding Bonds	3715	0.00	0.00		0.00
Loans	3720	0.00	0.00		0.00
Proceeds of Certificates of Participation	3750	0.00	0.00		0.00
Sale of Refund Bond Premium	3792	0.00	0.00		0.00
<b>Transfers In:</b>					
From General Fund	3610	0.00	0.00		0.00
From Capital Projects Funds	3630	3,141,585.00	3,144,381.42	0.00	3,144,381.42
Interfund	3650	0.00	0.00		0.00
From Permanent Fund	3660	0.00	0.00		0.00
From Internal Service Funds	3670	0.00	0.00		0.00
From Enterprise Funds	3690	0.00	0.00		0.00
Total Transfers In	3600	3,141,585.00	3,144,381.42	0.00	3,144,381.42
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>3,141,585.00</b>	<b>3,144,381.42</b>	<b>0.00</b>	<b>3,144,381.42</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>		<b>3,224,685.00</b>	<b>3,727,481.42</b>	<b>0.00</b>	<b>3,727,481.42</b>
Fund Balance, July 1, 2018	2800	7,286,047.39	7,286,047.39	0.00	7,286,047.39
<b>TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES, AND FUND BALANCE</b>		<b>10,510,732.39</b>	<b>11,013,528.81</b>	<b>0.00</b>	<b>11,013,528.81</b>

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>Debt Services - 9200</b>					
Salaries	7100	78,000.00	78,000.00		78,000.00
Benefits	7200	465,626.00	469,672.00	0.00	469,672.00
Purchased Services	7300	5,450.00	5,450.00		5,450.00
Bond Escrow Refunded Pymrt	7600	0.00	0.00		0.00
Energy Services	7900	0.00	0.00		0.00
<b>TOTAL DEBT SERVICES</b>	<b>9200</b>	<b>549,076.00</b>	<b>553,122.00</b>	<b>0.00</b>	<b>553,122.00</b>
<b>Transfers Out - 9700</b>					
To General Fund	9100	0.00	0.00		0.00
To Capital Projects Funds	9300	0.00	0.00		0.00
To Special Revenue Funds	9400	0.00	0.00		0.00
Interfund (Debt Service Only)	9500	0.00	0.00		0.00
To Permanent Fund	9600	0.00	0.00		0.00
To Internal Service Funds	9700	0.00	0.00		0.00
To Enterprise Funds	9900	0.00	0.00		0.00
<b>TOTAL TRANSFERS OUT</b>	<b>9700</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL APPROPRIATIONS AND TRANSFERS</b>		<b>549,076.00</b>	<b>553,122.00</b>	<b>0.00</b>	<b>553,122.00</b>
<b>TOTAL ENDING FUND BALANCE (JUNE 30, 2019)</b>	<b>2700</b>	<b>9,961,656.39</b>	<b>10,460,406.81</b>	<b>0.00</b>	<b>10,460,406.81</b>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND FUND BALANCE</b>		<b>10,510,732.39</b>	<b>11,013,528.81</b>	<b>0.00</b>	<b>11,013,528.81</b>

**AMENDMENT NO. - 9**

Resolution to Amend: CAPITAL PROJECTS FUNDS

Amended as of May 31, 2019

REVENUE	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Revenues as of 04/30/19	INCREASE/ (DECREASE)	Amended Revenues as of 05/31/19
<b>STATE SOURCES:</b>					
CO & DS Distributed	3321	160,543.00	160,543.00		160,543.00
Interest on Undistributed CO & DS	3325	7,155.00	7,155.00		7,155.00
Racing Commission Funds	3341	0.00	0.00		0.00
Public Education Capital Outlay (PECO)	3391	353,533.00	353,533.00		353,533.00
Classrooms First Program	3392	0.00	0.00		0.00
School Infrastructure Thrift Program	3393	0.00	0.00		0.00
Effort Index Grants	3394	0.00	0.00		0.00
Smart Schools Small County Asst. Program	3395	0.00	0.00		0.00
Class Size Reduction/Capital Funds	3396	0.00	0.00		0.00
Charter School Capital Outlay Funding	3397	0.00	0.00		0.00
Other Misc. State Revenue	3399	0.00	532,909.00	0.00	532,909.00
Total State Sources	3300	521,231.00	1,054,140.00	0.00	1,054,140.00
<b>LOCAL:</b>					
District Local Capital Improvement Tax	3413	14,384,254.00	14,384,254.00		14,384,254.00
Local Sales Tax	3418	0.00	0.00		0.00
Tax Redemption	3421	0.00	0.00		0.00
Interest, Including Profit on Investment	343X	350,000.00	350,000.00		350,000.00
Gifts, Grants, and Bequests	3440	0.00	0.00		0.00
Misc. Local Sources	3490	0.00	0.00		0.00
Other Misc. Local Revenue	3495	259,630.00	347,902.21		347,902.21
Impact Fees	3496	725,368.00	725,368.00		725,368.00
Refunds of Prior Year Expenditures	3497	0.00	0.00		0.00
Total Local Sources	3400	15,719,252.00	15,807,524.21	0.00	15,807,524.21
<b>Total Estimated Revenues</b>		<b>16,240,483.00</b>	<b>16,861,664.21</b>	<b>0.00</b>	<b>16,861,664.21</b>
Sale of Equipment	37XX	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>		<b>16,240,483.00</b>	<b>16,861,664.21</b>	<b>0.00</b>	<b>16,861,664.21</b>
Fund Balance, July 1, 2018	2800	22,663,926.61	22,663,926.61		22,663,926.61
<b>TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES, AND FUND BALANCE</b>		<b>38,904,409.61</b>	<b>39,525,590.82</b>	<b>0.00</b>	<b>39,525,590.82</b>

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
Library Books (New Libraries)	61XX	0.00	0.00		0.00
Audio-Visual Materials (Non-Consumable)	62XX	0.00	0.00		0.00
Buildings and Fixed Equipment	63XX	0.00	0.00		0.00
Furniture, Fixtures, and Equipment	64XX	2,684,417.00	3,004,253.93	500.00	3,004,753.93
Motor Vehicles (Including Buses)	65XX	1,193,304.00	1,047,167.87	(500.00)	1,046,667.87
Land	6600	150,000.00	150,000.00		150,000.00
Improvements other than Buildings	6700	1,329,732.04	1,615,232.56	30,000.00	1,645,232.56
Remodeling and Renovations	6800	4,379,691.00	4,672,650.21	(30,000.00)	4,642,650.21
Computer Software	6900	0.00	5,180.55		5,180.55
Redemption of Principal	7100	0.00	0.00		0.00
Interest	7200	0.00	0.00		0.00
Dues and Fees	7300	0.00	0.00		0.00
<b>TOTAL FACILITIES ACQUISITION &amp; CONSTRUCTION</b>		<b>9,737,144.04</b>	<b>10,494,485.12</b>	<b>0.00</b>	<b>10,494,485.12</b>
<b>Debt Services - 9200</b>					
Dues and Fees	7300	500.00	500.00		500.00
<b>TOTAL DEBT SERVICES</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Transfers Out - 9700</b>					
To General Fund	9100	7,828,427.50	7,896,423.49	(2,000.00)	7,894,423.49
To Debt Service Funds	9200	3,141,585.00	3,144,381.42		3,144,381.42
To Capital Projects Funds	9300	0.00	0.00		0.00
To Special Revenue Funds	9400	0.00	0.00		0.00
Interfund (Debt Service Only)	9500	0.00	0.00		0.00
To Permanent Fund	9600	0.00	0.00		0.00
To Internal Service Funds	9700	0.00	0.00		0.00
To Enterprise Funds	9900	0.00	0.00		0.00
<b>TOTAL TRANSFERS OUT</b>	<b>9700</b>	<b>10,970,012.50</b>	<b>11,040,804.91</b>	<b>(2,000.00)</b>	<b>11,038,804.91</b>
<b>TOTAL APPROPRIATIONS &amp; TRANSFERS OUT</b>		<b>20,707,656.54</b>	<b>21,535,790.03</b>	<b>(2,000.00)</b>	<b>21,533,790.03</b>
<b>TOTAL ENDING FUND BALANCE (JUNE 30, 2019)</b>	<b>2700</b>	<b>18,196,753.07</b>	<b>17,989,800.79</b>	<b>2,000.00</b>	<b>17,991,800.79</b>
<b>TOTAL APPROPRIATIONS, TRANSFERS AND FUND BALANCE</b>		<b>38,904,409.61</b>	<b>39,525,590.82</b>	<b>0.00</b>	<b>39,525,590.82</b>

**AMENDMENT NO. - 9**

Resolution to Amend: SELF INSURANCE FUND

Amended as of May 31, 2019

REVENUE	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Revenues as of 04/30/19	INCREASE/ (DECREASE)	Amended Revenues as of 05/31/19
<b>OPERATING REVENUES:</b>					
Charges for Services	3481	7,500.00	7,500.00		7,500.00
Charges for Sales	3482	0.00	0.00		0.00
Premium Revenue	3484	16,500,000.00	16,500,000.00		16,500,000.00
Other Operating Revenue	3489	250,000.00	250,000.00		250,000.00
<b>Total Operating Revenues</b>		<b>16,757,500.00</b>	<b>16,757,500.00</b>	<b>0.00</b>	<b>16,757,500.00</b>
<i>Special Revenue - Other Special Revenue</i>					
Interest, Including Profit on Investment	3430	75,000.00	75,000.00		75,000.00
Gifts, Grants, and Bequests	3440	0.00	0.00		0.00
Other Misc. Local Sources	349X	39,996.00	39,996.00		39,996.00
Loss Recoveries	3740	0.00	0.00		0.00
Stop Loss	3743	0.00	0.00		0.00
Gain on Disposition of Assets	3780	0.00	0.00		0.00
<b>Total Nonoperating Revenues</b>		<b>114,996.00</b>	<b>114,996.00</b>	<b>0.00</b>	<b>114,996.00</b>
<b>Transfers In:</b>					
From General Fund	3610	0.00	0.00		0.00
From Capital Projects Funds	3630	0.00	0.00		0.00
Interfund	3650	0.00	0.00		0.00
From Permanent Fund	3660	0.00	0.00		0.00
From Internal Service Funds	3670	0.00	0.00		0.00
From Enterprise Funds	3690	0.00	0.00		0.00
<b>Total Transfers In</b>	<b>3600</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>		<b>16,872,496.00</b>	<b>16,872,496.00</b>	<b>0.00</b>	<b>16,872,496.00</b>
Net Assets, July 1, 2018	2800	3,750,827.37	3,750,827.37		3,750,827.37
<b>TOTAL ESTIMATED REVENUES, OTHER FINANCIAL SOURCES, AND FUND BALANCE</b>		<b>20,623,323.37</b>	<b>20,623,323.37</b>	<b>0.00</b>	<b>20,623,323.37</b>

APPROPRIATIONS	ACCOUNT NUMBER	ORIGINAL 2018-19 BUDGET as of 08/31/18	Appropriations as of 04/30/19	INCREASE/ (DECREASE)	Amended Appropriations as of 05/31/19
<b>STAFF SERVICES - 7730</b>					
Salaries	100	26,104.00	16,574.16	4,169.60	20,743.76
Benefits	200	10,714.81	8,820.20	958.83	9,779.03
Purchased Services	300	3,604,385.50	3,604,385.50		3,604,385.50
Energy Services	400	4,220.00	4,220.00		4,220.00
Materials & Supplies	500	33,000.00	32,719.35		32,719.35
Capital Outlay	600	7,500.00	7,500.00		7,500.00
Other Expenses	700	12,513,000.00	12,513,000.00		12,513,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>7730</b>	<b>16,198,924.31</b>	<b>16,187,219.21</b>	<b>5,128.43</b>	<b>16,192,347.64</b>
<b>OPERATION OF PLANT - 7900</b>					
Salaries	100	10,000.00	10,344.25	1,684.26	12,028.51
Benefits	200	1,751.00	1,767.63	288.03	2,055.66
Purchased Services	300	2,000.00	2,000.00		2,000.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	1,000.00	1,280.65		1,280.65
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	85.00		85.00
<b>TOTAL OPERATION OF PLANT</b>	<b>7900</b>	<b>14,751.00</b>	<b>15,477.53</b>	<b>1,972.29</b>	<b>17,449.82</b>
<b>MAINTENANCE OF PLANT - 8100</b>					
Salaries	100	0.00	0.00		0.00
Benefits	200	0.00	0.00		0.00
Purchased Services	300	1,000.00	1,000.00		1,000.00
Energy Services	400	0.00	0.00		0.00
Materials & Supplies	500	0.00	0.00		0.00
Capital Outlay	600	0.00	0.00		0.00
Other Expenses	700	0.00	0.00		0.00
<b>TOTAL MAINTENANCE OF PLANT</b>	<b>8100</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>TOTAL APPROPRIATIONS</b>		<b>16,214,675.31</b>	<b>16,203,696.74</b>	<b>7,100.72</b>	<b>16,210,797.46</b>
Net Assets, June 30, 2019		4,408,648.06	4,419,626.63	(7,100.72)	4,412,525.91
<b>TOTAL OPERATING EXPENSES, NONOPERATING EXPENSES, TRANSFERS OUT, AND NET ASSETS</b>		<b>20,623,323.37</b>	<b>20,623,323.37</b>	<b>0.00</b>	<b>20,623,323.37</b>

# REQUESTS FOR SCHOOL BOARD AGENDA

*MM*

Requested for July 9, 2019 School Board Meeting.  
Requested by Tammy Wilson, Director Department of Finance  
Additional contact(s)/originator \_\_\_\_\_  
Document Title May 2019 Cash and Investment Report

**Board Action Required:**

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

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

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

**Executive Summary/Highlights:**

Cash and Investment Report as of May 31, 2019 are attached for informational purposes.

**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 \_\_\_\_\_

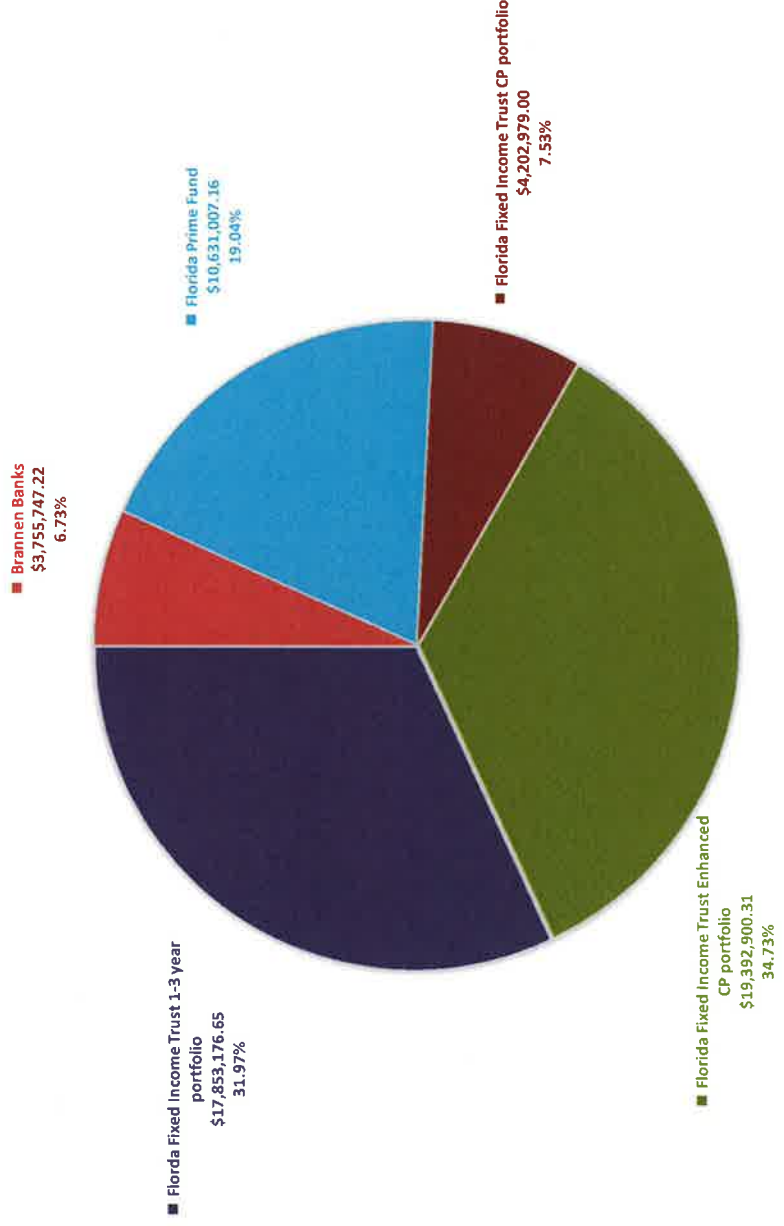
**Financial Impact reviewed by:** \_\_\_\_\_

(Form Board Approved 7/10/07)

Terms of Position  
*Tammy Wilson*

**CASH & INVESTMENT AND PORTFOLIO COMPOSITION**  
5/31/2019

Operating Account	Amount	Policy Portfolio Limits %	Individual Issuers Limits %	Current % of Total	Interest Rate	Rating	Compliance
Brannen Banks	\$3,755,747.22	100%	100%	6.73%	1.75%/1.60%	Qualified Public Depositor	Yes
<b>Investment Type</b>							
Florida Prime Fund	\$10,631,007.16	25%		19.04%	2.58%	AAAm	Yes
<b>Intergovernmental Investment Pools</b>							
Florida Fixed Income Trust CP portfolio	\$4,202,979.00			7.53%	2.63%	AAAF	
Florida Fixed Income Trust Enhanced CP portfolio	\$19,392,900.31			34.73%	2.74%	AAAF	
Florida Fixed Income Trust 1-3 year portfolio	\$17,853,176.65			31.97%	2.69%	AA+f	
<b>Total Intergovernmental Investment Pools</b>	<b>\$41,449,055.96</b>	<b>75%</b>		<b>74.23%</b>			<b>Yes</b>
<b>Total</b>	<b>\$55,835,810.34</b>						



# REQUESTS FOR SCHOOL BOARD AGENDA

*MM*

Requested for July 9, 2019 School Board Meeting.  
Requested by Tammy Wilson, Director Department of Finance  
Additional contact(s)/originator Tammy Dutkiewicz, Accounting Specialist  
Document Title Financial Statements as of May 2019

**Board Action Required:**

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

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

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

**Executive Summary/Highlights:**

Financial Statements as of May 31, 2019 are attached for informational purposes.

**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)



**CITRUS COUNTY SCHOOL BOARD**

**FINANCIAL STATEMENT**

For Period

July 1, 2018  
Beginning

May 31, 2019  
And Ending

MEMORANDUM

Date: July 9, 2019

To: School Board Members  
Sandra Himmel, Superintendent

From: Tammy Wilson, Director of Finance

Subject: Financial Statements for May 2019 YTD

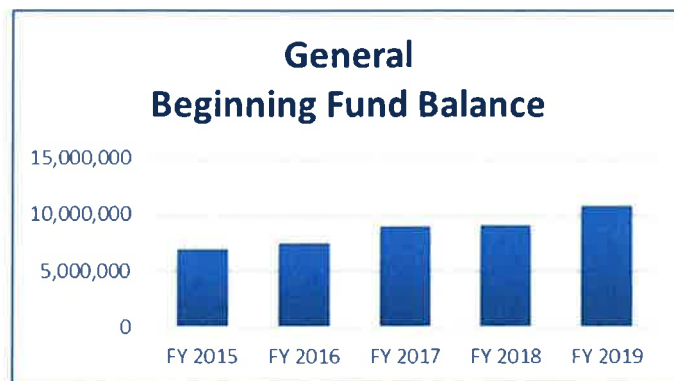
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Pursuant to State Board of Education Rule 6A-1.008, at least monthly, the Superintendent of Schools shall submit, for use and consideration of the District School Board, a financial statement.

The attached financial statements are prepared to assist in the management and planning of current and future operations of the School District. The reports are interim reports. They have not been finalized and they have not been audited.

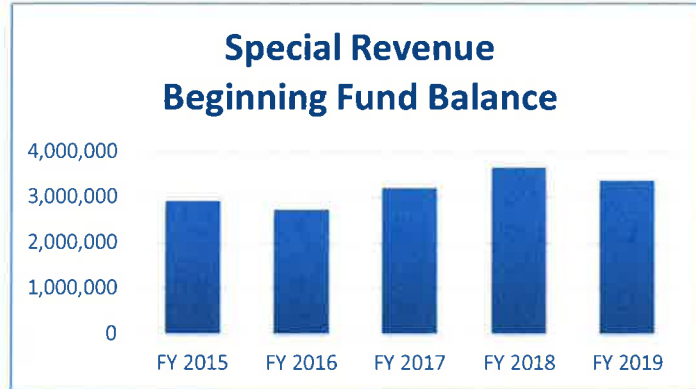
General Fund:

The current General fund balance is \$17,974,772, this is a combination of the beginning fund balance, revenues and expenditures, this is an increase over last year at this time last year by \$34,048 or 0.19%. Current year revenues are exceeding expenditures by \$7,164,724 compared to \$8,831,804 at this same time last year. Revenues have increased by \$4,798,778 or 4.15% over last year, expenditures have also increased by \$6,464,585 or 6.06% over last year. Approximately 94% of original revenue budgeted has been collected, while only 86% of original expenditures budgeted have been expensed. The months of May and June have higher expenses due to paying out of less than 12-month employee's payroll by June 30<sup>th</sup>.



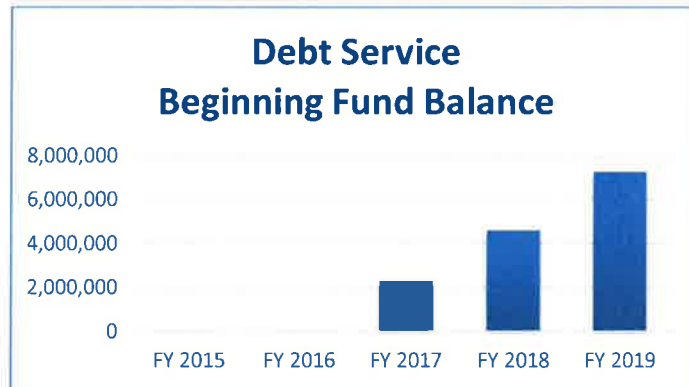
Special Revenue Funds:

The Food Service fund balance is down \$283,712 or 6.50% from the previous year. The revenues have increased by \$18,839 or 0.25% at the same time last year, while expenditures have increased by \$7,954 or 0.12% at the same time last year. Food Service is required to carry no more than a 3-month reserve at the end of the year, and if there is an excess, a plan must be developed to spend down the extra reserves.



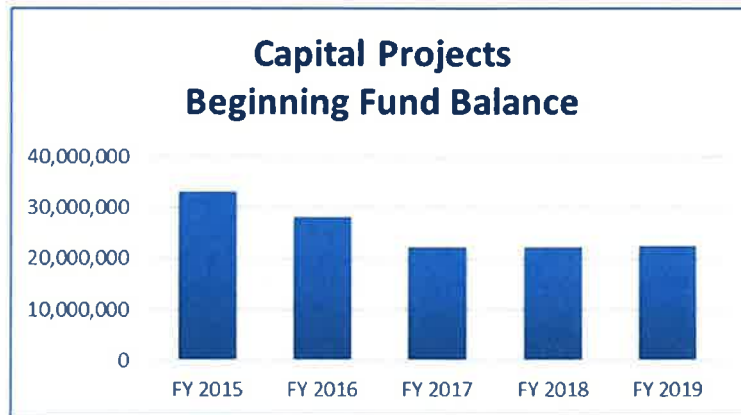
Debt Service Fund:

The Debt Service fund has a fund balance of \$10,332,899. This fund balance is a combination of the Capital Outlay and Debt Service fund which is administered by the state and the sinking fund which is saving funds for the \$35,000,000 bond payment due in 2027. In 2019 we purchased the fourth sinking fund maturity.



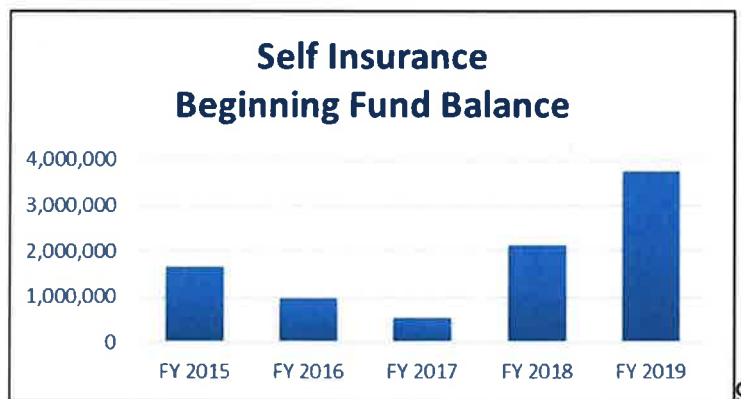
Capital Projects Funds:

The Capital Funds fund balance has increased by \$1,128,212 or 4.75% from the previous year. Revenues have increased by \$573,602 or 4.00% at this same time last year, while expenditures have decreased by \$189,775 or 1.47% at this time last year.



Self-Insurance Funds:

The Self Insurance Funds fund balance has increased by \$2,575,288 from the previous year. Premium revenues have increased by \$252,013 over this time last year, while claims expenses have decreased by \$633,094 over this time last year. The fund continues to remain actuarially sound.



**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET  
May 31, 2019**

Assets	General Fund		Special Revenue Funds		Debt Service Fund		Capital Project Funds		TOTALS		Self Insurance Fund		Charter School Fund	
	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18
Cash on Demand	\$ 18,601,626.33	\$ 18,155,877.65	\$ 2,808,653.33	\$ 3,172,910.39	\$ -	\$ -	\$ 24,607,685.18	\$ 23,369,443.55	\$ 46,017,964.84	\$ 44,798,231.59	\$ 8,632,538.19	\$ 6,466,045.10	\$ 130,748.47	\$ 74,860.52
OSCEOLA BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable	\$ 34,264.64	\$ 60,765.52	\$ -	\$ 8,427.84	\$ 10,332,899.04	\$ 7,302,045.97	\$ -	\$ 7.11	\$ 10,867,165.68	\$ 7,851,832.40	\$ -	\$ -	\$ -	\$ -
Inventory	\$ 585,794.98	\$ 434,845.48	\$ -	\$ -	\$ -	\$ -	\$ 98,074.50	\$ -	\$ 884,868.48	\$ 443,786.53	\$ -	\$ 47,527.36	\$ -	\$ -
Due from Other Agencies	\$ 1,280,840.53	\$ 1,066,786.18	\$ 455,759.97	\$ 351,010.56	\$ -	\$ -	\$ -	\$ -	\$ 1,736,600.50	\$ 1,417,796.74	\$ 20,939.80	\$ 33,238.31	\$ -	\$ -
Prepaid Expenses	\$ 348,002.40	\$ 363,665.18	\$ 1,298,451.88	\$ 1,174,017.80	\$ -	\$ -	\$ 281,091.66	\$ 378,199.66	\$ 1,927,545.94	\$ 1,915,862.64	\$ -	\$ -	\$ -	\$ 2,356.22
	\$ 20,850,528.88	\$ 20,081,961.01	\$ 4,562,865.18	\$ 4,806,366.69	\$ 10,332,899.04	\$ 7,302,045.97	\$ 24,887,861.84	\$ 23,747,650.37	\$ 60,714,144.44	\$ 55,938,023.99	\$ 8,653,478.09	\$ 6,507,110.67	\$ 130,748.47	\$ 77,216.74
<b>Liabilities</b>														
Accounts Payable	\$ 1,874,144.62	\$ 1,004,601.80	\$ 384,728.92	\$ 307,204.03	\$ -	\$ -	\$ 99,603.05	\$ 18,283.12	\$ 2,358,476.59	\$ 1,330,088.95	\$ 153,342.71	\$ 743.82	\$ 11,169.17	\$ 5,357.93
Accrued Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Contract Retainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Deductions & Withholdings	\$ 964,287.61	\$ 1,082,933.07	\$ 93,871.25	\$ 131,135.53	\$ -	\$ -	\$ 30,669.40	\$ -	\$ 30,669.40	\$ -	\$ 155.13	\$ 338.22	\$ 2,783.97	\$ 3,405.81
Deferred Revenues	\$ 2,049.03	\$ 50,888.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823,475.11	\$ 1,083,555.63	\$ -	\$ -
Due To Other Agencies/Funds	\$ 35,285.19	\$ 2,782.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,048.03	\$ 50,888.68	\$ 1,324,946.54	\$ 1,685,201.91	\$ -	\$ -
	\$ 2,875,756.45	\$ 2,141,236.26	\$ 478,550.17	\$ 438,339.56	\$ -	\$ -	\$ 130,272.45	\$ 18,283.12	\$ 3,484,578.07	\$ 2,597,858.94	\$ 2,307,919.49	\$ 2,770,839.58	\$ 13,953.14	\$ 8,763.74
<b>Unreserved Fund Balance</b>	\$ 4,290,424.54	\$ 3,520,636.78	\$ 1,916,439.90	\$ 1,999,908.04	\$ 10,332,899.04	\$ 7,302,045.97	\$ 19,526,565.06	\$ 21,854,317.34	\$ 25,733,429.50	\$ 27,374,862.16	\$ 4,936,612.25	\$ 2,350,052.33	\$ 57,976.50	\$ 36,885.25
Reserve for Insurance	\$ 13,098,553.91	\$ 13,885,242.49	\$ 1,712,115.14	\$ 2,017,108.59	\$ -	\$ -	\$ 5,331,013.83	\$ 1,875,049.86	\$ 10,122,899.04	\$ 7,302,045.97	\$ 3,886.45	\$ 2,880.45	\$ 58,816.83	\$ 31,567.75
Reserve for Insurance Claims	\$ 585,794.98	\$ 434,845.48	\$ 455,759.97	\$ 351,010.56	\$ -	\$ -	\$ -	\$ -	\$ 20,414,684.80	\$ 21,877,408.88	\$ 1,390,000.00	\$ 1,390,000.00	\$ -	\$ -
Reserve for Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,041,554.95	\$ 785,856.04	\$ 20,939.80	\$ 33,238.31	\$ -	\$ -
	\$ 17,970,772.48	\$ 17,840,724.75	\$ 4,084,315.01	\$ 4,368,027.13	\$ 10,332,899.04	\$ 7,302,045.97	\$ 24,857,578.89	\$ 23,729,367.20	\$ 57,449,565.37	\$ 53,840,165.05	\$ 8,653,478.09	\$ 6,507,110.67	\$ 116,951.13	\$ 68,451.00
<b>Total Liabilities and Fund Balances</b>	\$ 20,850,528.88	\$ 20,081,961.01	\$ 4,562,865.18	\$ 4,806,366.69	\$ 10,332,899.04	\$ 7,302,045.97	\$ 24,887,861.84	\$ 23,747,650.37	\$ 60,714,144.44	\$ 55,938,023.99	\$ 8,653,478.09	\$ 6,507,110.67	\$ 130,748.47	\$ 77,216.74

**CITRUS COUNTY SCHOOL BOARD  
COMBINED REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
May 31, 2019

Revenues by Source	General Fund		Special Revenue Funds		Debt Service Fund		Capital Funds		TOTALS		Self Insurance Fund		Charter School Fund	
	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18	May-19	May-18
3100 Federal Direct	\$ 167,334.87	\$ 136,551.20	\$ 946,326.10	\$ 698,988.56	\$ -	\$ -	\$ -	\$ -	\$ 1,111,660.97	\$ 837,539.76	\$ -	\$ -	\$ -	\$ -
3200 Federal Through State	\$ 907,982.27	\$ 648,372.38	\$ 14,274,017.00	\$ 15,510,854.71	\$ -	\$ -	\$ -	\$ -	\$ 15,418,999.27	\$ 16,159,230.09	\$ -	\$ -	\$ -	\$ -
3300 State	\$ 63,330,198.95	\$ 60,892,491.45	\$ 87,420.00	\$ 82,402.00	\$ -	\$ -	\$ 25,536.51	\$ 178,034.85	\$ 63,438,578.46	\$ 60,952,738.31	\$ -	\$ -	\$ 767,269.25	\$ 415,809.57
3400 Local	\$ 4,387,422.85	\$ 3,209,309.93	\$ 1,270,424.05	\$ 1,141,523.72	\$ -	\$ -	\$ 688,107.88	\$ 696,656.02	\$ 6,345,954.78	\$ 5,047,883.67	\$ -	\$ -	\$ 6,143.86	\$ 34,987.04
341X District School Tax	\$ 45,864,521.91	\$ 45,582,982.64	\$ -	\$ -	\$ -	\$ -	\$ 14,213,052.70	\$ 13,450,889.15	\$ 60,072,574.61	\$ 59,033,871.79	\$ -	\$ -	\$ -	\$ -
3600 Transfers from Capital	\$ 5,608,008.20	\$ 5,211,045.66	\$ -	\$ -	\$ 3,882,573.65	\$ 3,181,152.44	\$ -	\$ -	\$ 9,960,148.85	\$ 6,382,048.10	\$ -	\$ -	\$ -	\$ 24,613.38
3700 Other	\$ 32,632.03	\$ 16,772.70	\$ -	\$ -	\$ -	\$ -	\$ 27,935.54	\$ -	\$ 31,632.03	\$ 44,698.24	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ 120,298,101.08	\$ 115,499,322.96	\$ 16,971,887.15	\$ 17,433,768.99	\$ 3,882,573.65	\$ 3,181,152.44	\$ 14,973,117.09	\$ 14,333,315.37	\$ 155,378,789.97	\$ 150,467,759.96	\$ 14,246,908.33	\$ 14,651,942.04	\$ 773,211.11	\$ 475,195.99

**Expenditures by Function**

5000 Instruction	\$ 67,374,637.05	\$ 63,377,053.10	\$ 4,289,891.70	\$ 5,141,935.09	\$ -	\$ -	\$ -	\$ -	\$ 71,664,539.75	\$ 68,538,459.19	\$ -	\$ -	\$ 486,146.27	\$ 231,002.31
6100 Pupil Personnel Services	\$ 5,217,128.17	\$ 4,683,032.80	\$ 489,732.35	\$ 721,184.57	\$ -	\$ -	\$ -	\$ -	\$ 5,706,860.52	\$ 5,404,216.67	\$ -	\$ -	\$ 45,054.73	\$ 49,899
6200 Instructional Media Services	\$ 1,384,714.66	\$ 1,371,389.42	\$ 71.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,384,786.48	\$ 1,371,786.58	\$ -	\$ -	\$ -	\$ -
6300 Curriculum Development	\$ 1,391,792.03	\$ 1,350,724.29	\$ 2,240,695.28	\$ 2,279,706.85	\$ -	\$ -	\$ -	\$ -	\$ 3,632,487.31	\$ 3,630,431.14	\$ -	\$ -	\$ 12,673.85	\$ 4,068.77
6400 Instructional Staff Training	\$ 988,434.27	\$ 936,551.09	\$ 349,788.17	\$ 353,995.08	\$ -	\$ -	\$ -	\$ -	\$ 1,332,202.44	\$ 1,290,546.17	\$ -	\$ -	\$ 2,324.37	\$ 347.72
6500 Instructional Material Technology	\$ 1,557,122.06	\$ 1,616,326.66	\$ 81,877.79	\$ 75,446.44	\$ -	\$ -	\$ -	\$ -	\$ 1,638,999.85	\$ 1,651,773.30	\$ -	\$ -	\$ -	\$ -
7100 Central Board	\$ 455,015.34	\$ 403,464.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,015.34	\$ 403,464.67	\$ -	\$ -	\$ -	\$ 5,207.50
7200 Board of Education	\$ 6,482,935.44	\$ 8,093,765.51	\$ 450,319.75	\$ 594,095.51	\$ -	\$ -	\$ -	\$ -	\$ 8,948,800.08	\$ 9,502,271.16	\$ -	\$ -	\$ 30,689.55	\$ 42,105.71
7300 School Administration	\$ 538,306.30	\$ 667,688.38	\$ -	\$ -	\$ -	\$ -	\$ 3,978,825.19	\$ 4,530,566.70	\$ 4,518,131.49	\$ 4,798,255.08	\$ -	\$ -	\$ 36,072.03	\$ 45,854.13
7400 Facilities Acquisition	\$ 830,322.16	\$ 810,816.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 830,732.16	\$ 810,816.37	\$ -	\$ -	\$ -	\$ -
7500 Fiscal Services	\$ 38,232.84	\$ 12,752.02	\$ 6,891,060.17	\$ 6,883,106.11	\$ -	\$ -	\$ -	\$ -	\$ 6,929,290.01	\$ 6,895,858.13	\$ -	\$ -	\$ 3,408.00	\$ 2,088.80
7600 Food Service	\$ 2,715,882.51	\$ 2,405,291.77	\$ 115,936.88	\$ 35,276.00	\$ -	\$ -	\$ -	\$ -	\$ 2,831,819.39	\$ 2,440,667.77	\$ 12,130,422.56	\$ 12,997,806.70	\$ 3,408.00	\$ 2,088.80
7700 Central Services	\$ 7,642,188.17	\$ 7,483,360.75	\$ 7,927.04	\$ 3,599.07	\$ -	\$ -	\$ -	\$ -	\$ 7,650,115.21	\$ 7,486,959.82	\$ -	\$ -	\$ 324.04	\$ 1,493.30
7800 Pupil Transportation	\$ 9,348,665.72	\$ 9,277,135.18	\$ 8,242.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,345,164.10	\$ 9,389,453.18	\$ 15,362.04	\$ -	\$ 61,890.14	\$ 69,490.54
8100 Maintenance of Plant	\$ 2,173,256.94	\$ 1,956,139.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,173,256.94	\$ 1,956,139.57	\$ 392.50	\$ -	\$ 3,940.00	\$ 4,056.58
8200 Administration of Plant	\$ 398,514.60	\$ 256,055.03	\$ 934,812.10	\$ 698,988.56	\$ -	\$ -	\$ -	\$ -	\$ 1,333,326.70	\$ 955,043.59	\$ -	\$ -	\$ 3,940.00	\$ 5,936.65
9100 Community Services	\$ -	\$ -	\$ -	\$ -	\$ 470,022.00	\$ 471,852.50	\$ -	\$ -	\$ 470,022.00	\$ 471,852.50	\$ -	\$ -	\$ -	\$ -
9200 Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	\$ 113,133,377.14	\$ 106,667,519.03	\$ 16,659,835.60	\$ 16,727,302.44	\$ 470,022.00	\$ 471,852.50	\$ 3,979,825.19	\$ 4,530,566.70	\$ 133,437,059.93	\$ 128,397,240.67	\$ 12,146,177.10	\$ 13,010,606.95	\$ 673,822.33	\$ 386,619.72
9700 Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,753,639.62	\$ 8,392,198.10	\$ 8,753,639.62	\$ 8,392,198.10	\$ -	\$ -	\$ -	\$ 24,619.38
<b>Total Expenditures &amp; Other Uses</b>	\$ 113,133,377.14	\$ 106,667,519.03	\$ 16,659,835.60	\$ 16,727,302.44	\$ 470,022.00	\$ 471,852.50	\$ 12,793,464.81	\$ 12,822,764.80	\$ 142,190,699.55	\$ 136,789,438.77	\$ 12,146,177.10	\$ 13,010,606.95	\$ 673,822.33	\$ 411,239.10

<b>Excess/(Deficit) Revenues vs. Expenditures</b>	\$ 7,164,723.94	\$ 8,831,803.93	\$ 717,351.55	\$ 706,466.55	\$ 3,112,551.65	\$ 2,709,299.84	\$ 2,199,652.28	\$ 1,430,750.77	\$ 13,188,279.42	\$ 13,678,321.19	\$ 2,600,731.23	\$ 1,641,337.09	\$ 99,990.78	\$ 64,156.89
Beginning Fund Balance 7/1/17	\$ 10,810,048.49	\$ 9,108,920.82	\$ -	\$ 3,366,983.46	\$ 3,661,560.58	\$ 4,592,746.03	\$ 22,299,091.43	\$ 39,662,318.86	\$ 44,061,285.95	\$ 39,662,318.86	\$ 3,750,827.37	\$ 2,134,934.00	\$ 17,002.55	\$ 4,296.11
Beginning Fund Balance 7/1/18	\$ 17,940,724.75	\$ 17,940,724.75	\$ 4,388,027.13	\$ 4,388,027.13	\$ 7,202,347.39	\$ 7,302,045.87	\$ 23,729,842.20	\$ 23,729,842.20	\$ 53,340,640.05	\$ 53,340,640.05	\$ 3,776,271.09	\$ 3,776,271.09	\$ 68,453.00	\$ 68,453.00
Ending Fund Balance	\$ 17,974,772.43	\$ 17,974,772.43	\$ 4,084,315.01	\$ 4,084,315.01	\$ 10,332,899.04	\$ 10,332,899.04	\$ 24,857,578.89	\$ 24,857,578.89	\$ 57,249,565.37	\$ 57,249,565.37	\$ 6,351,558.60	\$ 6,351,558.60	\$ 116,793.33	\$ 116,793.33

**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

May 31, 2019  
GENERAL FUND

		May-19	May-18
Assets	Cash on Demand	\$ 18,601,626.33	\$ 18,155,877.65
	Investments	\$ -	\$ -
	Accounts Receivable	\$ 34,264.64	\$ 60,786.52
	Inventory	\$ 585,794.98	\$ 434,845.48
	Due from Other Agencies/Funds	\$ 1,280,840.53	\$ 1,066,786.18
	Prepaid Expenses	\$ 348,002.40	\$ 363,665.18
<b>Total Assets</b>		<b>\$ 20,850,528.88</b>	<b>\$ 20,081,961.01</b>
Liabilities	Accounts Payable	\$ 1,874,144.62	\$ 1,004,601.80
	Accrued Salaries	\$ -	\$ -
	Payroll Deduction & Withholdings	\$ 964,297.61	\$ 1,082,953.07
	Deferred Revenue	\$ 2,049.03	\$ 50,898.68
	Due To Other Agencies/Funds	\$ 35,265.19	\$ 2,782.71
<b>Total Liabilities</b>		<b>\$ 2,875,756.45</b>	<b>\$ 2,141,236.26</b>
	Unreserved Fund Balance	\$ 4,290,424.54	\$ 3,520,636.78
	Reserve for Encumbrances	\$ 13,098,552.91	\$ 13,985,242.49
	Reserve for Inventory	\$ 585,794.98	\$ 434,845.48
	<b>Ending Fund Balance</b>	<b>\$ 17,974,772.43</b>	<b>\$ 17,940,724.75</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 20,850,528.88</b>	<b>\$ 20,081,961.01</b>



CITRUS COUNTY SCHOOL BOARD  
**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
 May 31, 2019  
 GENERAL FUND

		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease)	Increase -Decrease %
Revenues by Source						\$	%
3100	Federal Direct	\$ 210,000.00	\$ 210,000.00	\$ 167,334.87	\$ 138,551.20	\$ 28,783.67	20.77%
3200	Federal through State	\$ 1,200,000.00	\$ 1,517,617.00	\$ 907,982.27	\$ 648,375.38	\$ 259,606.89	40.04%
3300	State	\$ 67,520,112.50	\$ 69,715,097.40	\$ 63,330,198.95	\$ 60,692,291.45	\$ 2,637,907.50	4.35%
3400	Local	\$ 4,698,596.39	\$ 5,261,728.04	\$ 4,387,422.85	\$ 3,209,303.93	\$ 1,178,118.92	36.71%
3411	District School Tax	\$ 46,394,013.00	\$ 46,394,013.00	\$ 45,864,521.91	\$ 45,582,982.64	\$ 281,539.27	0.62%
3600	Transfers from Capital	\$ 7,828,427.50	\$ 7,896,123.49	\$ 5,608,008.20	\$ 5,211,045.66	\$ 396,962.54	7.62%
3700	Other	\$ 18,066.41	\$ 54,833.83	\$ 32,632.03	\$ 16,772.70	\$ 15,859.33	94.55%
<b>Total Revenues</b>		<b>\$ 127,869,215.80</b>	<b>\$ 131,049,412.76</b>	<b>\$ 120,298,101.08</b>	<b>\$ 115,499,322.96</b>	<b>\$ 4,798,778.12</b>	<b>4.15%</b>
<b>Expenditures by Function</b>							
5000	Instruction	\$ 77,355,673.61	\$ 79,404,552.00	\$ 67,374,637.05	\$ 63,377,063.10	\$ 3,997,573.95	6.31%
6100	Pupil Personnel Services	\$ 6,141,535.71	\$ 6,035,653.89	\$ 5,217,128.17	\$ 4,683,032.80	\$ 534,095.37	11.40%
6200	Instructional Media Services	\$ 1,515,413.90	\$ 1,598,526.03	\$ 1,384,714.66	\$ 1,371,387.42	\$ 13,327.24	0.97%
6300	Curriculum Development	\$ 1,557,740.64	\$ 1,604,868.97	\$ 1,391,792.03	\$ 1,350,724.29	\$ 41,067.74	3.04%
6400	Instructional Staff Training	\$ 1,363,843.91	\$ 1,538,660.34	\$ 968,434.27	\$ 936,551.09	\$ 31,883.18	3.40%
6500	Instruction Related Technology	\$ 1,871,573.63	\$ 1,720,591.86	\$ 1,557,122.06	\$ 1,616,326.86	\$ (59,204.80)	-3.66%
7100	School Board	\$ 502,941.70	\$ 526,353.31	\$ 435,015.34	\$ 403,464.67	\$ 31,550.67	7.82%
7200	General Administration	\$ 481,047.21	\$ 563,140.85	\$ 498,560.33	\$ 416,531.65	\$ 82,028.68	19.69%
7300	School Administration	\$ 9,135,035.91	\$ 9,359,873.10	\$ 8,482,835.44	\$ 8,003,706.51	\$ 479,128.93	5.99%
7400	Facilities Acquisition	\$ 519,860.85	\$ 618,423.94	\$ 538,306.30	\$ 267,688.38	\$ 270,617.92	101.09%
7500	Fiscal Services	\$ 1,022,702.12	\$ 938,895.10	\$ 830,732.16	\$ 810,816.37	\$ 19,915.79	2.46%
7600	Food Service	\$ -	\$ 38,229.84	\$ 38,229.84	\$ 12,752.02	\$ 25,477.82	199.79%
7700	Central Services	\$ 3,001,849.97	\$ 3,188,933.41	\$ 2,715,882.51	\$ 2,405,291.77	\$ 310,590.74	12.91%
7800	Pupil Transportation	\$ 9,204,437.36	\$ 8,776,141.97	\$ 7,642,188.17	\$ 7,483,360.75	\$ 158,827.42	2.12%
7900	Plant Operation	\$ 9,542,888.59	\$ 9,712,468.33	\$ 8,336,921.55	\$ 8,389,453.18	\$ (52,531.63)	-0.63%
8100	Maintenance of Plant	\$ 5,129,274.06	\$ 4,941,090.80	\$ 3,148,605.72	\$ 2,927,173.57	\$ 221,432.15	7.56%
8200	Administration Technology	\$ 2,292,564.66	\$ 2,337,010.42	\$ 2,173,756.94	\$ 1,956,139.57	\$ 217,617.37	11.12%
9100	Community Services	\$ 208,000.00	\$ 342,726.93	\$ 398,514.60	\$ 256,055.03	\$ 142,459.57	55.64%
9200	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>		<b>\$ 130,846,383.83</b>	<b>\$ 133,246,141.09</b>	<b>\$ 113,133,377.14</b>	<b>\$ 106,667,519.03</b>	<b>\$ 6,465,858.11</b>	<b>6.06%</b>
9700	Transfers Out	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 130,851,383.83</b>	<b>\$ 133,251,141.09</b>	<b>\$ 113,133,377.14</b>	<b>\$ 106,667,519.03</b>	<b>\$ 6,465,858.11</b>	<b>6.06%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ (2,982,168.03)</b>	<b>\$ (2,201,728.33)</b>	<b>\$ 7,164,723.94</b>	<b>\$ 8,831,803.93</b>	<b>\$ (1,667,079.99)</b>	<b>-18.88%</b>
<b>Beginning Fund Balance 7/1/17</b>						<b>\$ 9,108,920.82</b>	
<b>Beginning Fund Balance 7/1/18</b>		<b>\$ 10,810,048.49</b>	<b>\$ 10,810,048.49</b>	<b>\$ 10,810,048.49</b>			
<b>Ending Fund Balance</b>		<b>\$ 7,827,880.46</b>	<b>\$ 8,608,320.16</b>	<b>\$ 17,974,772.43</b>	<b>\$ 17,940,724.75</b>	<b>\$ 34,047.68</b>	<b>0.19%</b>



**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

**May 31, 2019**

**FOOD SERVICE FUND**

		May-19	May-18
<b>Assets</b>			
	Cash on Demand	\$ 3,128,973.49	\$ 3,612,808.80
	Investments	\$ -	\$ -
	Accounts Receivable	\$ -	\$ 8,427.94
	Inventory-Processed Commodities	\$ 341,864.14	\$ 183,928.60
	Inventory-Food	\$ 3,259.16	\$ 39,352.10
	Inventory-Non-Food	\$ 5,792.18	\$ 5,389.95
	Inventory-Commodities	\$ 104,844.49	\$ 122,339.91
	Due from Other Agencies/Funds	\$ 712,664.89	\$ 596,847.11
	Prepaid Expenses	\$ -	\$ -
<b>Total Assets</b>		<b>\$ 4,297,398.35</b>	<b>\$ 4,569,094.41</b>
<b>Liabilities</b>			
	Accounts Payable	\$ 182,687.50	\$ 167,189.64
	Accrued Salaries	\$ -	\$ -
	Payroll Deduction & Withholdings	\$ 30,395.84	\$ 33,877.64
	Deferred Revenue	\$ -	\$ -
	Due To Other Agencies/Funds	\$ -	\$ -
<b>Total Liabilities</b>		<b>\$ 213,083.34</b>	<b>\$ 201,067.28</b>
	Reserved for Food Service	\$ 2,833,203.48	\$ 2,977,306.98
	Reserve for Encumbrances	\$ 795,351.56	\$ 1,039,709.59
	Reserve for Inventory	\$ 455,759.97	\$ 351,010.56
	<b>Ending Fund Balance</b>	<b>\$ 4,084,315.01</b>	<b>\$ 4,368,027.13</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 4,297,398.35</b>	<b>\$ 4,569,094.41</b>



**CITRUS COUNTY SCHOOL BOARD**  
**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
 May 31, 2019  
**FOOD SERVICE FUND**

		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease)	Increase -Decrease %
Revenues by Source						\$	%
3100	Federal Direct	\$ -	\$ -	\$ -	\$ -	\$ -	
3200	Federal through State	\$ 6,521,369.70	\$ 6,554,619.75	\$ 6,255,567.67	\$ 6,365,646.94	\$ (110,079.27)	-1.73%
3300	State	\$ 82,402.00	\$ 82,402.00	\$ 82,420.00	\$ 82,402.00	\$ 18.00	0.02%
3400	Local	\$ 1,273,497.09	\$ 1,273,667.69	\$ 1,270,424.05	\$ 1,141,523.72	\$ 128,900.33	11.29%
3XXX	Other	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	
<b>Total Revenues</b>		<b>\$ 7,882,268.79</b>	<b>\$ 7,915,689.44</b>	<b>\$ 7,608,411.72</b>	<b>\$ 7,589,572.66</b>	<b>\$ 18,839.06</b>	<b>0.25%</b>
<b>Expenditures by Function</b>							
<b>7600</b>	<b>FOOD SERVICE</b>						
<b>OBJECT</b>							
1000	Salaries	\$ 2,880,371.76	\$ 2,801,594.44	\$ 2,418,663.59	\$ 2,266,271.29	\$ 152,392.30	6.72%
2000	Employee Benefits	\$ 1,112,899.11	\$ 998,347.89	\$ 855,237.41	\$ 795,327.75	\$ 59,909.66	7.53%
3000	Purchased Services	\$ 131,711.22	\$ 131,675.51	\$ 93,032.48	\$ 106,779.63	\$ (13,747.15)	-12.87%
4000	Energy Services	\$ 103,000.00	\$ 103,000.00	\$ 92,778.61	\$ 87,563.41	\$ 5,215.20	5.96%
5000	Materials and Supplies	\$ 3,536,154.41	\$ 3,622,201.81	\$ 3,038,381.01	\$ 3,136,094.24	\$ (97,713.23)	-3.12%
6000	Capital Outlay	\$ 409,074.36	\$ 357,526.96	\$ 111,436.74	\$ 245,059.92	\$ (133,623.18)	-54.53%
7000	Other Expenses	\$ 333,733.42	\$ 319,091.22	\$ 281,530.33	\$ 246,009.87	\$ 35,520.46	14.44%
<b>Subtotal for Function 7600</b>		<b>\$ 8,506,944.28</b>	<b>\$ 8,333,437.83</b>	<b>\$ 6,891,060.17</b>	<b>\$ 6,883,106.11</b>	<b>\$ 7,954.06</b>	<b>0.12%</b>
9700	Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 8,506,944.28</b>	<b>\$ 8,333,437.83</b>	<b>\$ 6,891,060.17</b>	<b>\$ 6,883,106.11</b>	<b>\$ 7,954.06</b>	<b>0.12%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ (624,675.49)</b>	<b>\$ (417,748.39)</b>	<b>\$ 717,351.55</b>	<b>\$ 706,466.55</b>	<b>\$ 10,885.00</b>	<b>1.54%</b>
<b>Beginning Fund Balance 7/1/17</b>					<b>\$ 3,661,560.58</b>		
<b>Beginning Fund Balance 7/1/18</b>		<b>\$ 3,366,963.46</b>	<b>\$ 3,366,963.46</b>	<b>\$ 3,366,963.46</b>			
<b>Ending Fund Balance</b>		<b>\$ 2,742,287.97</b>	<b>\$ 2,949,215.07</b>	<b>\$ 4,084,315.01</b>	<b>\$ 4,368,027.13</b>	<b>\$ (283,712.12)</b>	<b>-6.50%</b>

**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

**May 31, 2019**

**SPECIAL REVENUE - OTHER FEDERAL PROJECT FUNDS**

		May-19	May-18
<b>Assets</b>			
	Cash on Demand	\$ (320,320.16)	\$ (339,898.41)
	Investments	\$ -	\$ -
	Accounts Receivable	\$ -	\$ -
	Due from Other Agencies/Funds	\$ 585,786.99	\$ 577,170.69
	Prepaid Expenses	\$ -	\$ -
<b>Total Assets</b>		<b>\$ 265,466.83</b>	<b>\$ 237,272.28</b>
<b>Liabilities</b>			
	Accounts Payable	\$ 202,041.42	\$ 140,014.39
	Accrued Salaries	\$ -	\$ -
	Payroll Deduction & Withholdings	\$ 63,425.41	\$ 97,257.89
	Deferred Revenue	\$ -	\$ -
	Due To Other Agencies/Funds	\$ -	\$ -
<b>Total Liabilities</b>		<b>\$ 265,466.83</b>	<b>\$ 237,272.28</b>
	Reserve for Federal Projects	\$ (916,763.58)	\$ (977,398.94)
	Reserve for Encumbrances	\$ 916,763.58	\$ 977,398.94
	<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 265,466.83</b>	<b>\$ 237,272.28</b>



**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**

May 31, 2019

SPECIAL REVENUE - OTHER FEDERAL PROJECT FUND

		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease) \$	Increase -Decrease %
<b>Revenues by Source</b>							
3100	Federal Direct	\$ 900,000.00	\$ 950,000.00	\$ 944,326.10	\$ 698,988.56	\$ 245,337.54	35.10%
3200	Federal through State	\$ 10,302,723.19	\$ 10,610,186.70	\$ 8,018,449.33	\$ 9,145,207.77	\$ (1,126,758.44)	-12.32%
3400	Local	\$ -	\$ -	\$ -	\$ -	\$ -	-
3700	Other	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Revenues</b>		<b>\$ 11,202,723.19</b>	<b>\$ 11,560,186.70</b>	<b>\$ 8,962,775.43</b>	<b>\$ 9,844,196.33</b>	<b>\$ (881,420.90)</b>	<b>-8.95%</b>
<b>Expenditures by Function</b>							
5000	Instruction	\$ 4,492,740.54	\$ 5,693,877.99	\$ 4,289,891.70	\$ 5,141,395.09	\$ (851,503.39)	-16.56%
6100	Pupil Personnel Services	\$ 370,683.02	\$ 563,427.17	\$ 489,232.35	\$ 721,194.57	\$ (231,962.22)	-32.16%
6200	Instructional Media Services	\$ -	\$ 1,000.00	\$ 71.82	\$ 399.16	\$ (327.34)	-82.01%
6300	Curriculum Development	\$ 2,555,977.53	\$ 2,712,671.04	\$ 2,240,695.28	\$ 2,279,706.85	\$ (39,011.57)	-1.71%
6400	Instructional Staff Training	\$ 206,122.38	\$ 703,242.09	\$ 343,768.17	\$ 353,995.08	\$ (10,226.91)	-2.89%
6500	Instruction Related Technology	\$ 92,047.87	\$ 125,048.85	\$ 81,877.79	\$ 75,446.44	\$ 6,431.35	8.52%
7100	School Board	\$ -	\$ -	\$ -	\$ -	\$ -	-
7200	General Administration	\$ 2,585,151.85	\$ 599,127.58	\$ 450,319.75	\$ 534,095.51	\$ (83,775.76)	-15.69%
7300	School Administration	\$ -	\$ -	\$ -	\$ -	\$ -	-
7400	Facilities Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	-
7500	Fiscal Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
7600	Food Service	\$ -	\$ -	\$ -	\$ -	\$ -	-
7700	Central Services	\$ -	\$ 141,294.08	\$ 115,936.88	\$ 35,376.00	\$ 80,560.88	227.73%
7800	Pupil Transportation	\$ -	\$ 37,331.38	\$ 7,927.04	\$ 3,599.07	\$ 4,327.97	120.25%
7900	Plant Operation	\$ -	\$ -	\$ 8,242.55	\$ -	\$ 8,242.55	-
8100	Maintenance of Plant	\$ -	\$ -	\$ -	\$ -	\$ -	-
8200	Administration Technology	\$ -	\$ -	\$ -	\$ -	\$ -	-
9100	Community Services	\$ 900,000.00	\$ 951,900.00	\$ 934,812.10	\$ 698,988.56	\$ 235,823.54	33.74%
9200	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	-
9900	Sequestration	\$ -	\$ 31,266.52	\$ -	\$ -	\$ -	-
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 11,202,723.19</b>	<b>\$ 11,560,186.70</b>	<b>\$ 8,962,775.43</b>	<b>\$ 9,844,196.33</b>	<b>\$ (881,420.90)</b>	<b>-8.95%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Beginning Fund Balance 7/1/17</b>					\$ -		
<b>Beginning Fund Balance 7/1/18</b>		\$ -	\$ -	\$ -			
<b>Ending Fund Balance</b>		\$ -	\$ -	\$ -	\$ -	\$ -	

**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

May 31, 2019

**DEBT SERVICE FUNDS**

		May-19	May-18
<b>Assets</b>	Cash on Demand		
	SBE/COBI BONDS	\$ 5,040.58	\$ 13,688.03
	Investments -QSCB	\$ 10,327,858.46	\$ 7,288,357.94
	Accounts Receivable	\$ -	\$ -
	Due from Other Agencies/Funds	\$ -	\$ -
	Prepaid Expenses	\$ -	\$ -
<b>Total Assets</b>		<b>\$ 10,332,899.04</b>	<b>\$ 7,302,045.97</b>
<b>Liabilities</b>	Accounts Payable	\$ -	\$ -
	Accrued Salaries	\$ -	\$ -
	Deferred Revenue	\$ -	\$ -
	Due To Other Agencies/Funds	\$ -	\$ -
<b>Total Liabilities</b>		<b>\$ -</b>	<b>\$ -</b>
	Unreserved Fund Balance	\$ -	\$ -
	Reserve for Debt Services	\$ 10,332,899.04	\$ 7,302,045.97
	<b>Ending Fund Balance</b>	<b>\$ 10,332,899.04</b>	<b>\$ 7,302,045.97</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 10,332,899.04</b>	<b>\$ 7,302,045.97</b>



**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**

May 31, 2019  
DEBT SERVICE FUNDS

		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease) \$\$	Increase -Decrease %
<b>Revenues by Source</b>							
3300	State	\$ 83,100.00	\$ 83,100.00	\$ -	\$ -	\$ -	
3433	Net Increase (Decrease) in FMV	\$ -	\$ 500,000.00	\$ 436,942.23	\$ -	\$ -	
3600	Transfers In	\$ 3,141,585.00	\$ 3,144,381.42	\$ 3,145,631.42	\$ 3,181,152.44	\$ (35,521.02)	-1.12%
3700	Face Value of Long-term Debt and Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenues</b>		<b>\$ 3,224,685.00</b>	<b>\$ 3,727,481.42</b>	<b>\$ 3,582,573.65</b>	<b>\$ 3,181,152.44</b>	<b>\$ 401,421.21</b>	<b>12.62%</b>
<b>Expenditures by Function</b>							
<b>9200</b>	<b>DEBT SERVICE</b>						
<b>OBJECT</b>							
7100	Redemption of Pricipal	\$ 78,000.00	\$ 78,000.00	\$ -	\$ -	\$ -	
7200	Interest	\$ 465,626.00	\$ 469,672.00	\$ 464,772.00	\$ 471,852.50	\$ (7,080.50)	-1.50%
7300	Dues and Fees	\$ 5,450.00	\$ 5,450.00	\$ 5,250.00	\$ -	\$ 5,250.00	
7600	Payments to Refunding Escrow	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal for Function 9200</b>		<b>\$ 549,076.00</b>	<b>\$ 553,122.00</b>	<b>\$ 470,022.00</b>	<b>\$ 471,852.50</b>	<b>\$ (1,830.50)</b>	<b>-0.39%</b>
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 549,076.00</b>	<b>\$ 553,122.00</b>	<b>\$ 470,022.00</b>	<b>\$ 471,852.50</b>	<b>\$ (1,830.50)</b>	<b>-0.39%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ 2,675,609.00</b>	<b>\$ 3,174,359.42</b>	<b>\$ 3,112,551.65</b>	<b>\$ 2,709,299.94</b>	<b>\$ 403,251.71</b>	<b>14.88%</b>
<b>Beginning Fund Balance 7/1/17</b>					<b>\$ 4,592,746.03</b>		
<b>Beginning Fund Balance 7/1/18</b>		<b>\$ 7,220,347.39</b>	<b>\$ 7,220,347.39</b>	<b>\$ 7,220,347.39</b>			
<b>Ending Fund Balance</b>		<b>\$ 9,895,956.39</b>	<b>\$ 10,394,706.81</b>	<b>\$ 10,332,899.04</b>	<b>\$ 7,302,045.97</b>	<b>\$ 3,030,853.07</b>	<b>41.51%</b>

**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

May 31, 2019

**CAPITAL PROJECT FUNDS**

		May-19	May-18
Assets	Cash on Demand	\$ 24,607,685.18	\$ 23,369,443.55
	Investments	\$ -	\$ -
	Accounts Receivable	\$ 99,074.50	\$ 7.11
	Due from Other Agencies/Funds	\$ 281,091.66	\$ 378,199.66
	Prepaid Expenses	\$ -	\$ -
<b>Total Assets</b>		<b>\$ 24,987,851.34</b>	<b>\$ 23,747,650.32</b>
Liabilities	Accounts Payable	\$ 99,603.05	\$ 18,283.12
	Accrued Salaries	\$ -	\$ -
	Construction Contract Retainage	\$ 30,669.40	\$ -
	Deferred Revenue	\$ -	\$ -
	Due To Other Agencies/Funds	\$ -	\$ -
<b>Total Liabilities</b>		<b>\$ 130,272.45</b>	<b>\$ 18,283.12</b>
	Reserved for Capital Outlay	\$ 19,526,565.06	\$ 21,854,317.34
	Reserve for Encumbrances	\$ 5,331,013.83	\$ 1,875,049.86
	<b>Ending Fund Balance</b>	<b>\$ 24,857,578.89</b>	<b>\$ 23,729,367.20</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 24,987,851.34</b>	<b>\$ 23,747,650.32</b>



**CITRUS COUNTY SCHOOL BOARD**  
**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
 May 31, 2019  
 CAPITAL PROJECT FUNDS

Revenues by Source		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease) \$\$	Increase -Decrease %
3300	State	\$ 521,231.00	\$ 1,054,140.00	\$ 25,956.51	\$ 178,044.86	\$ (152,088.35)	-85.42%
3400	Local	\$ 1,334,998.00	\$ 1,422,270.21	\$ 688,107.88	\$ 696,656.02	\$ (8,548.14)	-1.23%
3413	District School Tax	\$ 14,384,254.00	\$ 14,385,254.00	\$ 14,213,052.70	\$ 13,450,889.15	\$ 762,163.55	5.67%
3XXX	Other	\$ -	\$ -	\$ -	\$ 27,925.54	\$ (27,925.54)	-100.00%
<b>Total Revenues</b>		<b>\$ 16,240,483.00</b>	<b>\$ 16,861,664.21</b>	<b>\$ 14,927,117.09</b>	<b>\$ 14,353,515.57</b>	<b>\$ 573,601.52</b>	<b>4.00%</b>
<b>Expenditures by Function</b>							
<b>7400</b>	<b>FACILITIES ACQUISITION</b>						
<b>OBJECT</b>							
6100	Library Books	\$ -	\$ -	\$ -	\$ -	\$ -	
6200	Audio Visual Materials	\$ -	\$ -	\$ -	\$ -	\$ -	
6300	Buildings and Fixed Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
6400	Furniture, Fixtures and Equipment	\$ 2,684,417.00	\$ 3,004,753.93	\$ 1,794,527.66	\$ 1,576,166.46	\$ 218,361.20	13.85%
6500	Motor Vehicles	\$ 1,193,304.00	\$ 1,046,667.87	\$ 936,980.00	\$ 1,769,461.00	\$ (832,481.00)	-47.05%
6600	Land	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	
6700	Improvements Other than Buildings	\$ 1,329,732.04	\$ 1,645,232.56	\$ 212,346.23	\$ 76,643.71	\$ 135,702.52	177.06%
6800	Remodeling and Renovations	\$ 4,379,691.00	\$ 4,642,650.21	\$ 1,035,971.30	\$ 1,072,932.41	\$ (36,961.11)	-3.44%
6850	AES Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	
6900	Computer Software	\$ -	\$ 5,180.55	\$ -	\$ 8,208.12	\$ (8,208.12)	-100.00%
7900	Misc Expense	\$ -	\$ -	\$ -	\$ 27,155.00	\$ (27,155.00)	-100.00%
<b>Subtotal for Function 7400</b>		<b>\$ 9,737,144.04</b>	<b>\$ 10,494,485.12</b>	<b>\$ 3,979,825.19</b>	<b>\$ 4,530,566.70</b>	<b>\$ (550,741.51)</b>	<b>-12.16%</b>
<b>9200</b>	<b>DEBT SERVICE</b>						
<b>OBJECT</b>							
7300	Dues and Fees	\$ 500.00	\$ 500.00	\$ -	\$ 475.00	\$ (475.00)	-100.00%
<b>Subtotal for Function 9700</b>		<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ 475.00</b>	<b>\$ (475.00)</b>	<b>-100.00%</b>
<b>9700</b>	<b>TRANSFERS OUT</b>						
<b>OBJECT</b>							
9100	Transfer to General Fund	\$ 7,828,427.50	\$ 7,894,423.49	\$ 5,608,008.20	\$ 5,211,045.66	\$ 396,962.54	7.62%
9200	Transfer to Debt Service Fund	\$ 3,141,585.00	\$ 3,144,381.42	\$ 3,145,631.42	\$ 3,181,152.44	\$ (35,521.02)	-1.12%
<b>Subtotal for Function 9700</b>		<b>\$ 10,970,012.50</b>	<b>\$ 11,038,804.91</b>	<b>\$ 8,753,639.62</b>	<b>\$ 8,392,198.10</b>	<b>\$ 361,441.52</b>	<b>4.31%</b>
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 20,707,656.54</b>	<b>\$ 21,533,790.03</b>	<b>\$ 12,733,464.81</b>	<b>\$ 12,923,239.80</b>	<b>\$ (189,774.99)</b>	<b>-1.47%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ (4,467,173.54)</b>	<b>\$ (4,672,125.82)</b>	<b>\$ 2,193,652.28</b>	<b>\$ 1,430,275.77</b>	<b>\$ 763,376.51</b>	<b>53.37%</b>
<b>Beginning Fund Balance 7/1/17</b>					<b>\$ 22,299,091.43</b>		
<b>Beginning Fund Balance 7/1/18</b>		<b>\$ 22,663,926.61</b>	<b>\$ 22,663,926.61</b>	<b>\$ 22,663,926.61</b>			
<b>Ending Fund Balance</b>		<b>\$ 18,196,753.07</b>	<b>\$ 17,991,800.79</b>	<b>\$ 24,857,578.89</b>	<b>\$ 23,729,367.20</b>	<b>\$ 1,128,211.69</b>	<b>4.75%</b>



**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

May 31, 2019

**INTERNAL SERVICE FUND - SELF INSURANCE FUND**

		May-19	May-18
<b>Assets</b>			
	Cash on Demand	\$ 8,632,538.19	\$ 6,466,045.10
	Investments	\$ -	\$ -
	Accounts Receivable	\$ -	\$ 47,827.26
	Inventory	\$ 20,939.90	\$ 33,238.31
	Due from Other Agencies	\$ -	\$ -
	Prepaid Expenses	\$ -	\$ -
<b>Total Assets</b>		<b>\$ 8,653,478.09</b>	<b>\$ 6,547,110.67</b>
<b>Liabilities</b>			
	Accounts Payable	\$ 153,342.71	\$ 743.82
	Accrued Salaries	\$ -	\$ -
	Payroll Deduction & Withholdings	\$ 155.13	\$ 338.22
	Deferred Revenue	\$ 1,324,946.54	\$ 1,686,201.91
	Estimated Liability Unpaid Claims	\$ 823,475.11	\$ 1,083,555.63
	Due To Other Agencies/Funds	\$ -	\$ -
<b>Total Liabilities</b>		<b>\$ 2,301,919.49</b>	<b>\$ 2,770,839.58</b>
	Unreserved Fund Balance	\$ 4,936,812.25	\$ 2,350,052.33
	Reserve for Encumbrances	\$ 3,806.45	\$ 2,980.45
	Reserve for Inventory	\$ 20,939.90	\$ 33,238.31
	Reserve for Insurance Claims	\$ 1,390,000.00	\$ 1,390,000.00
	<b>Ending Fund Balance</b>	<b>\$ 6,351,558.60</b>	<b>\$ 3,776,271.09</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 8,653,478.09</b>	<b>\$ 6,547,110.67</b>



**CITRUS COUNTY SCHOOL BOARD**  
**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
 May 31, 2019  
**INTERNAL SERVICE FUNDS - SELF INSURANCE FUND**

		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease)	Increase -Decrease %
						\$	%
<b>Revenues by Source</b>							
3481	Charges for Services	\$ 7,500.00	\$ 7,500.00	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%
3484	Premiums	\$ 16,500,000.00	\$ 16,500,000.00	\$ 14,402,259.69	\$ 14,150,246.30	\$ 252,013.39	1.78%
3489	Other Operating Revenue	\$ 250,000.00	\$ 250,000.00	\$ 252,528.88	\$ 209,492.06	\$ 43,036.82	20.54%
34XX	Nonoperating Revenues	\$ 114,996.00	\$ 114,996.00	\$ 87,619.76	\$ 287,705.68	\$ (200,085.92)	-69.55%
3610	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenues</b>		<b>\$ 16,872,496.00</b>	<b>\$ 16,872,496.00</b>	<b>\$ 14,746,908.33</b>	<b>\$ 14,651,944.04</b>	<b>\$ 94,964.29</b>	<b>0.65%</b>
<b>Expenditures by Function</b>							
<b>7700</b>	<b>STAFF SERVICES</b>						
<b>OBJECT</b>							
1000	Salaries	\$ 26,104.00	\$ 20,743.76	\$ 17,964.02	\$ 19,985.76	\$ (2,021.74)	-10.12%
2000	Employee Benefits	\$ 10,714.81	\$ 9,779.03	\$ 7,972.73	\$ 7,291.82	\$ 680.91	9.34%
3000	Purchased Services	\$ 3,604,385.50	\$ 3,604,385.50	\$ 2,908,646.25	\$ 2,798,305.49	\$ 110,340.76	3.94%
4000	Energy Services	\$ 4,220.00	\$ 4,220.00	\$ 3,151.54	\$ 3,483.72	\$ (332.18)	-9.54%
5000	Materials and Supplies	\$ 33,000.00	\$ 32,719.35	\$ 20,407.89	\$ 18,465.42	\$ 1,942.47	10.52%
6000	Capital Outlay	\$ 7,500.00	\$ 7,500.00	\$ 1,882.50	\$ 1,866.76	\$ 15.74	0.84%
7000	Other Expenses	\$ 13,000.00	\$ 13,000.00	\$ 9,393.72	\$ 21,309.78	\$ (11,916.06)	-55.92%
7700	Claims	\$ 12,500,000.00	\$ 12,500,000.00	\$ 9,161,003.91	\$ 10,127,097.95	\$ (966,094.04)	-9.54%
<b>Subtotal for Function 7700</b>		<b>\$ 16,198,924.31</b>	<b>\$ 16,192,347.64</b>	<b>\$ 12,130,422.56</b>	<b>\$ 12,997,806.70</b>	<b>\$ (867,384.14)</b>	<b>-6.67%</b>
<b>7900</b>	<b>Operation of Plant</b>						
<b>OBJECT</b>							
1000	Salaries	\$ 10,000.00	\$ 12,028.51	\$ 11,103.25	\$ 8,672.46	\$ 2,430.79	28.03%
2000	Employee Benefits	\$ 1,751.00	\$ 2,055.66	\$ 1,897.24	\$ 1,404.27	\$ 492.97	35.11%
3000	Purchased Services	\$ 2,000.00	\$ 2,000.00	\$ 1,239.17	\$ 1,250.13	\$ (10.96)	-0.88%
5000	Materials and Supplies	\$ 1,000.00	\$ 1,280.65	\$ 1,037.38	\$ 790.89	\$ 246.49	31.17%
6000	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	
7000	Other Expenses	\$ -	\$ 85.00	\$ 85.00	\$ -	\$ 85.00	
<b>Subtotal for Function 7900</b>		<b>\$ 14,751.00</b>	<b>\$ 17,449.82</b>	<b>\$ 15,362.04</b>	<b>\$ 12,117.75</b>	<b>\$ 3,244.29</b>	<b>26.77%</b>
<b>8100</b>	<b>Rep &amp; Maintenance</b>	\$ 1,000.00	\$ 1,000.00	\$ 392.50	\$ 682.50		
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 16,214,675.31</b>	<b>\$ 16,210,797.46</b>	<b>\$ 12,146,177.10</b>	<b>\$ 13,010,606.95</b>	<b>\$ (864,429.85)</b>	<b>-6.64%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ 657,820.69</b>	<b>\$ 661,698.54</b>	<b>\$ 2,600,731.23</b>	<b>\$ 1,641,337.09</b>	<b>\$ 959,394.14</b>	<b>58.45%</b>
<b>Beginning Fund Balance 7/1/17</b>					<b>\$ 2,134,934.00</b>		
<b>Beginning Fund Balance 7/1/18</b>		<b>\$ 3,750,827.37</b>	<b>\$ 3,750,827.37</b>	<b>\$ 3,750,827.37</b>			
<b>Ending Fund Balance</b>		<b>\$ 4,408,648.06</b>	<b>\$ 4,412,525.91</b>	<b>\$ 6,351,558.60</b>	<b>\$ 3,776,271.09</b>	<b>\$ 2,575,287.51</b>	<b>68.20%</b>

**CITRUS COUNTY SCHOOL BOARD  
COMBINED BALANCE SHEET**

May 31, 2019

**ACADEMY OF ENVIRONMENTAL SCIENCE CHARTER SCHOOL**

		May-19	May-18
<b>Assets</b>	Cash on Demand	\$ 130,746.47	\$ 74,860.52
	Accounts Receivable	\$ -	\$ -
	Due from Other Agencies/Funds	\$ -	\$ 2,356.22
	Prepaid Expenses	\$ -	\$ -
<b>Total Assets</b>		<b>\$ 130,746.47</b>	<b>\$ 77,216.74</b>
<b>Liabilities</b>	Accounts Payable	\$ 11,169.17	\$ 5,357.93
	Accrued Salaries	\$ -	\$ -
	Construction Contract Retainage	\$ -	\$ -
	Payroll Deduction & Withholdings	\$ 2,783.97	\$ 3,405.81
	Deferred Revenue	\$ -	\$ -
	Due To Other Agencies/Funds	\$ -	\$ -
<b>Total Liabilities</b>		<b>\$ 13,953.14</b>	<b>\$ 8,763.74</b>
	Unreserved Fund Balance	\$ 57,976.50	\$ 36,885.25
	Reserve for Encumbrances	\$ 58,816.83	\$ 31,567.75
	<b>Ending Fund Balance</b>	<b>\$ 116,793.33</b>	<b>\$ 68,453.00</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 130,746.47</b>	<b>\$ 77,216.74</b>



CITRUS COUNTY SCHOOL BOARD  
**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**

May 31, 2019

ACADEMY OF ENVIRONMENTAL SCIENCE CHARTER SCHOOL

		Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
						Increase (Decrease) \$\$	Increase -Decrease %
<b>Revenues by Source</b>							
3100	Federal Direct	\$ -	\$ -	\$ -	\$ -	\$ -	
3200	Federal through State	\$ -	\$ -	\$ -	\$ -	\$ -	
3300	State	\$ 750,126.00	\$ 832,529.05	\$ 767,269.25	\$ 415,809.57	\$ 351,459.68	84.52%
3400	Local	\$ 2,000.00	\$ 7,522.00	\$ 6,143.86	\$ 34,967.04	\$ (28,823.18)	-82.43%
3600	Transfers from Capital	\$ -	\$ -	\$ -	\$ 24,619.38	\$ (24,619.38)	
3700	Other	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenues</b>		<b>\$ 752,126.00</b>	<b>\$ 840,051.05</b>	<b>\$ 773,413.11</b>	<b>\$ 475,395.99</b>	<b>\$ (298,017.12)</b>	<b>-62.69%</b>
<b>Expenditures by Function</b>							
5000	Instruction	\$ 465,663.57	\$ 504,431.51	\$ 426,146.27	\$ 232,002.31	\$ 194,143.96	83.68%
6100	Pupil Personnel Services	\$ 50,294.85	\$ 50,729.85	\$ 45,054.75	\$ 49.99	\$ 45,004.76	
6200	Instructional Media Services	\$ -	\$ -	\$ -	\$ -	\$ -	
6300	Curriculum Development	\$ 7,750.00	\$ 12,673.85	\$ 12,673.85	\$ 4,048.77	\$ 8,625.08	213.03%
6400	Instructional Staff Training	\$ -	\$ 2,758.63	\$ 2,324.37	\$ 347.72	\$ 1,976.65	568.46%
6500	Instruction Related Technology	\$ -	\$ -	\$ -	\$ -	\$ -	
7100	School Board	\$ 15,075.00	\$ 6,524.20	\$ -	\$ 5,207.50	\$ (5,207.50)	-100.00%
7200	General Administration	\$ -	\$ -	\$ -	\$ -	\$ -	
7300	School Administration	\$ 75,157.23	\$ 64,648.85	\$ 30,599.55	\$ 42,105.71	\$ (11,506.16)	-27.33%
7400	Facilities Acquisition	\$ -	\$ 39,206.40	\$ 36,077.02	\$ -	\$ 36,077.02	
7500	Fiscal Services	\$ 25,188.00	\$ 50,632.59	\$ 45,854.13	\$ 23,945.01	\$ 21,909.12	91.50%
7600	Food Service	\$ -	\$ -	\$ -	\$ -	\$ -	
7700	Central Services	\$ -	\$ 3,665.00	\$ 3,408.00	\$ 2,088.80	\$ 1,319.20	63.16%
7800	Pupil Transportation	\$ -	\$ 155.35	\$ 324.04	\$ 149.30	\$ 174.74	
7900	Plant Operation	\$ 62,151.00	\$ 66,694.26	\$ 61,830.14	\$ 69,490.54	\$ (7,660.40)	-11.02%
8100	Maintenance of Plant	\$ 5,000.00	\$ 6,319.60	\$ 3,590.21	\$ 1,247.38	\$ 2,342.83	187.82%
8200	Administration Technology	\$ 8,000.00	\$ 8,000.00	\$ 5,940.00	\$ 5,936.69	\$ 3.31	0.06%
9100	Community Services	\$ -	\$ -	\$ -	\$ -	\$ -	
9200	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>		<b>\$ 714,279.65</b>	<b>\$ 816,440.09</b>	<b>\$ 673,822.33</b>	<b>\$ 386,619.72</b>	<b>\$ 287,202.61</b>	<b>74.29%</b>
9700	Transfers Out	\$ -	\$ 18,623.60	\$ -	\$ 24,619.38	\$ (24,619.38)	
<b>Total Expenditures &amp; Other Uses</b>		<b>\$ 714,279.65</b>	<b>\$ 835,063.69</b>	<b>\$ 673,822.33</b>	<b>\$ 411,239.10</b>	<b>\$ 262,583.23</b>	<b>63.85%</b>
<b>Excess/(Deficit) Revenues vs. Expenditures</b>		<b>\$ 37,846.35</b>	<b>\$ 4,987.36</b>	<b>\$ 99,590.78</b>	<b>\$ 64,156.89</b>	<b>\$ 35,433.89</b>	<b>35.58%</b>
<b>Beginning Fund Balance 7/1/17</b>					<b>\$ 4,296.11</b>		
<b>Beginning Fund Balance 7/1/18</b>		<b>\$ 17,202.55</b>	<b>\$ 17,202.55</b>	<b>\$ 17,202.55</b>			
<b>Ending Fund Balance</b>		<b>\$ 55,048.90</b>	<b>\$ 22,189.91</b>	<b>\$ 116,793.33</b>	<b>\$ 68,453.00</b>	<b>\$ 48,340.33</b>	<b>70.62%</b>

CITRUS COUNTY SCHOOL BOARD  
**COMBINED BALANCE SHEET**  
 May 31, 2019  
 PRIVATE PURPOSE TRUST FUND

		May-19		May-18
<b>Assets</b>	Cash on Demand	\$ 218,644.29	\$	217,962.85
	Investments	\$ -	\$	-
	Accounts Receivable	\$ -	\$	-
	Due from Other Agencies/Funds	\$ -	\$	-
	Prepaid Expenses	\$ -	\$	-
<b>Total Assets</b>		<b>\$ 218,644.29</b>	<b>\$</b>	<b>217,962.85</b>
<b>Liabilities</b>	Accounts Payable	\$ -	\$	-
	Accrued Salaries	\$ -	\$	-
	Deferred Revenue	\$ -	\$	-
	Due To Other Agencies/Funds	\$ -	\$	-
<b>Total Liabilities</b>		<b>\$ -</b>	<b>\$</b>	<b>-</b>
	Unreserved Fund Balance	\$ 218,644.29	\$	212,462.85
	Reserve for Encumbrances	\$ -	\$	5,500.00
	<b>Ending Fund Balance</b>	<b>\$ 218,644.29</b>	<b>\$</b>	<b>217,962.85</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$ 218,644.29</b>	<b>\$</b>	<b>217,962.85</b>



CITRUS COUNTY SCHOOL BOARD  
**MONTHLY SUMMARY OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
 May 31, 2019  
 PRIVATE PURPOSE TRUST FUND

	Original Budget	Amended Budget	May-19	May-18	Current Yr Actuals Compared to Prior Year Actuals	
					Increase (Decrease) \$\$	Increase -Decrease %
<b>Revenues by Source</b>						
3431 Interest	\$ 4,000.00	\$ 4,000.00	\$ 5,655.83	\$ 3,076.24	\$ 2,579.59	83.86%
3440 Gifts, Grants, Bequests	\$ -	\$ -	\$ 1,000.00	\$ 1,653.20	\$ (653.20)	-39.51%
<b>Total Revenues</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 6,655.83</b>	<b>\$ 4,729.44</b>	<b>\$ 1,926.39</b>	<b>40.73%</b>
<b>Expenditures by Function</b>						
7900 Misc Expense	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	
<b>Subtotal for Function 9200</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Expenditures &amp; Other Uses</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Excess/(Deficit) Revenues vs. Expenditures</b>	<b>\$ (6,000.00)</b>	<b>\$ (6,000.00)</b>	<b>\$ 6,655.83</b>	<b>\$ 4,729.44</b>	<b>\$ 1,926.39</b>	<b>40.73%</b>
<b>Beginning Fund Balance 7/1/17</b>				<b>\$ 213,233.41</b>		
<b>Beginning Fund Balance 7/1/18</b>	<b>\$ 211,988.46</b>	<b>\$ -</b>	<b>\$ 211,988.46</b>			
<b>Ending Fund Balance</b>	<b>\$ 205,988.46</b>	<b>\$ (6,000.00)</b>	<b>\$ 218,644.29</b>	<b>\$ 217,962.85</b>	<b>\$ 681.44</b>	<b>0.31%</b>

Inverness, Florida  
June 11, 2019

An Administrative Hearing and Regular Meeting were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, June 11, 2019. Present: Sandra "Sam" Himmel – Superintendent; Thomas Kennedy – Chairman; Sandra Counts – Vice Chairman; School Board Members: Virginia Bryant, Douglas A. Dodd and Linda B. Powers. Also in attendance, R. Wesley Bradshaw, School Board Attorney.

### **ADMINISTRATIVE HEARING**

The Administrative Hearing was opened at 3:00 p.m.

Upon motions made, seconded and approved, an expulsion was directed in Case No. 19-112, 19-115 and 19-117. Case No. 19-116 was tabled for the next Administrative Hearing in July.

The Administrative Hearing was closed at 4:02 p.m.

### **REGULAR MEETING**

Chairman Thomas Kennedy opened the Regular Meeting at 4:11 p.m. Douglas Dodd had opening exercises and recognized Citrus High School's Drama Department, under the direction of teacher, Kristin Neander, as an award-winning theater program that has been recognized at a local, state and national level. This year students, Alexandria Savoy and Ricky Nelson, will represent Citrus County at the International Thespian Festival in Lincoln Nebraska. Mr. Dodd then asked everyone to stand for the Pledge of Allegiance to the Flag of the United States of America.

### **ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT**

Chairman Kennedy announced the following items that were added to the agenda for good cause: V. J. Approval on the Educational Contract between Eckerd Youth Alternatives, Inc. and the School Board of Citrus County, Florida; VI. B. 8. Approve New Job Description for Supervisor of Educational Technology; and VI. B. 9. Approve Updated Job Description for Director of Educational Technology. He also announced that Superintendent Himmel pulled item VII U. Disposal of Active Surplus from the agenda. Linda Powers moved to Adopt the Agenda as recommended by the Superintendent as amended; seconded by Sandra Counts and carried unanimously.

### **CITIZEN COMMENTS**

None

## **APPROVE CONSENT AGENDA – (Recognition of donations)**

Douglas Dodd moved to approve the Consent Agenda; seconded by Virginia Bryant and carried unanimously. The Executive Secretary to the School Board read the donations on the record.

## **PRESENTATION**

Recognition of Allora Donaldson on attaining the Girl Scout Gold Award

Dr. Scott Hebert, Chief Academic Officer, recognized Allora Donaldson for attaining the Girl Scout Gold Award for Citrus County, which is the highest award in Girl Scouting. He stated that since 1916, the Gold Award has stood for excellence and leadership. Recipients of the Gold Award have demonstrated leadership by taking charge and affecting change locally, nationally and worldwide through sustainable “Take Action” projects. Allora was recognized for her Alzheimer’s Purple Project.

## **EDUCATIONAL SERVICES, SCOTT HEBERT**

- C. Presentation of the 2018-19 District-Wide School Surveys of Parents, Students and Staff (copy in supplemental file)

Amy Crowell, Director of Research and Accountability, presented a Power Point with information on the 2019 Staff, Parent and Student Surveys. She explained the survey was made up of questions on Administration/School Leaders, Teachers/Instruction/School, Students, School Improvement Plans, Facilities and Safety. Dr. Hebert gave an overview of how the surveys were used. There was discussion from the Board on the importance of the surveys and how to encourage staff and parents to complete them in the future.

- J. Approved the Educational Contract Between Eckerd Youth Alternatives, Inc. (copy in supplemental file)

Sandra Counts moved to approve the Educational Contract between Eckerd Youth Alternatives, Inc.; seconded by Virginia Bryant. Kenneth Philipson, National Director of Education, Eckerd Youth Alternatives, was in attendance and answered all questions asked by the Board. After some discussion, a vote was taken and carried unanimously.

## **SCHOOL SUPPORT SERVICES, JONNY BISHOP**

- A. Facilities, Construction & Maintenance, Eric Stokes
  - 5. Project Update for the Roger Weaver Educational Complex Evacuation Route (informational) (copy in supplemental file)

Eric Stokes, Director of Facilities, Construction & Maintenance, provided a brief Power Point presentation on the status of the Roger Weaver Educational Complex Evacuation Route. He shared that there was a bid opening in May for the evacuation route and only one bid received. Mr. Stokes explained that currently \$1.1 million was funded for the project and only approximately \$800,000 of that amount was construction dollars. With the current bid being approximately \$1.4



million, there was a bit of a deficiency. Not wanting to take any risks, they looked at the project and wanted to take the traffic circle out of the 1<sup>st</sup> phase of construction and write up a new contract to move forward with the emergency evacuation route with potential to add the traffic circle once funds were secured. Mr. Stokes responded to the Board's questions and concerns. After discussion, it was the consensus to bring the new contract back to the board at the next board meeting.

B. 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 Linda Powers and carried unanimously.

3. Approved the 2019-20 Staffing Plans (copy in supplemental file)

Virginia Bryant moved to approve the 2019-20 Staffing Plans; seconded by Sandra Counts. Linda Powers stated that she would like to see two certified school counselors in every elementary School. Suzy Swain, Director of Human Resources, explained that adding another certified school counselor to every elementary school would cost \$600,000.

Chairman Kennedy paused the Regular Meeting at 5:15 p.m. for Citizen Comments and read citizen comments protocol.

### **CITIZEN COMMENTS**

Lewis Smith provided public input on the topic of Teachers and Guns.

Chairman Kennedy reopened the Regular Meeting at 5:18 p.m.

3. Approval of the 2019-20 Staffing Plans (copy in supplemental file) ... continued

Discussion ensued on the need for more staff. After a lengthy discussion, a vote was taken, and the motion passed 4-1. For: Virginia Bryant, Sandra Counts, Douglas Dodd and Thomas Kennedy. Against: Linda Powers.

7. Approved New Job Description for Supervisor of Educational Technology (copy in supplemental file)

Ms. Swain asked for approval of the new job description for Supervisor of Educational Technology. She shared that the Coordinator position was put on hold and the funds budgeted for that position would be used for the Supervisor position. Ms. Swain explained that by doing that, there would be a savings of roughly \$6,000. Douglas Dodd moved to approve the New Job Description for Supervisor of Educational Technology; seconded by Virginia Bryant and carried unanimously.

8. Approved Updated Job Description for Director of Educational Technology (copy in supplemental file)

Virginia Bryant moved to approve the Updated Job Description for the Director of Educational Technology; seconded by Sandra Counts and carried unanimously.

#### **FINANCE, MIKE MULLEN**

- U. Approve the Disposal of Active Surplus (copy in supplemental file)  
**\*\*\*\* pulled from agenda\*\*\*\***

- V. Bids:

- 4) Approved Award of Bid 2019-40 LPS Upgrade Fire Alarm to BCI Integrated Solutions (copy in supplemental file)

Sandra Counts moved to approve Award of Bid 2019-40 LPS Upgrade Fire Alarm to BCI Integrated Solutions; seconded by Virginia Bryant. Douglas Dodd asked Eric Stokes, Director of Construction, Facilities & Maintenance, for an overview of the updated fire alarm system. After discussion, a vote was taken and carried unanimously.

#### **BUDGET UPDATE**

Superintendent Himmel gave a brief overview of the budget and shared that the Fund balance was currently at approximately 3.6% and the district was still working with each department and looking where other funds could be found.

#### **ATTORNEY, LEGAL MATTERS**

Wes Bradshaw, School Board Attorney, shared that on May 29<sup>th</sup>, Jonny Bishop, Assistant Superintendent, sent a letter to Major Justin Ferrara of the Citrus County Sheriff's Office, informing them Chief Grant would assume the role of School Safety Specialist, designated by Superintendent Himmel, starting June 1<sup>st</sup>. He stated that he received information that Chief Grant was going to be denied access to any of the buildings that the Sheriff occupied. Mr. Bradshaw said the district had not received a response to Mr. Bishop's letter until earlier in the day and provided the Board with a copy. He stated the response letter questioned why the Sheriff's office was not consulted when the district was appointing the School Safety Specialist as it was such an important position. The letter also stated that Chief Grant would not be allowed to attend interviews of deputies applying for an SRO position. Mr. Bradshaw said that the district was basically in a position now where the Chief of Police and School Safety Specialist was not allowed to go to the meetings that he needed to go to, and the meetings for emergency management would be restricted and under observation. He said that not allowing the district's Chief of Police and School Safety Specialist to act in a school-safety capacity was contradictory to the response letter that talked about safety and the safety of students. Mr. Bradshaw asked the board for authorization to research any legal recourse the board had because of the sheriff's denial of allowing the Chief of Police and School Safety Specialist access to public buildings, and to file on behalf of the School Board anything that was actionable. Mr. Dodd suggested getting the County Administrator's or County Attorney's legal opinion regarding the Sheriff

denying Chief Grant access to the county's buildings before going forward with any legal action. After some discussion, Ginger Bryant moved to authorize Wes Bradshaw to research and provide any communications regarding said matter; seconded by Sandra Counts. After discussion and a decision to have a meeting on June 25<sup>th</sup> to have further discussion of said matter, a vote was taken and carried unanimously.

### **APPROVE MINUTES**

Virginia Bryant moved to approve the minutes from the Administrative Hearing, Special Meeting and Workshop of April 23, 2019, the Administrative Hearing, Regular Meeting and Public Hearing of May 14, 2019 and the Workshop of May 21, 2019; seconded by Douglas Dodd and carried 4-0.

### **CITIZEN COMMENTS**

None

### **ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD**

Jonny Bishop, Assistant Superintendent, gave accolades to Cheri Cernich, Director of Risk Management, who was retiring at the end of June.

Douglas Dodd mentioned he would like to review the SESIR requirements as compared to Bill 7030 at a future workshop to make sure the district's policy was in line with the law and that the district was addressing the reporting of discipline. He also indicated he wanted to have discussion on active assailant trainings at a future workshop. Mr. Dodd mentioned that the newly hired Guardians were provided radios funded through the Guardian Program that would allow them to communicate with Law enforcement and the 911 center with the EOC. He shared that he attended the Florida High School Athletic Association meeting and Peyton Burdette was chosen as one of the Florida Dairy Farmers Academic All State members. Mr. Dodd talked about the Value Adjustment Board meetings and how he represented the School Board at those meetings. He shared that Sandra Counts was going to take over that assignment beginning in August. Chairman Kennedy suggested that the Value Adjustment Board send the School Board's Executive Secretary emails to get notice of future meetings. Mr. Dodd said he would ask about that at the meeting.

Virginia Bryant mentioned she attended the District's retirement party and thought it went very well.

Linda Powers reminded the board of the WTC nursing graduation. She mentioned she attended a National Alliance on Mental Illness (NAMI) meeting and Life Stream was there and spoke about resources in the county for both adults and children. Mrs. Powers also mentioned that Baker Acts would not be brought to Citrus Memorial Hospital.

Sandra Counts also attended the NAMI meeting and was very impressed with Life Stream. She stated that the district needed to be prepared for the first day of school this year in regard to the SRO program.

Thomas Kennedy mentioned, in talking about Guardians, that the liability insurance for the State of Florida indicated that it excluded Guardians who were instructional, and asked Attorney Bradshaw if he would look into that further. He gave accolades to Cheri Cernich for her service during her time working for the Citrus County School District.

## ADJOURNMENT

The Regular Meeting was adjourned at 6:57 p.m.

Thomas Kennedy  
Chairman

Sandra Himmel  
Superintendent

## ATTACHMENT - A

### Educational Services, Scott Hebert

- A. Approved the 2018-2019 School Volunteers (copy in supplemental file)
- B. Approved the Professional Learning Catalog (Master Inservice Plan) (copy in supplemental file)
- D. Approved research study – Foundation for Success (copy in supplemental file)
- E. Approved the renewal of services provided by PowerSchool Group, LLC (formerly Performance Matters) to Citrus County School Board for the period of March 15, 2020 through March 14, 2021 (copy in supplemental file)
- F. Approved the District Study Island Purchase (copy in supplemental file)
- F. Approved District I-Ready License and Support Purchase (copy in supplemental file)
- G. Approved agreement between the School Board of Seminole County and the Citrus County School Board; whereas, the School Board of Seminole County provides support and technical assistance to Title I and ESSA programs through the East Coast Technical Assistance Center (ECTAC) (copy in supplemental file)
- H. Approved the State Personnel Development Grant for Implementation of Strategic Instruction Model (copy in supplemental file)
- I. Approved the Articulation Agreement between Withlacoochee Technical College and the three High Schools in the Citrus County School District (copy of supplemental file)

### School Support Services, Jonny Bishop

- A. Facilities, Construction & Maintenance, Eric Stokes

1. Approved the 2019-2024 Educational Plant Survey (copy in supplemental file)
  2. Approved Pre-Qualification of Contractors for Educational Facilities (copy in supplemental file)
  3. Approved the Continuing Contract Consultant Selection Process
  4. Approved Purchase to Replace 19 Air Conditioning Units at Floral City Elementary (copy in supplemental file)
- B. Human Resources, Suzy Swain
2. Approved the 2019-2020 Adjustment for Administrators (copy in supplemental file)
  4. Approved Appointment of Instruction Personnel for 2019-2020 (copy of supplemental file)
  5. Approved Appointment of Support Personnel for 2019-2020 (copy in supplemental file)
  6. Approved the 2019-20 New Administrator Placement Schedule (copy in supplemental file)
  7. Approved Appointment of Administrative Personnel for 2019-20
- C. Risk Management, Cheri Cernich
- Approved the Annual Fire Safety, Casualty and Sanitation Inspections (available in the District Office)
- D. Safety and Security, Chief Grant
1. Approved the 2019-2020 Agreement Between the School Board of Citrus County and the Citrus County Sheriff's Office for Sheriff's Security Services (copy in supplemental file)
  2. Approved the 2019-2020 Agreement Between the School Board of Citrus County and the Citrus County Sheriff's Office for School Traffic Control (copy in supplemental file)

Finance, Mike Mullen

- A. Approved the \$500 donation to Homosassa Elementary School from Homosassa Guides Association (copy in supplemental file)
- B. Approved the \$5,000 Grant to Inverness Primary School from Lowe's (copy in supplemental file)
- C. Approved the \$500 Sponsorship for Advertisement to Citrus High School from All Florida Weatherproofing & Construction Inc. (copy in supplemental file)
- D. Approved the \$500 Golf Tournament Hole Sponsor purchase to Citrus High School from Everett Management Group, Inc. (copy in supplemental file)
- E. Approved the \$750 Golf Tournament Hole Sponsor Purchase to Citrus High School from Tri-Co Communications (copy in supplemental file)
- F. Approve the \$750 Citrus High School Golf Tournament Hole Sponsor Purchase to Citrus High School from Kyler Kirby (copy in supplemental file)
- G. Approved the \$500 donation to Crystal River High School from Duke Energy (copy in supplemental file)
- H. Approved the \$1,000 donation to Crystal River High School from Robert S. Gerrits, Inc. DBA (copy in supplemental file)

- I. Approved the \$1,000 donation to Crystal River High School from Crystal Motor Car Co. Inc. (copy in supplemental file)
- J. Approved the \$500 donation to Crystal River High School from C&S Roofing (copy in supplemental file)
- K. Approved the \$700 donation to Crystal River High School from Gator Shop LLC (copy in supplemental file)
- L. Approved the \$500 donation to Crystal River High School from Mike Scott Plumbing, Inc. (copy in supplemental file)
- M. Approved the \$500 donation to Lecanto High School from Gulf to Lake Sales (copy in supplemental file)
- N. Approved the \$500 donation to Lecanto High School from the Veterans of Foreign Wars (copy in supplemental file)
- O. Approved the \$1,000 donation to Lecanto High School from Advanced Ankle & Foot Centers (copy in supplemental file)
- P. Approved the donation of books totaling \$518.69 to Lecanto High School from Donors Choose (copy in supplemental file)
- Q. Approved the \$1,500 donation to CREST from The Gulf to Lake Pilots Club (copy in supplemental file)
- R. Approved the \$500 donation to the Academy of Environmental Science from Kings Bay Rotary Charitable Foundation (copy in supplemental file)
- S. Approved the \$500 donation to the Marine Science Station from Kings Bay Rotary Charitable Foundation (copy in supplemental file)
- T. Approved the \$1,000 donation to the Marine Science Station from the Kings Bay Rotary Charitable Foundation (copy in supplemental file)
- V. Bids:
  - 1) Approved renewal of Bid 2016-22 Direct Digital (DDS) HVAC Controls, Parts & Labor - Automated Building Control Systems, Inc and Automated Controls, LLC (copy in supplemental file)
  - 2) Approved Revised Award of Bid 2016-39 Custodial Equipment to Resource One. Hillman Supple declined to renew (copy in supplemental file)
  - 3) Approved Award of Revised Bid 2019-26 Mowing Services to multiple vendors and sites as indicated (copy in supplemental file)
  - 4) Approved Award of Bid 2019-40 LPS Upgrade Fire Alarm to BCI Integrated Solutions (copy in supplemental file)
  - 5) Approved Award of Bid 2019-44 Auditing Services to Purvis, Gray and Co., LLP (copy in supplemental file)
- W. Approved Amendment #8 April 2019 (copy in supplemental file)

Informational Items

- A. April 2019 Cash and Investment Report (copy in supplemental file)
- B. Financial Statements as of April 2019 (copy in supplemental file)

A Workshop and Special Meeting were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, June 25, 2019. Present: Mike Mullen – Assistant Superintendent; Thomas Kennedy – Chairman, Sandra Counts – Vice Chairman; School Board Members: Virginia Bryant, Douglas A. Dodd, Linda B. Powers and R. Wesley Bradshaw, School Board Attorney.

### **SPECIAL MEETING**

Chairman Kennedy opened the Special Meeting at 9:02 a.m. Douglas Dodd had opening exercises and asked everyone to stand for 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 Himmel; seconded by Ginger Bryant 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)

Douglas Dodd moved to approve the Instructional and Support Recommendations; seconded by Sandra Counts and carried unanimously.

- 2) Approved the Affiliation Agreement with Indian River State College- Internships (copy in supplemental file)

Sandra Counts moved to approve the Affiliation Agreement with Indian River State College- Internships; seconded by Douglas Dodd and carried unanimously.

- 3) Approved Jennifer Megan Vonderhaar as Assistant Principal of Citrus Springs Elementary School

Sandra Counts moved to approve Jennifer Megan Vonderhaar as Assistant Principal of Citrus Springs Elementary School; seconded by Virginia Bryant and carried unanimously.

### **FINANCE, MIKE MULLEN**

- A. Approved the Addendum to Lease Agreement with Silver River Mentoring Instruction, Inc. (copy in supplemental file)

Douglas Dodd moved to approve the Addendum to Lease Agreement with Silver River Mentoring Instruction, Inc.; seconded by Virginia Bryant and carried unanimously.

- B. Approved the Addendum to Lease Agreement with PACE Center for Girls, Inc. (copy in supplemental file)

Douglas Dodd moved to approve the Addendum to Lease Agreement with PACE Center for Girls, Inc.; seconded by Sandra Counts and carried unanimously.

- C. Approved Award of BID 2019-27 Roger Weaver Evacuation Route to Pave-Rite, Inc. (copy in supplemental file)

Sandra Counts moved to approve Award of BID 2019-27 Roger Weaver Evacuation Route to Pave-Rite, Inc.; seconded by Virginia Bryant. There was some discussion on the project and timelines. A vote was taken and carried unanimously,

- D. Approved Disposal of Active Surplus Property (copy in supplemental file)

Linda Powers moved to approve Disposal of Active Surplus Property; seconded by Sandra Counts and carried unanimously.

## **ATTORNEY, LEGAL MATTERS**

### **SRO Contract**

Wes Bradshaw, School Board Attorney, mentioned he did not have a School Resource Officer (SRO) contract for the Board yet, although he believed the district was one step closer. He explained that the original SRO contract that came back from the Sheriff's office contained a whole section on Guardians. Mr. Bradshaw stated that after discussion with the Sheriff's legal counsel, it was determined that it was better for that section to be separated out of the SRO contract and to create a Memorandum of Understanding (MOU) for the Guardian Program. He shared that there was one section of the SRO contract they were still negotiating on but believed was resolved by adding a section to the MOU regarding the School Safety Specialist. He stated that the additional section covered the School Safety Specialist's rights and duties. Mr. Bradshaw added that the changes the Sheriff wanted for the SRO contract was contingent upon entering into an MOU for the Guardian Program and felt everything would be resolved before the July 9<sup>th</sup> Board meeting. He shared that, with the district entering into an MOU, that should resolve any issues the board had with the sheriff's denial of allowing the Chief of Police and School Safety Specialist access to public buildings. Discussion ensued regarding the School Safety Specialist and the responsibilities and rights he had.



## **ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOLBOARD**

Dr. Scott Hebert, Chief Academic Officer, shared that the Governor, through his budget, had allocated Citrus County \$900,000 for a project called Project Shine, that he had requested through the House and the Senate. He explained he had conversation with Superintendent Himmel about supporting some of the elementary schools with the challenges they faced with behavioral issues. They worked on the proposal that focused on providing interventions and support. To students with emotional, behavioral and mental health conditions. A TOSA will be hired for all elementary schools and Jen Greco, Coordinator of Student Services, will be their supervisor. She would provide training and resources. Counseling for students individually, small group counseling and social emotional counseling would be provided. Dr. Hebert also shared that his goal was to hire 5-6 counselors through Life Stream that would work at the elementary schools. He also mentioned that hiring and securing school psychologists was an issue and Kit Humbaugh, Director of Student Services, proposed shifting the funding from psychologists to hiring additional social workers that would provide more support to the elementary schools. There was more discussion on how to promote the need for school counselors and psychologists.

Douglas Dodd was excited to see the Project Shine money was approved. He mentioned he had one more Value Adjustment Board meeting to attend and then Sandy Counts was stepping in as representative for the School Board and he will go on as an alternate.

Virginia Bryant mentioned she enjoyed the Florida School Board Association Joint Conference in Tampa.

Linda Powers mentioned that on the 4<sup>th</sup> of July there will be fireworks over the lake in Hernando and Grace Church was having a potluck dinner.

Sandra Counts shared she attended the Florida School Board Association Joint Conference in Tampa. She mentioned that she read an article in the paper that Pastor Greg at the Cornerstone Baptist Church will be hosting the Leadership Summit simulcast in August at the church.

Thomas Kennedy shared that the Florida School Board Association asked him to lead the Leadership Services Committee as their new Chair and he accepted. He explained that he would be working with the plans of developing the conference trainings, the Certified Board Members and new Board Member training, and ethics training. Mr. Kennedy also shared that this was the time when the legislative committee started the process of looking at areas that to be added to the platform. Linda Powers mentioned she had sent off some suggestions for some platforms.

## **ADJOURNMENT**

Chairman Kennedy closed the Special Meeting at 9:55 a.m.

**CLOSED SAFETY/SECURITY SESSION (Pursuant to Florida Statute 281.30)**

The closed Safety/Security Session was opened at 9:52 a.m. pursuant to Florida Statute 281.301 and the room was cleared with the exception of appropriate designated personnel.

The closed Safety/Security Session was closed at 10:48 a.m.

**WORKSHOP:**

Chairman Kennedy opened the Workshop at 11:00 a.m.

**TOPIC:**

- 1) Budget Update (copy in supplemental file)

Tammy Wilson, Director of Finance, presented a Power Point with an update on the General Fund. She distributed and reviewed FTE 2010-2020 data, the Florida Education Finance Program (FEFP) and Revenue and Expenditures. Ms. Wilson reviewed cuts that were made to help increase the Fund balance keeping in mind the Board's priorities. She mentioned the Temporary Budget would be presented at a Public Hearing on July 30<sup>th</sup> for approval.

Jonny Bishop, Assistant Superintendent, presented a Power Point (copy in supplemental file) with a summary of the current reality of the district's Capital fund. His main focus of the Capital fund was on three areas, Maintenance, Facilities & Construction and Transportation. Mr. Bishop explained that his purpose of this presentation was to bring awareness and to begin conversation on reducing the expenditure of Capital funds in order to maintain a fund balance in the out years that would best position the district to respond to a catastrophic event. He pointed out the many issues that will need attention to in the near future, such as roofs, plumbing, electrical capacity, fire alarms, intercom systems and more. He discussed the need for bus replacements and the cost. He reiterated that his reason for the presentation was to bring awareness and understanding that there may be some difficult times ahead. Discussion ensued and Mr. Kennedy added that it was not only Citrus County dealing with those issues, that it was a Statewide challenge

**ADJOURNMENT**

Chairman Kennedy adjourned the Workshop at 12:12 p.m.