

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
FINANCIAL SERVICES  
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231  
PHONE (941) 927-9000 FAX (941) 927-4017

**CONTRACT FOR SERVICES BY INDEPENDENT CONTRACTORS**  
(See page 2 for important information and required acknowledgements)

**Instructions:** This contract must be signed and approved by all parties before the services may commence. If the independent contractor is to receive payment for travel, the payment cannot exceed the travel allowances permitted under Florida Statute 112.061. This contract must be approved by the School Board of Sarasota County, if it is in the amount of \$50,000 or greater and by the Superintendent's Cabinet if the independent contractor will receive aggregate payments in the amount of \$10,000 or greater for the fiscal year. The dividing of contracts in order to circumvent any dollar value threshold will result in notification to the School Board.

Independent Contractor Name (Print) STEMANIA LLC  
Address 5718 HYDRANGEA CIRCLE  
City SARASOTA State FLORIDA Zip 34238  
Last 4 Digits of SSN XXX-XX-\_\_\_\_\_ and/or Federal Identification No. 83-0741749  
Contact Person ALISA CRAIG Contact Phone (707) 591-1194

**DESCRIPTION**

**SERVICES RENDERED** The School Board of Sarasota County, Florida, hereinafter called the School Board, and the above-named Independent Contractor, agree as follows:  
The School Board shall pay the Independent Contractor for the following services STEM CLASSES FOR K-5

To be performed during the following time period 23-24 SCHOOL YEAR  
Payment shall be made (with submission of an approved invoice to the District) as follows NOT TO EXCEED \$4,800.00

**FINGERPRINTING** Do the duties associated with this contract involve direct contact with students, access to school grounds when students are present, or access to District funds?  Yes  No If Yes, you must report to the School Safety and Security office for fingerprinting at your expense.

Every Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision. Subcontractors shall provide Contractor with an affidavit stating the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. See Section 448.095, Florida Statutes, for all requirements.

I have read the second page of this document and initialed the required acknowledgements. I certify that I am not an employee of the School Board of Sarasota County, Florida, and that I will perform the duties as indicated above. I shall provide evidence of the services performed to the requesting cost center head. I agree to release and hold the School Board of Sarasota County, Florida, and/or its employees, agents and volunteers harmless from and against all claims, judgments, costs, or other expenses arising out of bodily injuries or property damage resulting from my performance of the services specified in this contract. The State of Florida and its political subdivisions are governed by Florida Statute 768.28. **This contract may be terminated without cause by either party on twenty (20) days written notice with neither party owing the other any further payment or performance.**

[Signature] 4/19/24  
Independent Contractor Signature of Acceptance Date  
HOLLY STALEY 4/16/2024  
Cost Center Head Name (Print) Cost Center Head Signature of Acceptance Date  
1101.5101.0310.0171.1250 4,800.00  
Cost Strip(s) and Amount(s)

An IRS Form 1099 will be issued for all transactions covered by Federal regulation.

**ADDITIONAL APPROVALS**

If the independent contractor will receive aggregate payments in the amount of \$10,000 or greater for the fiscal year indicate:

Executive Director Name \_\_\_\_\_ Cabinet Approval Date \_\_\_\_\_

If total amount of this contract is \$50,000 or over, indicate:

School Board Approval Date \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Distribution: Original - Independent Contractor Electronic Copy Attached to Contract in Financial System

RET: Master, 5FY aft completion/termination, GS1-SL 65  
Dupl., OSA

# CONTRACT FOR SERVICES BY INDEPENDENT CONTRACTORS

## DEFINITION OF INDEPENDENT CONTRACTOR

An individual who is not subject to the control and direction of the employer for whom work is being performed, with respect not only to what shall be done but to how it shall be done. If the employer has the right to exert such control, an employee-employer relationship exists and the person is an employee and not an independent contractor. The following factors are guidelines to aid in determining whether an individual is an employee or an independent contractor.

An independent contractor hires, supervises, and pays assistants under a contract that requires him/her to provide materials and labor and to be responsible only for the result.

An independent contractor is the master of his/her own time and works on his/her own schedule. An independent contractor can work when and for whom he/she chooses.

An independent contractor is paid periodically (usually a percent of the total payment) by the job or on a straight commission. An independent contractor usually provides his/her own tools, materials, etc.

An independent contractor has a significant investment in the facilities he/she uses in performing services for someone else.

An independent contractor can make a profit or suffer loss. Profit or loss implies the use of capital by the individual in an independent business of his/her own.

An independent contractor provides his/her services to two or more unrelated persons or firms at the same time.

An independent contractor makes his/her services available to the general public. This can be done in a number of ways. Having his/her own office and assistants, hanging out a "shingle", holding business licenses, having listings in business directories and telephone directories, and advertising in newspapers, trade journals, etc.

An independent contractor cannot be terminated so long as he/she produces a result that meets the specifications of the contract. An independent contractor can be terminated but usually he/she will be entitled to damages or expenses incurred, lost profit, etc.

An independent contractor usually agrees to a complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good upon failure to complete it.

I have read the above and certify that I meet the definition of an independent contractor.

  
Initial Here

## SPECIAL PROVISIONS OF FLORIDA STATUTE 119.0701

Independent Contractor shall comply with Florida's Public Records Law including:

Keeping and maintaining public records required by the School Board to perform the service;

Forwarding all requests for public records relating to the contract for services directly to the School Board, and upon request, providing the School Board with a copy of the requested records or allowing the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes or as otherwise provided in law;

Ensuring 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 and

Meeting all requirements for retaining public records and transfer, at no cost, to the School Board all public records in possession of the Independent Contractor upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. All records stored electronically must be provided to the School Board in a format that is compatible with the information technology systems of the School Board.

**For questions regarding the independent contractor's duty to provide public records relating to this contract or the application of Chapter 119 Florida Statutes contact The School Board of Sarasota County, Florida at (941) 927-4009; [publicrecordrequest@sarasotacountyschools.net](mailto:publicrecordrequest@sarasotacountyschools.net); or 1960 Landings Blvd., Sarasota, FL 34231.**

I have read the above and agree to comply with the special provisions of Florida Statute 119.0701.

  
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## SPECIAL PROVISIONS FOR FEDERAL GRANT AGREEMENTS

The vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions.

The sub recipient is knowledgeable of and operating in accord with applicable laws and regulations of both the Federal and State governments. Appropriate audits (meeting the requirements of the single audit act) will be undertaken by the sub recipient at their cost and copies provided for the district and the auditor general of the State of Florida.

Any irregularities reported or uncovered by this review process will be corrected in such a way as to hold the district harmless and maintain the appropriate financial integrity of the district.

All contracts in excess of \$10,000 can be terminated for cause and convenience by the district.

Retention by the sub recipient of all records relative to the services rendered by the sub recipient, and access to such records by the district or its designee for a period of three years after final payments and all other pending matters are closed.

I have read the above and agree to comply with the special provisions for federal grant agreements.

  
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**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
FINANCIAL SERVICES  
DISTRICT SCHOOL REMITTANCE ADVICE**

**Instructions:** Make all checks payable to The School Board of Sarasota County. Remit to the Finance Department.

School/Department **PHILIPPI SHORES ELEMENTARY**

Date **4/18/2024**

Contact Person **AMADITA MORENO**

Contact Phone **941-361-6424 XT 50985**

Description of Collections	TO BE COMPLETED BY COST CENTER Budget Amendment To					AMOUNT	FOR FINANCE USE ONLY Revenue Coding				
	Fund	Function	Object	CC	Project		Fund	Function	Object	CC	Project
After School Child Care	1101	9100	0151		1370		1101	0000	3473	1370	ASCCP
After School Child Care	1101	9100	0510		1370		1101	0000	3473	1370	ASCCP
After School Child Care - Overtime	1101	9100	0186		1370		1101	0000	3473	1370	ASCCP
High School Child Care	1101	9100	0510		1375		1101	0000	3473	1375	HIGH SCHOOL ASCCP
Building Rental-(See Facility Rental Chart)	N/A	N/A	N/A	N/A	N/A		1101	0000	3425	0000	BLDG RENTAL
Copies	N/A	N/A	N/A	N/A	N/A		1101	0000	3490	0000	COPIES
Custodial Reimbursement	1101	7920	0186		3999		1101	0000	3490	3999	OT CUST
Donations-Other	1101						1101	0000	3495		DONATION
Donations-School Specific Purpose	1101	5101	0310	0171	1250	\$ 4,800.00	1101	0000	3495	1250	DONATION
Field Trips-Labor	1101		0100		1200		1101	0000	3492	1200	SPECIFIC PURPOSE
Field Trips-Mileage	1101		0461		1200		1101	0000	3492	1200	FT
Food Service-Breakfast	N/A	N/A	N/A	N/A	N/A		7410	0000	3452	0000	FT
Food Service-Lunch	N/A	N/A	N/A	N/A	N/A		7410	0000	3451	0000	BREAKFAST
Food Service-Snack	N/A	N/A	N/A	N/A	N/A		7410	0000	3455	0000	LUNCH
Food Service-NSF Checks	N/A	N/A	N/A	N/A	N/A		7410	0000	3456	0000	SNACK
Food Service-Catering	N/A	N/A	N/A	N/A	N/A		7410	0000	3454	0000	CATERING
Instrument Repairs/Rentals	1101		N/A	N/A	1676		1101	0000	3490	0000	NSF CHECKS
Internal Accounts-Field Trips - Charter Bus	9810		0362		1200		1101	0000	N/A	1676	INST RENTAL
Internal Accounts-Payroll Reimbursement-OT	1101		0186		3999		1101	0000	N/A	3999	PAYROLL-OVERTIME
Internal Accounts-Payroll Reimbursement	1101				3999		1101	0000	3495	3999	PAYROLL
Internal Accounts-PCard Reimbursement	9810	5000	0510		3000		1101	0000	3495		PCARDS
Internal Accounts-Printshop Reimbursement	9810	5000	0510		3100		1101	0000	N/A	N/A	PRINTSHOP
Internal Accounts-Specific Purpose	1101				1250		1101	0000	N/A	N/A	SPECIFIC PURPOSE
Internal Accounts-Unclaimed Property	9810	N/A	N/A	N/A	3400		9810	0000	2230	0000	UNCLAIMED PROP
Internal Accounts-Warehouse Reimbursement	9810	5000	0510		3400		N/A	N/A	N/A	N/A	WAREHOUSE
Lost/Damaged Textbooks	1101		0523		2388		1101	0000	3498	2388	TEXTBOOKS
Postage Reimbursement	N/A	N/A	N/A	N/A	N/A		1101	0000	3490	0000	POSTAGE
Recycle Revenue-Materials Management	N/A	N/A	N/A	N/A	N/A		1101	0000	3493	9033	RECYCLE REVENUE
Recycle Revenue-Facilities	N/A	N/A	N/A	N/A	N/A		1101	0000	3493	9029	RECYCLE REVENUE
Sale of Surplus Items	N/A	N/A	N/A	N/A	N/A		1101	0000	3493	0000	SALE PROP
Sale of Surplus Textbooks	1101	6200	0522	9054	2388		1101	0000	3498	2388	SALE TEXT
<b>Grand Total Remitted</b>						<b>\$ 4,800.00</b>					

Approval  
 Cost Center Head Name **HOLLY STALEY**  
 Cost Center Head Signature *Holly Staley*  
 Date **4/18/2024**  
 Distribution: Original - Finance Department  
 Copy - Cost Center (attach to check requisition)  
 RET: Master, 5FYA, GS1-SL 365 Dupl., OSA  
 048-93-FIN Rev. 6-23-2015



## EdeExplore SRQ Grant

It is my pleasure to enclose a check from the Community Foundation of Sarasota County for the 2023-2024 exploration year.

**Depositing this check indicates acknowledgment of your acceptance of the terms and purpose of the grant.**

In an effort to track the impact of EdeExploreSRQ, the teacher will need to submit a brief grant report including a copy of original invoices will be due no later than 30 days after the exploration. This information has been emailed to the teacher as well.

- The teacher can access the grant report form electronically by logging into our grants module at <https://cfsarasotagrants.communityforce.com> and returning to the EdeExploreSRQ application.
- They should find a new section titled "Grant Report" at the bottom of the page. Please test this now and review the questions in advance. If you cannot access the grant report or have questions, please contact us at [impact@cfsarasota.org](mailto:impact@cfsarasota.org)

Please note that unspent funds over \$100 must be returned to us.

We are excited about this opportunity for you and your students. Please share your experience with us by tagging us on social media: Twitter handle @CFSarasota and/or Facebook @CommunityFoundationSarasotaCounty.

If you have any questions about this grant, please contact our team at 941-955-3000 or [impact@cfsarasota.org](mailto:impact@cfsarasota.org).

Sincerely,

Kirsten Russell  
Vice President, Community Impact  
[krussell@cfsarasota.org](mailto:krussell@cfsarasota.org)