



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Landings Administrative Complex

1980 Landings Blvd.

3:00 PM

April 16, 2024 Board Meeting

Call to Order

Flag Salute

1. FLAG SALUTE

Description

BHS JROTC and Student Representative

STAR Students

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Special Presentations/Moments of Pride

2. SPECIAL PRESENTATIONS/MOMENTS OF PRIDE

Description

School Spotlight - Woodland Middle School

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Superintendents Report

3. SUPERINTENDENT'S REPORT

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Hearing of Citizens - Agenda

4. HEARING OF CITIZENS

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Approval of Consent Agenda

5. APPROVAL OF CONSENT AGENDA

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the Consent Agenda be approved as presented.

Contact:

Financial Impact:

Consent Agenda

Approval of Minutes

6. APPROVAL OF MINUTES

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the minutes be approved as presented.

Contact:

Financial Impact:

Approval of Instructional/Classified Personnel Report

7. APPROVAL OF INSTRUCTIONAL/CLASSIFIED PERSONNEL REPORT

Description

The Human Resources Instructional/Classified Personnel Report has been added to the agenda item for approval.

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the Human Resources Instructional/Classified Personnel Report be approved as presented.

Contact:

AL HARAYDA al.harayda@sarasotacountyschools.net

ALLISON FOSTER allison.foster@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

Agreement/Contracts

8. APPROVAL OF THE AGREEMENT BETWEEN PACKBACK AND THE SCHOOL BOARD OF SARASOTA COUNTY, FL

Description

Packback is a computer-based program that provides feedback to students to help improve writing and critical thinking skills using AI technologies. Packback provides instructors with helpful grading tools and assistance in moderating discussion assignments that will improve outcomes for student writing. Instructors receive AI-recommended scores for each component of their writing rubrics to ensure feedback to students is aligned to the language of the rubric criteria.

Gap Analysis:

Students need strong writing skills for success in high school and beyond. The new FAST-Writing exam that will be administered in 9th and 10th grade will be reported separately from Reading. The writing assessment will be administered via computer-based testing and will consist of one text-based constructed response item. The writing assessment will focus on argumentative and expository writing styles.

AICE, IB, and AP classes emphasize college level writing skills across various genres which requires students to develop rhetorical arguments and claims using textual evidence.

Success in both writing scenarios hinges on following rubrics, which outline clear criteria. With the introduction of the FAST-Writing exam, existing feedback methods may not provide students with the targeted guidance they need to excel across various writing styles.

Gap: Due to the new FAST-Writing test, students need consistent and targeted feedback aligned with specific writing rubrics that are used for high-stakes exams.

Lack of clear direction can hinder their ability to effectively improve across different writing genres.

Additionally, Packback offers grading tools to reduce teacher workload, freeing up time for more personalized feedback and instruction on writing strategies.

Previous Outcomes:

N/A

Expected Outcomes:

With consistent, rubric-aligned feedback, students will have a clearer path for improvement across different writing genres.

This will ultimately lead to higher scores on the FAST-Writing exam and better preparation for college-level writing demands.

By implementing the Packback program students will be provided with ongoing, rubric-specific feedback on their writing assignments. This will allow students to understand their strengths and weaknesses in relation to the required writing skills.

Strategic Plan Goal:

Recommendation:

That the agreement between Packback and The School Board of Sarasota County, FL be approved as presented.

Contact:

MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

ESSER Funds

9. APPROVAL OF MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SARASOTA COUNTY SHERIFF'S OFFICE AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA ON BEHALF OF THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT FOR INVESTIGATIONS INTO EMPLOYEE CRIMINAL ACTIVITY, USE OF DEADLY FORCE, AND IN-CUSTODY DEATHS

Description

This Memorandum of Understanding ("MOU") is entered into by and between the Sarasota County Sheriff's Office ("SCSO") located at 6010 Cattleridge Boulevard, Sarasota, Florida 34232 and the School Board of Sarasota County, Florida ("School Board"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, on behalf of the Sarasota County Schools Police Department ("SCSPD"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, for the purpose of rendering objective review of criminal investigations, use of deadly force, and in-custody deaths involving members of the SCSPD and occurring on School Board property or within unincorporated Sarasota County, Florida, and shall become effective as of the date last signed below.

Gap Analysis:

This agreement facilitates cooperation between agencies which allows for objective review as necessary.

Previous Outcomes:

Agreement was approved.

Expected Outcomes:

Board will approve this agreement for the purpose of rendering objective review of criminal investigations, use of deadly force, and in-custody deaths involving members of the SCSPD and occurring on School Board property or

within unincorporated Sarasota County, Florida, and shall become effective as of the date last signed below.

Strategic Plan Goal:

Recommendation:

That the renewal of this agreement between SSO, SBSC, and SCSPD be approved as presented.

Contact:

STEVE LORENZ steve.lorenz@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

10. APPROVAL OF THE ARTICULATION AGREEMENT WITH STATE COLLEGE OF FLORIDA (SCF) MANATEE SARASOTA FOR THE 2024-25 SCHOOL YEAR AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Description

The program covered under this agreement is the Early College (dual enrollment) program with SCF. This agreement will be reviewed annually and submitted to the Board. It replaces the previous agreement between the Sarasota County School Board (SCSB) and SCF. This agreement includes early admission options for students attending Sarasota County schools. Early College (dual enrollment) course offerings allow qualifying students in Grades 11-12 to enroll in both high school and college. This provides students the opportunity to enhance their learning in courses that meet educational, career, and personal needs while enrolled in high school. The student may earn up to 28 credit hours per year in the program, which shortens the time necessary to complete postsecondary degree requirements. Dual enrollment course offerings, both on and off the high school campus, provide greater academic options and considerable financial savings. This agreement is completed and submitted annually to the State Board of Education. Pursuant to Florida Statute 1007.271, Dual Enrollment Programs, school districts shall pay public postsecondary institutions the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program when dual enrollment course instruction takes place on the postsecondary institution's campus and the course is taken during the fall or spring term.

Since the 2020-2021 school year, a value of 0.08 full-time equivalent (FTE) student membership has been calculated for each student who completes a general education core course through a dual enrollment program with a grade of A. In addition, a value of 0.3 FTE student membership has been calculated for any student who receives an associate degree through the dual enrollment program with a 3.0 grade point average or better. This value is added to the total FTE student membership in basic programs for Grades 9-12 in the subsequent fiscal year.

Gap Analysis:

The Early College (dual enrollment) Articulation Agreement with SCF provides students opportunities to be engaged in rigorous academic programs while in high school to ensure they will succeed in advanced-level courses in their postsecondary college and career opportunities.

Previous Outcomes:

In the fall of 2023, by utilizing SCF dual enrollment offered on SCF campuses, SCS students took 597 SCF dual enrollment courses. This totaled 1,593 earned credit hours through our partnership with SCF during the fall 2023 semester. Of the courses taken, 332 courses qualified for enhanced FTE of an additional 0.08 by students earning a grade of A in the course.

Expected Outcomes:

SCF and SCSB will continue to provide Early College (dual enrollment) opportunities to students through multiple options that meet the needs of the school community. These options will include dual enrollment on high school campuses, at a SCF campus. The program will be evaluated by the number of credit hours earned by participating students.

Strategic Plan Goal:

Recommendation:

That the 2024-2025 Articulation Agreement between the State College of Florida (SCF) Manatee-Sarasota and the School Board of Sarasota, Florida be approved as presented.

Contact:

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MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

SCSB - SCF Dual Enrollment	EXPENSES
2020-21 SY	\$429,288.72
2021-22 SY	\$342,984.70
2022-23 SY	\$288,567.82
2023-24 SY	\$334,059.18
Average per year	\$348,725.11
Average per semester	\$174,362.55

11. APPROVAL OF THE DATA SHARING AGREEMENT BETWEEN THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA AND GRANT WRITING - EVALUATION AND PROGRAM IMPROVEMENT CONSULTANTS, L.L.C.

Description

This is a data sharing agreement between Grant Writing - Evaluation and

Program Improvement Consultants, L.L.C. (GW_EPIC) and the School Board of Sarasota County, Florida. Data sharing is necessary for this company to evaluate the effectiveness of the Advancing Classroom Climate in Sarasota Schools program (ACCISS) and the Student Assistance program (SAP) and to complete the Reading Recovery program.

Advancing Classroom Climate in Sarasota Schools program (ACCISS) is a federal grant funded program to improve school climate through research-based intervention strategies and programming. This required evaluation is on behalf of the School Board and the Pupil Support Services department. The evaluation goal is to assess the impact of Positive Behavioral Interventions and Support (PBIS) and Multi-Tiered System of Supports (MTSS) training and coaching on school climate.

The Student Assistance program (SAP) evaluation is on behalf of the School Board and Lightshare (formally First Step of Sarasota). The evaluation is to assess the impact of the Student Assistance Program on negative student behavior.

The Reading Recovery Program evaluation was for SY 2022-2023. However, due to data access delays, the report was completed in SY 2023-2024.
Gap Analysis:

Both the ACCISS and the SAP program provided funding to address increased rates of behavioral incidences. The Reading Recovery program was designed to address low level reading ability among first grade students.

Previous Outcomes:

The ACCISS program is a federal program in its fifth year of operation and this is a required evaluation. The evaluator's cost is part of the grant budget. The evaluation's trend data analysis demonstrated an increase in program implementation at several schools and evidence-based interventions operational within those schools. There has been an increase in staff training satisfaction following technical assistance and training events.

The SAP is in the sixth year of operation. Previous outcomes and data trends indicate a decrease in out of school suspensions and drug and alcohol events for participating students.

In SY 2022-2023, of the 195 students who completed the Reading Recovery intervention, 67% of the students were reading on grade level (accelerated progress) and 20% made progress but not enough to reach grade level (progressed).

Expected Outcomes:

The results of the data analysis is to identify the impact and alignment between these separate programs and student behavior and/or academic performance yielding and overall increase in school climate.

Strategic Plan Goal:

Recommendation:

That the data sharing agreement between the Grant Writing - Evaluation and Program Improvement Consultants, L.L.C. and the School Board of Sarasota County, Florida be approved as presented.

Contact:

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Financial Impact:

ACCISS - \$29,250.00

SAP - paid by Lightshare

Reading Recovery - \$5000.00

12. TO APPROVE THE CONTRACT BETWEEN THE INTERVENTION SUPPORT SERVICES, LLC AND THE SCHOOL BOARD OF SARASOTA COUNTY

Description

Intervention Support Services, LLC Group is a company that provides the MindSet de-escalation training. MindSet focuses on an empathetic approach toward developing culture, de-escalation, and the reduction of more restrictive interventions. It is a proactive approach that promotes a safe climate for growth and developing a school-wide culture of prevention.

The goal of the MindSet training is to set in motion a process of increased awareness, skill development, and appropriate parameters for individuals and organizations to eliminate the need for physical restraint. MindSet provides a specific set of tools, including a scripted 4-step counseling model, to teach staff what to say during a crisis situation to support the fidelity of implementation.

Gap Analysis:

MindSet was adopted by the SCSB to use as the required verbal and physical de-escalation program in May 2023. Crisis Prevention Intervention (CPI) was replaced by MindSet for the 2023-2024 SY. SB 590 requires the use of evidenced based techniques when supporting students in crisis. All staff working with students who are in crisis must have de-escalation training. The MindSet training has been reviewed, vetted, and approved for FDOE as an approved Crisis de-escalation program that would suffice SB 590.

Previous Outcomes:

Initial Train the Trainers included 27 staff from specialized program sites and district staff held in May 2023.

Ongoing support through the first year of implementation at specialized program sites and Separate Day School with expert staff for Autism and behavior, including:

- On site coaching and training from MindSet expert staff at 12 schools with specialized programs for Autism and behavior over 11 days during the 2024-2025 SY
- Virtual follow up trainings and collaboration
- Consultation for school and district staff for implementation plans and problem solving

The district has currently expended \$48,000 in training costs. The required re-certification of district trainers will result in exceeding the \$50,000 threshold and thus require school board approval.

Expected Outcomes:

20 SCSB staff that are current MindSet “trainers” will complete the Mindset Recertification training prior to the end of the 2024-2025 school year through an in-person training by the MindSet trainers. This includes the following staff roles: SRO, transportation, school-based instructional and district support. As an outcome of the training, the trainers will be certified for 2 years. SCSB trainers will support maintaining required de-escalation training to support other staff requirements across the district at all levels.

Cost:

- Refresher training \$450/person (@20 staff, total of \$9000)
- MindSet Trainers travel: \$3600

Total= \$12,600

Strategic Plan Goal:

Recommendation:

That the contract between the Intervention Support Services, LLC for the purpose of continued re-certification refresher training for SCSB staff to maintain qualifications to be a Mindset Trainer not to exceed \$70,000, and the School Board of Sarasota County be approved as presented.

Contact:

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RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

The total fiscal impact is not to exceed \$70,000 from IDEA.

Field Trips

13. APPROVAL OF PINE VIEW SCHOOL ODYSSEY OF THE MIND TEAM FIELD TRIP TO AMES, IOWA ON MAY 20 - MAY 24, 2024

Description

The purpose of this field trip is for the Pine View School Odyssey of the Mind Team to compete at the Odyssey of the Mind (OOTM) World Finals at Iowa State University. Students will compete with other teams from the United States and teams from around the world. The Pine View School OOTM team has qualified to participate.

Gap Analysis:

OOTM includes the Next Generation Sunshine State Standards which have been adopted by the Florida Department of Education. OOTM provides practice for students in assuming the following future roles: information manager, effective communicators, numeric problem solvers, creative and critical thinkers, responsible and ethical workers, resource managers, system managers, cooperative workers, effective leaders and multi culturally sensitive citizens.

Previous Outcomes:

Pine View School Odyssey of the Mind teams have qualified and competed in past years.

Expected Outcomes:

That the Pine View School Odyssey of the Mind team will compete in the Odyssey of the Mind World Finals.

Strategic Plan Goal:

Recommendation:

That the Pine View School Odyssey of the Mind team field trip to Ames, Iowa on May 20 - May 24, 2024 be approved as presented.

Contact:

MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

N/A

14. APPROVAL OF BAY HAVEN SCHOOL OF BASICS PLUS ODYSSEY OF THE MIND TEAM FIELD TRIP TO AMES, IOWA ON MAY 20 - MAY 26, 2024

Description

The purpose of this field trip is for the Bay Haven School Odyssey of the Mind Team to compete at the Odyssey of the Mind (OOTM) World Finals at Iowa State University. Students will compete with other teams from the United States and teams from around the world. The Bay Haven School OOTM team has qualified to participate.

Gap Analysis:

OOTM includes the Next Generation Sunshine State Standards which have been adopted by the Florida Department of Education. OOTM provides practice for students in assuming the following future roles: information

manager, effective communicators, numeric problem solvers, creative and critical thinkers, responsible and ethical workers, resource managers, systems managers, cooperative workers, effective leaders and multi culturally sensitive citizens.

Previous Outcomes:

Bay Haven School Odyssey of the Mind teams have qualified and competed in the past.

Expected Outcomes:

That the Bay Haven School of Basics Plus Odyssey of the Mind team will compete in the Odyssey of the Mind World Finals.

Strategic Plan Goal:

Recommendation:

That the Bay Haven School of Basics Plus Odyssey of the Mind team field trip to Ames, Iowa on May 20 - May 26, 2024 be approved as presented.

Contact:

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RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

N/A

Materials Management

15. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES THROUGH PIGGYBACK CONTRACTING FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FINGERPRINTING AND BACKGROUND CHECK SERVICES

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

By submitting this request and accepting the contract, you enable the Sarasota County School District to collaborate with the largest fingerprinting network in the United States, boasting six convenient locations within Sarasota County. This partnership empowers individuals seeking to volunteer or contract with the

district by granting them the flexibility to schedule appointments at any Fieldprint authorized site nationwide, at their convenience. Furthermore, their results are securely transmitted to our Fingerprint Office, ensuring a streamlined and efficient process.

Previous Outcomes:

The Sarasota County School District has been partnered with Fieldprint for one year. This partnership has alleviated some of the backlog of people waiting to be fingerprinted to become volunteers for the district.

Expected Outcomes:

Allow the School District to continue with its partnership with Fieldprint to provide convenient alternatives to be fingerprinted.

Strategic Plan Goal:

Recommendation:

That the piggyback contracts awarded to Fieldprint, Inc. for the anticipated purchase of materials and/or services be approved as presented.

Contact:

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STEVE LORENZ steve.lorenz@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

Not to exceed \$110,000.00

The funding source is paid by the person getting fingerprinted. The operations budget of the Fingerprint Office is used when there needs to be resubmissions.

16. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FURNITURE

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

Schoolhouse Products provides the SBSC options for purchasing classroom furniture for our students at a competitive price.

Previous Outcomes:

Schoolhouse Products has been providing the SBSC with quality products and service at a competitive or better price.

Expected Outcomes:

Having Schoolhouse Products as a vendor for our classroom furniture purchases will offer our students high quality materials at competitive prices.

Strategic Plan Goal:

Recommendation:

That the piggyback contracts awarded to Schoolhouse Products for the anticipated purchase of furniture be approved as presented.

Contact:

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net

BONNIE PENNER bonnie.penner@sarasotacountyschools.net

Financial Impact:

Not to exceed \$2,000,000.00

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools. Funding source: General Fund

17. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FURNITURE

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

Schoolhouse Products provides the SBSC options for purchasing classroom furniture for our students at a competitive price.

Previous Outcomes:

Schoolhouse Products has been providing the SBSC with quality products and service at a competitive or better price.

Expected Outcomes:

Having Schoolhouse Products as a vendor for our classroom furniture purchases will offer our students high quality materials at competitive prices.

Strategic Plan Goal:

Recommendation:

That the piggyback contracts awarded to Schoolhouse Products for the anticipated purchase of furniture be approved as presented.

Contact:

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net

BONNIE PENNER bonnie.penner@sarasotacountyschools.net

Financial Impact:

Not to exceed \$1,500,000.00

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools. Funding Source: General Fund

18. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER COOPERATIVE CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR MODULAR BUILDINGS, PORTABLE STORAGE, AND RELOCATABLE WALKWAYS

Description

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

This approval will allow staff to purchase and/or lease portables as needed for growth, construction, and/or renovation projects.

Previous Outcomes:

At the current time, the district has 4 leased units from Williams Scotsman.

Expected Outcomes:

Approval of multiple vendors for this item will allow staff to procure the items expeditiously and cost effectively.

Strategic Plan Goal:

Recommendation:

That the cooperative contracts awarded to Williams Scotsman, Inc., for the anticipated purchase of materials and/or services be approved as presented.

Contact:

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

Not to exceed \$500,000.00

Funding for portables is primarily capital. The district has an annual budget for portables and periodically, for large renovation projects requiring swing space, the project budget includes amounts for portables.

19. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR SECURITY SYSTEMS PRODUCTS AND SERVICES TO UPGRADE BUS CAMERA SYSTEMS

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law. The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

Transportation currently has 116 buses operating without the Gatekeeper camera system. The ongoing plan is to outfit new buses as they are purchased vs retrofitting all the old buses at one time. The current increase will cover the addition of approximately 30 new buses.

Previous Outcomes:

The goal of the Gatekeeper program is to provide multiple high quality video cameras and recording devices on all SCSB school buses. Currently there are 116 buses still on the old system.

Expected Outcomes:

Approval of the contract will ensure that buses purchased in the last year are equipped with the Gatekeeper system.

Strategic Plan Goal:

Recommendation:

That the piggyback contracts awarded to Gatekeeper Systems USA, Inc. for the anticipated purchase of materials and/or services be approved as presented.

Contact:

KEITH LITTLE keith.little@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

Not to exceed: \$110,000.00

Funding will be a combination of Capital and Operating funds. Capital funds are used to purchase the new hard drive components while operating funds are

- utilized to pay for software services.
20. APPROVAL TO INCREASE THE PURCHASING LIMIT FOR BID #23-0017 FOR FIRE ALARM INSPECTION AND MAINTENANCE SERVICE

Description

Bid #23-0017 for 'Fire Alarm Inspection and Maintenance Service' was approved for award on July 19, 2022, to Commercial Electrical Sys Co. and AFA Protective Systems Inc. Facilities Services Department is requesting an increase of the purchasing limit of this bid by an additional \$350,000.00, for the duration of the bid.

Gap Analysis:

This Contract is used for life safety repairs and enhancements. This is a critical need contract to stay compliant with life safety throughout the District.

Previous Outcomes:

This contract is used to maintain the Fire Alarm Control Systems District wide. Facilities uses this vendor to respond to alarms that occur during and after school hours. Facilities also uses this contract to replace/upgrade fire alarm panels that are aged out and no longer repairable.

Expected Outcomes:

Facilities will continue to use this vendor to respond to emergencies, repair and upgrade the fire alarm systems throughout the district.

Strategic Plan Goal:

Recommendation:

That the request to increase the purchasing limit for 'Fire Alarm Inspection and Maintenance Service' by an additional \$350,000,00 for the duration of the bid, be approved as presented.

Contact:

DON HAMPTON don.hampton@sarasotacountyschools.net
JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

Not to exceed: \$350,000.00.

The funds for these purchases are contained in the budget allocated to the Facilities Services Department. Funding source: Capital Funds

Facilities

21. ACCEPTANCE OF FACILITIES SERVICES' PROJECT COMPLETION AND APPROVAL FOR FINAL PAYMENT TO CONTRACTOR WITH THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE ENGLEWOOD ELEMENTARY SCHOOL AND GULF GATE ELEMENTARY SCHOOL SERVING LINES RENOVATIONS 2023

Description

All work has been completed and all required closeout documents have been received from the contractor. The final project costs have been internally audited, and the final payment application and backup #22304277-3 are enclosed. The Director of Facilities Services has determined that the project is complete in accordance with state statutes.

Gap Analysis:

Acceptance of this item allows the project to be completed, unspent funds to be returned, closeout to be finalized, and final payment to be made to the Construction Manager.

Previous Outcomes:

These items are submitted to the Board for all completed projects. The item officially closes out the project financially and frees up District staff for new projects. Many small projects are completed immediately following the summer months when most of the work takes place.

Expected Outcomes:

Acceptance of this item will close out the project financially and free up District staff for new projects.

Strategic Plan Goal:

Recommendation:

That the project be accepted as complete, and the final payment and certificate of substantial completion be approved as presented.

Contact:

DON HAMPTON don.hampton@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

(\$72,627.89)

22. APPROVAL AND/OR RATIFICATION OF FACILITIES SERVICES' CHANGE ORDER

Description

The Facilities Services' change orders are summarized on the enclosure for ease of review. Included in these change orders is a (\$709,319.56) deduct for Direct Material Purchases and the corresponding (\$42,609.17) deduct for sales tax savings. These change orders result in an overall contract decrease of (\$824,556.62).

Gap Analysis:

Change orders are utilized on facilities' contracts to adjust the original contract amount for various circumstances. These may include adjustments for an increase or decrease in project scope, adjustments needed to close a contract and return unspent project funds to the district, or for removing the purchase of large items from a contract so the district can purchase these items directly

from vendors to save sales tax. The attached document details the associated change order for this item.

Previous Outcomes:

Change orders reflect facilities' project progress and occur normally as a result of conditions on the facilities' project and district staff managing the costs associated with each project.

Expected Outcomes:

This system has resulted in significant, ongoing savings and allows district staff to continue to maximize these benefits, especially as the construction market becomes more competitive.

Strategic Plan Goal:

Recommendation:

That the Facilities Services' change order be approved and/or ratified as presented.

Contact:

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JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

(\$824,556.62)

Construction

23. APPROVAL OF ARCHITECT RANKINGS FOR THE VENICE HIGH SCHOOL STADIUM ENHANCEMENTS PROJECT

Description

Architectural rankings allow the Director of Construction Services to begin negotiations with the highest ranked firm. The Venice High School Stadium Enhancements project includes but is not limited to the design and construction of additional restrooms, football field turf, concession renovations and/or replacements, security enhancements, baseball netting, and sand volleyball court. On 2/29/2024, the Professional Services Selection Committee (PSSC) met to shortlist the top three firms. Interviews were conducted on 3/26/2024 and has ranked the top-three architectural firms in accordance with School Board Policy 7.71 and 7.71a. The project budget is \$9,300,000.00.

Gap Analysis:

This item allows staff to submit the results of professional services selection committee (PSSC) meetings to the Board. This keeps the Superintendent and Board apprised of current selection processes.

Previous Outcomes:

This is the first item requiring Board approval for this new project.

Expected Outcomes:

Approval of this item will allow staff to begin negotiations with the highest

ranked architectural firm for the Venice High School Stadium Enhancements project.

Strategic Plan Goal:

Recommendation:

That the rankings of architects for the Venice High School Stadium Enhancements project be accepted as presented and the Director of Construction Services be authorized to begin negotiations with the top-ranked firm.

Contact:

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JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

There is no financial impact for rankings and authorization to negotiate with the highest ranked firm.

24. APPROVAL OF CONSTRUCTION MANAGER RANKINGS FOR THE VENICE HIGH SCHOOL STADIUM ENHANCEMENTS PROJECT

Description

Construction Manager rankings allow the Director of Construction Services to begin negotiations with the highest ranked firm. The Venice High School Stadium Enhancements project includes but not limited to the design and construction of additional restrooms, football field turf, concession renovations and/or replacements, security enhancements, baseball netting, and sand volleyball court. On 3/7/2024, The Professional Services Selection Committee (PSSC) met to shortlist the top three (3) firms. Interviews were conducted on 3/28/2024 and has ranked the top-three construction management firms in accordance with School Board Policy 7.71 and 7.71a. The project budget is \$9,300,000.00.

Gap Analysis:

This item allows staff to submit the results of professional services selection committee (PSSC) meetings to the Board. This keeps the Superintendent and Board apprised of current selection processes.

Previous Outcomes:

This is the first item requiring Board approval for this new project.

Expected Outcomes:

Approval of this item will allow staff to begin negotiations with the highest ranked construction management firm for the Venice High School Stadium Enhancements project.

Strategic Plan Goal:

Recommendation:

That the rankings of construction manager for the Venice High School Stadium

Replacements project be accepted as presented and the Director of Construction Services be authorized to attempt contract negotiations with the top-ranked firm.

Contact:

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Financial Impact:

There is no financial impact for rankings and authorization to negotiate with the highest ranked firm.

25. APPROVAL AND/OR RATIFICATION OF CONSTRUCTION SERVICES' CHANGE ORDERS

Description

The Construction Services' change orders are summarized on the enclosure for ease of review. Included in these change orders is a (\$461,506.04) deduct for Direct Material Purchases and the corresponding (\$27,840.36) deduct for sales tax savings. The other portion is the closeout of a project and return of (\$626,982.13) in unspent funds. These change orders result in an overall contract decrease of (\$1,090,532.53).

Gap Analysis:

Change orders are utilized on construction contracts to adjust the original contract amount for various circumstances. These may include adjustments for an increase or decrease in project scope, adjustments needed to close a contract and return unspent project funds to the district, or for removing the purchase of large items from a contract so the district can purchase these items directly from vendors to save sales tax. The attached documents detail the associated change orders for this item on multiple projects.

Previous Outcomes:

Change orders reflect construction project progress and occur normally as a result of conditions on the construction project and district staff managing the costs associated with each project, including deductive change orders to allow the district to save sales tax.

Expected Outcomes:

This system has resulted in significant, ongoing savings and allows district staff to continue to maximize these benefits, especially as the construction market becomes more competitive.

Strategic Plan Goal:

Recommendation:

That the Construction Services' change orders be approved and/or ratified as presented.

Contact:

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Financial Impact:
(\$1,090,532.53)

Risk Management

26. APPROVAL FOR RENEWAL OF THE PROPERTY INSURANCE PROGRAM EFFECTIVE MAY 1, 2024 THROUGH MAY 1, 2025

Description

The 2024 property market is showing signs of rate and pricing stabilization. There are also new property carriers entering the property insurance market place, as well as carriers looking to offer more capacity on both new and renewal accounts.

Table 1-A below summarizes the expiring program and the renewal program. The District's Schedule of Values (SOV) has increased by 7.54% due to slight value trending, new building additions, as well as adding \$70M of Property in the Open (PITO).

This year's property renewal limit will remain at \$75,000,000, with the District's co-participation in the top excess layer (\$25M xs \$50M) being eliminated entirely. Due to last year's challenging insurance marketplace resulting from Hurricane Ian, the District had to co-participate 50% of this layer, which equated to \$12,500,000 of limit being self-insured by the District. This layer is now being fully transferred to insurance carriers for the 2024-25 policy year.

The renewal program will provide full coverage for the full \$75,000,000 limit that is provided by the property policy. The policy's All Other Perils (AOP) deductible will remain at \$100,000, as well as both the named windstorm and flood deductibles will remain at 5% with no maximum cap. In addition, most of the District's coverages and terms remain as expiring, with some terms still being negotiated.

The Property Insurance Program will continue to include a Stand-Alone Terrorism Policy with a 7.94% increase (\$34,000 up from \$31,500). The Terrorism deductible remains at \$10,000. The Equipment Breakdown policy will also renew as expiring, with a 17.28% increase in premium on a year over year basis (\$28,523 up from \$24,321).

Woodland Middle School at 2700 Panacea Blvd has flood policies effective 5/13/2024 through the National Flood Insurance Program (NFIP), providing coverage for building and contents. The total renewal premium for expiring limits for these policies will be \$23,636.

TABLE 1-A			
2023-2024	May 1, 2024	Difference	Percentage

	Expiring Program	Renewal Program	+ / -	Change
Rate per \$100 of Insurable Values	\$0.27965	\$0.28621	+\$0.0066	+2.35%
Rate per \$100 of Loss Limit	\$91.5127 (Based on true limit purchased - \$62.5M)	\$83.9372 (Based on true limit purchased - \$75M)	-\$0.75755	-8.28%
Insurable Values	\$2,045,283,410	\$2,199,526,029	+154,242,619	+7.54%
Policy Loss Limits	\$75,000,000 Limit** Note: District Self-Insurance Below**	\$75,000,000 Limit Fully Insured	See Row Below	See Row Below
**District Self- Insurance (AOP, Named Storm, Flood)	50.00% of \$25M xs \$50M Layer* Self-Insurance Applied to All Perils*	0.00% of \$25M xs \$50M Layer	-\$12,500,000 of Self-Insurance by the District	-50.00%
Total Premium	\$5,719,541	\$6,295,287	+\$575,746	+10.07%
Total Premium with Terrorism Policy, Equipment Breakdown and Flood	\$5,798,908	\$6,381,446	+\$582,538	+10.05%

The renewal premiums plus regulatory charges total: \$6,381,446.

Recommendation: The renewal has a total cost of **\$6,381,446** (premium + regulatory charges + Stand-Alone Terrorism Policy, Equipment Breakdown Policy and Flood). The renewal will allow for a \$75 Million Policy Limit (for All Perils, Named Storm, Flood, Earthquake and the District **Eliminating** Co-Participation in the Top Excess Layer) with remaining \$100,000 deductible and a 5% named windstorm and flood deductible with no maximum cap and some other terms being finalized and negotiated.

Gap Analysis:

The District will eliminate their co-participation in the \$25M excess \$50M layer.

Previous Outcomes:

N/A

Expected Outcomes:

N/A

Strategic Plan Goal:

Recommendation:

That the property insurance renewal be approved as presented.

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Financial Impact:

\$6,381,446

Finance

27. APPROVAL OF THE SUPERINTENDENT'S MONTHLY FINANCIAL REPORT

Description

The Superintendent's Financial Statements for the month ending February 29, 2024 does not reflect any unexpected trends for the first eight months of the 2023-2024 fiscal year.

Gap Analysis:

The presentation of monthly financial statements promotes transparency and provides the Board and community with the results of operations during the fiscal year.

Previous Outcomes:

The Superintendent's Financial reports are presented to the Board monthly to show the financial condition of the District.

Expected Outcomes:

The approval of the Superintendent's Monthly Financial Report.

Strategic Plan Goal:

Recommendation:

That the Superintendent's Monthly Financial Report for the month ending February 29, 2024, be approved as presented.

Contact:

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Financial Impact:

N/A

New Business

28. APPROVAL OF AGREEMENT BETWEEN PHOENIX COUNSELING SERVICE SUPPORT INC. AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Description

Phoenix Counseling is a non-profit behavioral health agency that provides evidence-based services to youth throughout the community. Every treatment offered begins with signed parental consent, with a focus on trauma informed care. Support provided is individualized based on each client's needs.

Gap Analysis:

There is a current wait list with many counseling providers throughout the community, meaning at times, students who need immediate mental health supports are required to be placed on a wait list until spaces become available.

Previous Outcomes:

Currently Phoenix Counseling is providing mental health services to approximately 100 youth in Sarasota County.

Expected Outcomes:

Expanding mental health services provided to student in Sarasota County Schools. When school-based teams, alongside the parent/guardian, recognizes a need for additional wrap around supports, the school will obtain signed parental consent for a mental health referral. When Phoenix Counseling is provided with a mental health referral, with signed parental consent, Phoenix Counseling mental health providers will be available to provide counseling services to students on school campuses or during otherwise scheduled times, based on the parent/guardian discretion.

Strategic Plan Goal:

Recommendation:

That the agreement between Phoenix Counseling Service Support Inc. and the School Board of Sarasota County, Florida, be approved as presented.

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Financial Impact:

N/A

29. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR TECHNOLOGY SOLUTIONS, PRODUCTS, & SERVICES

Description

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the

use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Following an extensive investigation of the existing Instructional Improvement System (IIS) for teacher evaluation and professional learning, a strategic recommendation was made to transition to a technically advanced streamlined solution. This contract is for the purchase of PowerSchool's Professional Learning Educator Effectiveness Cloud encompassing: Perform (a Staff Evaluation System) and a Professional Learning System.

Gap Analysis:

The original Teacher Evaluation System of the IIS was codeveloped with a vendor in 2011-2012. The Professional Development System was originally developed in 2007-2009 and modified in 2019. The current IIS functionality is outdated and technically frail. The current system is supported by nonlocal contracted employees resulting in communication and maintenance delays. The current evaluation system was used for teachers and does not include the evaluation of classified staff.

Previous Outcomes:

The IIS was SCS's first digital system combining teacher evaluation and professional learning, however it has not been fully integrated. The SCS professional development, research and evaluation, human resources and technical staff have recommended that migration to a current digital tool is necessary as the IIS has outlived its lifecycle. An updated, integrated tool built upon current technology is warranted. The proposed system includes full integration with other owned platforms.

Expected Outcomes:

Moving to a new system would address current technical challenges, enhance efficiency, usability, and satisfaction for users involved in teacher evaluations and professional learning. Migration will streamline processes, improve access to and management of all staff evaluations, and better support instructional improvement efforts.

Strategic Plan Goal:

Recommendation:

That the agreement with PowerSchool and the Sarasota County School Board be approved as presented.

Contact:

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Financial Impact:

Not to exceed \$250,315.96

A combination of capital transfer and operating with the majority coming from

capital transfer.
30. APPROVAL OF THE REVISED ESE COMPLIANCE COORDINATOR JOB
DESCRIPTION FORMERLY KNOWN AS ESE COMPLIANCE LIAISON

Description

The job description title has changed from Exceptional Student Education (ESE) Compliance Liaison to Exceptional Student Education (ESE) Compliance Coordinator. This has been updated to redefine roles and responsibilities specific to the alignment of district initiatives.

The role and responsibility of an ESE Compliance Coordinator is to provide site-based support in all areas of exceptional student education related to compliance of federal and state laws and regulations. The ESE Compliance Coordinator utilizes program knowledge and leadership skills to plan, train, implement and monitor a comprehensive system for auditing special education records to ensure compliance with state and federal laws and regulations. ESE Compliance Coordinators function as a liaison between the school and district ESE department to coordinate, problem-solve, attend needed meetings, and articulate needs during transitions. ESE Compliance Coordinators are responsible for ensuring accurate FTE audits and FDOE desk-top monitoring reports.

Gap Analysis:

Revised the job description to align with district initiatives and supporting SWD needs.

Previous Outcomes:

The district utilized ESE Compliance Liaisons previously to support school-based compliance needs. Currently, these positions have not been allocated.

Expected Outcomes:

The expected outcome for ESE Compliance Coordinators is to monitor data closely at assigned schools to support the site-based administrative team, ESE and general education teachers, school staff, parents, and students to ensure the provision of a free and appropriate public education (FAPE) and to improve the outcomes of students with disabilities.

Strategic Plan Goal:

Recommendation:

That the updated Exceptional Student Education (ESE) Compliance Coordinator position formerly known as ESE Compliance Liaison be approved as presented.

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Financial Impact:

N/A

31. APPROVAL OF THE REVISED ESE INSTRUCTIONAL FACILITATOR FORMERLY KNOWN AS ESE LIAISON

Description

The job description title has changed from Exceptional Student Education (ESE) Liaison to Exceptional Student Education (ESE) Instructional Facilitator. This has been updated to redefine roles and responsibilities specific to the alignment of district initiatives. This position is specific to supporting compliance and fidelity of Individual Education Plan implementation, and coaching, guiding and supporting at the school level to support Students with Disabilities (SWD) maximizing student achievement in the least restrictive environment.

Gap Analysis:

ESE Instructional Facilitators are allocated based on a formula that considers various weighted factors including:

- Numbers of Resource students;
- Numbers of students in Separate Class or Cluster Site;
- Matrix Scores- 254/255 with increased need;
- Significant Medical Needs;
- Intense Academic Needs;
- Implemented FBAs/BIPs;

Number of paraprofessionals.

Previous Outcomes:

ESE Liaisons perform primarily compliance roles.

Expected Outcomes:

The ESE Instructional Facilitator utilizes program knowledge and leadership skills to support the instruction of students with special learning needs within or outside the general education classroom. The ESE Instructional Facilitator collaborates with school-based administration, teachers, and staff to provide support for curriculum, instruction, behavior, compliance, and programmatic decisions to ensure that the needs are met for all students. This includes mentoring ESE teachers, supporting substitutes and observing students. The expected outcome is for ESE Instructional Facilitators to assist the site-based administrative team, ESE and general education teachers, school staff, parents, and students to ensure the provision of a free and appropriate public education (FAPE) and to improve outcomes of students with disabilities.

Strategic Plan Goal:

Recommendation:

That the updated Exceptional Student Education (ESE) Instructional Facilitator position formerly known as ESE Liaison be approved as presented.

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Financial Impact:

N/A

32. APPROVAL OF THE NEW JOB DESCRIPTION FOR ESE PROGRAM FACILITATOR

Description

Add a new job description to include Exceptional Student Education (ESE) Program Facilitator. This has been created to redefine roles and responsibilities specific to the alignment of district initiatives.

The role and responsibility of an ESE Program Facilitator is to provide site-based support in all areas of exceptional student education related to IEP student and programmatic needs. The ESE Program Facilitator will observe, collaborate with appropriate staff and administration to plan programs, coordinate curricular resources, and assist in evaluating the effectiveness of programs for students with IEPs. ESE Program Facilitators assist in planning and implementation, and participate in staff development, program development, and innovation of special methods and approaches of professional learning to support methodology of specially designed instruction.

Gap Analysis:

Revised the job description to align with district initiatives and supporting SWD needs.

Previous Outcomes:

The current district ESE Program Specialist position focuses heavily on compliance and program development.

Expected Outcomes:

The expected outcome for ESE Program Facilitators is to provide coordination, collaboration, and program development in his/her area(s) of expertise throughout the district to support the site-based administrative team, ESE and general education teachers, school staff, parents, and students to ensure the provision of a free and appropriate public education (FAPE) and to improve the outcomes of students with disabilities.

Strategic Plan Goal:

Recommendation:

That the new job description for Exceptional Student Education (ESE) Program Facilitator be approved as presented.

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Financial Impact:

N/A

33. APPROVAL OF STATE & FEDERAL GRANTS COORDINATOR-MODIFIED
SALARY SCALE & QUALIFICATIONS

Description

The State and Federal Programs Coordinator is responsible for assisting in the preparation, implementation, monitoring and evaluation of state and federal grants in relation to program resources tied to the Every Student Succeeds Act (ESSA); working cooperatively with other staff members and departments to facilitate collaborative planning as it relates to federal program initiatives (e.g., Title I, Title II, Title III, Title IV, IDEA); and utilizing appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services of these grant funded programs at the District and school-level (traditional, charter, and private schools).

Gap Analysis:

This position has been vacant for approximately 30 months. This revision more accurately captures the experience and qualifications necessary to support the State and Federal Programs Office to achieve program goals and aligns the salary scale to those qualifications.

Previous Outcomes:

To provide for the development, application process and procurement of special, state and federal categorical grants and discretionary grants which meet District needs as well as responsible for the coordination of the district grant application processes.

Expected Outcomes:

To provide facilitation and coordination in the development, application, implementation, evaluation, and maintenance of all federal and state grants to support schools in attaining and maintaining high student achievement.

Strategic Plan Goal:

Recommendation:

That the revised job description for the State and Federal Programs and Grants Coordinator be approved as presented.

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Financial Impact:

The financial impact of increasing from an H to a G is \$19,458 including both salary and benefits. This position is split funded between General and Title grants.

34. **APPROVAL OF NEW JOB DESCRIPTION PROGRAM SPECIALIST-
PROFESSIONAL LEARNING GENERALIST (INSTRUCTIONAL)**

Description

The Program Specialist in the Professional Learning Department will play a pivotal role in the development, implementation, and evaluation of professional learning programs across the district. This position is responsible for designing and delivering training sessions that meet the needs of educators at various stages of their careers, with a focus on improving teaching skills, integrating technology into instruction, and enhancing student learning outcomes.

The job goal of the Program Specialist in the Professional Learning Department is to enhance the professional learning, growth, and development of educators within the school district by designing, implementing, and evaluating effective professional learning programs. This position aims to improve teaching skills, facilitate the integration of technology into instruction, and ultimately enhance student learning outcomes. Through the delivery of high-quality training sessions, one-on-one coaching, and the development of collaborative professional learning communities, the Program Specialist will support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education.

The primary roles include: ·

Develop and Implement Professional Learning Programs

- Design and execute professional learning workshops, seminars, and courses for teachers and administrative staff.
- Tailor programs to meet the specific needs of educators at different stages of their careers.

Curriculum Development and Evaluation

- Collaborate with Curriculum Directors and Curriculum Program Specialists to develop, assess, and update curriculum materials for professional learning programs.
- Ensure that content is aligned with current educational standards and best practices.

Needs Assessment and Program Evaluation

- Conduct needs assessments to identify areas for professional growth among staff.
- Regularly evaluate the effectiveness of professional learning programs and make adjustments based on feedback and outcomes.

Stakeholder Engagement

- Work closely with school leaders, teachers, and other stakeholders to identify and prioritize professional learning needs.
- Foster an environment of continuous learning and encourage staff participation in professional learning opportunities.

Resource Management

- Manage budgets allocated for professional learning activities.
- Identify and procure resources, including guest speakers and educational materials, to support professional learning.

Technology Integration

- Train teachers, administrators, and district staff on how to use the Professional Learning System as needed.
- Create on-line tools to assist with learning and using the Professional Learning System.
- Help create and enhance best practice policies for use of the Professional Learning System.
- Leverage technology to enhance learning experiences, including the use of online platforms for trainings, webinars and workshops.
- Stay abreast of emerging educational technologies that can support professional learning.

Mentoring and Coaching

- Provide one-on-one coaching or mentoring to teachers seeking to improve their instructional strategies.
- Develop peer mentoring programs to encourage knowledge sharing among staff.

Compliance and Accreditation

- Ensure that professional learning activities comply with state and federal regulations and standards.
- Assist in the accreditation processes for the school district by documenting professional learning activities and outcomes.

Professional Learning Communities

- Facilitate the creation and support of professional learning communities within the school district.
- Encourage collaborative learning and sharing of best practices among educators.

Continuous Improvement

- Continuously seek opportunities for personal professional growth to stay informed of the latest trends and research in education.
- Encourage a culture of reflective practice and continuous improvement among staff.

The Florida Department of Education requires school districts to adhere to a comprehensive and coordinated system of professional learning, as established by the School Community Professional Learning Act (section 1012.98, Florida Statutes). This system is designed to increase student achievement, enhance classroom instruction with rigor and relevance, and prepare students for success in college, career, and life. Responsibilities for implementing this system are distributed among various stakeholders, including the Florida Department of Education, public postsecondary institutions, school districts, and schools, along with state education foundations, consortia, and professional organizations.

Gap Analysis:

We have not had a *Professional Learning* department for many years. With our new administration, a department was formed. It has been staffed by one employee until very recently when an administrative assistant was added. To serve the nearly 3000 educators who, in turn, serve over 46,000 students, we lack the resources to support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education. By adding four program specialists, we will build a foundation for closing this gap.

Previous Outcomes:

If approved, this would be a new position to Sarasota County Schools designed to support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education.

Expected Outcomes:

Please see the roles and responsibilities listed above.

Strategic Plan Goal:

Recommendation:

That the Program Specialist-Professional Learning Generalist (Instructional) Job Description be approved as presented.

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Financial Impact:

The total fiscal impact is \$xxx,xxx from Title II funds and \$xx,xxx from Title 1 funds.

35. APPROVAL OF NEW JOB DESCRIPTION FOR SENIOR PROJECT MANAGER, CONSTRUCTION

Description

This agenda item seeks board approval for the job description of the Senior Project Manager, Construction position. This position is being created in an effort to more efficiently staff the Construction Services Department during a critical shortage of professional staff in the industry. The plan is that the Assistant Project Manager will be trained by a Senior Project Manager. This will allow more work to be done by lower paid positions, under close supervision.

Gap Analysis:

There is a critical shortage of qualified professionals in this area. This plan attempts to hire lower-level positions, provide them with guidance and professional development, and give them vital job experience, while managing a multitude of construction and renovation projects. The district currently has

more work funded than the existing staff can perform.

Previous Outcomes:

The district has tried to fill a vacant Project Manager position, with no success. The district has developed a plan to create this Senior Project Manager position in conjunction with Assistant Project Manager position(s). The hope is that the Assistant Project Manager position will result in a wider pool of applicants from which to select.

Expected Outcomes:

With board approval, the district anticipates a strengthened capacity for staffing the Construction Services Department. The long-term goal would be to hire 2-3 Assistant Project Managers to be overseen by one Senior Project Manager. Support for these positions would be accomplished by an additional Project Coordinator.

Strategic Plan Goal:

Recommendation:

That the job description for the Senior Project Manager, Construction position be approved as presented.

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Financial Impact:

This position, along with the Assistant Project Manager will replace the current, vacant Project Manager position. The current total compensation for the Project Manager is \$xxx (salary and benefits.) It is anticipated that the new position will be significantly less than this, which will offset the cost increase for a Senior Project Manager, with variance based on the level of experience and credentials of the qualified applicant. All costs for these positions are funded by the capital budget.

36. APPROVAL OF NEW JOB DESCRIPTION ASSISTANT PROJECT MANAGER, CONSTRUCTION

Description

This agenda item seeks board approval for the job description of the Assistant Project Manager, Construction position. This position is being created in an effort to more efficiently staff the Construction Services Department during a critical shortage of professional staff in the industry. The plan is that the Assistant Project Manager will be trained by a Senior Project Manager and develop professionally to be a Project Manager.

Gap Analysis:

There is a critical shortage of qualified professionals in this area. This plan

attempts to hire lower-level positions, provide them with guidance and professional development, and give them vital job experience, while managing a multitude of construction and renovation projects. The district currently has more work funded than the existing staff can perform.

Previous Outcomes:

The district has tried to fill a vacant Project Manager position, with no success. The district has developed a plan to create this Assistant Project Manager position in conjunction with a Senior Project Manager position. The hope is that the Assistant Project Manager position will result in a wider pool of applicants from which to select.

Expected Outcomes:

With board approval, the district anticipates a strengthened capacity for staffing the Construction Services Department. The long-term goal would be to hire 2-3 Assistant Project Managers to be overseen by one Senior Project Manager. Support for these positions would be accomplished by an additional Project Coordinator.

Strategic Plan Goal:

Recommendation:

That the job description for the Assistant Project Manager, Construction position be approved as presented.

Contact:

JANE DREGER jane.dreger@sarasotacountyschools.net

DANIELLE SCHWIED danielle.schwied@sarasotacountyschools.net

ALLISON FOSTER allison.foster@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

This position, along with the Senior Project Manager will replace the current, vacant Project Manager position. The current total compensation for the Project Manager is \$xxx (salary and benefits.) It is anticipated that the new position will be significantly less than this, which will offset the cost increase for a Senior Project Manager, with variance based on the level of experience and credentials of the qualified applicant. All costs for these positions are funded by the capital budget.

37. APPROVAL OF THE NEW JOB DESCRIPTION FOR EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS

Description

The Executive Director of Elementary Schools will support school principals in developing a culture and climate of academic and social excellence, through implementation of their School Improvement Plans and in support of our Focused Framework for Advancing School Performance. The Executive Director

of Elementary Schools will provide leadership support to elementary school administrators in accordance with the Florida Educational Leadership Standards. The Executive Director of Elementary Schools will be highly trained to support principals in instructional leadership and operational management, resulting in increased student achievement outcomes.

Currently, our district services 23 conventional elementary schools along with three combination schools catering to elementary students, totaling 26 schools offering elementary educational programs. All these schools require administrative oversight, support, and guidance to continually strengthen overall school performance and foster the development of school-based leaders and staff. The elementary curriculum department oversees instructional implementation across six grade levels, encompassing four primary content areas, accelerated programs, remediation and intervention initiatives, magnet/attractor programs, and state-mandated required instruction. To sustain high-quality practices and achieve advanced outcomes, there is a requirement for additional administrative support to maintain excellence across each of these schools, alongside managing additional growth.

Previous Outcomes:

Traditionally operating with one administrative leader providing oversight, support, and guidance to 26 schools with elementary programming, the current model needs additional administrative support to improve school performance, student achievement, and customer service to community stakeholders.

Expected Outcomes:

Our overarching goal is to enhance the level of student achievement in each school, the quality of instructional programming, and overall leader and teacher efficacy through strengthened instructional leadership support.

Strategic Plan Goal:

Recommendation:

That the new job description for Executive Directory of Elementary Schools be approved as presented.

Contact:

JENNIFER MAINELLI jennifer.mainelli@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

Projected cost analysis based on the salary schedule for the designated position: Salary Schedule: Administrative A – (\$110,015-\$126,354).

38. APPROVAL OF A CERTIFIED PUBLIC ACCOUNTANT AND A DISTRICT 2
DESIGNEE FOR THE AUDIT SELECTION COMMITTEE

Description

Board Policy 2.29 provides for an Audit Selection Committee with members

appointed for each district by their respective Board Member, and a Florida licensed Certified Public Accountant who resides and/or practices in Sarasota County.

For District 2:

- Eric Robinson resigned from his position on the Committee as the District 2 designee.
- Thomas Chaffee has been appointed as the District 2 designee.

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the following selections for the Audit Selection Committee be approved as presented:

- Nomination of a Certified Public Accountant
- Thomas Chaffee to serve as the designee for District 2

Contact:

Financial Impact:

Board Members Comments/Assignments

Announcements/Comments

Adjournment



April 16, 2024 Board Meeting
Agenda Item 1.

Title

FLAG SALUTE

Description

BHS JROTC and Student Representative

STAR Students

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact Information

Financial Impact



April 16, 2024 Board Meeting
Agenda Item 2.

Title

SPECIAL PRESENTATIONS/MOMENTS OF PRIDE

Description

School Spotlight - Woodland Middle School

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact Information

Financial Impact

ATTACHMENTS:

Description	Upload Date	Type
Woodland Middle School Presentation	4/22/2024	Cover Memo

Woodland Middle School

Wildcats Have G.R.I.T.:
Goals, Respect, Integrity and Teamwork!



Our Collective Commitments

- *At WMS, we provide a relationship-driven and caring learning environment where all students learn at high levels and show pride in their school community;*
- *The WMS staff and families have a collective responsibility to be reflective, open-minded, and actively improving while collaborating with and holding one another mutually accountable to ensure student growth.*



WMS School 2022 – 2023 Projections



English Language Arts	Mathematics (FSA/EOC)	Science	Social Studies	Acceleration
Achievement % 53 District 55 State N/A	Achievement % 66 District 63	Achievement % 54	Achievement % 86	Middle School Acceleration% 76
LGs% 46 District 56 State N/A	LGs% 63 District 61 State N/A	School Grade 20-21 493 21-22 519 22-23 Pro. 535*		
L25 LGs% 37 District 43 State N/A	L25 LGs % 54 District 49 State N/A			

Culture of Learning: *Children Must Come First*

NOTHING IS MORE
IMPORTANT TO STUDENT
LEARNING AS WHAT GOES
ON BETWEEN STUDENTS
AND THEIR TEACHERS

#1 VARIABLE IN
INCREASED STUDENT
ACHIEVEMENT =
TEACHERS

"I BELIEVE IN YOU"
MESSAGES NEED TO BE
CONVEYED TO YOUR
STUDENTS

YOUR GOAL IS TO
IMPROVE EACH YEAR

BE A PURPOSE DRIVEN
TEACHER



Will You Be Your Students' Most Memorable Teacher?

No Significant Learning Comes without a Significant Relationship

Greet Your Students at Door Daily

Dream Big and Set Goals for Yourself and Your Students

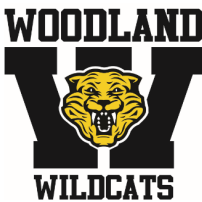
Be a Difference Maker for Your Teammates and Students



Service Above Self--Student Programs and Clubs Making a Difference: (Over 1200 Volunteer Hrs.)

- **Programs include:**

- Boy's & Girls Weightlifting
- Principal Service Club
- National Junior Honors Society
- Junior International Thespian Society
- Foreign Language Club
- Chorus a Cappella Club
- Fellowship of Christian Athletes
- Sign language Club
- Peer Mentors
- Dance Club
- Mario Smash Brothers
- Wrestling Club



Student Clubs and Organizations Continued:

Programs include:

- Paws Animal Club
- Culinary Club
- Crystal Clear United Club
- Fishing Club
- PokeMon TCG Card Club
- A Novel Bunch
- Stage Craft & Design club
- Fiddle Club
- TSA
- Move Mountains Service Club
- Stem Club
- Speech and Debate Team
- Student Government
- All Pro Dad
- Yoga Club
- “Thundercats” Drum Line Club



At WMS, We Achieve...2023-2024

- WMS Choir received Straight Superior Ratings FVA
- Orchestra & Theater received Excellent at MPA/State Competition
- First time in school History Band received 4 Superior Ratings for every level of Band entered in the MPA & over 25 Superiors at recent Solo/Ensemble.
- Only Bari-Sax player in Florida selected into All State MS Jazz Band
- First MS student in district to win the Venice Art Festival Poster Contest
- Recently, TSA States 30 Top 10 finishes including 10 1st Place in Florida; 2nd Place Overall State of Florida and recognized as TOP CTE Middle School at recent district competition held at STC.
- WMS Athletic County Championships and Top Finishes in all Sports
- Over 1200 community service hours at WMS and in local community



Students Come First





April 16, 2024 Board Meeting
Agenda Item 3.

Title

SUPERINTENDENT'S REPORT

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact Information

Financial Impact

ATTACHMENTS:

Description

Presentation

Upload Date

4/22/2024

Type

Cover Memo



Superintendent's Report

April 16, 2024

Consent Agenda Highlights



Sarasota County Schools, *Booker VPA Ribbon Cutting*, April 2024.

Consent Agenda Highlights

#9 – Approval of the Agreement Between PackBack and the School Board of Sarasota County, FL



- PackBack® is a computer-based program that uses AI technology to help students improve their writing and critical thinking skills, and to aid instructors with grading and monitoring assignments.



Consent Agenda Highlights

#23 – Approval of Architect Rankings for the Venice High School Stadium Enhancements Project



- Architectural rankings allow the district to negotiate with the highest ranked firm.
- The project includes, but is not limited to:
 - Additional restrooms
 - Security enhancements
 - Baseball netting, etc.



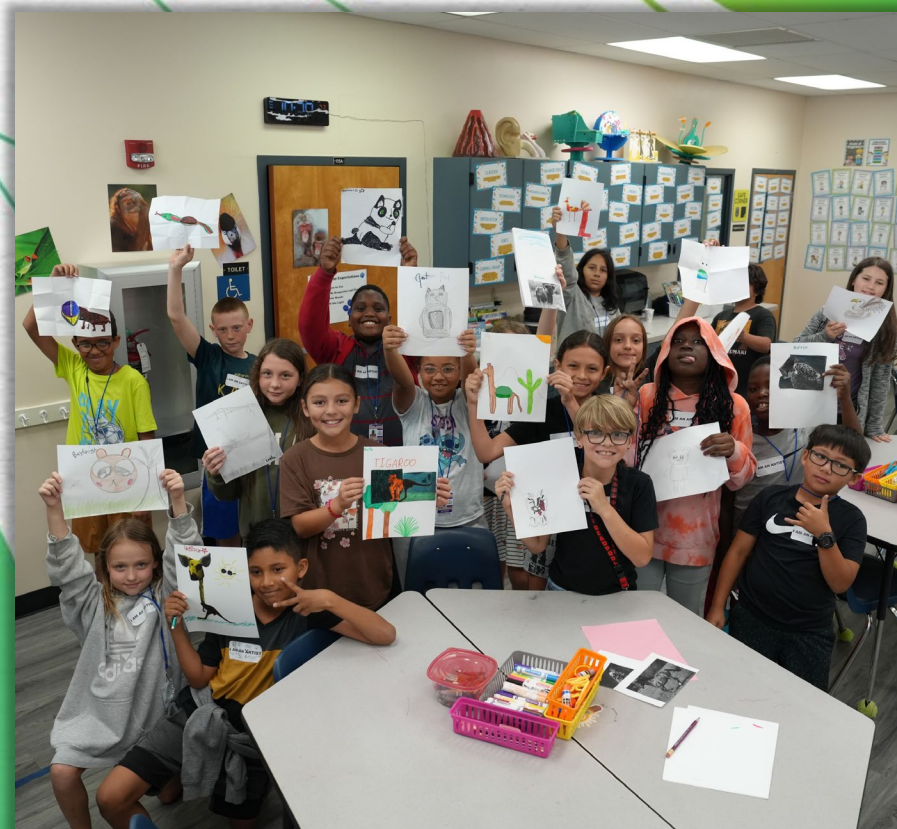
Consent Agenda Highlights

#24 – Approval of Construction Manager Rankings for the Venice High School Stadium Enhancements Project



- Construction Manager rankings allow the district to negotiate with the highest ranked firm.

SCS News & Announcements



Sarasota County Schools, Glenallen Arts
Day, SCS Students, April 2024.

Jungle Robotics Team and Mentor Awarded at FIRST Robotics Competition



- Pine View's "Team Jungle 3627" received the prestigious Engineering Inspiration Award at the South Florida Regional FIRST Robotics Competition!
- Their mentor, Andrew Wormington, also received the Woodie Flowers Finalist Award.
- Team Jungle has also qualified for the FIRST Robotics World Competition!
- **Congratulations!**



April 2024 Parent/Family Learning Opportunities

All trainings are offered at both 10:00 am and 5:30 pm
Click on the link or scan QR code to join!

17
APRIL

Implementing In-home Behavioral Strategies & Interventions

Participants will gain a better understanding on how to manage inappropriate behaviors, learn child-rearing principles, and proactive strategies that can be used at home to reshape your child's behaviors.

-Presented by ESE

[Click here or enter Zoom Webinar ID #891 5822 3865](#)



23
APRIL

Making Reading Instruction Explicit

Participants will receive information about the science of reading, the components of reading, and how they work together in the overall picture of literacy. Those who attend will explore how to help support their children with reaching their literacy goals.

-Presented by FDLRS

[Click here or enter Zoom Webinar ID # 864 2536 5530](#)



Questions? - email diane.cummings@sarasotacountyschools.net



FDLRS is funded by the Florida Department of Education, Division of Public Schools, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act Part B and State General Revenue funds.

ESE April Events

- **April 17, 2024 – Implementing In-home Behavioral Strategies**
- **April 23, 2024 – Making Reading Instruction Explicit**
- **All trainings offered at both 10 AM and 5:30 PM**



STC Open House

- April 18, 2024
- 5:30 PM – 7 PM
- North Port Branch
- Campus Tours, Financial Aid Assistance, and Raffles!



OPEN HOUSE

North Port Branch

April 18th

5:30 pm – 7:00 pm



Don't Miss the Boat!

Cast for **Your CAREER**

at Suncoast Technical College
NORTH PORT BRANCH

- Campus Tours
- Financial Aid Assistance
- Raffles

Learn
MORE!



suncoast.edu

To learn more, visit us online at
suncoast.edu or use the QR code.



SARASOTA COUNTY SCHOOLS
JOB FAIR



COME WORK FOR AN "A" RATED DISTRICT!

Hiring for Instructional and Non-Instructional Positions
for 2024-2025

Tuesday, April 23, 2024

10AM - 1PM

Carlisle Inn - Conference Center

3727 Bahia Vista Street

Sarasota, FL 34232

To register, please visit:
<https://forms.microsoft.com/r/caFHMvLOGa>

Questions? Email
recruitment@sarasotacountyschools.net

SCS Job Fair

- **April 23, 2024**
- **10 AM – 1 PM**
- **Carlisle Inn Conference Center**
- **Hiring for Instructional and Non-Instructional Positions for the 2024-2025 School Year**



Kickoff to K Party

- April 23 and 25, 2024
- 5:30 PM – 7:30 PM
- 23rd @ STC North Port Branch
- 25th @ STC Sarasota Branch
- Open exclusively to incoming public and charter kindergarteners and their families

**STARTING KINDERGARTEN
IN AUGUST?**
WE HAVE A PARTY FOR YOU!
Just

Kickoff to K

Come and enjoy a FREE, VIP party to celebrate our new, star-studded Sarasota County students. Open exclusively to incoming public and charter kindergartners and their families

APRIL 23
SUNCOAST TECHNICAL COLLEGE
4445 CAREER LANE
NORTH PORT
5:30-7:30PM

APRIL 25
SUNCOAST TECHNICAL COLLEGE
4748 S. BENEVA RD
SARASOTA
5:30-7:30PM

**FREE Food
DJ + Dancing
Games + Giveaways**


Scan for full event details

IT'S NEVER TOO EARLY TO CONNECT WITH
YOUR SARASOTA COUNTY SCHOOL






SCS "Baby Shower" Event

- April 27, 2024
- 10 AM – 12 PM
- Robert L. Taylor Community Complex
- FREE for Expecting Parents and Families with Children (up to age 3)
- Raffles and great prizes!

Sarasota

Baby Shower

Raffles and great prizes!

Saturday, April 27th
10AM-12PM

FREE for Expecting Parents and Families with Children (Up to Age 3).

Robert L. Taylor Community Complex
1845 John Rivers Street, Sarasota, FL

 Sponsored by
Healthy Start Coalition of Sarasota County
and Kiwanis Club of Sarasota 

For More Information Call: (941) 373-7070
www.healthystart Sarasota.org

SCS Website & App



➤ **The new SCS website is here!**
Check out new features like:

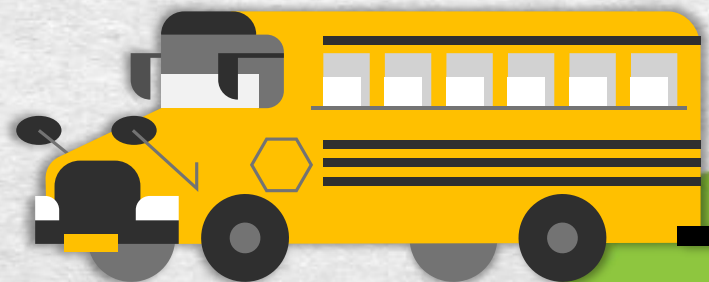
- “Chat with Sara”
- Site Translation
- Improved Site Search

➤ **Download the new SCS App!**

- School Calendars
- Lunch Menus & More



**April 23, 2024, is Bus
Driver Appreciation Day!**





April is National Volunteer Month!



**EVERY STUDENT.
EVERY DAY!**



April 16, 2024 Board Meeting
Agenda Item 4.

Title

HEARING OF CITIZENS

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact Information

Financial Impact



April 16, 2024 Board Meeting
Agenda Item 5.

Title

APPROVAL OF CONSENT AGENDA

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

That the Consent Agenda be approved as presented.

Contact Information

Financial Impact



April 16, 2024 Board Meeting
Agenda Item 6.

Title

APPROVAL OF MINUTES

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

That the minutes be approved as presented.

Contact Information

Financial Impact

ATTACHMENTS:

Description

040224 Board Meeting Minutes

Upload Date

4/3/2024

Type

Cover Memo



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
Landings Administrative Complex
1980 Landings Blvd.
6:00 PM

April 2, 2024 Board Meeting Minutes

Call to Order

The Chair convened the April 2, 2024 Board Meeting at 6:00 p.m.

Present:

- Karen Rose, Chair
- Tim Enos, Vice Chair
- Tom Edwards
- Robyn Marinelli
- Bridget Ziegler

Flag Salute

1. FLAG SALUTE

Description

NPBS JROTC and Student Representative

Arts Aesthetic Moment - Englewood Elementary Show Choir

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Flag Salute: North Port High School JROTC

Cadets:

- Cy Keosian
- John Miller
- Dejanae Foulkes
- Jedidiah Gooch

Student Representative: Jordan Wager, North Port High School

Special Presentations/Moments of Pride

2. SPECIAL PRESENTATIONS/MOMENTS OF PRIDE

Description

State Championship Recognitions

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

State Championship Recognitions

Venice High School: Milana Borrelli, Girls 120 lb. Wrestling State Champion

Sarasota High School: Boys Basketball Academic State Champions

- Franklin Liriano
- Jax Zader
- Nick Tregembo
- Aaron Clark
- Oliver Boyle
- Luca Lazzari

- Robert Gutridge
- Mike Drayton III
- Christian Drayton
- Danny Munn
- Nate Gruhl
- Johnny Lackaff
- Harris Hawke
- Conner Wamsley
- Armani Sanches

Superintendents Report

3. SUPERINTENDENT'S REPORT

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Topics:

- Consent Agenda Items - 21 Revised Policies
- SHS Alumni - Daniel Espinal, one of five Winners in the Metropolitan Opera's 2024 Laffont Competition
- Two Bay Haven teams qualify for the Odyssey of the Mind World Competition
- Kirk Hutchinson selected as a Finalist for Florida Principal of the Year
- 2024-2025 School Registration
- SCS Climate Surveys
- New Website and App Launch
- Assistant Principals Week

Hearing of Citizens - Agenda

4. HEARING OF CITIZENS

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

This portion of the meeting can be viewed
at <https://www.youtube.com/watch?v=XitvVKULrwU> at marker 22:35.

Speakers:

- Robin Williams
- Joyce Peralta
- Lee Rubin
- Christy Karwatt
- Maya Mitchell
- Peggy Moorman
- Louise Machinist
- Lou Grossman
- Leila Newcomb
- Sandra Jimenez
- Julie London
- Richard Stammer
- Barbara Olson
- Vicki Nighswander
- Shelby Nagle
- Patrick Eaton
- Sonia Howman
- Manny Lopez
- Steve Russell
- J.T. Priar
- Lisa Schurr
- Maryann D'Aquino

Board recessed at 7:15pm.

Board reconvened at 7:23pm.

- Maya Crawford
- Sophia Brown
- Rhana Bazzini
- Jeffrey Halperin
- Wendy Rosen
- Jules Rayne
- Serena Cannarelli
- Sebastian Martinez
- Conni Bruni
- Michelle Pozzie
- India Miller
- Carol Lerner
- Beck Lane
- Con Nicholas
- August Rey
- Mary Holmes
- Jenna Holmes
- Hannah Silva

Board recessed at 8:08pm.

Board reconvened at 8:16pm.

- Journi Smyth
- Sarah Parker
- Shannon Fortner
- Julie Forestier
- Esther Rachwal
- Zander Moritz
- Lillie Brock
- Melissa Bartalos
- Paulina Testerman
- Anya Dennison
- Jessica Thomason
- Liz Barker
- Sebastian Girstl
- Nicole Soloman
- Joel Palombo
- Jose Santana
- Geert Martens

- Carol Miller
- Bill Nease

Approval of Consent Agenda

5. APPROVAL OF CONSENT AGENDA

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the Consent Agenda be approved as presented.

Contact:

Financial Impact:

Revisions to the agenda after publication:

- An addendum was added to Item #7 - *The Instructional/Classified Personnel Report*

Motion: (Roll Call Vote)

That the amended Consent Agenda be approved as presented.

MOTION Passed

Vote Results:

Ayes: Edwards, Enos, Marinelli, Rose, Ziegler

Consent Agenda

Approval of Minutes

6. APPROVAL OF MINUTES

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the minutes be approved as presented.

Contact:

Financial Impact:

Approval of Instructional/Classified Personnel Report

7. APPROVAL OF INSTRUCTIONAL/CLASSIFIED PERSONNEL REPORT

Description

The Human Resources Instructional/Classified Personnel Report has been added to the agenda item for approval.

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

That the Human Resources Instructional/Classified Personnel Report be approved as presented.

Contact:

AL HARAYDA al.harayda@sarasotacountyschools.net

ALLISON FOSTER allison.foster@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

Agreement/Contracts

8. APPROVAL OF THE INTERAGENCY USER AGREEMENT FOR CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE (WINGS) BETWEEN THE SARASOTA COUNTY SHERIFF'S OFFICE AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA ON BEHALF OF THE SARASOTA COUNTY

SCHOOLS POLICE DEPARTMENT

Description

Interagency user agreement for information sharing of Criminal Justice Information (CJI) with the Sarasota County Sheriff's Office (SSO) through the WINGS system.

Gap Analysis:

Addresses the interagency exchange and use of criminal justice information that is recognized by the FBI and FDLE SSO would provide information sharing through the WINGS system.

Previous Outcomes:

Ongoing and recurring agreement with the SSO for information sharing and the continuous positive relationship with the SSO.

Expected Outcomes:

Ongoing and recurring agreement with the SSO information sharing and the continuous positive relationship with the SSO.

Strategic Plan Goal:

Recommendation:

That the Interagency User Agreement for Criminal Justice Information Exchange and Use between the Sarasota County Sheriff's Office through the WINGS system and the School Board of Sarasota County Florida on behalf of the Sarasota County Schools Police Department be approved as presented.

Contact:

STEVE LORENZ steve.lorenz@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

Field Trips

9. APPROVAL OF SARASOTA HIGH SCHOOL SPEECH AND DEBATE TEAM FIELD TRIP TO CHICAGO, IL ON MAY 23 - MAY 27, 2024

Description

The purpose of this trip is for the Sarasota High School Speech and Debate Team Members to compete in the NCFL Grand National Championship Tournament. The SHS team members qualified for the NCFL Tournament by competing in local tournaments. Students connect

with other students, coaches and organizations from across the U.S.

Gap Analysis:

Speech and Debate tournaments have been shown to improve academic achievement, research, writing, public speaking, and presentation skills. The tournament is an educational experience and provides students with the opportunity to represent their school and Sarasota County Public Schools on a larger platform.

Previous Outcomes:

N/A

Expected Outcomes:

That the Sarasota High School Speech and Debate Team Members will compete in the NCFL Grand National Championship Tournament.

Strategic Plan Goal:

Recommendation:

That the Sarasota High School Speech and Debate Team field trip to Chicago, IL on May 23 - May 27, 2024 be approved as presented.

Contact:

MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

N/A

10. APPROVAL OF PINE VIEW SCHOOL SPEECH AND DEBATE TEAM FIELD TRIP TO CHICAGO, IL ON MAY 24 - MAY 26, 2024

Description

The purpose of this trip is for the Pine View School Speech and Debate Team Members to compete in the NCFL Grand National Championship Tournament. The PVS team members qualified for the NCFL Tournament by competing in local tournaments. Students connect with other students, coaches and organizations from across the U.S.

Gap Analysis:

Speech and Debate tournaments have been shown to improve academic achievement, research, writing, public speaking, and presentation skills. The tournament is an educational experience and provides students with the opportunity to represent their school and Sarasota County Public Schools on a larger platform.

Previous Outcomes:

N/A

Expected Outcomes:

That the Pine View School Speech and Debate Team Members will compete in the NCFL Grand National Championship Tournament.

Strategic Plan Goal:

Recommendation:

That the Pine View School Speech and Debate Team field trip to Chicago, IL on May 24 - May 26, 2024 be approved as presented.

Contact:

MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

N/A

11. APPROVAL OF THE PINE VIEW SCHOOL SPEECH AND DEBATE TEAM FIELD TRIP TO DES MOINE, IA ON JUNE 16 - JUNE 21, 2024

Description

The purpose of this trip is for the Pine View School Speech and Debate Team Members to compete in the NSDA National Championship Tournament. The PVS team members qualified for the NSDA Tournament by competing in local tournaments. Students connect with other students, coaches and organizations from across the U.S.

Gap Analysis:

Speech and Debate tournaments have been shown to improve academic achievement, research, writing, public speaking, and presentation skills. The tournament is an educational experience and provides students with the opportunity to represent their school and Sarasota County Public Schools on a larger platform.

Previous Outcomes:

N/A

Expected Outcomes:

That the Pine View School Speech and Debate Team Members will compete in the NSDA National Championship Tournament.

Strategic Plan Goal:

Recommendation:

That the Pine View School Speech and Debate Team field trip to Des Moines, IA on June 16 - June 21, 2024 be approved as presented.

Contact:

MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

N/A

12. APPROVAL OF THE SARASOTA HIGH SCHOOL MARCHING BAND FIELD TRIP TO ATLANTA, GA ON DECEMBER 28, 2024 - JANUARY 2, 2025

Description

This field trip will provide the opportunity for the students in the Sarasota High School Marching Band to participate in the Chick-fil-A Peach Bowl Band Festival in Atlanta, GA.

Gap Analysis:

Students will participate in the concert band and field show festivals where they will have an opportunity to be adjudicated by experts while performing in state-of-the-art facilities. Students will also perform as part of a mass band with students from other schools during the pregame ceremonies of an NCAA Playoff game.

Previous Outcomes:

N/A

Expected Outcomes:

That the Sarasota High School Marching Band will perform at the Chick-fil-A Peach Bowl Band Festival.

Strategic Plan Goal:

Recommendation:

That the Sarasota High School Marching Band field trip to Atlanta, GA on December 28, 2024 - January 2, 2025 be approved as presented.

Contact:

MEGAN GREEN megan.green@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact:

N/A

13. APPROVAL OF PINE VIEW SCHOOL FIRST ROBOTICS TEAM FIELD TRIP TO HOUSTON, TX ON APRIL 16 - APRIL 21, 2024.

Description

The purpose of this trip is for the Pine View School First Robotic Team Members to compete in the World's FIRST Robotics Competition. The students were recently notified that they qualified to compete.

Gap Analysis:

FIRST Robotics is a practical application of STEM/ Engineering Principles and techniques. The students are members of FIRST Robotics and have prepared for this event with a minimum of 50 hours of participation during build season.

Previous Outcomes:

N/A

Expected Outcomes:

That the Pine View School FIRST Robotics Team members will compete in the World's FIRST Robotics Competition.

Strategic Plan Goal:

Recommendation:

That the Pine View School FIRST Robotics Team Field Trip to Houston, TX on April 16 - April 21, 2024 be approved as presented.

Contact:

MEGAN GREEN Megan.Green@sarasotacountyschools.net
RACHAEL O'DEA Rachael O'Dea@sarasotacountyschools.net

Financial Impact:

N/A

Materials Management

14. APPROVAL TO AWARD RFQ #24-0020 FOR AUDIO-VISUAL AND LIGHTING PRODUCTION SERVICES

Description

Bids to provide 'Audio-Visual and Lighting Production Services' were received from three vendors on February 20, 2024. The bids of IATSE Local 412 and Platinum Live Productions were the best low bids meeting the advertised specifications. The bid of Ilardi Media LLC was not awarded due to being over budget. This RFQ is for a period of one year with an option to renew for two additional one-year periods.

Gap Analysis:

The SBSC is in need of finding a qualified company or companies to provide personnel to operate the various equipment required at each Performing Arts Centers.

Previous Outcomes:

Previously these positions were contracted out or filled through the hiring process.

Expected Outcomes:

To find a qualified company who can provide personnel to run the lighting and sound equipment during performances, on an as needed basis, at the various Performing Arts Centers in the High Schools.

Strategic Plan Goal:

Recommendation:

That the bids of IATSE Local 412 and Platinum Live Productions for 'Audio-Visual and Lighting Production Services' in an amount not to exceed \$55,000.00 be approved as presented.

Contact:

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net
BONNIE PENNER bonnie.penner@sarasotacountyschools.net

Financial Impact:

\$55,000.00

The funds for these purchases are contained in the budget allocated to the Schools and Departments. Funding Source: Internal Funds

15. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES (PER THE ATTACHED LIST) THROUGH PIGGYBACK CONTRACTING FROM VENDORS UNDER CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR PARK & PLAYGROUND EQUIPMENT & PARTS

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject

to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

The maintenance and replacement of our playground equipment is critical to the safety and wellbeing of our students. Facilities has the equipment on a replacement cycle of every 15-17 years. Facilities also uses this bid for the replenishment of mulch as well as installation of playground surfacing and sun shelters.

Previous Outcomes:

The maintenance and replacement of our playground equipment is critical to the safety and wellbeing of our students. Facilities has the equipment on a replacement cycle of every 15-17 years. Facilities also uses this bid for the replenishment of mulch as well as installation of playground surfacing and sun shelters.

Expected Outcomes:

Facilities will continue the replacement cycle of our equipment, the replenishment and new installations of mulch, poured in place surfacing as needed for specific aged play areas and the sunshade installations.

Strategic Plan Goal:

Recommendation:

That the piggyback contracts awarded to Playmore Recreational Products & Svcs, Miracle Recreation Equip Co., Apollo Sunguard Systems, Inc., Miller Recreation Equipment, Southern Park and Play Systems, Inc., Kompan, Inc., Advanced Recreational Concepts, LLC, and PlaySpace Services, Inc., for the anticipated purchase of Playground Equipment and Services be approved as presented.

Contact:

DON HAMPTON don.hampton@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

Not to exceed \$1,250,000.00

The funds for these purchases are contained in the budgets allocated to

the appropriate departments and schools. Funding Source: Capital Funds

16. APPROVAL TO INCREASE THE PURCHASING LIMIT FOR BID #23-0540
FOR GOLF CART PURCHASES, MAINTENANCE, AND REPAIR

Description

Bid #23-0540 for 'Golf Cart Purchases, Maintenance, and Repair' was approved for award on July 19, 2022, to Caddy Carts Inc., Custom Carts, and Affordable Carts. Facilities Services Department is requesting an increase of the purchasing limit of this bid by an additional \$100,000.00, for the duration of the bid.

Gap Analysis:

The District uses golf carts at most sites for staff members to traverse large campuses and they are used by custodial teams to gather trash and campus wide cleaning.

Previous Outcomes:

Facilities has utilized vendors for golf cart repairs and replacements; however, costs for both have been steadily increasing.

Expected Outcomes:

Facilities will continue to repair and replace golf carts as needed and is working on improving the overall condition of the District's golf cart inventory.

Strategic Plan Goal:

Recommendation:

That the request to increase the purchasing limit for 'Golf Carts Purchases, Maintenance, and Repair' by an additional \$100,000,00 for the duration of the bid, be approved as presented.

Contact:

DON HAMPTON don.hampton@sarasotacountyschools.net
JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

Not to exceed: \$100,000.00.

The funds for these purchases are contained in the budget allocated to the Facilities Services Department. Funding source: Capital Funds

17. APPROVAL OF CLASSIFICATION OF INOPERABLE EQUIPMENT AND FURNITURE AS PROPERTY TO BE DELETED

Description

Pursuant to School board Policy 7.75 - Obsolete, uneconomical or inefficient surplus property which serves no useful purpose may be disposed of in accordance with state law and regulations. Prior to disposal, reasonable attempts should be made to salvage all or part of any item of property for school use. When it is no longer practical that property be retained, the property shall be offered for sale by auction to the public at large or otherwise disposed of pursuant to Florida law including donation to other governmental bodies or private nonprofit agencies. Disposal of surplus property purchased with Federal funds shall be undertaken in accordance with Federal procedures. Any remaining surplus property may be declared unusable and disposed of in a reasonable, environmentally sound manner.

Gap Analysis:

General Accepted Accounting Principles require that obsolete or unusable equipment be removed from records.

Previous Outcomes:

This information is presented on a monthly basis.

Expected Outcomes:

The board approves the disposal of inoperable equipment and furniture as property to be deleted.

Strategic Plan Goal:

Recommendation:

That the classification of equipment and furniture, as property to be deleted, in an amount of \$4,601.34, be approved as presented.

Contact:

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net
BONNIE PENNER bonnie.penner@sarasotacountyschools.net

Financial Impact:

\$4,601.34

18. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER CONTRACT WITH A WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR TECHNOLOGY SOLUTIONS

Description

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis:

Provide the 24/7 OCC operators the ability to have physical movement from sitting to standing during their duty day.

Previous Outcomes:

The OCC has not utilized this console type previously. Studies have shown the multitude of benefits ranging to increased productivity, decreased fatigue and improved employee wellness. This type of workstation is utilized throughout the district.

Expected Outcomes:

To increase productivity and reduce fatigue while improving employee health and wellness.

Strategic Plan Goal:

Recommendation:

That the cooperative contracts awarded to Iron Bow Technologies for the anticipated purchase of materials and/or services be approved as presented.

Contact:

SEAN O'KEEFE sean.o'keefe@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

Not to exceed: \$65,000.00

The funds for these purchases are contained in the budget allocated to the Safety & Security Department. Funding Source: Fund 3 Project 4577

Construction

19. APPROVAL AND/OR RATIFICATION OF CONSTRUCTION SERVICES' CHANGE ORDERS

Description

The Construction Services' change orders are summarized on the enclosure for ease of review. Included in these change orders is a (\$2,077,635.78) deduct for Direct Material Purchases and the

corresponding (\$124,958.14) deduct for sales tax savings. These change orders result in an overall contract decrease of (\$1,894,806.68).

Gap Analysis:

Change orders are utilized on construction contracts to adjust the original contract amount for various circumstances. These may include adjustments for an increase or decrease in project scope, adjustments needed to close a contract and return unspent project funds to the district, or for removing the purchase of large items from a contract so the district can purchase these items directly from vendors to save sales tax. The attached documents detail the associated change orders for this item on multiple projects.

Previous Outcomes:

Change orders reflect construction project progress and occur normally as a result of conditions on the construction project and district staff managing the costs associated with each project, including deductive change orders to allow the district to save sales tax.

Expected Outcomes:

This system has resulted in significant, ongoing savings and allows district staff to continue to maximize these benefits, especially as the construction market becomes more competitive.

Strategic Plan Goal:

Recommendation:

That the Construction Services' change orders be approved and/or ratified as presented.

Contact:

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

(\$1,894,806.68)

Planning

20. APPROVAL OF THE CERTIFICATION OF EDUCATIONAL FACILITIES
INVENTORY DATA

Description

Chapter 1013, F.S., requires each School Board to annually certify that its educational facilities data within the Florida Inventory of School Houses is

current and accurate. The district's data has been updated by the Plan Room within Construction Services to reflect all changes made since the 2023 certification.

Gap Analysis:

Previous Outcomes:

Annually, each school board must certify that its educational facilities data is current and accurate. Previously, the Board has certified.

Expected Outcomes:

The School Board certifies that the district's educational facilities data is current and accurate.

Strategic Plan Goal:

Recommendation:

That the School Board of Sarasota County certify that the district's educational facilities data is current and accurate, as presented.

Contact:

DIANE COMINOTTI diane.cominotti@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

School Board Items

21. APPROVAL OF REVISED POLICY 3.24 SAFE & SECURE SCHOOLS

Description

Policy 3.24 - *Safe & Secure Schools*

- Updates terminology to be in line with State Statute and State Board of Education Rule.
- Removes Threat Assessment Teams section and replaces with reference to thorough Threat Management Teams policy.
- Adds necessary references to other Board Policies as well as Alyssa's Alert information.
- Updates when law enforcement or security officer may have weapon on campus.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 3.24 - *Safe & Secure Schools* - be approved as presented.

Contact:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net
CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

22. APPROVAL OF REVISED POLICY 3.241 SESIR

Description

Policy 3.241 - *SESIR*

- New policy for School Environment Safety Incident Reporting (SESIR). Defines terms relating to SESIR reporting.
- Outlines how incidents shall be analyzed to make a determination for reporting requirements.
- Outlines general and incident specific reporting requirements.
- Defines training and accountability requirements for the District.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This is a new Board Policy.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the new Policy 3.241 - *SESIR* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

23. APPROVAL OF REVISED POLICY 4.10 THE CURRICULUM

Description

Policy 4.10 -The Curriculum

- Adds information on substantial deficiency and notification as required by state law.
- Revises AIDS instruction to align with Florida Statutes.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 4.10 - *The Curriculum* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouv@sarasotacountyschools.net

Financial Impact:

N/A

24. APPROVAL OF REVISED POLICY 4.115 GRADE FORGIVENESS

Description

Policy 4.115 - *Grade Forgiveness*

- Adds requirement for parental notification.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 4.115 - *Grade Forgiveness* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

25. APPROVAL OF REVISED POLICY 4.12 EXCEPTIONAL STUDENT EDUCATION

Description

Policy 4.12 - *Exceptional Student Education*

- Revised definitions in accordance with state statutes and definitions.
- Updates timelines within which plan must be submitted to the FL Department of Education.
- Adds new information from FL DOE that parent/guardian notification on student record/educational decision rights and responsibilities transfer must be made at least one year prior to student turning 18.
- Information must include ways for informed consent to allow parent/guarding to continue to participate in educational decisions.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

-

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 4.12 - *Exceptional Student Education* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

26. APPROVAL OF REVISED POLICY 4.31 COMMUNITY SPEAKERS

Description

Policy 4.31 - *Community Speakers*

- Revises the review process for teachers prior to requesting approval for a guest speaker.
- Revises the administrator review process prior to approving a guest speaker.
- Updates parent/guardian notification requirements for guest speakers and adds a parental opt out if a parent does not wish for their child to be a part of the presentation.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 4.31 - *Community Speakers* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

27. APPROVAL OF REVISED POLICY 5.321 POSSESSION OF WEAPONS AND OTHER PROHIBITED ITEMS

Description

Policy 5.321 - *Possession of Weapons and Other Prohibited Items*

- Revises definitions to align with State Statutes.
- Update to item III to align disciplinary action with State Statute.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 5.321 - *Possession of Weapons and Other Prohibited Items* - be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

28. APPROVAL OF REVISED POLICY 5.343 USE OF TIME OUT, SECLUSION, OR RESTRAINT FOR STUDENTS WITH DISABILITIES

Description

Policy 5.343 - Use of Time Out, Seclusion, or Restraint for Students with Disabilities

- Aligns definitions with State Statute.
- Updates the use of physical restraint and mechanical restraint in accordance with Statute on who can use it, how, and when.
- Prohibits use of seclusion.
- Updates monitoring and reporting requirements along with training requirements.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

-

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 5.343 - *Use of Time Out, Seclusion, or Restraint for Students with Disabilities* - be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

29. APPROVAL OF REVISED POLICY 5.372 STUDENT IDENTIFICATION BADGES

Description

Policy 5.372 - Student Identification Badges

- Adds information from F.S. 1008 that each student identification is required to include the contact numbers for national and statewide crisis and suicide hotlines and text lines.
- Adds that Office of Safety & Security and Emergency Management shall set the replacement cost for identification cards each year, and the cost of replacement shall be recouped by that Office from the appropriate Cost Center.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 5.372 - *Student Identification Badges* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

30. APPROVAL OF REVISED POLICY 5.50 ACADEMIC HONESTY

Description

Policy 5.50 - *Academic Honesty*

- Clarifies the definition of cheating.
- There is an addition in this policy to address use of Artificial Intelligence (AI) acceptable and unacceptable use for students.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 5.50 - *Academic Honesty* - be approved as presented.

Contact:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net
CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

31. APPROVAL OF REVISED POLICY 6.21 DISTRICT CERTIFICATES

Description

Policy 6.21 - *District Certificates*

- Updates professional certificate renewal to reference State Statute and State Board of Education Rule to avoid revising policy every cycle.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 6.21 - *District Certificates* - be approved as presented.

Contact:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouv@sarasotacountyschools.net

Financial Impact:

N/A

32. APPROVAL OF REVISED POLICY 6.22 TEACHING OUT OF FIELD

Description

Policy 6.22 - Teaching Out of Field

- Updates course credit satisfaction requirements to reference State Statute and State Board of Education Rule to avoid revising policy every cycle.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 6.22 - *Teaching Out of Field* - be approved as presented.

Contact:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net
CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

33. APPROVAL OF REVISED POLICY 6.303 EMPLOYEES WITH WEAPONS

Description

Policy 6.303 - Employees with Weapons

- Revises definitions of school, school board property, firearm, and weapon to align with State Statutes.
- Defines the circumstances when an employee can have a weapon.
- Revises who confiscated weapons are turned over to.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 6.303 - *Employees with Weapons* - be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

34. APPROVAL OF REVISED POLICY 8.10 SAFETY

Description

Policy 8.10 - *Safety*

- Removes items covered in other policies, as these items are not up to date in this policy.
- Updates how school safety teams are created.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.10 - *Safety* - be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

35. APPROVAL OF REVISED POLICY 8.111 KEY CONTROL – ACCESS TO BUILDINGS

Description

Policy 8.111 - Key Control – Access to Buildings

- Revises who is responsible for distribution and maintenance of keys and proximity cards to the Office of Safety & Security and Emergency Management.
- Adds information on replacement costs of keys and proximity cards.
- Updated info on the responsibility of ensuring separated employees return keys and proximity cards.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department

of Education rules.

Previous Outcomes:

This policy was previously adopted by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.111 - *Key Control – Access to Buildings* - be approved as presented.

Contact:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

36. APPROVAL OF REVISED POLICY 8.112 DISTRICT FACILITY AND EVENT SECURITY SCREENING

Description

Policy 8.112 - *District Facility and Event Security Screening*

- Requires schools to have a security plan for before and after school activities.
- Requires After-Action reviews and reports to be submitted to the Office of Safety, Security, and Emergency Management.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

-

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This is a new policy.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.112 - *District Facility and Event Security Screening* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouv@sarasotacountyschools.net

Financial Impact:

N/A

37. APPROVAL OF REVISED POLICY 8.16 EMERGENCY DRILLS

Description

Policy 8.16 - Emergency Drills

- Updates that School Safety Specialist sets yearly emergency drill schedule.
- Updates when drills need to happen and the types of drills that are required by State Statute and State Board of Education Rule.
- Adds item on schedule for testing of emergency communication systems.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously approved by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.16 - *Emergency Drills* - be approved as presented.

Contact:

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

38. APPROVAL OF REVISED POLICY 8.18 EMERGENCY CLOSING OF SCHOOLS AND STUDENT REUNIFICATION

Description

Policy 8.18 - *Emergency Closing of Schools and Student Reunification*

- Outlines requirements for District Reunification Team and responsibilities for Principals to establish an Emergency Response Team.
- Updates school-site reunification process.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously approved by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.18 - *Emergency Closing of Schools and Student Reunification* - be approved as presented.

Contact:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

39. APPROVAL OF REVISED POLICY 8.19 SECURITY PLAN

Description

Policy 8.19 - Security Plan

- Requires schools to have a security plan for before and after school activities.
- Requires After-Action reviews and reports to be submitted to the Office of Safety, Security, and Emergency Management.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously approved by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.19 - *Security Plan* - be approved as presented,

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

40. APPROVAL OF REVISED POLICY 8.36 TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Description

Policy 8.36 - *Transporting Students in Private Vehicles*

- Clarifies in line with legislative changes in 2023.
- Requires review and authorization by the District's Transportation Office.
- Requires parental authorization for non-emergency private vehicle transportation.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously approved by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 8.36 - *Transporting Students in Private Vehicles* - be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

41. APPROVAL OF REVISED POLICY 9.101 PARENT AND FAMILY ENGAGEMENT

Description

Policy 9.101 - *Parent and Family Engagement*

- Changes name to Parent/Family Engagement.
- Updates the term “Parent” as defined in Florida Statute.
- Updates notification requirements for schools receiving Title I funds and the information needed to be given to parents.
- Changes Professional Development to Professional Learning.

This policy was reviewed at the February 20, 2024 workshop.

The Board approved advertising the policy changes at the March 5, 2024 meeting, and a public notice of the proposed changes was published March 6, 2024.

Gap Analysis:

This policy has been created to comply with state law and FL Department of Education rules.

Previous Outcomes:

This policy was previously approved by the School Board.

Expected Outcomes:

Upon adoption of this policy, appropriate corresponding updates will be made to district procedures and manuals to align with the changes.

Strategic Plan Goal:

Recommendation:

That the revised Policy 9.101 - *Parent and Family Engagement* - be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouv@sarasotacountyschools.net

Financial Impact:

N/A

New Business

42. APPROVAL OF REQUEST TO ADVERTISE REVISED BOARD POLICIES
6.271, 7.85, 9.40

Description

Approval of request to advertise the following revised Board policies for future adoption:

- 9.40 Advertising and Commercial Activities
- 7.85 Online Educational Services Agreements/Contracts
- 6.271 Staff and Student Communication

Gap Analysis:

We are seeking authorization to advertise policies as part of the rulemaking process for a minimum of 28 days. Once this time period passes the policies will be brought back before the Board for formal adoption. The proposed policies were discussed at the School Board Workshop on March 19, 2024 with no objection to any of the language by Board members. The attached policies are drafts of those discussed policies and the changes that have been made.

Per F.S. 120.54, a notice of proposed rule is required to be published for Board policy changes. In accordance with our Interlocal Agreement with Sarasota County, approved by our Board on October 17, 2023 and the Sarasota County Board of County Commissioners on November 14, 2023, our notices for each policy will be published on the County's Publicly Accessible website, with a link on our District website.

After expiration of the required 28-day advertisement period, the Board will be asked to formally adopt the revised policies at the May 7, 2024 Board Meeting.

Previous Outcomes:

These policy changes have been discussed with the Board during the March 19, 2024 School Board Workshop.

Expected Outcomes:

Upon formal adoption of these policies after the required 28-day advertisement period and a final Board vote, appropriate corresponding updates will be made to district procedures and manuals to align daily operations with the Board policy.

Strategic Plan Goal:

Recommendation:

That the request to advertise revised Board Policies 6.271, 7.85, and 9.40

be approved as presented.

Contact:

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CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

N/A

Motion: (Roll Call Vote)

That the request to advertise revised Board Policies 6.271, 7.85, and 9.40 be approved as presented.

MOTION Passed

Vote Results:

Ayes: Edwards, Enos, Marinelli, Rose, Ziegler

Board Members Comments/Assignments

Topics:

- Public Comment for Agenda Items/General Comments
- Financial Advisory Committee Meetings
- Exit Interviews
- Safety & Security / SROs
- Ashton Elementary's Parent Night
- Thank you to staff for the hard work!

Announcements/Comments

The next Monthly Work Session is scheduled for Tuesday, April 16th at 10:00 a.m. followed by a 3:00 p.m. Board Meeting.

Adjournment

The Chair adjourned the Regular Board Meeting at 9:15 p.m.

We certify that the foregoing minutes are a true account of the Regular Board Meeting held on April 2, 2024 and approved at the Regular Board Meeting on April 16, 2024.

Terrence Connor, Secretary

Karen Rose, Chair



April 16, 2024 Board Meeting
Agenda Item 7.

Title

APPROVAL OF INSTRUCTIONAL/CLASSIFIED PERSONNEL REPORT

Description

The Human Resources Instructional/Classified Personnel Report has been added to the agenda item for approval.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

That the Human Resources Instructional/Classified Personnel Report be approved as presented.

Contact Information

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Financial Impact

ATTACHMENTS:

Description	Upload Date	Type
Board - April 16, 2024 (Regular)	4/8/2024	Cover Memo
Board - April 16, 2024 (Addendum)	4/12/2024	Cover Memo

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Appointment - 2324FY				
Catanakis, Katherine		ESE Services Sec, St Trng (SSP06)	Replacement for: Ramona Schweickhardt	April 15, 2024
Cordone, Paul		Facilities Services Regional Custodian (SSP04-C1)	Within budget allocation	April 4, 2024
Gomez Correa JR, Samuel		Facilities Services (Alta Vista) 12 Month Custodian (SSP04-C1)	Replacement for: Leticia Rodriguez	April 3, 2024
Lahdenpera, Sydney		Transportation Department Admin Assistant III (SSP09)	Replacement for: Gabriella Clark	March 29, 2024
McCarron, Jasmine		Booker Middle ESE Paraprofessional Aide (SSP07)	Within budget allocation	March 25, 2024
Milhet Charon, Arianne		Gocio Elementary ESE Paraprofessional Aide (SSP07)	Replacement for: Lori Carroll	April 2, 2024
Ricardo, Leslie		Gocio Elementary ESE Paraprofessional Aide (SSP07)	Replacement for: Rex Skinner	April 3, 2024
Roseme, Esterline		Facilities Services Regional Custodian (SSP04-C2)	Within budget allocation	April 4, 2024
Seibert, Barbara		Facilities Services Regional Custodian (SSP04-C1)	Within budget allocation	April 4, 2024
Appointment - 2324FY Correction				
Fernandez, Paola		Cranberry Elementary Speech Language Pathologist Assistant (SSP13)	Within budget allocation	March 20, 2024
Begin Active Status/Return to Duty - 2324FY				
Jansson, Jane	North Port High	ESE Paraprofessional Cluster Aide	Returning to duty from leave	April 1, 2024
Lenerz, Rachel	Pine View School	Teacher, Grade 5	Returning to duty from leave	April 1, 2024
Mahoney, Megan	Emma E. Booker Elementary	Teacher, Grade 3	Returning to duty from leave	April 8, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Begin Active Status/Return to Duty - 2324FY				
Reece, Debra	North Port High Food Service Assistant I		Returning to duty from leave	April 1, 2024
Rodriguez, Cailey	Emma E. Booker Elementary Teacher, Grade 5		Returning to duty from leave	April 4, 2024
Roldan, Gerard	Transportation Department Bus Driver		Returning to duty from leave	March 27, 2024
Winter, Tiffany	Suncoast Technical College Teacher, Family & Cons. Science		Returning to duty from leave	April 1, 2024
Begin Active Status/Return to Duty - 2425FY				
McCurdy, Beth	Laurel Nokomis School Speech/Language Pathologist		Returning to duty from leave	August 5, 2024
Change of Status/Transfer - 2324FY				
Antonucci, Jason	Facilities Services 12 Month Custodian (SSP04-C1)	Facilities Services Grounds Helper (SSP04)	Within budget allocation	April 3, 2024
Bookman, Veronica	Transportation Department Bus Driver (6 hrs)	Transportation Department Bus Driver (7 hrs)	Within budget allocation	August 23, 2023
Clark, Gabriella	Materials Management Records Technician/Record Ret (SSP08)	Materials Management Buyer Assistant (SSP10)	Replacement for: David Deller	April 8, 2024
Gannon, Sandy	Financial Services Specialist/Mgr Fiscal Service (GRP H)	Financial Services Supervisor, Accounting (GRP E)	Replacement for: Regina Foss	April 8, 2024
Ingle, Barbara	Transportation Department Bus Aide/Bus Attendant (6 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	August 23, 2023
Moyer, Michelle	Transportation Department Bus Driver (7 hrs)	Transportation Department Bus Driver (8 hrs)	Within budget allocation	March 1, 2024
Rainey, Tracy	Chief of Elementary Schools Instructional Facilitator (Grandfathered)	Chief of Elementary Schools Program Specialist - 10 Month (Grandfathered modified)	Replacement for: Michelle Charbonneau	April 4, 2024
Change of Status/Transfer - 2425FY				
Almond, Lisa	Oak Park School Parapro Aide Behavior Technician (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status:

Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2425FY				
Avich, Amanda	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Azouz, Margaret	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Barber, Jaime	Taylor Ranch Elementary Behavior Specialist	Taylor Ranch Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Barnes, Matthew	Gulf Gate Elementary Behavior Specialist	Gulf Gate Elementary ESE Behavior Intervention Coach K-12	Within budget allocation	August 5, 2024
Bautista, Milka	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Beausoleil, Madison	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Bent, Jennifer	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Cardenas, Jacklyn	Tatum Ridge Elementary Behavior Specialist	Student Services Behavior Specialist	Replacement for: Cynthia Weitzel	August 5, 2024
Carpenter, Kathy	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Chatfield, Joseph	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Cheaves, Tania	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Crist, Bradford	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Dearing, Xiomara	Ashton Elementary Literacy Coach, Elementary	Ashton Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status:

Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2425FY				
Doyle, Susan	Venice Middle TOSA/ESOL Liaison	Venice Middle Data Coach Test Coordinator 6-12	Within budget allocation	August 5, 2024
Fincel, Mitchell	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Garriott, Julie	Brentwood Elementary Behavior Specialist	Brentwood Elementary ESE Behavior Intervention Coach K-12	Within budget allocation	August 5, 2024
Gutierrez Chacin, Estefany	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Hill, Diane	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Houser-Desmarais, Kimberly	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Jenkins, Regina	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Kaczynski, Jane	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Kaplan, Alexis	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Kiray, Laura	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Lindsey, Katrina	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Litzell, Shannon	Cranberry Elementary Behavior Specialist	Cranberry Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Loge, Laura	Taylor Ranch Elementary Reading, Elementary	Taylor Ranch Elementary Literacy Coach, Elementary	Replacement for: Elizabeth Sloan	August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status:

Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2425FY				
Mack, Carla	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Manson, James	Oak Park School Transition/Employment Trainer (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Mikarts, Kristin	Venice Middle Teacher, Language Arts, Mid/Jr	Venice Middle Literacy Coach, Middle School	Within budget allocation	August 5, 2024
Morse, Abigail	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Moses, Jan	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Newtown, Carol	Oak Park School Para Aide III - Interpreter (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Pappas, Deborah	Cranberry Elementary Instructional Facilitator	Cranberry Elementary Literacy Interventionist K-12	Within budget allocation	August 5, 2024
Rembisz, Katherine	Taylor Ranch Elementary Instructional Facilitator	Taylor Ranch Elementary Literacy Interventionist K-12	Within budget allocation	August 5, 2024
Rose, Valerie	Oak Park School Transition/Employment Trainer (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Ross, Kimberly	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Santiago, Nicole	Brentwood Elementary Literacy Coach, Elementary	Brentwood Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
Seltzer, Jessica	Cranberry Elementary Literacy Coach, Elementary	Cranberry Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
Stevens, Deanna	Brentwood Elementary Reading, Elementary	Brentwood Elementary Literacy Interventionist K-12	Within budget allocation	August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2425FY				
Sulbaran Davila, Ana	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Thomas, Janelle	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Valentine, Lauren	Ashton Elementary Behavior Specialist	Ashton Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Ventura Chavez, Elba	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Ventura Chavez, Eleana	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Villegas Guzman, Sandra	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Wangler, Stephanie	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Wentlandt, Angelique	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Wiedeman, Bonnie	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Wilson, Jaime	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Extra Duty Days - 2324FY				
Dzigurski, Marko	Triad Teacher, Social Studies, SH		Detail: Teaching during planning 176 Days (1 hr)	August 14, 2023
Leonard, Claudia	Triad Teacher, Science, Senior High		Detail: Teaching during planning 176 Days (1 hr)	August 14, 2023
Moyer, Andrew	Triad Teacher, Language Arts, SH		Detail: Academic intervention during planning 176 Days (1 hr)	August 14, 2023

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Extra Duty Days - 2324FY				
Upholz, Brian	Triad Teacher, Science, Senior High		Detail: Teaching during planning 170 Days (1 hr)	August 14, 2023
Warner, Jon	Triad Teacher, Social Studies, SH		Detail: Teaching during planning 176 Days (1 hr)	August 14, 2023
Wheeler, Tommie	Triad Teacher, Mathematics, SH		Detail: Academic intervention during planning 176 Days (1 hr)	August 14, 2023
Whipple, Robert	Triad Teacher, Mathematics, SH		Detail: Teaching during planning 176 Days (1 hr)	August 14, 2023
Leave - 2324FY				
Carr, Anna	Lakeview Elementary Teacher, Kindergarten		Birth of Child/Adoption/Foster Care April 1, 2024 - May 29, 2024	
Crosby, Micah	Suncoast Technical College Manager, Marketing & Communications		Medical February 2, 2024 - March 28, 2024	
Darland, Deborah	McIntosh Middle Teacher, ESE Resource		Medical (Relative) March 4, 2024 - May 1, 2024	
French, Steven	Fruitville Elementary Principal Elementary School		Medical April 1, 2024 - May 1, 2024	
Jones, Linda	Sarasota Middle Teacher, Gifted		Birth of Child/Adoption/Foster Care April 22, 2024 - May 29, 2024	
Leeper, Debbra	Riverview High ESE Paraprofessional Cluster Aide		Medical March 26, 2024 - May 20, 2024	
Lenerz, Rachel	Pine View School Teacher, Grade 5		Medical March 4, 2024 - March 28, 2024	
Severo, Haydesa	Facilities Services (Taylor Ranch) 12 Month Custodian		Medical April 18, 2024 - June 30, 2024	
Leave - 2324FY (Currently on LOA)				
Williams, Betsy	Brentwood Elementary ESE Paraprofessional Cluster Aide		Medical (extension) April 10, 2024 - May 15, 2024	

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Leave - 2324FY Additional leave (Currently on LOA)				
Seitz, Debbie	Brentwood Elementary Food Service Assistant I		Medical (extension) April 15, 2024 - June 30, 2024	
Leave - 2324FY Correction				
Williams, Betsy	Brentwood Elementary ESE Paraprofessional Cluster Aide		Medical November 9, 2023 - April 9, 2024	
Leave - 2425FY				
Brewer, Casandra	Pupil Support Services-ESE Div Speech/Language Pathologist		Child Care August 20, 2024 - May 30, 2025	
Drew, Erica	Ashton Elementary Teacher, Drama Elem		Personal August 5, 2024 - May 30, 2025	
Golumbeck, Kerry	Sarasota Middle Teacher, Gifted		Child Care August 5, 2024 - May 30, 2025	
Jones, Linda	Sarasota Middle Teacher, Gifted		Birth of Child/Adoption/Foster Care August 5, 2024 - September 16, 2024	
Kiner, Justin	Sarasota Middle Teacher, Gifted		Personal August 5, 2024 - May 30, 2025	
Peyton, Kristen	Englewood Elementary Teacher, Grade 5		Child Care August 5, 2024 - May 30, 2025	
Severo, Haydesa	Facilities Services (Taylor Ranch) 12 Month Custodian		Medical July 1, 2024 - July 19, 2024	
Vaughan, Angela	Gulf Gate Elementary Teacher, Grade 1		Personal August 5, 2024 - May 30, 2025	
Resignation - 2324FY				
Apgar, Wioletta	Gocio Elementary Clinic Attendant/Health Aide		Personal	April 12, 2024
Coughlin, Cindy	Ashton Elementary Food Service Assistant I		Personal	April 8, 2024
Huber, Virgie	Glenallen Elementary Teacher, Title I, Elementary		Personal	June 30, 2024
Keosaian, Renee	Woodland Middle Food Service Assistant I		Moving away from the area	March 29, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Resignation - 2324FY				
Markowich, Jonathan	Sarasota Middle Teacher, Mathematics, Mid/Jr		Personal	April 12, 2024
Nehls, Elizabeth	Booker High Performing Arts Technician		Personal	April 19, 2024
Procopio, Brian	McIntosh Middle Teacher, ESE Resource		Personal	May 29, 2024
Ramsaier, Magally	Brookside Middle Parapro Aide Behavior Technician		Personal	April 5, 2024
Salvador, Kaitlyn	Pine View School Para Aide I K-5		Detail: Conclusion of Employment	April 8, 2024
Spires, Davian	Deputy Superintendent - Chief Academic Officer Parent and Family Engagement Administrator		Personal	April 22, 2024
Yancy, Karen	Emma E. Booker Elementary Para Aide III, Elem		Personal	April 2, 2024
Resignation - 2324FY Correction				
Buckley, Milton	Facilities Services (Brookside) 12 Month Custodian		Change effective date from: April 30, 2024 to March 29, 2024	
Retirement - 2324FY				
Berry, Kathleen	Toledo Blade Elementary Teacher, Grade 1		Years of Service: 22	May 31, 2024
Corrigan, Stephanie	Heron Creek Middle Teacher, Language Arts, Mid/Jr		Years of Service: 20	June 1, 2024
Costanzo, Marguerite	Toledo Blade Elementary Teacher, PE, Elem		Years of Service: 20	May 29, 2024
Judd III, Stanley	McIntosh Middle Teacher, Grade 6		Years of Service: 30	May 29, 2024
Love, Laura	Food & Nutrition Services Floating Manager		Years of Service: 27	April 12, 2024
Wuethrich, Gina	Glenallen Elementary Teacher, Grade 2		Years of Service: 12	June 3, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
Retirement - 2324FY DROP Program - Pending FRS Approval				
Conklin, Alice	Heron Creek Middle	Food Service Manager	Years of Service: 32	June 30, 2032
Hamblin, Karen	Riverview High	Teacher, Treasure Hunter	Years of Service: 13	March 31, 2032
Reddin, Carolyn	Facilities Services (Booker High)	Head Custodian	Years of Service: 11	February 29, 2032
Retirement - 2324FY DROP Program-(Correction)				
Baber, Kathryn	Venice Elementary	Teacher, Gifted	Change DROP termination effective date from: June 30, 2026 to June 30, 2024	
Bell, Marion	Transportation Department	Bus Washer	Change DROP termination effective date from: February 29, 2032 to May 31, 2024	
Lampkin, Catherine	Fruitville Elementary	Library/Media Aide	Change DROP termination effective date from: November 30, 2026 to August 5, 2024	
Schwartz, Marilyn	Gulf Gate Elementary	Teacher, Grade 5	Change DROP termination effective date from: June 30, 2025 to July 1, 2024	
Stockford, Barbara	McIntosh Middle	Teacher, Science, Mid/Jr	Change DROP termination effective date from: June 30, 2026 to May 29, 2024	
Theros, Dean	Laurel Nokomis School	Teacher, PE, Mid/Jr	Change DROP termination effective date from: August 31, 2024 to August 5, 2024	
Wheeler, Helen	Suncoast Technical College	Para III-Vo Tech 196	Change DROP termination effective date from: June 30, 2027 to May 29, 2024	
Retirement - 2425FY				
Giraldo, Laura	Glenallen Elementary	Teacher, Grade 1	Years of Service: 29	September 3, 2024
Substitute/Contracted Services - While on Leave - 2425FY				
DeMasi, Sabrina	Lakeview Elementary	Teacher, Kindergarten		August 5, 2024
Vaughan, Angela	Gulf Gate Elementary	Teacher, Grade 1		August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Appointment - 2324FY				
Awad, Mary		Wilkinson Elementary ESE Paraprofessional Aide (SSP07)	Replacement for: Rosaura Sanchez De Mora	April 15, 2024
Cadogan, Philip		Facilities Services Regional Custodian (SSP04-C2)	Within budget allocation	April 3, 2024
Correa, Deismar		Facilities Services Regional Custodian (SSP04-C2)	Within budget allocation	April 8, 2024
Li, Duoying		Riverview High Tech Support Professional (SSP10)	Replacement for: Cory Kamp	April 10, 2024
Ovalle, Maria		Facilities Services Regional Custodian (SSP04-C2)	Within budget allocation	April 11, 2024
Solarte Sanchez, Tatiana		Heron Creek Middle ESE Paraprofessional Aide (SSP07)	Replacement for: Mariela Carvallo	April 15, 2024
Tytarenko, Anna		Facilities Services Regional Custodian (SSP04-C2)	Within budget allocation	April 8, 2024
Begin Active Status/Return to Duty - 2324FY				
Crosby, Micah	Suncoast Technical College Manager, Marketing & Communications		Returning to duty from leave	March 28, 2024
Daher, Caroline	Booker Middle ESE Paraprofessional Aide		Returning to duty from leave	March 27, 2024
Magee, Leslie	Lamarque Elementary Teacher Aide, Pre-K ESE		Returning to duty from leave	April 8, 2024
Change of Status/Temporary - 2324FY				
Duffy, Veronica	Materials Management Secretary, Internal Services (SSP06)	Materials Management Records Technician/Record Ret (SSP08)	Replacement for: Gabriella Clark	April 8, 2024
Change of Status/Transfer - 2324FY				
Cruz Ruiz, Aceneth	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Within budget allocation	April 2, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2324FY				
Demid, Thomas	Transportation Department Bus Driver (7 hrs)	Transportation Department Bus Driver (8 hrs)	Within budget allocation	April 2, 2024
Desrosiers, Krystle	Transportation Department Bus Driver in training (SSP06)	Transportation Department Bus Driver (SSP11)	Within budget allocation	April 8, 2024
Dumas, Jody	Asst Supt - Chief Operating Officer Assistant Superintendent - Chief Operating Officer	Facilities Services Executive Director Facilities Management (GRP-A)	Within budget allocation	April 22, 2024
Foss, Laura	Transportation Department Bus Driver in training (SSP06)	Transportation Department Bus Driver (SSP11)	Within budget allocation	April 11, 2024
Hague, Pamela	Transportation Department Bus Driver (6 hrs)	Transportation Department Bus Driver (7 hrs)	Within budget allocation	April 8, 2024
Hayes, William	Safety & Security/School Police Campus Security Aide	North Port High Campus Security Aide	Replacement for: Richard Schoepfer	April 22, 2024
James, Gary	Transportation Department Bus Aide/Bus Attendant (6 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	April 8, 2024
Jarvis, Steven	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Within budget allocation	April 8, 2024
Martinez, Daniel	Facilities Services 12 Month Custodian	Facilities Services Lead Custodian 12 Month	Within budget allocation	March 20, 2024
Reine, Patricia	Transportation Department Bus Driver (8 hrs)	Transportation Department Bus Driver (7 hrs)	Within budget allocation	February 29, 2024
Roberts, Tyler	Facilities Services Grounds Helper (SSP04)	Facilities Services Groundsperson (SSP08- MT1)	Replacement for: George Green	April 15, 2024
Royle, Nicole	Booker High Campus Security Aide	Safety & Security/School Police Campus Security Aide	Replacement for: William Hayes	April 22, 2024
Schmidt, Rosemary	Venice High Assistant Principal Senior High (AP Salary Range) (220)	Instructional Materials & Library Services Supervisor, Instructional Materials & Library Svcs (Group E) (240)	Within budget allocation	May 28, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2324FY				
Worrell, Enrico	Transportation Department Bus Driver (7 hrs)	Transportation Department Bus Driver (8 hrs)	Within budget allocation	April 8, 2024
Change of Status/Transfer - 2324FY Correction				
Rainey, Tracy	Chief of Elementary Schools Instructional Facilitator (Grandfathered)	Chief of Elementary Schools Program Specialist - 10 Month (Grandfathered modified)	Replacement for: Alicia Charbonneau	April 4, 2024
Change of Status/Transfer - 2425FY				
Baker, Rachel	Woodland Middle Reading, Middle	Woodland Middle Literacy Coach, Middle School	Within budget allocation	August 5, 2024
Barresi, Gina	Sarasota High Teacher, Reading, Senior High	Sarasota High Literacy Coach, High School	Within budget allocation	August 5, 2024
Basye, Mindy	Alta Vista Elementary Teacher, Title I, Elementary	Alta Vista Elementary Literacy Interventionist K- 12	Within budget allocation	August 5, 2024
Bates, Amy	Tuttle Elementary Literacy Coach, Elementary	Tuttle Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
Brown, Kristine	Lakeview Elementary Behavior Specialist	Lakeview Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Ferreira, Rebecca	Fruitville Elementary Behavior Specialist	Fruitville Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Hamilton, Tyquita	Wilkinson Elementary Behavior Specialist	Wilkinson Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
James, Nina	Riverview High Teacher, Spec Assign, Pup Per S	Riverview High Literacy Coach, High School	Within budget allocation	August 5, 2024
Johnson, Gretchen	Emma E. Booker Elementary Behavior Specialist	Emma E. Booker Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Jurado, Leah	Tuttle Elementary Teacher, Grade 1	Tuttle Elementary Literacy Interventionist K- 12	Within budget allocation	August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status:

Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2425FY				
McClenathen, Kristen	Lakeview Elementary Literacy Coach, Elementary	Lakeview Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
Michaels, Bonnie	Alta Vista Elementary Literacy Coach, Elementary	Alta Vista Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
Mitchell, Bonnie	Fruitville Elementary Literacy Coach, Elementary	Fruitville Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
O'Brien, Lori	Tatum Ridge Elementary Behavior Specialist	Tatum Ridge Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Patterson, Amy	Tuttle Elementary Behavior Specialist	Tuttle Elementary Schoolwide Behavior Coach PK-12	Within budget allocation	August 5, 2024
Picard, Sharon	Fruitville Elementary Reading, Elementary	Fruitville Elementary Literacy Interventionist K-12	Within budget allocation	August 5, 2024
Sheffield, Tiffany	Tatum Ridge Elementary Instructional Facilitator	Tatum Ridge Elementary Literacy Interventionist K-12	Within budget allocation	August 5, 2024
Sheller, Karen	Wilkinson Elementary Behavior Specialist	Wilkinson Elementary ESE Behavior Intervention Coach K-12	Within budget allocation	August 5, 2024
Sting, Katie	Wilkinson Elementary Literacy Coach, Elementary	Wilkinson Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024
Swedberg, Heidi	Wilkinson Elementary Teacher, Title I, Elementary	Wilkinson Elementary Literacy Interventionist K-12	Within budget allocation	August 5, 2024
Varlas, Melissa	Brookside Middle Behavior Specialist	Brookside Middle ESE Behavior Intervention Coach K-12	Within budget allocation	August 5, 2024
Verdoni, Whitney	Riverview High Teacher, Music, Senior	Riverview High Data Coach Test Coordinator 6-12	Within budget allocation	August 5, 2024
Williams, Nicole	Emma E. Booker Elementary Literacy Coach, Elementary	Emma E. Booker Elementary Literacy Coach, Elementary	Within budget allocation	August 5, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Change of Status/Transfer - 2425FY				
Zaehler, David	Riverview High Behavior Specialist	Riverview High ESE Behavior Intervention Coach K-12	Within budget allocation	August 5, 2024
Change of Status/Transfer - 2425FY Out-of-Field				
Bogges, Heather	Fruitville Elementary Teacher, Autistic	Fruitville Elementary ESE Behavior Intervention Coach K-12 (Out-of-Field ESOL End.)	Within budget allocation	August 5, 2024
Wible, Jennifer	Tatum Ridge Elementary Literacy Coach, Elementary	Tatum Ridge Elementary Literacy Coach, Elementary (Out-of-Field ESOL End.)	Within budget allocation	August 5, 2024
Leave - 2324FY				
Dell, Patricia	Brentwood Elementary ESE Paraprofessional Cluster Aide		Medical (Relative) April 8, 2024 - May 29, 2024	
Gerneck, Claire	Transportation Department Bus Driver		Medical March 18, 2024 - May 16, 2024	
Holt, Carol	Venice High ESE Aide		Medical April 3, 2024 - May 24, 2024	
Magee, Leslie	Lamarque Elementary Teacher Aide, Pre-K ESE		Medical March 18, 2024 - April 8, 2024	
Osborne, Michael	Construction Services Bldg Code Inspector		Medical March 26, 2024 - June 18, 2024	
Waters, Carol	North Port High Teacher, Mathematics, SH		Medical March 18, 2024 - May 29, 2024	
Young, Rebekah	Booker Middle Teacher, Gifted		Birth of Child/Adoption/Foster Care March 22, 2024 - May 17, 2024	
Leave - 2324FY (Currently on LOA)				
Miljan, Jennifer	Alta Vista Elementary Parapro Aide Behavior Technician		Medical Relative (extension) April 10, 2024 - May 29, 2024	
Reynolds, Renee	ESE Services Social Worker, PK		Child Care April 11, 2024 - May 29, 2024	
Staffiles, Despina	Gulf Gate Elementary ESE Liaison		Child Care April 17, 2024 - May 29, 2024	

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Leave - 2425FY				
Fuller, Claire	Suncoast Polytechnical High Teacher, Science, Senior High		Personal August 5, 2024 - May 30, 2025	
Nutten, Danielle	Venice Elementary Teacher, ESE Resource		Personal August 5, 2024 - May 30, 2025	
Leave - 2425FY (Currently on LOA)				
Dell, Patricia	Brentwood Elementary ESE Paraprofessional Cluster Aide		Medical Relative (extension) August 5, 2024 - August 13, 2024	
Reynolds, Renee	ESE Services Social Worker, PK		Child Care August 5, 2024 - May 30, 2025	
Resignation - 2324FY				
Leonard, Gabrielle	Gulf Gate Elementary Teacher, Grade 3		Personal	May 29, 2024
Maurice, Kathleen	Tuttle Elementary Teacher, Pre-K VE		Personal	May 29, 2024
Olea Ortega, Marlene	Oak Park School ESE Paraprofessional Aide		Personal	April 12, 2024
Pendergast, Caitlin	Glenallen Elementary Food Service Assistant I		Personal	April 25, 2024
Rees, Courtney	Gocio Elementary Teacher, PK - VE/GenEd		Moving away from the area	May 29, 2024
Ross, Alison	Toledo Blade Elementary Teacher, Grade 3		Moving away from the area	May 29, 2024
Resignation - 2324FY Correction				
Spires, Davian	Deputy Superintendent - Chief Academic Officer Parent and Family Engagement Administrator		Personal	April 17, 2024
Retirement - 2324FY				
Doherty, Edward	Suncoast Technical College Teacher, Industrial Education		Years of Service: 11	May 29, 2024
Engel, Catherine	Heron Creek Middle ESE Paraprofessional Aide		Years of Service: 10	May 29, 2024
Maier, Wendy	Fruitville Elementary Teacher, Grade 1		Years of Service: 11	May 29, 2024

Superintendent's Personnel Report

Item #:

Board Date: April 16, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
Retirement - 2324FY DROP Program - Pending FRS Approval				
Burdine, Rex	Facilities Services (Cranberry) 12 Month Custodian		Years of Service: 38	March 31, 2032
McGath, Paige	Garden Elementary Teacher, Grade 2		Years of Service: 43	June 30, 2032
Retirement - 2324FY DROP Program-(Correction)				
Barber, Peggy	Pine View School Teacher, Grade 5		Change DROP termination effective date from: October 21, 2026 to August 5, 2024	
Budding Moore, Lilian	Gulf Gate Elementary Teacher, ESE Varying Except.		Change DROP termination effective date from: July 31, 2027 to August 1, 2024	
Lehman, Peggysue	Taylor Ranch Elementary Para Aide III, PE Elem		Change DROP termination effective date from: June 30, 2028 to August 5, 2024	
West Corkran, Laurie	Taylor Ranch Elementary Teacher, Grade 4		Change DROP termination effective date from: June 30, 2026 to July 31, 2024	
Retirement - 2425FY				
McCracken, William	Booker High ESE Liaison		Years of Service: 9	August 5, 2024
Substitute/Contracted Services - While on Leave - 2425FY				
Nasby, Karly	Bay Haven School of Basics Plus Teacher, Kindergarten			August 5, 2024
Nutten, Danielle	Venice Elementary Teacher, ESE Resource			August 5, 2024
Transfer of Sick Days/Hours - 2324FY				
King, Ruth	Gocio Elementary Tech Support Professional		Detail: Transfer 4 Days to Andrea Slocum	April 2, 2024 - April 5, 2024



April 16, 2024 Board Meeting
Agenda Item 8.

Title

APPROVAL OF THE AGREEMENT BETWEEN PACKBACK AND THE SCHOOL BOARD OF SARASOTA COUNTY, FL

Description

Packback is a computer-based program that provides feedback to students to help improve writing and critical thinking skills using AI technologies. Packback provides instructors with helpful grading tools and assistance in moderating discussion assignments that will improve outcomes for student writing. Instructors receive AI-recommended scores for each component of their writing rubrics to ensure feedback to students is aligned to the language of the rubric criteria.

Gap Analysis

Students need strong writing skills for success in high school and beyond. The new FAST-Writing exam that will be administered in 9th and 10th grade will be reported separately from Reading. The writing assessment will be administered via computer-based testing and will consist of one text-based constructed response item. The writing assessment will focus on argumentative and expository writing styles.

AICE, IB, and AP classes emphasize college level writing skills across various genres which requires students to develop rhetorical arguments and claims using textual evidence.

Success in both writing scenarios hinges on following rubrics, which outline clear criteria. With the introduction of the FAST-Writing exam, existing feedback methods may not provide students with the targeted guidance they need to excel across various writing styles.

Gap: Due to the new FAST-Writing test, students need consistent and targeted feedback aligned with specific writing rubrics that are used for high-stakes exams.

Lack of clear direction can hinder their ability to effectively improve across different writing genres.

Additionally, Packback offers grading tools to reduce teacher workload, freeing up time for more personalized feedback and instruction on writing strategies.

Previous Outcomes

N/A

Expected Outcomes

With consistent, rubric-aligned feedback, students will have a clearer path for improvement across different writing genres.

This will ultimately lead to higher scores on the FAST-Writing exam and better preparation for college-level writing demands.

By implementing the Packback program students will be provided with ongoing, rubric-specific feedback on their writing assignments. This will allow students to understand their strengths and weaknesses in relation to the required writing skills.

Strategic Plan Goal

Recommendation

That the agreement between Packback and The School Board of Sarasota County, FL be approved as presented.

Contact Information

MEGAN GREEN megan.green@sarasotacountyschools.net
RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact

ESSER Funds

ATTACHMENTS:

Description	Upload Date	Type
Packback March 2024	3/27/2024	Cover Memo



Sarasota County Public Schools - High School Proposal

Quoted 3.25.24

Projected Costs

1-Year High School Summary

The quote below is calculated off of 10,000 students at a cost of \$14/student. While five buildings includes an enrollment of ~11,000 students, we will honor our original proposed costs for site-wide access in the five comprehensive high schools.

High School Implementation for the 2024-2025 School Year			
Target Implementation	Technology	Professional Development (15% Flat Fee)	Total
Site-Wide Access for 5 Comprehensive HS	\$140,000.00	\$21,000.00	\$161,000.00

Proposed Partnership Goals

Packback is excited to propose a partnership with Sarasota County Public Schools. This proposal outlines a vision for a long-term partnership together focused on the following goals:

1. Teacher Writing Support via Professional Development in Latest Educational AI developments and In-Platform Support with AI grading Assistant
2. Student Writing Support via A.I. Writing Tutor and A.I. Research Assistant to assist students and outcomes on the Florida B.E.S.T. EOC assessments and in advanced course assessments (AP/IB).
3. Student AI Skills, including Proper Use of AI through Professional Development, In-Platform Support, and AI Plagiarism Instruction and Monitoring

Once our team reaches alignment, this proposal can be converted into a signable contract. Our team is excited to partner with you and is committed to bringing your district the best possible service, support, and product.

Thank you,

Devyn Maguire
Director of Enterprise Strategy and Innovation
devyn@packback.co



April 16, 2024 Board Meeting
Agenda Item 9.

Title

APPROVAL OF MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SARASOTA COUNTY SHERIFF'S OFFICE AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA ON BEHALF OF THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT FOR INVESTIGATIONS INTO EMPLOYEE CRIMINAL ACTIVITY, USE OF DEADLY FORCE, AND IN-CUSTODY DEATHS

Description

This Memorandum of Understanding ("MOU") is entered into by and between the Sarasota County Sheriff's Office ("SCSO") located at 6010 Cattleridge Boulevard, Sarasota, Florida 34232 and the School Board of Sarasota County, Florida ("School Board"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, on behalf of the Sarasota County Schools Police Department ("SCSPD"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, for the purpose of rendering objective review of criminal investigations, use of deadly force, and in-custody deaths involving members of the SCSPD and occurring on School Board property or within unincorporated Sarasota County, Florida, and shall become effective as of the date last signed below.

Gap Analysis

This agreement facilitates cooperation between agencies which allows for objective review as necessary.

Previous Outcomes

Agreement was approved.

Expected Outcomes

Board will approve this agreement for the purpose of rendering objective review of criminal investigations, use of deadly force, and in-custody deaths involving members of the SCSPD and occurring on School Board property or within unincorporated Sarasota County, Florida, and shall become effective as of the date last signed below.

Strategic Plan Goal

Recommendation

That the renewal of this agreement between SSO, SBSC, and SCSPD be approved as presented.

Contact Information

STEVE LORENZ steve.lorenz@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

N/A

ATTACHMENTS:

Description	Upload Date	Type
MOU	4/1/2024	Cover Memo

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN
THE SARASOTA COUNTY SHERIFF'S OFFICE
AND
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
ON BEHALF OF
THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT
FOR INVESTIGATIONS INTO
EMPLOYEE CRIMINAL ACTIVITY, USE OF DEADLY FORCE, AND IN-CUSTODY DEATHS

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the **Sarasota County Sheriff's Office** ("SCSO") located at 6010 Cattleridge Boulevard, Sarasota, Florida 34232 and the **School Board of Sarasota County, Florida** ("School Board"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, on behalf of the **Sarasota County Schools Police Department** ("SCSPD"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, for the purpose of rendering objective review of criminal investigations, use of deadly force, and in-custody deaths involving members of the SCSPD and occurring on School Board property or within unincorporated Sarasota County, Florida, and shall become effective as of the date last signed below.

WITNESSETH

WHEREAS, both SCSO and the School Board (collectively, the "Parties") acknowledge the importance of ensuring a thorough, fair, and objective review of investigations into criminal activity, use of deadly force, and in-custody deaths involving members of the SCSPD and occurred on School Board property or within unincorporated Sarasota County, Florida; and

WHEREAS, the Parties acknowledge the need for more certainty regarding which agency shall handle criminal investigations involving the SCSPD and its employees while on School Board property or unincorporated portions of Sarasota County, Florida; and

WHEREAS, the Parties acknowledge that SCSPD's law enforcement officers, in performance of their duties, may be called upon to use deadly force; and

WHEREAS, the Parties acknowledge that persons arrested and taken into custody by SCSPD law enforcement officers may expire while in such custody, irrespective of whether deadly force was used upon such persons; and

WHEREAS, thorough investigation, collection of evidence, and objective analysis are imperative to assure that justice is served; and

WHEREAS, there are portions of the School Board property located within the jurisdictional confines of Sarasota County, Florida; and

WHEREAS, the Parties acknowledge that SCSO is the most appropriate agency to assist SCSPD in investigating occasions in which SCSPD employees engage in criminal activity, use deadly force, or have an arrestee expire while in custody only if such criminal activity, use of deadly force, or in-custody death occurs on School Board property or unincorporated Sarasota County, Florida.

NOW THEREFORE, the Parties agree as follows:

1. An express request made by the Chief of SCSPD to the Sheriff of SCSO may initiate investigative and forensic involvement, assistance, and/or coordination by SCSO for the following predicate events ("Predicate Events"):
 - a. An investigation into whether any SCSPD employee has engaged in criminal activity on School Board property or within unincorporated Sarasota County. This section shall specifically exclude all civil or criminal traffic investigations unless expressly agreed to by the SCSO;
 - b. The use of deadly force by any SCSPD law enforcement officer who is acting in the line of duty;
 - c. The death of an arrestee while in the care, custody, or control of any SCSPD employee; or the death of an arrestee shortly after being in the care, custody, or control of any SCSPD employee; or the death of an intended arrestee during an arrest attempt by any SCSPD employee.
2. If any Predicate Event occurs, the ranking SCSPD member on the scene shall ensure that emergency medical services are provided to injured persons and that a secure crime scene perimeter is established with restricted access. Only emergency medical personnel, crime scene technicians, Medical Examiner's Office ("MEO") personnel, State Attorney's Office ("SAO") personnel, investigating SCSO members and other law enforcement investigators assisting SCSO shall be permitted inside the crime scene perimeter. SCSO shall dispatch its Shooting Investigation Team to initiate an investigation and to coordinate crime laboratory services at the scene. SCSO shall notify the SAO as soon as reasonably possible.
3. If notified by the Sheriff that any Predicate Event has occurred, SCSO's Shooting Investigation Team Leader or designee shall immediately implement an investigation pursuant to SCSO's procedures governing investigations into the use of deadly force by a law enforcement officer and incidents of in-custody deaths. SCSO shall promptly coordinate the dispatch of SCSO's Shooting Investigation Team with the appropriate crime laboratory personnel, MEO personnel, SAO personnel and any additional law enforcement personnel which are required.
4. Pending arrival of SCSO's Shooting Investigation Team, the ranking SCSPD member shall ensure that the scene remains secured, that physical evidence and documentation is protected and preserved, and that all law enforcement and citizen witnesses are identified and separated pending initial interview. If feasible, the ranking SCSPD member shall ensure that arrested persons at the scene are detained pending the arrival of SCSO's Shooting

Investigation Team. The ranking SCSPD member shall also provide any assistance requested by SCSO during and after the on-scene investigation has been concluded, such as additional collection of evidence from suspects, vehicles, or involved law enforcement personnel, as well as the securing of other evidence such as radio communications tapes. The ranking SCSPD member shall also coordinate with local law enforcement in any necessary crowd control efforts.

5. SCSO shall assume operational control of investigations and forensic assistance, or coordination initiated pursuant to this MOU. SCSO may request the assistance of personnel from SCSPD or other law enforcement agencies.
6. SCSPD shall retain overall control and responsibility for any internal or administrative investigations initiated in response to the enumerated Predicate Events. However, all criminal investigative efforts take precedence over any internal or administrative investigations conducted by SCSPD. To help ensure the integrity of the criminal investigation, SCSPD's internal or administrative investigation shall be initiated only after the criminal investigation is concluded or when otherwise specifically authorized by SCSO's Shooting Investigation Team.
7. To protect *Garrity* rights, SCSPD shall not provide any internal reports or statements of any SCSPD personnel involved in the subject incident to the criminal investigative team or any SAO personnel until specifically authorized by SCSO's Shooting Investigation Team and General Counsel. SCSO's Shooting Investigation Team and General Counsel may consult with the SAO to determine whether such statement may adversely impact any subsequent criminal prosecution. However, SCSO's Shooting Investigation Team and General Counsel shall make the final determination regarding the use of such statements in SCSO's investigation.
8. SCSPD may issue initial press statements acknowledging an incident, reporting the status of the law enforcement officer(s) involved in the incident, and referring to the investigative process. At the appropriate stage(s) of an investigation initiated under this MOU, the SCSO shall forward copies of all investigative reports and investigative summaries to the SAO and SCSPD for review. Transmission of reports and summaries shall be done to preserve any applicable exemptions from public disclosure and to maintain applicable confidentiality of information. Any press release related to investigative activities and responses to public records requests shall be coordinated jointly by the involved agencies to ensure that disclosure, if any, is appropriate and timely.
9. SCSO shall submit all final reports to the SAO for review. SCSO shall report the material factual findings of the investigation but shall not offer recommendations or reach legal conclusions concerning whether the force used, if any, was justified.
10. The Parties acknowledge that the SAO or another law enforcement agency may assert primary jurisdiction and responsibility for investigations such as are contemplated in this MOU. Absent the consent of the agency with primary jurisdiction, SCSO and SCSPD shall defer

to that agency and refrain from participation in the investigation of the incident, but SCSO shall provide forensic assistance as requested by the lead investigating agency.

11. This MOU may be terminated by either Party by providing written notice with the effective date of termination clearly stated to the below contacts:

TO: Sarasota County Sheriff's Office Attn: Sheriff 6010 Cattleridge Boulevard Sarasota, Florida 34232	CC: Sarasota County Sheriff's Office Attn: General Counsel 6010 Cattleridge Boulevard Sarasota, Florida 34232
TO: School Board of Sarasota County Attn: Chair 1960 Landings Boulevard Sarasota, Florida 34231	CC: Shumaker, Loop & Kendrick, LLP Attn: Sarasota School Board Attorney 240 S. Pineapple Ave., 9 th Floor Sarasota, Florida 34236
TO: Sarasota County Schools Police Department Attn: Chief of Police 1960 Landings Boulevard Sarasota, Florida 34231	

12. This MOU represents the entire agreement and understanding between the Parties on this subject matter. This MOU supersedes all prior agreements, representations, and understandings between the Parties whether oral or written, expressed, or implied including the Memorandum of Understanding with the effective date of February 9, 2021. Any alteration or amendment of the provisions of this MOU shall be in writing, duly signed by authorized personnel of each of the Parties and attached to the original of this MOU.
13. This MOU may be executed in identical counterparts which taken together, shall constitute collectively, one agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the Parties have caused this MOU to be duly executed by its authorized representatives as of the dates signed below.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGES TO FOLLOW]

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN
THE SARASOTA COUNTY SHERIFF'S OFFICE
AND
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
ON BEHALF OF
THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT
FOR INVESTIGATIONS INTO
EMPLOYEE CRIMINAL ACTIVITY, USE OF DEADLY FORCE, AND IN-CUSTODY DEATHS

-SIGNATURE PAGE-

SARASOTA COUNTY SHERIFF'S OFFICE

BY: _____
KURT A. HOFFMAN
SHERIFF

DATE: _____

APPROVED AS TO FORM AND CONTENT

BY: _____
JULIE L. HERD
GENERAL COUNSEL

DATE: _____

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN
THE SARASOTA COUNTY SHERIFF'S OFFICE
AND
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ON BEHALF OF
THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT
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EMPLOYEE CRIMINAL ACTIVITY, USE OF DEADLY FORCE, AND IN-CUSTODY DEATHS

-SIGNATURE PAGE-

SCHOOL BOARD OF SARASOTA COUNTY,
FLORIDA ON BEHALF OF SARASOTA
COUNTY SCHOOLS POLICE DEPARTMENT

BY: _____
KAREN ROSE
CHAIR

DATE: _____

SARASOTA COUNTY SCHOOLS
POLICE DEPARTMENT

BY: _____
STEPHEN LORENZ
ACTING CHIEF OF POLICE

DATE: _____

APPROVED AS TO FORM AND CONTENT

EXHIBIT A

CONTACT LIST AS OF 9/1/2023

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SARASOTA COUNTY SCHOOL BOARD

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April 16, 2024 Board Meeting
Agenda Item 10.

Title

APPROVAL OF THE ARTICULATION AGREEMENT WITH STATE COLLEGE OF FLORIDA (SCF) MANATEE SARASOTA FOR THE 2024-25 SCHOOL YEAR AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Description

The program covered under this agreement is the Early College (dual enrollment) program with SCF. This agreement will be reviewed annually and submitted to the Board. It replaces the previous agreement between the Sarasota County School Board (SCSB) and SCF. This agreement includes early admission options for students attending Sarasota County schools. Early College (dual enrollment) course offerings allow qualifying students in Grades 11-12 to enroll in both high school and college. This provides students the opportunity to enhance their learning in courses that meet educational, career, and personal needs while enrolled in high school. The student may earn up to 28 credit hours per year in the program, which shortens the time necessary to complete postsecondary degree requirements. Dual enrollment course offerings, both on and off the high school campus, provide greater academic options and considerable financial savings. This agreement is completed and submitted annually to the State Board of Education. Pursuant to Florida Statute 1007.271, Dual Enrollment Programs, school districts shall pay public postsecondary institutions the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program when dual enrollment course instruction takes place on the postsecondary institution's campus and the course is taken during the fall or spring term.

Since the 2020-2021 school year, a value of 0.08 full-time equivalent (FTE) student membership has been calculated for each student who completes a general education core course through a dual enrollment program with a grade of A. In addition, a value of 0.3 FTE student membership has been calculated for any student who receives an associate degree through the dual enrollment program with a 3.0 grade point average or better. This value is added to the total FTE student membership in basic programs for Grades 9-12 in the subsequent fiscal year.

Gap Analysis

The Early College (dual enrollment) Articulation Agreement with SCF provides students opportunities to be engaged in rigorous academic programs while in high school to ensure they will succeed in advanced-level courses in their postsecondary college and career opportunities.

Previous Outcomes

In the fall of 2023, by utilizing SCF dual enrollment offered on SCF campuses, SCS students took 597 SCF dual enrollment courses. This totaled 1,593 earned credit hours through our partnership with SCF during the fall 2023 semester. Of the courses taken, 332 courses qualified for enhanced FTE of an additional 0.08 by students earning a grade of A in the course.

Expected Outcomes

SCF and SCSB will continue to provide Early College (dual enrollment) opportunities to students through multiple options that meet the needs of the school community. These options will include dual enrollment on high school campuses, at a SCF campus. The program will be evaluated by the number of credit hours earned by participating students.

Strategic Plan Goal

Recommendation

That the 2024-2025 Articulation Agreement between the State College of Florida (SCF) Manatee-Sarasota and the School Board of Sarasota, Florida be approved as presented.

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RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact

SCSB - SCF Dual Enrollment	EXPENSES
2020-21 SY	\$429,288.72
2021-22 SY	\$342,984.70
2022-23 SY	\$288,567.82
2023-24 SY	\$334,059.18
Average per year	\$348,725.11
Average per semester	\$174,362.55

ATTACHMENTS:

Description	Upload Date	Type
Articulation Agreement with State College of Florida (SCF) Manatee-Sarasota for the 2024-25 School Year	3/28/2024	Cover Memo

**EARLY COLLEGE
(DUAL ENROLLMENT)
ARTICULATION AGREEMENT**

**SARASOTA COUNTY SCHOOL BOARD
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA**

2024-2025

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Introduction

The Dual Enrollment Program is authorized under s. 1007.271, Florida Statutes. This program is a cooperative effort between the **Manatee County School Board** and **State College of Florida, Manatee-Sarasota (SCF)**, and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students (“Early College Programs”).

Through dual enrollment, public secondary students may enroll in postsecondary courses creditable toward high school graduation, a career certificate, and an associate or baccalaureate degree. Dual enrollment students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of 7 high school credits – 3.5 per semester).

Early College Programs Defined

Dual enrollment (DE)

DE refers to academic or college credit coursework at the postsecondary level that leads to a college credit, certificate, or degree. Early college dual enrollment is available through community colleges and universities.

Early Admission (EA)

EA is a form of dual enrollment through which eligible secondary students enroll, during grade 12, in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Accelerated Dual Enrollment program (ADE)

ADE is a form of dual enrollment through which eligible high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school and college credits by attending classes at SCF. This program will provide students with the opportunity to earn an Associate’s degree.

Career Dual Enrollment (CDE)

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma.

Career Early Admission (CEA)

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time with State College of Florida, Manatee-Sarasota in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses

to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Purpose

The purpose of the Agreement is to develop and implement a comprehensive accelerated program for public high school students reducing the time needed to complete requirements of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students. The program provides eligible secondary students the opportunity to take SCF classes while concurrently enrolled in high school.

Through this formal articulation agreement, the school district accepts college-level courses that fulfill high school graduation requirements. After high school graduation, these credits may also be used for degree and certificate programs at SCF and other regionally accredited colleges universities, and technical education centers.

All required costs associated with tuition and fees for Early College programs are waived. Students enrolled in these programs can also participate in both the academic and extracurricular activities provided by the college, have full library privileges, and access to the Tutoring and Academic Success Center.

Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. §1007.271, Florida Statutes.

In accordance with this statutory language, SCF and the school district have carefully considered the admissions criteria which are best suited to ensure students have the opportunity to be successful in their dual enrollment coursework.

Early College Deadlines

Enrollment deadlines include submission of an application for Early College, placement test results, Early College (dual enrollment) Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the Early College programs.

- Summer and Fall Deadline—May 15th
- Spring Deadline—December 1st

Deadlines for each term will remain constant as defined above.

No exceptions will be made after these published deadlines.

Eligibility, Responsibilities, and Impact

Dual Enrollment

Students enrolled in county district schools, including charter schools, may enroll in DE coursework on an SCF campus, while also taking at least one course on their high school campus. This coursework may not exceed 11 credit hours per semester.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT, Classic Learning Test, Accuplacer, or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Early College (dual enrollment) Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the Early College Programs. The student has maintained a college term GPA of at least 2.0.
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college enrichment/non-degree program or have been absent for an academic year are required to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student may schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment.
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* Early College (dual enrollment) textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Early Admission

Students enrolled in Grade 12 in public district schools, including charter schools, may enroll in Early College (dual enrollment) coursework on an SCF campus, and must enroll in at least 12 credits, but may not exceed 15 credit hours per term. If a student does not maintain their credit load, they must communicate with their counselor regarding a return to the high school for enrollment in additional courses.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT, Classic Learning Test, Accuplacer, or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Early College (dual enrollment) Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted). The student has maintained a college term GPA of at least 2.0.
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, Early College (dual enrollment) courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college

enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment.
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Accelerated Dual Enrollment

Accelerated Dual Enrollment is a form of dual enrollment through which eligible public high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school graduation requirements and college AA degree by attending classes, and receiving guidance related to college course work, at the State College of Florida.

Initial Eligibility

1. The student is entering 11th grade and has completed coursework which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher).
2. The student has a minimum unweighted 3.3 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT, Classic Learning Test, Accuplacer, or PERT by the published deadlines (Appendix A) in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student must have completed the following high school courses:
 - a. English I-or equivalent.
 - b. English II-or equivalent.
 - c. Algebra I and passed Algebra I end of course exam, earned a concordant SAT/ACT or PERT score, or met this requirement to the satisfaction of the high school through a waiver.
 - d. Geometry
 - e. Passed Grade 10 English Language Assessment or ACT/SAT with concordant score or has met this requirement to the satisfaction of the high school through a waiver, or other concordant score.
6. The student has satisfied the course prerequisites as required by the current SCF catalog.
7. The student must register for at least 12 college credits and should register for 15 college credits each full-term semester in order to remain on track to receive an Associate in Arts Degree.
8. The student has obtained written authorization from parent/guardian and high school counselor on the Early College (dual enrollment) Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted).
2. The student has maintained a college term GPA of at least 2.0.
3. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness (in which a D, W or F was earned). This coursework at SCF is considered College Enrichment, not Dual Enrollment. This course repeat will be at the student's expense for tuition and books and other associated fees.

Academic Impact

The Accelerated Dual Enrollment (ADE) student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, Early College (dual enrollment) courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. The Accelerated Dual Enrollment (ADE) students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link: <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
3. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.

4. Provide information regarding policies and procedures for one time use online access and picking up and returning required DE textbooks.

Career Dual Enrollment

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, Florida Statutes, which count as credits toward the high school diploma. This will not be accepted as a route to the Associate in Arts Degree.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT, Classic Learning Test, Accuplacer, or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Early College (dual enrollment) Contract from their high school counselor and their parent /guardian.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the Early College (dual enrollment) program if eligibility returns.

Academic Impact

The Career Dual Enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, Early College (dual enrollment) courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

1. The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing.

3. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment.
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Career Early Admissions

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT, Classic Learning Test, Accuplacer, or PERT by the published deadlines (Appendix A). Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.

The student has obtained written authorization on the Early College (dual enrollment) Contract from their high school counselor and parent/guardian / **Continuing Eligibility**

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The career early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of

testing. The student schedule testing using this link:

<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

3. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment. (
2. Verify the student's eligibility status through the approval of the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Academic Impact

Credits earned may be applicable to an associate degree, and with district approval only may be credited towards the high school diploma; this exception is for students participating in grade forgiveness retake of a SCF course in which the student earned a D or F grade.

Costs

Tuition

For students enrolled in Early College Programs, the School District shall pay per hour tuition at the standard tuition rate of \$71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).

SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.

As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition.

Note: College Enrichment *is not* included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

Textbooks

1. Instructional materials dollars can only be used to pay for the “Required” or “Alternate” not “Optional” texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF for the Fall and Spring Terms. As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional materials.
3. The student is responsible to follow all procedures outlined by the School District relative to acquisition and return of textbooks.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases from the SCF Store are not required. Charges for any one-time use access codes are the responsibility of the School District.

Special Notes and Requirements

General Notes

- 1) Dual Enrollment students are permitted to take courses on all SCF campuses, which includes online, blended, and lecture courses.
- 2) Students are strongly encouraged to take full term (16 week) courses during Fall and Spring semesters.
- 3) Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.

- 4) Early College (dual enrollment) students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program by applying to SCF as a non-degree seeking student as described above. (A grade of “W” is considered an attempt).
- 5) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a “W” on their transcript. Fees will still be charged to the district.
- 6) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
- 7) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
- 8) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.
- 9) Students may **not** be classified as both Dual Enrollment and College Enrichment in the same semester.
- 10) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
 - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf (Appendix B).
 - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
 - c. Upper-level baccalaureate courses will not be available as part of SCF’s Early College programs.
 - d. Certain nursing and health science courses are not available for Early College (dual enrollment) programs as they are a part of a limited enrollment program.
 - e. Courses eligible for Early College (dual enrollment) must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
- 11) Courses must be worth 3 or more college credits in order to earn high school credit.
- 12) In the event of an administrative emergency order(s) and/or natural disaster(s) the college and district will entertain alternative methods for placement testing. PSAT scores according to 6A-10.0315 may be used to assess student readiness for college-level work in communication and computation.

Student Information

Campus Resources

Early College students are entitled and encouraged to use SCF resources including libraries, academic resource center, computer labs, and tutorial labs.

Parking Decals

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

SCF Student I.D.

All Early College students may obtain a free SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

SCF Policies

Academic Policies

College-Level Course Expectations

The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

Students Requesting Accommodation for a Documented Disability

SCF provides reasonable academic accommodations to qualified Early College (dual enrollment) students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The SCF Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

Repeat Policy

SCF will not waive the tuition for a second attempt on a dual enrollment course. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program. Participating students will be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy).

Withdrawal Policy

A student may withdraw from any/all coursework without the academic penalty of an "F" grade by the withdrawal deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. SCF encourages students to discuss withdrawal with the instructor or SCF Success Coach and the high school counselor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For students taking DE courses on an SCF campus or online, they would log into their MySCF Portal and withdraw online. Failure to follow this procedure could result in a grade of "F" being recorded for the student and "F" calculated in the grade point average [GPA]. Students seeking a full withdrawal must complete a hard copy withdrawal form with the Office of the Registrar.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student's control. All such requests must be made directly to the Associate Provost for Faculty and Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the "F" would be changed to a "W" grade, with no GPA consequences.

Grading Policy

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

Transcripts

SCF does not send grade reports to students. **Students are responsible for submitting their official transcripts each semester to their high schools.**

- Final grades for high school credit will be awarded on high school academic transcripts.
- Students must request a transcript from SCF to be sent to their high school registrar for posting on the high school transcript. A fee is charged for the transcript.

<https://scf.edu/StudentServices/Registrar/OfficialTranscripts.asp>

SCF will send a copy of each student's grades to the high school following each semester, per statute these are the grades that must appear in the student's high school transcript.

Student Services Policies

Student Code of Conduct

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Manatee-Sarasota as established in the SCF Catalog and the Student Handbook Planner and County School Board Policies.

Collegiate Environment

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Scholarships

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will communicate a specific attendance policy that notes consequences in their syllabus (deduction of points for late arrival, early departure, or complete absence.)

Academic Misconduct

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper manner in which to proceed. Additional information on the student code of conduct can be found in the current SCF Catalog. <https://catalog.scf.edu/content.php?catoid=11&navoid=796> and the Student Handbook/Planner.

Statement of Plagiarism Policy

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Administrative Policies and Procedures

Career Pathways Articulation

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Manatee- Sarasota, Manatee County Schools, and Manatee County Schools. This organization is supported by the Carl D. Perkins Grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level in order to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

Assurance of High School Credit

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on the high school transcript as well as the official SCF transcript.

Procedure to Inform Students and Parents

The County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Outreach and Early College staff will be available to assist in providing information and answering specific questions. All requirements, deadlines, and other information pertaining to the dual enrollment program have been made available on SCF's website at: <https://www.scf.edu/StudentServices/Registrar/EarlyCollege/default.asp>

Exercise of Options to Participate

Students and their parents may exercise their option to participate in dual enrollment by choosing from among any of the above programs for which the student meets the eligibility requirements.

Excess Hours and Acceleration Mechanisms

All twelve (12) of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

Relationship of Responsibilities

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the County School Board and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by County School Board and State College of Florida, Manatee-Sarasota.

Student Complaint/Conflict Resolution

SCF provides students an appropriate means to resolve conflicts or complaints concerning college rules, procedures, and/or course policies at the lowest level possible. The complete process can be found at:

<https://scf.edu/content/PDF/Procedures/4.14.03%20FINAL.pdf>

Statement of Nondiscrimination

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules, and regulations in any of its educational programs, services, or activities, including admission and employment. To report or discuss equity concerns, contact the SCF Equity Officer at 941-752-5323.

State College of Florida, Manatee-Sarasota conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via SCF Connect.

APPENDIX A

Early College Qualifying Test Scores

6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation

Florida Postsecondary Education Readiness Test (PERT)	Standard Score
Reading	106
Writing	103
Mathematics	114
Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	242
Reading	245
Writing	245
Next-Generation ACCUPLACER, The College Board Since August 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	261
Reading	256
Writing	253
SAT, The College Board	
Reading Test	24
Writing and Language Test	25
Math Test	24
Digital SAT, The College Board Since June 2023	
Evidence-Based Reading and Writing Section	490
Math Section	480
ACT with Writing or ACT, Inc.	
Reading	19
English	17
Mathematics	19
Classic Learning Test, Classic Learning Initiatives, LLC Since August 2023	
Sum of the Verbal Reasoning and Grammar/Writing Sections	38
Quantitative Reasoning Section	16

It is preferred that students meet criteria in all 3 assessment categories. For courses other than math, students must meet criteria in both College Level English and College Level Reading.

SCF Placement Test Retake Policy

Dual Enrollment students may take the SCF Placement Test only one time per semester not to exceed a maximum of two attempts per calendar year including summer semester. This includes testing administered at SCF and on the high school campus.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

SCF Test Score Acceptance Policy

SCF accepts SAT, ACT and PERT test scores for early college program eligibility. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. Test score reports received by SCF directly from the testing agency. SCF school codes are:

ACT--0741

SAT—5427

APPENDIX B

Dual Enrollment Course Equivalency Information

Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses.

For the most up to date list, please go to

www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

Calculating Course Credit Equivalency for Dual Credit

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf.

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.

College certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time." Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.

Bright Futures Eligibility

The Bright Futures Comprehensive Course Table (CCT) lists the secondary and dual enrollment postsecondary courses and programs used to determine Bright Futures eligibility. If there is a program or course specified in an inter-institutional articulation agreement that is not in the CCT, one should contact the Standards, Benchmarks, and Frameworks Section at 850-245-9020 for review and approval of the equivalency.

Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at:

https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND
SARASOTA COUNTY SCHOOL BOARD
ARTICULATION AGREEMENT
2024- 2025**

The purpose of this Agreement is to define the acceleration mechanisms available between **Sarasota County School Board** and **State College of Florida, Manatee-Sarasota** and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This Agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this Agreement shall remain in effect for the 2024-2025 academic year, which includes Fall 2024, Spring 2025, and Summer 2025. An executed and signed letter of intent will constitute annual renewal.

SARASOTA COUNTY SCHOOL BOARD APPROVAL:

Chairperson
Sarasota County School Board

Date

Superintendent
Sarasota County School Board

Date

Legal Counsel
Sarasota County School Board

Date

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:

President
State College of Florida, Manatee-Sarasota

Date

Chairman, District Board of Trustees
State College of Florida, Manatee-Sarasota

Date



April 16, 2024 Board Meeting
Agenda Item 11.

Title

APPROVAL OF THE DATA SHARING AGREEMENT BETWEEN THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA AND GRANT WRITING - EVALUATION AND PROGRAM IMPROVEMENT CONSULTANTS, L.L.C.

Description

This is a data sharing agreement between Grant Writing - Evaluation and Program Improvement Consultants, L.L.C. (GW_EPIC) and the School Board of Sarasota County, Florida. Data sharing is necessary for this company to evaluate the effectiveness of the Advancing Classroom Climate in Sarasota Schools program (ACCISS) and the Student Assistance program (SAP) and to complete the Reading Recovery program.

Advancing Classroom Climate in Sarasota Schools program (ACCISS) is a federal grant funded program to improve school climate through research -based intervention strategies and programming. This required evaluation is on behalf of the School Board and the Pupil Support Services department. The evaluation goal is to assess the impact of Positive Behavioral Interventions and Support (PBIS) and Multi-Tiered System of Supports (MTSS) training and coaching on school climate.

The Student Assistance program (SAP) evaluation is on behalf of the School Board and Lightshare (formally First Step of Sarasota). The evaluation is to assess the impact of the Student Assistance Program on negative student behavior.

The Reading Recovery Program evaluation was for SY 2022-2023. However, due to data access delays, the report was completed in SY 2023-2024.

Gap Analysis

Both the ACCISS and the SAP program provided funding to address increased rates of behavioral incidences. The Reading Recovery program was designed to address low level reading ability among first grade students.

Previous Outcomes

The ACCISS program is a federal program in its fifth year of operation and this is a required evaluation. The evaluator's cost is part of the grant budget. The evaluation's trend data analysis demonstrated an increase in program implementation at several schools and evidence-based interventions operational within those schools. There has been an increase in staff training satisfaction following technical assistance and training events.

The SAP is in the sixth year of operation. Previous outcomes and data trends indicate a decrease in out of school suspensions and drug and alcohol events for participating students.

In SY 2022-2023, of the 195 students who completed the Reading Recovery intervention, 67% of the students were reading on grade level (accelerated progress) and 20% made progress but not enough to reach grade level (progressed).

Expected Outcomes

The results of the data analysis is to identify the impact and alignment between these separate programs and student behavior and/or academic performance yielding and overall increase in school climate.

Strategic Plan Goal

Recommendation

That the data sharing agreement between the Grant Writing - Evaluation and Program Improvement Consultants, L.L.C. and the School Board of Sarasota County, Florida be approved as presented.

Contact Information

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Financial Impact

ACCISS - \$29,250.00

SAP - paid by Lightshare

Reading Recovery - \$5000.00

ATTACHMENTS:

Description	Upload Date	Type
GW-EPIC data sharing agreement 2023-2024	3/29/2024	Cover Memo

**DATA SHARING AGREEMENT BETWEEN
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA AND
GRANT WRITING - EVALUATION AND PROGRAM
IMPROVEMENT CONSULTANTS L.L.C.**

This Data Sharing Agreement (“Agreement”) is entered into by and between the School Board of Sarasota County, Florida (“School Board”), and Grant Writing - Evaluation and Program Improvement Consultants L.L.C., d/b/a GW-EPIC (“Recipient”) and describes the programs to be conducted by Recipient, and the means to be used by Recipient to ensure the confidentiality and security of information and data exchanged between the School Board and Recipient.

I. Purpose and Duration of the Study

Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the federal regulations issued pursuant thereto codified at 34 CFR Part 99 ("FERPA"), the School Board may disclose student education records and personally identifiable student data (“Protected Records”) to organizations conducting studies for, or on behalf of, the School Board to (a) develop, validate, or administer predictive tests, (b) administer student aid programs, or (c) improve instruction. The School Board has determined that the evaluations to be undertaken by Recipient, as described herein (the “Project”) meets this standard as the project is intended to study educational outcomes to assist the board in improving instruction to students in Sarasota County. These studies/program evaluations descriptions and expected completion dates are noted below. These studies/program evaluations are expected to be completed by August 30, 2024 and this agreement will terminate by August 30, 2024. In accordance with FERPA student records and all personally identifiable student information are private, strictly confidential and must not be disclosed to any other person or organization without the permission of the district or the parent.

1. The Recipient is conducting three program evaluations:

- a. The Reading Recovery Program: This evaluation is on behalf of the School Board and Gulf Coast Community Foundation (GCCF). Only aggregate data will be provided to the GCCF. Individual data will not be provided. The purpose is to evaluate the Reading Recovery Program.
- b. The Advancing Classroom Climates in Sarasota Schools (ACCISS) Program: This evaluation is a federal School Climate Transformation Grant on behalf of the School Board and the Pupil Support Services Department. The evaluation goal is to assess the impact of Positive Behavioral Interventions and Support (PBIS) and Multi-Tiered System

of Supports (MTSS) training and coaching on school climate.

- c. Student Assistance Program (SAP): This evaluation is on behalf of the School Board and First Step of Sarasota. The evaluation goal is to assess the impact of the Student Assistance Program on students. This year's evaluation is scheduled to be completed by August 30, 2024.

II. Information to be Disclosed

1. The Reading Recovery Program: The data will include student data participating in the Reading Recovery program during the 15-16, 16-17, 17-18, 18-19, 19-20, 20-21, 21-22 and 22-23 school years. Data elements to be released include: de-identified student data from the IDEC database, counts of students served, retention codes, grade levels, iReady scores, STAR and FAST scores, Reading Recovery completion status, Florida Standards Assessment (FSA) data. This will conclude the evaluation of the Reading Recovery program.
2. The ACCISS Program: The student data for students at all elementary schools, middle schools, high schools, combination schools and alternative schools. Data elements to be released include: school names, total number of out-of-school and in-school suspensions and those involving substance use, number of infractions involving alcohol and drugs, specific disciplinary incident data using data dashboards, absentee rates and teacher and student perceptions of school climate collected with several surveys. Data will be available by district, by school and by student for SY18-19, SY19-20, SY20-21, SY21-22, SY22-23 and SY23-24. Also, data will be requested by individual school and school level, elementary, middle, high, alternative and combination schools.
3. SAP: The individual student data for participating students for whom parental consent or other proper authorization has been received at Booker HS, North Port HS, Riverview HS, Venice HS, Pine View, Brookside MS and TRIAD will be provided. Data elements to be released include: student N numbers, school names, total number of out-of-school and in-school suspensions and those involving substance use, number of infractions involving alcohol and drugs, absentee rates and teacher and student perceptions of school climate. Data will be available in total and by school and for SY22-23 and SY23-24.

III. Recipient's Obligations

The Recipient will complete the Project by providing the School Board with one or more outcome reports by the dates noted above.

Recipient agrees it will:

1. Use personally identifiable information from education records only to meet the purpose or purposes of the evaluations, as stated above.
2. Keep all education records strictly confidential and conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of its organization with legitimate interests; and further, agrees it will respect the privacy of these records and will neither seek to view nor share within your organization the contents of any records except in the furtherance of the program's implementation, program review and/or program evaluation nor disclose the contents of any record to any third party person or organization.
3. Destroy all personally identifiable information when the information is no longer needed for the purposes for which the study/program/evaluations were conducted. Such destruction will take place within thirty (30) days of the conclusion of the study/program.
4. Refrain from publishing any individual identifiable student or teacher data.
5. Refrain from publishing any reports that use any aggregated student or teacher data unless agreed to by the School Board of Sarasota County.
6. Require all individuals receiving and reviewing any personally identifiable information to sign and return the "Agreement to Maintain Confidentiality of Student Records" form (see attached).
7. Ensure that data required by Recipient will be transferred using a secure file sharing service required by the district. All data received from the school/district will be stored on Recipient's secure server and accessible only to employees with direct involvement in this project.

IV. General Provisions

1. The School Board may terminate this Agreement, without cause, at any time by providing written notice to the Recipient. In the event of such termination, all personally identifiable education record information provided by the School Board to Recipient shall be returned

by Recipient to the School Board within ten (10) days. Recipient may not retain any copies of such information.

2. Recipient is at all times acting and performing as an independent contractor in the performance of all obligations hereunder.
3. Any additions, changes, deletions or modifications to this document must be agreed upon in writing by both parties.
4. This Agreement represents the entire agreement between the parties, and no prior or subsequent oral agreements shall be binding upon either of the parties until reduced to writing.
5. This Agreement shall be governed by and construed under federal law and the laws of the State of Florida. The sole and exclusive jurisdiction for any action brought pursuant to, or that is related to, this Agreement, shall be in the Twelfth Judicial Circuit Court, in and for Sarasota County, Florida.
6. Any notices to the parties will be sent via U.S. Mail as follows:

If to the School Board:	If to Recipient:
Denise Cantalupo	Janetta Twerell
1960 Landings Blvd	1202 East Oakwood Street
Sarasota Florida 34231	Tarpon Springs, FL 34689

7. Each Party to this Agreement shall be responsible for any liability, claim, loss, damage or expenses, including without limitation, reasonable attorney fees, arising from its negligent acts or omissions in connection with its performance of this Agreement, or its failure to comply with the terms of this Agreement, as determined by a court of competent jurisdiction. This includes Recipient's responsibility for damage resulting from its intentional or negligent release of personally identifiable student, parent, or staff data it receives from the School Board.
8. Recipient shall comply with Florida's Public Records Law including:
 - a) keeping and maintaining public records that ordinarily and necessarily would be required by the School Board in order to perform the service;
 - b) providing the public with access to public records on the same terms and conditions that the School Board would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
 - c) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and

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

IF RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 941-927-4009, publicrecordrequest@sarasotacountyschools.net, THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, 1960 LANDINGS BLVD., SARASOTA, FL 34231.

**INTENTIONALLY BLANK
SIGNATURES ON NEXT PAGE**

The Parties execute this Agreement through their undersigned authorized agents intending to be fully bound by the terms hereof.

**Grant Writing - Evaluation and Program
Improvement Consultants L.L.C.**

By: Janetta Twerell
Janetta Twerell, President

2/26/24
Date

The School Board of Sarasota County, Florida

By: _____
Karen Rose, Chair

Date

Approved as to Form and Legal Content
by Shumaker, Loop & Kendrick, LLP
Attorneys for The School Board
of Sarasota County, Florida
Signed: MRM
Date: March 15, 2024



April 16, 2024 Board Meeting
Agenda Item 12.

Title

TO APPROVE THE CONTRACT BETWEEN THE INTERVENTION SUPPORT SERVICES, LLC
AND THE SCHOOL BOARD OF SARASOTA COUNTY

Description

Intervention Support Services, LLC Group is a company that provides the MindSet de-escalation training. MindSet focuses on an empathetic approach toward developing culture, de-escalation, and the reduction of more restrictive interventions. It is a proactive approach that promotes a safe climate for growth and developing a school-wide culture of prevention.

The goal of the MindSet training is to set in motion a process of increased awareness, skill development, and appropriate parameters for individuals and organizations to eliminate the need for physical restraint. MindSet provides a specific set of tools, including a scripted 4-step counseling model, to teach staff what to say during a crisis situation to support the fidelity of implementation.

Gap Analysis

MindSet was adopted by the SCSB to use as the required verbal and physical de-escalation program in May 2023. Crisis Prevention Intervention (CPI) was replaced by MindSet for the 2023-2024 SY. SB 590 requires the use of evidenced based techniques when supporting students in crisis. All staff working with students who are in crisis must have de-escalation training. The MindSet training has been reviewed, vetted, and approved for FDOE as an approved Crisis de-escalation program that would suffice SB 590.

Previous Outcomes

Initial Train the Trainers included 27 staff from specialized program sites and district staff held in May 2023.

Ongoing support through the first year of implementation at specialized program sites and Separate Day School with expert staff for Autism and behavior, including:

- On site coaching and training from MindSet expert staff at 12 schools with specialized programs for Autism and behavior over 11 days during the 2024-2025 SY

- Virtual follow up trainings and collaboration
- Consultation for school and district staff for implementation plans and problem solving

The district has currently expended \$48,000 in training costs. The required re-certification of district trainers will result in exceeding the \$50,000 threshold and thus require school board approval.

Expected Outcomes

20 SCSB staff that are current MindSet “trainers” will complete the Mindset Recertification training prior to the end of the 2024-2025 school year through an in-person training by the MindSet trainers. This includes the following staff roles: SRO, transportation, school-based instructional and district support.

As an outcome of the training, the trainers will be certified for 2 years. SCSB trainers will support maintaining required de-escalation training to support other staff requirements across the district at all levels.

Cost:

- Refresher training \$450/person (@20 staff, total of \$9000)
- MindSet Trainers travel: \$3600

Total= \$12,600

Strategic Plan Goal

Recommendation

That the contract between the Intervention Support Services, LLC for the purpose of continued re-certification refresher training for SCSB staff to maintain qualifications to be a Mindset Trainer not to exceed \$70,000, and the School Board of Sarasota County be approved as presented.

Contact Information

HEATHER WASSERMAN heather.wasserman@sarasotacountyschools.net.

DEBRA GIACOLONE debra.giacolone@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

The total fiscal impact is not to exceed \$70,000 from IDEA.

ATTACHMENTS:

Description	Upload Date	Type

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) Intervention Support Services, LLC
Address P.O. Box 301
City Dillard State GA Zip 30537
Last 4 Digits of SSN XXX-XX-_____ and/or Federal Identification No. 26-1463959
Contact Person David V. Brown Contact Phone 706-461-0464

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 Mindset Instructor re-certification
training. Contract not to exceed \$70,000.00

To be performed during the following time period April 16, 2024 to June 30, 2024

Payment shall be made (with submission of an approved invoice to the District) as follows Upon invoicing

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.***

David V. Brown
David V. Brown (Apr 7, 2024 19:52 EDT)
Independent Contractor Signature of Acceptance

4/7/2024
Date

Heather Wasserman
Cost Center Head Name (Print)

[Signature]
Cost Center Head Signature of Acceptance

April 7, 2024
Date

4421.6400.0310.9051.6374
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.

David V. Brown
David V. Brown (Apr 7, 2024 19:52 EDT)
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@sarasotacountysschools.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.

David V. Brown
David V. Brown (Apr 7, 2024 19:52 EDT)
Initial Here

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.

David V. Brown
David V. Brown (Apr 7, 2024 19:52 EDT)
Initial Here



April 16, 2024 Board Meeting
Agenda Item 13.

Title

APPROVAL OF PINE VIEW SCHOOL ODYSSEY OF THE MIND TEAM FIELD TRIP TO AMES, IOWA ON MAY 20 - MAY 24, 2024

Description

The purpose of this field trip is for the Pine View School Odyssey of the Mind Team to compete at the Odyssey of the Mind (OOTM) World Finals at Iowa State University. Students will compete with other teams from the United States and teams from around the world. The Pine View School OOTM team has qualified to participate.

Gap Analysis

OOTM includes the Next Generation Sunshine State Standards which have been adopted by the Florida Department of Education. OOTM provides practice for students in assuming the following future roles: information manager, effective communicators, numeric problem solvers, creative and critical thinkers, responsible and ethical workers, resource managers, system managers, cooperative workers, effective leaders and multi culturally sensitive citizens.

Previous Outcomes

Pine View School Odyssey of the Mind teams have qualified and competed in past years.

Expected Outcomes

That the Pine View School Odyssey of the Mind team will compete in the Odyssey of the Mind World Finals.

Strategic Plan Goal

Recommendation

That the Pine View School Odyssey of the Mind team field trip to Ames, Iowa on May 20 - May 24, 2024 be approved as presented.

Contact Information

MEGAN GREEN megan.green@sarasotacountyschools.net
RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact
N/A

ATTACHMENTS:

Description	Upload Date	Type
PVS OOTM Field Trip	4/2/2024	Cover Memo

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

FIELD TRIP AUTHORIZATION

Instructions: In-county field trips/school bus requisitions require principal approval only. All other field trips/school bus requisitions require principal and executive director approval. In addition, any trip involving students' out-of-state/country travel also requires School Board approval and should include release forms, insurance coverage, and other data supplied by the company assisting with the arrangements. Provide the information requested below and submit this completed form with appropriate attachments for approval adhering to the advance notification time prior to departure date noted after field trip below. Refer to School Board Policy 4.43.

Check One ☐ In-county ☐ Out-of-county (4 wks) ☒ Out-of-state (8 wks) ☐ Out-of-country (12 wks)

School PINEVIEW SCHOOL Destination AMES, IOWA

Purpose Odyssey of the Mind World Finals

Departing from MAY 20 SCHOOL Date MAY 20 Time _____ AM/PM

Returning from IOWA Date MAY 24 Time _____ AM/PM

Grade/Class/Sport Pineview Odyssey of the Mind High School team

Person-in-charge PAMELA NOVAK Phone 434 566 8014

Method of transportation ☐ School bus (Attach School Bus Trip Requisition [011-85-TRN]) ☐ Charter bus
☒ Airline ☐ Other (Explain) _____

NOTE If other than a Sarasota County school bus is being used, attach certificate of insurance from carrier or Statement of Insurance on Private Vehicles form (065-96-FIN). See School Board Policy 8.36.

Meal arrangements covered in fees

Lodging arrangements covered in fees

Number of female students 6 Number of male students 6 Total 6

Number of female chaperones 1 Number of male chaperones 0 Total 1

Names of chaperones PAMELA NOVAK

Cost per student \$ 1000 Contact person if financial assistance is needed PAMELA NOVAK

It is understood that permission slips and Emergency Medical/Treatment Consent For Field Trips And/Or Other After School Activities (063-96-DIS) forms will be obtained from parents prior to the field trip.

Funding Source ☒ Individual ☒ Fundraiser ☒ PTO/PTA ☒ Internal funds
☐ Other (Explain) _____

Verification of student medical insurance was completed for out-of-county/overnight travel? ☒ Yes ☐ No

Principal Name (Print) Dr Stephen Covert ☒ Approved ☐ Denied
Principal Signature [Signature] Date 4/1/24

Executive Director Name (Print) _____ ☒ Approved ☐ Denied
Executive Director Signature [Signature] Date 4/2/24

Out-of-state/country field trip was School Board approved on (Board meeting date) _____

FIELD TRIP AUTHORIZATION

Instructions: Provide the following information for all field trips.

1. Explain the direct instructional connection with instructional program. Include any potential risks or hazards (e.g. water activity).

creativity-focused program perfectly aligns with gifted education.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

Any student 2-12 is eligible to join.

3. Describe how students will be supervised once they arrive.

By Ms. Chapman - students will stick with chaperone or be in pairs.

4. Should an emergency arise, how will communication and transportation be handled?.

Contact parents (many will be with us) and Dr. Covert, as necessary.

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

RECEIVED

APR 01 2024

FIELD TRIP CHECKLIST

Instructions: The principal will designate the faculty member to be the sponsor for the field trip activity/event. Sponsors and coaches are responsible for the items below. All necessary forms must be completed and obtained from parents/guardians prior to the field trip. Once completed this checklist should be kept with the field trip packet containing all completed forms.

School PV Sponsor Name PAMELA NOVAK ANDY VITKU

Field trip destination Ambs

Departure date/time MAY 20 Return date/time MAY 24

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-County	Overnight Travel	Out-of-State/Country
	070-90-DIS	Field Trip Authorization – This form is to be completed by the sponsor and approved by the principal, executive director, and School Board if necessary. Approvals must be received before contracts are signed, fundraising is initiated, or plans are finalized. Mark approvals received. <input type="checkbox"/> Principal (All) <input type="checkbox"/> Executive Director (All except in-county) <input type="checkbox"/> School Board (Out-of-state/country only)	X	X	X	X
	071-90-DIS	Field Trip Permission – This form is to be completed by the parent/guardian for any student participating in a school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc.	X	X	X	X
	063-98-DIS	Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities – This form must be completed by the parent/guardian for any student participating in a school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc. regardless of whether or not school transportation is provided. For athletics, this form must be completed prior to an athlete's participation in pre-season or season play. Coaches and sponsors must carry a copy of these forms with them to all interscholastic activities/field trips.	X	X	X	X
	064-98-DIS	Release for Out-of-County or Overnight Travel for Athletics and Field Trips – This form must be completed by the parent/guardian for any student participating in an out-of-county or overnight travel school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc. regardless of whether or not school transportation is provided. For athletics, this form must be completed prior to an athlete's participation in pre-season or season play. Coaches and sponsors must carry a copy of these forms with them to all interscholastic activities/field trips.		X	X	X
	065-98-FIN	Statement of Insurance on Private Vehicles – This form is to be completed by activity/field trip drivers for each private vehicle used to transport school sponsored groups and is valid for the school year in which filed. If the insurance policy expires or is cancelled during the school year a new statement must be submitted.	X	X	X	X
	063-12-RKM	Private Vehicle Transportation Permission Form – This form is to be completed by the parent/guardian to allow the student to be transported to/from any activity/field trip in a private vehicle.	X	X	X	X
	072-01-DIS	Chaperone Guidelines – Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
	060-80-FIN	Certificate of Absence – The sponsor and all other staff participating in the activity/field trip must complete this form to report temporary duty elsewhere.	X	X	X	X
	011-85-TRN	School Bus Trip Regulation	X	X	X	X

Field Trip/Event Sponsor Signature

Date

RET: Master, ESY, GS7 37
Dupl, OSA

073-01-DIS
Rev. 8-17-2018



April 16, 2024 Board Meeting
Agenda Item 14.

Title

APPROVAL OF BAY HAVEN SCHOOL OF BASICS PLUS ODYSSEY OF THE MIND TEAM FIELD TRIP TO AMES, IOWA ON MAY 20 - MAY 26, 2024

Description

The purpose of this field trip is for the Bay Haven School Odyssey of the Mind Team to compete at the Odyssey of the Mind (OOTM) World Finals at Iowa State University. Students will compete with other teams from the United States and teams from around the world. The Bay Haven School OOTM team has qualified to participate.

Gap Analysis

OOTM includes the Next Generation Sunshine State Standards which have been adopted by the Florida Department of Education. OOTM provides practice for students in assuming the following future roles: information manager, effective communicators, numeric problem solvers, creative and critical thinkers, responsible and ethical workers, resource managers, systems managers, cooperative workers, effective leaders and multi culturally sensitive citizens.

Previous Outcomes

Bay Haven School Odyssey of the Mind teams have qualified and competed in the past.

Expected Outcomes

That the Bay Haven School of Basics Plus Odyssey of the Mind team will compete in the Odyssey of the Mind World Finals.

Strategic Plan Goal

Recommendation

That the Bay Haven School of Basics Plus Odyssey of the Mind team field trip to Ames, Iowa on May 20 - May 26, 2024 be approved as presented.

Contact Information

JENNIFER MAINELLI jennifer.mainelli@sarasotacountyschools.net
RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact
N/A

ATTACHMENTS:

Description	Upload Date	Type
Bay Haven OOTM Field Trip	4/2/2024	Cover Memo

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

FIELD TRIP AUTHORIZATION

Instructions: In-county field trips/school bus requisitions require principal approval only. All other field trips/school bus requisitions require principal and executive director approval. In addition, any trip involving students' out-of-state/country travel also requires School Board approval and should include release forms, insurance coverage, and other data supplied by the company assisting with the arrangements. Provide the information requested below and submit this completed form with appropriate attachments for approval adhering to the advance notification time prior to departure date noted after field trip below. Refer to School Board Policy 4.43.

Check One ☐ In-county ☐ Out-of-county (4 wks) ☒ Out-of-state (8 wks) ☐ Out-of-country (12 wks)

School Bay Haven School of Basics Plus

Destination Ames, Iowa

Purpose Odyssey of the Mind World Final for Two Teams

Departing from Sarasota, Florida Date May 20 (vehicle) May 21 (plane) Time 6:00AM AM/PM

Returning from Ames, Iowa Date May 25 (plane) May 26 (vehicle) Time 8:00 PM AM/PM

Grade/Class/Sport Odyssey of the Mind--division 1 Grades 3rd-5th

Person-in-charge Joyce Barnett

Phone 813-416-4799

Method of transportation ☐ School bus (Attach School Bus Trip Requisition [011-85-TRN]) ☐ Charter bus

☒ Airline ☒ Other (Explain) Driving Vehicle

NOTE If other than a Sarasota County school bus is being used, attach certificate of insurance from carrier or Statement of Insurance on Private Vehicles form (065-96-FIN). See School Board Policy 8.36.

Meal arrangements meal plan at University for OM team members, chaperones and coaches

Lodging arrangements Hotel in Ames, Iowa

Number of female students 5 Number of male students 4 Total 9

Number of female chaperones 2 Number of male chaperones 0 Total 2

Names of chaperones Joyce Barnett(teacher) & Amy Garner (teacher)

Cost per student \$ approx \$2500 Contact person if financial assistance is needed Chad Erickson

It is understood that permission slips and Emergency Medical/Treatment Consent For Field Trips And/Or Other After School Activities (063-96-DIS) forms will be obtained from parents prior to the field trip.

Funding Source ☒ Individual ☒ Fundraiser ☒ PTO/PTA ☐ Internal funds

☒ Other (Explain) fundraisers, Grants, donations, school, county and sponsors are being explored

Verification of student medical insurance was completed for out-of-county/overnight travel? ☒ Yes ☐ No

Principal Name (Print) Chad Erickson

☒ Approved ☐ Denied

Principal Signature [Signature]

Date 4/1/24

Executive Director Name (Print) Jennifer Mainelli

☒ Approved ☐ Denied

Executive Director Signature [Signature]

Date 4/2/24

Out-of-state/country field trip was School Board approved on (Board meeting date) _____

FIELD TRIP AUTHORIZATION

Instructions: Provide the following information for all field trips.

1. Explain the direct instructional connection with instructional program. Include any potential risks or hazards (e.g. water activity).

Odyssey of the Mind includes the NEXT GENERATION SUNSHINE STATE STANDARDS from the national Goal 3 Standards which have been adopted by the Florida Department of Education to represent part of that which schools are held accountable regarding student achievement. Odyssey of the Mind provides practice for students in assuming the following future roles: information manager, effective communicators, numeric problem solvers, creative and critical thinkers, responsible and ethical workers, resource managers, system managers, cooperative workers, effective leaders and multi culturally sensitive citizens. We have no potential risks or hazards on this trip. Each week we have done some of the above activities to solve our solution.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

Signs and posters were put up around school for the first 3 months of school in order for people to sign up for further information. It was posted on Facebook for parents. It was open to all grade levels and all students had an equal opportunity to participate. The try-out process lasted until the middle of November. We had a parent meeting and went over all the dates, fund-raising needed, money requirement and had them sign a contract. Parents were allowed to come back with any questions and concerns that might have at that time. Open to any students who attended meetings and completed homework assignments.

3. Describe how students will be supervised once they arrive.

Students will stay with parents at hotel and coaches at competition site. Parents will have a detailed agenda of all the locations the team will be at and will go with us once to see locations. The team will stay with coaches the days of the competition and will go with parents once all parts of the competition is completed. Cellphones and messages will be monitored at all times in case parents or coaches need to meet up. The parents will have a detailed schedule of where they are at all times.

4. Should an emergency arise, how will communication and transportation be handled?

We are at a World Competition at Iowa State University and they have systems in place there to reach out for extra assistance. We will contact parents and have them meet us according to the emergency. Cell phone number of all parents and coaches are shared and we can reach them via cell phone if needed. After parents are called then the coach will call the principal and keep him updated about the situation. Odyssey of the Mind also has a message board in a central location to leave messages if needed. The University Campus has medical support if needed.



April 16, 2024 Board Meeting
Agenda Item 15.

Title

APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES THROUGH PIGGYBACK CONTRACTING FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FINGERPRINTING AND BACKGROUND CHECK SERVICES

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis

By submitting this request and accepting the contract, you enable the Sarasota County School District to collaborate with the largest fingerprinting network in the United States, boasting six convenient locations within Sarasota County. This partnership empowers individuals seeking to volunteer or contract with the district by granting them the flexibility to schedule appointments at any Fieldprint authorized site nationwide, at their convenience. Furthermore, their results are securely transmitted to our Fingerprint Office, ensuring a streamlined and efficient process.

Previous Outcomes

The Sarasota County School District has been partnered with Fieldprint for one year. This

partnership has alleviated some of the backlog of people waiting to be fingerprinted to become volunteers for the district.

Expected Outcomes

Allow the School District to continue with its partnership with Fieldprint to provide convenient alternatives to be fingerprinted.

Strategic Plan Goal

Recommendation

That the piggyback contracts awarded to Fieldprint, Inc. for the anticipated purchase of materials and/or services be approved as presented.

Contact Information

JASON OVERBAY jason.overbay@sarasotacountyschools.net
STEVE LORENZ steve.lorenz@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

Not to exceed \$110,000.00
The funding source is paid by the person getting fingerprinted. The operations budget of the Fingerprint Office is used when there needs to be resubmissions.

ATTACHMENTS:

Description	Upload Date	Type
4.16.24Piggyback - Fieldprint REC	3/22/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES
THROUGH PIGGYBACK CONTRACTING FROM VENDORS UNDER
PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED
A COMPETITIVE PROCESS FOR FINGERPRINTING AND
BACKGROUND CHECK SERVICES

DESCRIPTION: Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

GAP ANALYSIS: By submitting this request and accepting the contract, you enable the Sarasota County School District to collaborate with the largest fingerprinting network in the United States, boasting six convenient locations within Sarasota County. This partnership empowers individuals seeking to volunteer or contract with the district by granting them the flexibility to schedule appointments at any Fieldprint authorized site nationwide, at their convenience. Furthermore, their results are securely transmitted to our Fingerprint Office, ensuring a streamlined and efficient process.

PREVIOUS OUTCOMES: The Sarasota County School District has been partnered with Fieldprint for one year. This partnership has alleviated some of the backlog of people waiting to be fingerprinted to become volunteers for the district.

EXPECTED OUTCOMES: Allow the School District to continue with its partnership with Fieldprint to provide convenient alternatives to be fingerprinted.

STRATEGIC PLAN GOAL:

CONTACT: Jason Overbay, jason.overbay@sarasotacountyschools.net
Steve Lorenz, steve.lorenz@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed \$100,000.00

The funding source is paid by the person getting fingerprinted. The operations budget of the Fingerprint Office is used when there needs to be resubmissions.

RECOMMENDED MOTION: That the piggyback contracts awarded to Fieldprint, Inc. for the anticipated purchase of materials and/or services be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

<u>DEPARTMENT</u>	<u>NAME OF OTHER ENTITIES BIDS</u>	<u>REASON</u>	<u>AWARDED VENDORS</u>	<u>NOT TO EXCEED AMOUNT</u>
Safety & Security	Per The School Board of Broward County RFP for Fingerprinting and Background Check Services	For fingerprinting and background check services	Fieldprint, Inc.	\$100,000.00



April 16, 2024 Board Meeting
Agenda Item 16.

Title

APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FURNITURE

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis

Schoolhouse Products provides the SBSC options for purchasing classroom furniture for our students at a competitive price.

Previous Outcomes

Schoolhouse Products has been providing the SBSC with quality products and service at a competitive or better price.

Expected Outcomes

Having Schoolhouse Products as a vendor for our classroom furniture purchases will offer our students high quality materials at competitive prices.

Strategic Plan Goal

Recommendation

That the piggyback contracts awarded to Schoolhouse Products for the anticipated purchase of furniture be approved as presented.

Contact Information

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net

BONNIE PENNER bonnie.penner@sarasotacountyschools.net

Financial Impact

Not to exceed \$2,000,000.00

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools. Funding source: General Fund

ATTACHMENTS:

Description	Upload Date	Type
4.16.24Piggyback - Schoolhouse Products Lee Cty REC	3/25/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FURNITURE

DESCRIPTION: Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

GAP ANALYSIS: Schoolhouse Products provides the SBSC options for purchasing classroom furniture for our students at a competitive price.

PREVIOUS OUTCOMES: Schoolhouse Products has been providing the SBSC with quality products and service at a competitive or better price.

EXPECTED OUTCOMES: Having Schoolhouse Products as a vendor for our classroom furniture purchases will offer our students high quality materials at competitive prices.

STRATEGIC PLAN GOAL:

CONTACT: Tracy Brizendine, tracy.brizendine@sarasotacountyschools.net
Bonnie Penner, bonnie.penner@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed \$2,000,000.00

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools. Funding source: General Fund

RECOMMENDED MOTION: That the piggyback contracts awarded to Schoolhouse Products for the anticipated purchase of furniture be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

[illegible]



April 16, 2024 Board Meeting
Agenda Item 17.

Title

APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FURNITURE

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis

Schoolhouse Products provides the SBSC options for purchasing classroom furniture for our students at a competitive price.

Previous Outcomes

Schoolhouse Products has been providing the SBSC with quality products and service at a competitive or better price.

Expected Outcomes

Having Schoolhouse Products as a vendor for our classroom furniture purchases will offer our students high quality materials at competitive prices.

Strategic Plan Goal

Recommendation

That the piggyback contracts awarded to Schoolhouse Products for the anticipated purchase of furniture be approved as presented.

Contact Information

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net
BONNIE PENNER bonnie.penner@sarasotacountyschools.net

Financial Impact

Not to exceed \$1,500,000.00
The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools. Funding Source: General Fund

ATTACHMENTS:

Description	Upload Date	Type
4.16.24Piggyback - Schoolhouse Products St. Johns Cty REC	3/25/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR FURNITURE

DESCRIPTION: Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

GAP ANALYSIS: Schoolhouse Products provides the SBSC options for purchasing classroom furniture for our students at a competitive price.

PREVIOUS OUTCOMES: Schoolhouse Products has been providing the SBSC with quality products and service at a competitive or better price.

EXPECTED OUTCOMES: Having Schoolhouse Products as a vendor for our classroom furniture purchases will offer our students high quality materials at competitive prices.

STRATEGIC PLAN GOAL:

CONTACT: Tracy Brizendine, tracy.brizendine@sarasotacountyschools.net
Bonnie Penner, bonnie.penner@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed \$1,500,000.00

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools. Funding Source: General Fund

RECOMMENDED MOTION: That the piggyback contracts awarded to Schoolhouse Products for the anticipated purchase of furniture be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

[illegible]



April 16, 2024 Board Meeting
Agenda Item 18.

Title

APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER COOPERATIVE CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR MODULAR BUILDINGS, PORTABLE STORAGE, AND RELOCATABLE WALKWAYS

Description

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis

This approval will allow staff to purchase and/or lease portables as needed for growth, construction, and/or renovation projects.

Previous Outcomes

At the current time, the district has 4 leased units from Williams Scotsman.

Expected Outcomes

Approval of multiple vendors for this item will allow staff to procure the items expeditiously and cost effectively.

Strategic Plan Goal

Recommendation

That the cooperative contracts awarded to Williams Scotsman, Inc., for the anticipated purchase of materials and/or services be approved as presented.

Contact Information

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

Not to exceed \$500,000.00

Funding for portables is primarily capital. The district has an annual budget for portables and periodically, for large renovation projects requiring swing space, the project budget includes amounts for portables.

ATTACHMENTS:

Description	Upload Date	Type
4.16.24Cooperative - Williams Scotsman REC	3/25/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 ▪ Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR MODULAR BUILDINGS, PORTABLE STORAGE, AND RELOCATABLE WALKWAYS

DESCRIPTION: The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

GAP ANALYSIS: This approval will allow staff to purchase and/or lease portables as needed for growth, construction, and/or renovation projects.

PREVIOUS OUTCOMES: At the current time, the district has 4 leased units from Williams Scotsman.

EXPECTED OUTCOMES: Approval of multiple vendors for this item will allow staff to procure the items expeditiously and cost effectively.

STRATEGIC PLAN GOAL:

CONTACT: Jane Dreger, jane.dreger@sarasotacountyschools.net
Jody Dumas, jody.dumas@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed: \$500,000.00
Funding for portables is primarily capital. The district has an annual budget for portables and periodically, for large renovation projects requiring swing space, the project budget includes amounts for portables.

RECOMMENDED MOTION: That the cooperative contracts awarded to Williams Scotsman, Inc., for the anticipated purchase of materials and/or services be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH COOPERATIVE CONTRACTING

<u>DEPARTMENT</u>	<u>NAME OF OTHER ENTITIES BIDS</u>	<u>REASON</u>	<u>AWARDED VENDORS</u>	<u>NOT TO EXCEED AMOUNT</u>
Construction Services	Per Omnia Partners Modular Buidlings, Portable Storage, and Relocatable Walkways	To lease portable classrooms	Willams Scotsman, Inc.	\$500,000.00



April 16, 2024 Board Meeting
Agenda Item 19.

Title

APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR SECURITY SYSTEMS PRODUCTS AND SERVICES TO UPGRADE BUS CAMERA SYSTEMS

Description

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Gap Analysis

Transportation currently has 116 buses operating without the Gatekeeper camera system. The ongoing plan is to outfit new buses as they are purchased vs retrofitting all the old buses at one time. The current increase will cover the addition of approximately 30 new buses.

Previous Outcomes

The goal of the Gatekeeper program is to provide multiple high quality video cameras and recording devices on all SCSB school buses. Currently there are 116 buses still on the old system.

Expected Outcomes

Approval of the contract will ensure that buses purchased in the last year are equipped with

the Gatekeeper system.

Strategic Plan Goal

Recommendation

That the piggyback contracts awarded to Gatekeeper Systems USA, Inc. for the anticipated purchase of materials and/or services be approved as presented.

Contact Information

KEITH LITTLE keith.little@sarasotacountyschools.net
JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

Not to exceed: \$110,000.00
Funding will be a combination of Capital and Operating funds. Capital funds are used to purchase the new hard drive components while operating funds are utilized to pay for software services.

ATTACHMENTS:

Description	Upload Date	Type
4.16.24 Piggyback - Gatekeeper REC	3/25/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR SECURITY SYSTEMS PRODUCTS AND SERVICES TO UPGRADE BUS CAMERA SYSTEMS

DESCRIPTION: Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

GAP ANALYSIS: Transportation currently has 116 buses operating without the Gatekeeper camera system. The ongoing plan is to outfit new buses as they are purchased vs retrofitting all the old buses at one time. The current increase will cover the addition of approximately 30 new buses.

PREVIOUS OUTCOMES: The goal of the Gatekeeper program is to provide multiple high quality video cameras and recording devices on all SCSB school buses. Currently there are 116 buses still on the old system.

EXPECTED OUTCOMES: Approval of the contract will ensure that buses purchased in the last year are equipped with the Gatekeeper system.

STRATEGIC PLAN GOAL:

CONTACT: Keith Little, keith.little@sarasotacountyschools.net
Jody Dumas, jody.dumas@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed \$110,000.00

Funding will be a combination of Capital and Operating funds. Capital funds are used to purchase the new hard drive components while operating funds are utilized to pay for software services.

RECOMMENDED MOTION: That the piggyback contracts awarded to Gatekeeper Systems USA, Inc. for the anticipated purchase of materials and/or services be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

[illegible]



April 16, 2024 Board Meeting
Agenda Item 20.

Title

APPROVAL TO INCREASE THE PURCHASING LIMIT FOR BID #23-0017 FOR FIRE ALARM INSPECTION AND MAINTENANCE SERVICE

Description

Bid #23-0017 for 'Fire Alarm Inspection and Maintenance Service' was approved for award on July 19, 2022, to Commercial Electrical Sys Co. and AFA Protective Systems Inc. Facilities Services Department is requesting an increase of the purchasing limit of this bid by an additional \$350,000.00, for the duration of the bid.

Gap Analysis

This Contract is used for life safety repairs and enhancements. This is a critical need contract to stay compliant with life safety throughout the District.

Previous Outcomes

This contract is used to maintain the Fire Alarm Control Systems District wide. Facilities uses this vendor to respond to alarms that occur during and after school hours. Facilities also uses this contract to replace/upgrade fire alarm panels that are aged out and no longer repairable.

Expected Outcomes

Facilities will continue to use this vendor to respond to emergencies, repair and upgrade the fire alarm systems throughout the district.

Strategic Plan Goal

Recommendation

That the request to increase the purchasing limit for 'Fire Alarm Inspection and Maintenance

Service' by an additional \$350,000,00 for the duration of the bid, be approved as presented.

Contact Information

DON HAMPTON don.hampton@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

Not to exceed: \$350,000.00.

The funds for these purchases are contained in the budget allocated to the Facilities Services Department. Funding source: Capital Funds

ATTACHMENTS:

Description	Upload Date	Type
4.16.24Bid #23-0017 Fire Alarm Increase REC	3/29/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 ▪ Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO INCREASE THE PURCHASING LIMIT
FOR BID #23-0017 FOR FIRE ALARM INSPECTION AND
MAINTENANCE

DESCRIPTION: Bid #23-0017 for 'Fire Alarm Inspection and Maintenance Service' was approved for award on July 19, 2022, to Commercial Electrical Sys Co. and AFA Protective Systems Inc. Facilities Services Department is requesting an increase of the purchasing limit of this bid by an additional \$350,000.00, for the duration of the bid.

GAP ANALYSIS: This Contract is used for life safety repairs and enhancements. This is a critical need contract to stay compliant with life safety throughout the District.

PREVIOUS OUTCOMES: This contract is used to maintain the Fire Alarm Control Systems District wide. Facilities uses this vendor to respond to alarms that occur during and after school hours. Facilities also uses this contract to replace/upgrade fire alarm panels that are aged out and no longer repairable.

EXPECTED OUTCOMES: Facilities will continue to use this vendor to respond to emergencies, repair and upgrade the fire alarm systems throughout the district.

STRATEGIC PLAN GOAL:

CONTACT: Don Hampton, don.hampton@sarasotacountyschools.net
Jody Dumas, jody.dumas@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed: \$350,000.00.
The funds for these purchases are contained in the budget allocated to the Facilities Services Department. Funding source: Capital Funds

RECOMMENDED MOTION: That the request to increase the purchasing limit for 'Fire Alarm Inspection and Maintenance Service' by an additional \$350,000.00 for the duration of the bid, be approved as presented.



April 16, 2024 Board Meeting
Agenda Item 21.

Title

ACCEPTANCE OF FACILITIES SERVICES' PROJECT COMPLETION AND APPROVAL FOR FINAL PAYMENT TO CONTRACTOR WITH THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE ENGLEWOOD ELEMENTARY SCHOOL AND GULF GATE ELEMENTARY SCHOOL SERVING LINES RENOVATIONS 2023

Description

All work has been completed and all required closeout documents have been received from the contractor. The final project costs have been internally audited, and the final payment application and backup #22304277-3 are enclosed. The Director of Facilities Services has determined that the project is complete in accordance with state statutes.

Gap Analysis

Acceptance of this item allows the project to be completed, unspent funds to be returned, closeout to be finalized, and final payment to be made to the Construction Manager.

Previous Outcomes

These items are submitted to the Board for all completed projects. The item officially closes out the project financially and frees up District staff for new projects. Many small projects are completed immediately following the summer months when most of the work takes place.

Expected Outcomes

Acceptance of this item will close out the project financially and free up District staff for new projects.

Strategic Plan Goal

Recommendation

That the project be accepted as complete, and the final payment and certificate of substantial completion be approved as presented.

Contact Information

DON HAMPTON don.hampton@sarasotacountyschools.net
JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

(\$72,627.89)

ATTACHMENTS:

Description	Upload Date	Type
April 16 2024 FSD Final	3/27/2024	Cover Memo

TO OWNER/CLIENT:

Sarasota County Schools
1960 Landings Blvd.
Sarasota, Florida 34231

PROJECT:

Englewood Elem. School and Gulf Gate Elem.
School - Service Lines Reno.
150 N McCall Rd
Englewood, Florida 34223

APPLICATION NO: 3

INVOICE NO: 3

PERIOD: 03/01/24 - 03/31/24

PROJECT NO: 2309

CONTRACT DATE: 6/22/2023

FROM CONTRACTOR:

Magnum Builders of Sarasota, Inc.
201 Fletcher Ave., Suite 120
Sarasota, Florida 34237

VIA ARCHITECT/ENGINEER:

CONTRACT FOR: Englewood Elementary School and Gulf Gate Elementary School Service Lines
Renovations 2023

22304277-3
FINAL

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum	\$200,526.90
2.	Net change by change orders	\$(72,627.89)
3.	Contract Sum to date (Line 1 ± 2)	\$127,899.01
4.	Total completed and stored to date (Column G on detail sheet)	\$127,899.01
5.	Retainage:	
	a. 0.00% of completed work	\$0.00
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$127,899.01
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$115,109.10
8.	Current payment due:	\$12,789.91
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$(72,627.89)
Totals:	\$0.00	\$(72,627.89)
Net change by change orders:	\$(72,627.89)	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Magnum Builders of Sarasota, Inc.

By: 

Date: 3/22/2024

State of: Florida

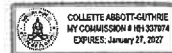
County of: Sarasota

Subscribed and sworn to before

me this 22 day of March 2024

Notary Public: Collette Abbott-Guthrie

My commission expires:



GENERAL CONTRACTOR'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the General Contractor's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$12,789.91

Digitally signed by Don Hampton
OWNER Don Hampton
By: _____ Date: 2024.03.26 11:17:43
-04'00'

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 3

APPLICATION DATE: 3/22/2024

PERIOD: 03/01/24 - 03/31/24

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	1-1000.000.Labor Estimator - Precon	Estimator - Precon	\$3,400.00	\$595.00	\$0.00	\$0.00	\$595.00	17.50%	\$2,805.00	\$0.00
2	1-1020.000.Other Contingency.Other	Contingency	\$15,485.26	\$1,470.50	\$0.00	\$0.00	\$1,470.50	9.50%	\$14,014.76	\$0.00
3	1-1030.000.Other General Liability Insurance	General Liability Insurance	\$2,555.07	\$1,658.01	\$0.00	\$0.00	\$1,658.01	64.89%	\$897.06	\$0.00
4	1-1110.000.Other General Office Supplies	General Office Supplies	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$300.00	\$0.00
5	1-1125.000.Other Technology Fee	Procore	\$320.84	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$320.84	\$0.00
6	1-1180.000.Other Temp. Saff/Shoring.Other	Job Safety & Misc. Protection	\$5,500.00	\$275.39	\$0.00	\$0.00	\$275.39	5.01%	\$5,224.61	\$0.00
7	1-1300.000.Other Technology Fee	Technology Fee	\$1,100.00	\$959.75	\$0.00	\$0.00	\$959.75	87.25%	\$140.25	\$0.00
8	1-1340.000.Other Temp. Toilets.Other	Temp. Toilets	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$350.00	\$0.00
9	1-1400.000.Labor General Cleaning.Labor	General Cleaning	\$4,575.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,575.00	\$0.00
10	1-1420.000.Other Rubbish Rem/Dumpster.Other	Rubbish Rem/Dumpster	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,100.00	\$0.00
11	1-1480.000.Other Final Cleaning.Other	Final Cleaning	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,750.00	\$0.00
12	1-1810.000.Other Project Manager	Project Manager - Precon	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	\$0.00	\$0.00
13	1-1815.000.Labor Project Executive.Labor	Project Executive - Precon	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$0.00
14	1-1810.000.Other Project Manager	Project Manager	\$4,500.00	\$2,600.00	\$0.00	\$0.00	\$2,600.00	57.78%	\$1,900.00	\$0.00
15	1-1818.000.Labor General Superintendent.Labor	General Superintendent	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
16	1-1820.000.Labor Superintendents.Labor	Superintendents	\$16,200.00	\$6,165.00	\$0.00	\$0.00	\$6,165.00	38.06%	\$10,035.00	\$0.00
17	1-1815.000.Labor Project Executive.Labor	Project Executive	\$1,875.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	80.00%	\$375.00	\$0.00
18	1-1827.000.Labor Project Coordinator.Labor	Project Coordinator	\$1,375.00	\$935.00	\$0.00	\$0.00	\$935.00	68.00%	\$440.00	\$0.00
19	1-1880.000.Other Fuel for Vehicles	Transportation	\$2,252.50	\$1,279.25	\$0.00	\$0.00	\$1,279.25	56.79%	\$973.25	\$0.00
20	1-1890.000.Other Performance & Payment Bonds	General Labor	\$3,007.90	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,007.90	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
21	13-13000.000.Other Food Service Equipment & Labor	Gulf Gate - Labor to remove existing, prep for new, deliver & install	\$10,700.00	\$10,700.00	\$0.00	\$0.00	\$10,700.00	100.00%	\$0.00	\$0.00
22	15-15400.000.Subcontract Plumbing	Gulf Gate - Plumbing Systems	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00
23	16-16100.000.Subcontract Electrical.Subcontract	Gulf Gate - Electrical	\$2,915.61	\$2,915.61	\$0.00	\$0.00	\$2,915.61	100.00%	\$0.00	\$0.00
24	13-13000.000.Other Food Service Equipment & Labor	Gulf Gate - Low Temp TW-D_4 Thermalwell Hot Food Drop-In Unit	\$10,165.00	\$10,165.00	\$0.00	\$0.00	\$10,165.00	100.00%	\$0.00	\$0.00
25	13-13000.000.Other Food Service Equipment & Labor	Gulf Gate - Traulsen RMC49D4 Spec-Line Forced-Air Double Access Milk Cooler	\$21,346.50	\$21,346.50	\$0.00	\$0.00	\$21,346.50	100.00%	\$0.00	\$0.00
26	13-13000.000.Other Food Service Equipment & Labor	Englewood - Labor to remove existing, prep for new, deliver & install	\$10,700.00	\$10,700.00	\$0.00	\$0.00	\$10,700.00	100.00%	\$0.00	\$0.00
27	13-13000.000.Other Food Service Equipment & Labor	Englewood - Low Temp TW-D_4 Thermalwell Hot Food Drop-In Unit	\$10,165.00	\$10,165.00	\$0.00	\$0.00	\$10,165.00	100.00%	\$0.00	\$0.00
28	13-13000.000.Other Food Service Equipment & Labor	Englewood - Traulsen RMC49D4 Spec-Line Forced-Air Double Access Milk Cooler	\$21,346.50	\$21,346.50	\$0.00	\$0.00	\$21,346.50	100.00%	\$0.00	\$0.00
29	15-15400.000.Subcontract Plumbing	Englewood - Plumbing Systems	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00
30	16-16100.000.Subcontract Electrical.Subcontract	Englewood - Electrical	\$2,915.61	\$2,915.61	\$0.00	\$0.00	\$2,915.61	100.00%	\$0.00	\$0.00
31		CM Fee (14%)	\$24,626.11	\$15,706.89	\$0.00	\$0.00	\$15,706.89	63.78%	\$8,919.22	\$0.00
TOTALS:			\$200,526.90	\$127,899.01	\$0.00	\$0.00	\$127,899.01	63.78%	\$72,627.89	\$0.00

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
32	PCCO#001								
32.1	PCO#001								
32.1.1	1-1000.000.Labor Estimator - Precon Credit - Estimator Precon	\$(2,805.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(2,805.00)	\$0.00
32.1.2	1-1020.000.Other Contingency.Other Credit - Contingency	\$(14,014.76)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(14,014.76)	\$0.00
32.1.3	1-1030.000.Other General Liability Insurance Credit - General Liability Insurance	\$(897.06)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(897.06)	\$0.00
32.1.4	1-1110.000.Other General Office Supplies Credit - General Office Supplies	\$(300.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(300.00)	\$0.00
32.1.5	1-1180.000.Other Temp. Saff/Shoring.Other Credit - Job Safety & Misc. Protection	\$(5,224.61)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(5,224.61)	\$0.00

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
32.1.6	1-1300.000.Other Technology Fee Credit - Technology Fee	\$(140.25)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(140.25)	\$0.00
32.1.7	1-1340.000.Other Temp. Toilets.Other Credit - Temp. Toilets	\$(350.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(350.00)	\$0.00
32.1.8	1-1125.000.Other Technology Fee Credit - Procore	\$(320.84)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(320.84)	\$0.00
32.1.9	1-1400.000.Labor General Cleaning.Labor Credit - General Cleaning	\$(4,575.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(4,575.00)	\$0.00
32.1.10	1-1420.000.Other Rubbish Rem/Dumpster.Other Credit - Dumpster	\$(1,100.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(1,100.00)	\$0.00
32.1.11	1-1480.000.Other Final Cleaning.Other Credit - Final Cleaning	\$(3,750.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(3,750.00)	\$0.00
32.1.12	1-1810.000.Other Project Manager Credit - Project Manager	\$(1,900.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(1,900.00)	\$0.00
32.1.13	1-1818.000.Labor General Superintendent.Labor Credit - General Superintendent	\$(2,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(2,500.00)	\$0.00
32.1.14	1-1820.000.Labor Superintendents.Labor Credit - Superintendent	\$(10,035.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(10,035.00)	\$0.00
32.1.15	1-1815.000.Labor Project Executive.Labor Credit - Project Executive	\$(375.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(375.00)	\$0.00
32.1.16	1-1827.000.Labor Project Coordinator.Labor Credit - Project Coordinator	\$(440.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(440.00)	\$0.00
32.1.17	1-1880.000.Other Fuel for Vehicles Credit - Transportation	\$(973.25)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(973.25)	\$0.00
32.1.18	1-1890.000.Other Performance & Payment Bonds Credit - P&P Bonds	\$(3,007.90)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(3,007.90)	\$0.00
32.1.19	15-15400.000.Subcontract Plumbing Credit - Gulf Gate - Plumbing Systems	\$(5,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(5,500.00)	\$0.00
32.1.20	15-15400.000.Subcontract Plumbing Credit - Englewood - Plumbing Systems	\$(5,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(5,500.00)	\$0.00
32.1.21	1-1030.000.Other General Liability Insurance Credit - CM Fee	\$(8,919.22)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(8,919.22)	\$0.00
TOTALS:		\$(72,627.89)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(72,627.89)	\$0.00

Grand Totals

Grand Totals									
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$127,899.01	\$127,899.01	\$0.00	\$0.00	\$127,899.01	100.00%	\$0.00	\$0.00

Carr Mary

From: Hampton Don
Sent: Thursday, March 21, 2024 1:14 PM
To: Carr Mary; Lechien Jim
Cc: Johnson Eve; Deunger Jim
Subject: RE: Englewood and Gulf Gate Cafeterias
Attachments: Magnum 2309-Englewood_Elem.School_and_Gulf_Gate_Elem.School-Service_Lines_Reno-2-Invoice_2-2024-03-20.pdf

Please process for payment. See email below, closeouts are in and the final change order and payment requests is forth coming.

Thank you,

Don

From: Clint Riley <criley@magnumbuilders.com>
Sent: Thursday, March 21, 2024 11:03 AM
To: Ralph Abela <rabela@magnumbuilders.com>; Hampton Don <Don.Hampton@sarasotacountyschools.net>
Cc: Johnson Eve <Eve.Johnson@sarasotacountyschools.net>; Deunger Jim <Jim.Deunger@sarasotacountyschools.net>; Collette Guthrie <CGuthrie@magnumbuilders.com>
Subject: RE: Englewood and Gulf Gate Cafeterias

External Email - Be Suspicious of Attachments, Links, and Requests for Login Information

Don-

Please find attached our Payment Application #2 for your review, approval, and processing.

I will forward over shortly the GMP Final Reconciliation Change order (deductive) and the Final Payment Application (retainage only).

All of the warranties and the O&M for the kitchen equipment has been uploaded to Bluebeam.

Let me know if you have any questions.

Thank you!

Clint Riley, Sr.
Vice President • Magnum Builders, Inc.
mobile: 941.204.8942
phone: 941.351.5560 X107
direct: 941.685.3411
email: criley@magnumbuilders.com
201 Fletcher Ave., Suite 120
Sarasota, FL, 34237
CGC1525991 – CBC015667

Certificate of Substantial Completion

Project: Englewood Elementary School
And Gulf Gate Elementary School
Service Lines Renovations 2023

Project Number: 23005786

Contract Date: June 22, 2023

To Owner:
School Board of Sarasota County
1960 Landings Blvd.
Sarasota, FL 34231

To Contractor:
Magnum Builders of Sarasota, Inc.
201 Fletcher Ave., Suite 120
Sarasota, FL 34237

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE
SHALL INCLUDE: Both kitchen lines.

The work performed under this Contract has been reviewed and found, to the Contractor's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

The date of Substantial Completion: December 20, 2023

Cost estimate of Work that is incomplete or defective: None.

The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

MAGNUM BUILDERS OF SARASOTA, INC.

By  Date: 3/21/2023
CLINT A. RILEY, SR., VICE PRESIDENT

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 AM (time) on December 20, 2023.

SCHOOL BOARD OF SARASOTA COUNTY

By: **Don Hampton** Digitally signed by Don Hampton
Date: 2024.03.26 11:16:04 -04'00'
DON HAMPTON, DIRECTOR



April 16, 2024 Board Meeting
Agenda Item 22.

Title

APPROVAL AND/OR RATIFICATION OF FACILITIES SERVICES' CHANGE ORDER

Description

The Facilities Services' change orders are summarized on the enclosure for ease of review. Included in these change orders is a (\$709,319.56) deduct for Direct Material Purchases and the corresponding (\$42,609.17) deduct for sales tax savings. These change orders result in an overall contract decrease of (\$824,556.62).

Gap Analysis

Change orders are utilized on facilities' contracts to adjust the original contract amount for various circumstances. These may include adjustments for an increase or decrease in project scope, adjustments needed to close a contract and return unspent project funds to the district, or for removing the purchase of large items from a contract so the district can purchase these items directly from vendors to save sales tax. The attached document details the associated change order for this item.

Previous Outcomes

Change orders reflect facilities' project progress and occur normally as a result of conditions on the facilities' project and district staff managing the costs associated with each project.

Expected Outcomes

This system has resulted in significant, ongoing savings and allows district staff to continue to maximize these benefits, especially as the construction market becomes more competitive.

Strategic Plan Goal

Recommendation

That the Facilities Services’ change order be approved and/or ratified as presented.

Contact Information

DON HAMPTON don.hampton@sarasotacountyschools.net
JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

(\$824,556.62)

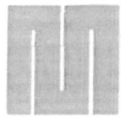
ATTACHMENTS:

Description	Upload Date	Type
April 16 2024 FSD CO	3/28/2024	Cover Memo



FACILITIES SERVICES

Project	Contractor	CO#	Contract Sum prior to this Change Order request	Contract Change Order amount	Revised Contract Amount	EXPLANATION (see attached)	SALES TAX SAVINGS *	Direct Purchase order Amount	**
SUMMARY OF FACILITIES SERVICES CHANGE ORDERS PRESENTED FOR APPROVAL AND/OR RATIFICATION AT THE 04/16/2024 SCHOOL BOARD MEETING									
Englewood Elementary School and Gulf Gate Elementary School Serving Lines Renovations 2023	Magnum Builders of Sarasota, Inc	01	\$200,526.90	-\$72,627.89	\$127,899.01	This change order is to adjust Guarantee Maximum Price to reflect Actual Cost of Work	\$0.00	\$0.00	R
Laurel Nokomis School Cafeteria Serving Lines Replacement 2023	McIntyre Elwell & Strammer General Contractors, Inc	01	\$1,798,843.22	-\$751,928.73	\$1,046,914.49	This change order reflects a decrease of the contract for the DPO of the Food Service Equipment & Services supplied by Fishman and Associates	\$42,609.17	\$709,319.56	R
			\$1,999,370.12	-\$824,556.62	\$1,174,813.50		\$42,609.17	\$709,319.56	
NOTE: The change orders (**identified above), for ratification, are the result of direct purchase of these items by the School Board to save sales tax. **A=Approval; R=Ratification									



**MAGNUM
BUILDERS**

22304277

PCCO #001

Magnum Builders of Sarasota
201 Fletcher Ave., Suite 120
Sarasota, Florida 34237
Phone: (941) 351-5560
Fax: (941) 358-9318

Project: 2309 - Englewood Elem. School and Gulf Gate Elem. School -
Service Lines Reno.
150 N McCall Rd
Englewood, Florida 34223
Phone: 941-351-5560

Prime Contract Change Order #001: CE #001 - Final GMP Reconcilia

TO:	Sarasota County Schools 1960 Landings Blvd. Sarasota, Florida 34231	FROM:	Magnum Builders of Sarasota, Inc. 201 Fletcher Ave., Suite 120 Sarasota, Florida 34237
DATE CREATED:	3/20/2024	CREATED BY:	Clint Riley (Magnum Builders of Sarasota, Inc.)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:	Clint Riley (Magnum Builders of Sarasota, Inc.)	REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/20/2024
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
REVISED SUBSTANTIAL COMPLETION DATE:		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	SCS Project ID #5542: Englewood Elementary School and Gulf Gate Elementary School Service Lines Renovations 2023	TOTAL AMOUNT:	(\$72,627.89)

DESCRIPTION:
CE #001 - Final GMP Reconciliation
Final GMP Reconciliation

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
001	CE #001 - Final GMP Reconcilia		(\$72,627.89)
Total:			(\$72,627.89)

CHANGE ORDER LINE ITEMS:

PCO # 001: CE #001 - Final GMP Reconcilia

#	Budget Code	Description	Amount
1	1-1000.000.Labor Estimator - Precon	Credit - Estimator Precon	\$(2,805.00)
2	1-1020.000.Other Contingency.Other	Credit - Contingency	\$(14,014.76)
3	1-1030.000.Other General Liability Insurance	Credit - General Liability Insurance	\$(897.06)
4	1-1110.000.Other General Office Supplies	Credit - General Office Supplies	\$(300.00)
5	1-1180.000.Other Temp. Saff/Shoring.Other	Credit - Job Safety & Misc. Protection	\$(5,224.61)
6	1-1300.000.Other Technology Fee	Credit - Technology Fee	\$(140.25)
7	1-1340.000.Other Temp. Toilets.Other	Credit - Temp. Toilets	\$(350.00)
8	1-1125.000.Other Technology Fee	Credit - Procure	\$(320.84)
9	1-1400.000.Labor General Cleaning.Labor	Credit - General Cleaning	\$(4,575.00)
10	1-1420.000.Other Rubbish Rem/Dumpster.Other	Credit - Dumpster	\$(1,100.00)
11	1-1480.000.Other Final Cleaning.Other	Credit - Final Cleaning	\$(3,750.00)
12	1-1810.000.Other Project Manager	Credit - Project Manager	\$(1,900.00)
13	1-1818.000.Labor General Superintendent.Labor	Credit - General Superintendent	\$(2,500.00)



#	Budget Code	Description	Amount
14	1-1820.000.Labor Superintendents.Labor	Credit - Superintendent	\$(10,035.00)
15	1-1815.000.Labor Project Executive.Labor	Credit - Project Executive	\$(375.00)
16	1-1827.000.Labor Project Coordinator.Labor	Credit - Project Coordinator	\$(440.00)
17	1-1880.000.Other Fuel for Vehicles	Credit - Transportation	\$(973.25)
18	1-1890.000.Other Performance & Payment Bonds	Credit - P&P Bonds	\$(3,007.90)
19	15-15400.000.Subcontract Plumbing	Credit - Gulf Gate - Plumbing Systems	\$(5,500.00)
20	15-15400.000.Subcontract Plumbing	Credit - Englewood - Plumbing Systems	\$(5,500.00)
21	1-1030.000.Other General Liability Insurance	Credit - CM Fee	\$(8,919.22)
Grand Total:			\$(72,627.89)

The original (Contract Sum)	\$200,526.90
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$200,526.90
The contract sum will be decreased by this Change Order in the amount of	\$(72,627.89)
The new contract sum including this Change Order will be	\$127,899.01
The contract time will not be changed by this Change Order.	

Sarasota County Schools
1960 Landings Blvd.
Sarasota, Florida 34231

Don Hampton

Digitally signed by Don
Hampton
Date: 2024.03.26 11:16:54
-04'00'

SIGNATURE

DATE

Magnum Builders of Sarasota, Inc.
201 Fletcher Ave., Suite 120
Sarasota, Florida 34237

SIGNATURE

3/22/2024

DATE

SARASOTA COUNTY SCHOOL BOARD
Construction Services
Change Order #001

PROJECT: **SCS Laurel Nokomis Café**
1900 Laurel Road East
Nokomis, FL 34275

CHANGE ORDER NUMBER: 001

CHANGE ORDER DATE: 3/18/2024

TO: (Contractor):

McIntyre Elwell & Strammer GC, Inc.
1645 Barber Road
Sarasota, FL 34240

CONTRACT / PO NUMBER 22402206

CONTRACT FOR: DMP

MES-24-031

CONTRACT DATE: 11/30/2023




You are directed to make the following changes in this Contract:	
DPR #001 Daly Food Service Consulting, Inc. dba Fishman & Associates	
	\$ (709,319.56)
Sales Tax Savings	\$ (42,609.17)
Total of Summary	\$ (751,928.73)

The original Guaranteed Maximum Price was	\$ 1,798,843.22
The net change by previously authorized Change Orders	\$ -
The Guaranteed Maximum Price prior to the Change Order was	\$ 1,798,843.22
The Guaranteed Maximum Price will be DECREASED by this Change Order	\$ (751,928.73)
The new Guaranteed Maximum Price including this Change Order will be	\$ 1,046,914.49
The Contract time will be UNCHANGED by	Zero (0) days
The new date of Substantial Completion will be	8/24/2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR, AND OWNER

Architect (Firm Name)	McIntyre Elwell & Strammer General Contractors, Inc.
Signature	
Printed Name & Title	Josh Tomlinson, VP
Date:	3/18/2024

Sarasota County School Board	
Owner	Digitally signed by Don
	Hampton
Signature	Date:
	2024.03.20
Project Manager (Printed Name)	16:07:21
	-04'00'
Signature	
Don Hampton	
Director (Printed Name)	

DIRECT PURCHASE ORDER

REQUEST FORM 001

Project Manager: Chad Brogdan

DATE: 3/18/2024

Project Name: SCS Laurel Nokomis Café

PROJECT # 22402206

Subcontractor:	Daly Food Service Consulting , Inc. dba Fishman & Associates 143 Miami Avenue E Venice, FL 34285
Federal ID #	83-2042090
Contact:	Mary Silverstein
PH:	941-484-8800
Fax:	
Email:	<u>mary@fishmaninc.com</u>

VENDOR	Same as Subcontractor
Federal ID #	
Contact:	
PH:	
Fax:	
Email:	

SHIP TO:
Laurel Nokomis School 1900 East Laurel Road Nokomis, FL 34275

TERMS & CONDITIONS
ALL RESPONSIBILITY RELATED TO THIS PURCHASE ORDER IS WITH THE ABOVE NAME SUBCONTRACTOR (*). THE ONLY EXCEPTION IS PAYMENT FROM (OWNER) UPON APPROVED INVOICE FROM THE ABOVE NAME SUBCONTRACTOR (*).

* SPECIAL INSTRUCTIONS: All responsibility and contact relative to this P.O. shall be with *(Subcontractor) as to delivery and quantity. Original Invoices shall be sent to the (*Subcontractor) and approved by them at their office, then forwarded to the Construction Manager, who will forward to the Owner for payment.

Item #	Item Description	Quantity	Unit	Unit price	EXTENDED AMOUNT
	See attached Fishman & Associates proposal dated 3/6/2024 for the Food Service Equipment & Services.				
REQUESTED PO AMOUNT					\$ 709,319.56
F.S.S.T. @ 6%					\$ 42,559.17
Sarasota County Surtax @ 1% on 1st \$5,000					\$ 50.00
TOTAL					\$ 751,928.73



Fishman & Associates

Food Service Consultants Since 1986
143 East Miami Avenue | Venice, FL 34285
Tel: 941.484.8800 | www.Fishmaninc.com
Email: Fishman@Fishmaninc.com

Proposal

03/06/2024

T/C 24-0401

Project:

SCS LNS Cafe Package - Accepted
ME& S General Contractors, Inc.
1900 Laurel Road East
Nokomis, FL 34275

From:

Fishman & Associates
Jennifer Stott
143 E. Miami Ave.
Venice, FL 34285
(941) 484-8800
(941) 336 5037 (Contact)

Fishman & Associates includes the following within this bid submission:

set in place, freight, and construction administration. Construction Administration scope of work to include: field coordination, field dimensioning, rough-in verification, field supervision, shop drawings review and coordination. These tasks shall be met according to the project timeline.

The following exclusions pertain to circumstances and equipment "furnished by others/supplied by owner" for this project: freight damage, freight damage claims, furnish, warehouse, warranties, installation/MEPs done by trades, concealed site conditions, matters not covered by manufacturer's warranty. Please review all warranties carefully. Non warranty service calls are the responsibility of GC, tradesman, or customer.

The following proposal contains Food Service Equipment and Services per plans and specifications as understood by Fishman & Associates effective date of this proposal. Except as otherwise provided in this agreement, Fishman & Associates will adhere to the terms and conditions as stated in this proposal with no exceptions taken. It is the Client's responsibility to review the details of this proposal to ensure accuracy. Additional services can be provided once scope is agreed upon and fees are authorized.

Item	Qty	Description	Sell	Sell Total
08	2 ea	TWO-TIER CONVERTIBLE TEMP SERVING COUNTER Low Temp Industries Model No. HOT & COLD SERVING COUNTER Approx. 50-3/8" x 32" x 36" High 14 ga. Stainless Steel Sub Top50 (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide Provision For Drop-In Unit In CorianTop 50" Laminate Plastic On Steel Body	\$34,797.98	\$69,595.96

Item	Qty	Description	Sell	Sell Total
		DI-QSGT-42 Quick Switch Ceran - Drop-In Mounted In Counter Top DI-QSGT-42--Quick Switch Ceran-Remote - Integrated Into Custom Food Protector (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide (LTIVGCP9-CG) Self Service Food Protector with Hot/Cold Ceran Display Shelf LED Lights On Both Tiers 5 Inch Locking Casters		
09	2 ea	CORNER SERVING COUNTERS Low Temp Industries Model No. CORNER SERVING COUNTERS W/LOAD CENTERS Size And Shape As Shown 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide 90 Degree Corner Laminate Plastic On Steel Body - MOD 6" S/S Legs With Adjustable Flanged Feet (2) Electrical Outlets In Cabinet with Wiring Cord Hooks, Bottom Mount Load Center Circuits Wired to Load Center Access Door With Lock For Load Center	\$9,705.44	\$19,410.88
10	2 ea	HOT & COLD FOOD SERVING COUNTER W/ TRAY RAIL Low Temp Industries Model No. THREE-WELL CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 30" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Four Sided Recessed For Sheet Pans Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top Up 32" Wide Provision For Cut-Out In CorianTop 50" Laminate Plastic On Steel Body QSCHP-3 Pan-Quick Switch-Built-In (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide (LTIVGCP15-SK) Adjustable Front Service Protector with Top Shelf LED Lights 5 Inch Locking Casters Cord Hooks, Bottom Mount	\$30,946.11	\$61,892.22

Item	Qty	Description	Sell	Sell Total
11	2 ea	HOT & COLD SERVING COUNTER W/TRAIL RAIL Low Temp Industries Model No. THREE-WELL CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 30" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Four Sided Recessed For Sheet Pans Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top Up 32" Wide Provision For Cut-Out In CorianTop 50" Laminate Plastic On Steel Body QSCHP-3 Pan-Quick Switch-Built-In (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide (LTIVGCP15-SK) Adjustable Front Service Protector with Top Shelf LED Lights 5 Inch Locking Casters Cord Hooks, Bottom Mount	\$30,946.11	\$61,892.22
12	2 ea	CORNER SERVING COUNTER W/LOAD CENTER Low Temp Industries Model No. COUNNER SERVING COUNTER W/LOAD CENTER Size And Shape As Shown 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide 90 Degree Corner Laminate Plastic On Steel Body - MOD 6" S/S Legs With Adjustable Flanged Feet (3) Electrical Outlets In Cabinet with Wiring Cord Hooks, Bottom Mount Load Center Circuits Wired to Load Center Access Door With Lock For Load Center	\$10,741.03	\$21,482.06
13	2 ea	DRY FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. DRY FOOD SERVING COUNTER Approx. 50-3/8" x 32" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer	\$8,830.77	\$17,661.54

Item	Qty	Description	Sell	Sell Total
		Extended Top 32" Wide 50" Laminate Plastic On Steel Body (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide 5 Inch Locking Casters Cord Hooks, Bottom Mount (V) 36" Stainless Steel Insert Storage Shelf		
14	2 ea	HOT & COLD FOOD SERVING COUNTER /TRAY RAIL Low Temp Industries Model No. TWO-TIER CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 32" x 36" High 14 ga. Stainless Steel Sub Top50 (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide Provision For Drop-In Unit In CorianTop 50" Laminate Plastic On Steel Body DI-QSGT-42 Quick Switch Ceran - Drop-In Mounted In Counter Top DI-QSGT-42--Quick Switch Ceran-Remote - Integrated Into Custom Food Protector (CTS) Corian Tray Slide With Routed Runners (LTIVGCP9-CG) Self Service Food Protector with Hot/Cold Ceran Display Shelf LED Lights On Both Tiers 5 Inch Locking Casters Cord Hooks, Bottom Mount	\$34,507.99	\$69,015.98
15	2 ea	HOT FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. HOT FOOD SERVING COUNTER Approx. 41-11/16 x 32" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks (KO) 3" Knock -Out With Grommet Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide 41-11/16" Laminate Plastic On Steel Body (CTS) Corian Tray Slide With Routed Runners 5 Inch Locking Casters (DD) Electrical Outlet In Cabinet with Wiring (V) 28" Stainless Steel Insert Storage Shelf	\$8,231.99	\$16,463.98
17		SPARE NO.		
18		SPARE NO.		


Item	Qty	Description	Sell	Sell Total
19		SPARE NO.		
20		SPARE NO.		
21	2 ea	HOT FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. HOT SERVING COUNTER Approx. 41-11/16 x 32" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks (KO) 3" Knock -Out With Grommet Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide 41-11/16" Laminate Plastic On Steel Body (CTS) Corian Tray Slide With Routed Runners 5 Inch Locking Casters (DD) Electrical Outlet In Cabinet with Wiring (V) 28" Stainless Steel Insert Storage Shelf	\$8,231.99	\$16,463.98
22	2 ea	HOT & COLD FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. TWO-TIER CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 32" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide Provision For Drop-In Unit In Corian Top 50" Laminate Plastic On Steel Body DI-QSGT-42 Quick Switch Ceran - Drop-In Mounted In Counter Top DI-QSGT-42--Quick Switch Ceran-Remote - Integrated Into Custom Food Protector (CTS) Corian Tray Slide With Routed Runners (LTIVGCP9-CG) Self Service Food Protector with Hot/Cold Ceran Display Shelf LED Lights On Both Tiers 5 Inch Locking Casters Cord Hooks, Bottom Mount	\$34,507.99	\$69,015.98
23	2 ea	DRY FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. DRY FOOD SERVING COUNTER Approx. 50-3/8" x 32" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by	\$8,830.77	\$17,661.54

Item	Qty	Description	Sell	Sell Total
		manufacturer Extended Top 32" Wide 50" Laminate Plastic On Steel Body (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide 5 Inch Locking Casters Cord Hooks, Bottom Mount (V) 36" Stainless Steel Insert Storage Shelf		
24	2 ea	CORNER COUNTER W/LOAD CENTER Low Temp Industries Model No. CORNER SERVING COUNTER W/LOAD CENTER Size And Shape As Shown 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide 90 Degree Corner Laminate Plastic On Steel Body - MOD 6" S/S Legs With Adjustable Flanged Feet (3) Electrical Outlets In Cabinet with Wiring Cord Hooks, Bottom Mount Load Center Circuits Wired to Load Center Access Door With Lock For Load Center	\$10,741.03	\$21,482.06
25	2 ea	HOT & COLD FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. THREE-WELL CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 30" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Four Sided Recessed For Sheet Pans Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top Up 32" Wide Provision For Cut-Out In Corian Top 50" Laminate Plastic On Steel Body QSCHP-3 Pan-Quick Switch-Built-In (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide (LTIVGCP15-SK) Adjustable Front Service Protector with Top Shelf LED Lights 5 Inch Locking Casters Cord Hooks, Bottom Mount	\$30,946.11	\$61,892.22

Item	Qty	Description	Sell	Sell Total
26	2 ea	HOT & COLD FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. THREE-WELL CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 30" x 36" High 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Four Sided Recessed For Sheet Pans Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top Up 32" Wide Provision For Cut-Out In CorianTop 50" Laminate Plastic On Steel Body QSCHP-3 Pan-Quick Switch-Built-In (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide (LTIVGCP15-SK) Adjustable Front Service Protector with Top Shelf LED Lights 5 Inch Locking Casters Cord Hooks, Bottom Mount	\$30,946.11	\$61,892.22
27	2 ea	CORNER SERVING COUNTER W/LOAD CENTER Low Temp Industries Model No. CORNER SERVING COUNTER W/LOAD CENTER Size And Shape As Shown 14 ga. Stainless Steel Sub Top (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer Extended Top 32" Wide 90 Degree Corner Laminate Plastic On Steel Body - MOD 6" S/S Legs With Adjustable Flanged Feet (2) Electrical Outlets In Cabinet with Wiring Cord Hooks, Bottom Mount Load Center Circuits Wired to Load Center Access Door With Lock For Load Center	\$9,705.44	\$19,410.88
28	2 ea	HOT & COLD FOOD SERVING COUNTER W/TRAY RAIL Low Temp Industries Model No. TWO-TIER CONVERTIBLE TEMP SERVING COUNTER Approx. 50-3/8" x 32" x 36" High 14 ga. Stainless Steel Sub Top50 (AA) Line-Up Locks Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by	\$34,993.92	\$69,987.84

Item	Qty	Description	Sell	Sell Total
		manufacturer Extended Top 32" Wide Provision For Drop-In Unit In CorianTop 50" Laminate Plastic On Steel Body DI-QSGT-42 Quick Switch Ceran - Drop-In Mounted In Counter Top DI-QSGT-42--Quick Switch Ceran-Remote - Integrated Into Custom Food Protector (CTS) Corian Tray Slide With Routed Runners Mitered End On Tray Slide (LTIVGCP9-CG) Self Service Food Protector with Hot/Cold Ceran Display Shelf LED Lights On Both Tiers 5 Inch Locking Casters Cord Hooks, Bottom Mount		
29		SPARE NO.		
30		SPARE NO.		
33A	2 ea	CASHIER COUNTER W/TRAY RAIL Low Temp Industries Model No. CASHIER COUNTER Approx. 50-3/8" x 30" x 36" High 14 ga. Stainless Steel Sub Top (KO) 3" Knock -Out Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer 50" Laminate Plastic On Steel Body Cashier Liner Cashier Tubular Foot Rest Cord Grommet for Cashier Cord (CTS) Corian Tray Slide With Routed Runners 5 Inch Locking Casters (HH) Cashier Drawer With Lock (DD) Electrical Outlet In Cabinet with Wiring Data Box For Cashier Stand	\$7,744.50	\$15,489.00
33B	2 ea	CASHIER COUNTER W/TAY RAIL Low Temp Industries Model No. CASHIER COUNTER Approx. 50-3/8" x 30" x 36" High 14 ga. Stainless Steel Sub Top (KO) 3" Knock -Out Corian Top to be 1/2" thick solid surface with 2" drop edge on all exposed edges - 3/4" thick plywood subtop as required by manufacturer 50" Laminate Plastic On Steel Body Cashier Liner Cashier Tubular Foot Rest Cord Grommet for Cashier Cord	\$7,744.50	\$15,489.00

Item	Qty	Description	Sell	Sell Total
		(CTS) Corian Tray Slide With Routed Runners 5 Inch Locking Casters (HH) Cashier Drawer With Lock (DD) Electrical Outlet In Cabinet with Wiring Data Box For Cashier Stand		
33	1 ea	POINT OF SALE By Owner Model No. NIKEC Point of sales register with printer. Provided by Owner. Installed by GC. Verify requirements with Owner. Data required.		<By Owner>
34	1 ea	ICE CREAM FREEZER By Vendor Model No. NIKEC Vendor provided Model VENDOR. Ice cream freezers. Provided and installed by Vendor. Verify requirements and coordinate with GC.		<By Vendor>
Z001	1 ea	RECEIVING AT JOB-SITE, UNCRATING, AND SET IN PLACE EQUIPMENT Fishman and Associates Model No. SET IN PLACE Based on the known scope of work as of the date of this proposal. Includes: Receive equipment on-site on day of installation, offload trucks, uncrate, assemble, and set in place equipment; level and ready for hook ups by trades. Includes rough clean, all necessary field welds, and return trips to seal equipment to walls. If equipment has been received on site prior to installation, by owner, in lieu of being warehoused, then the equipment will need to be brought to within 50 feet of the building it is to be located in prior to the arrival of install team. Prior to food service equipment being delivered to job site, it is the responsibility of the GC/Owner to provide the following: 1) Adequate and unobstructed access to designated areas 2) Temporary utilities and adequate lighting 3) Floors boom-swept 4) Ceiling completed, including, lighting fixtures and lamps installed 5) All finishes on walls, floors and ceilings complete with final finishes 6) GC/Owner supplied dumpster Items by OTHERS and NOT INCLUDED IN THIS SCOPE OF WORK: Permits, Hoods, Wall Flashing, Walk-ins, Exhaust Duct, Refrigeration, Plumbing, Electrical and all Sneeze Guard holes in stone.	\$7,020.00	\$7,020.00
Z002	1 ea	CONSTRUCTION ADMINISTRATION	\$7,150.00	\$7,150.00

Item	Qty	Description	Sell	Sell Total
		Fishman and Associates Model No. CONSTRUCTION ADMINISTRATION		
		Construction Administration to include: Field coordination Field dimensioning Rough-in verification Field supervision Shop drawings review and coordination Travel and accommodations, if applicable		
Z003	1 ea	FREIGHT Fishman and Associates Model No. FREIGHT Based on the known scope of work as of the date of this proposal. Includes: Freight from respective factories to local bonded warehouse. Direct shipment / delivery of LTI serving counters on dedicated trucks.	\$3,120.00	\$3,120.00
			Subtotal	\$723,489.56
			Total	\$723,489.56

This proposal is subject to change due to the high level of volatility of current pricing and lead-times from our manufacturers. Pricing and lead-time will be finalized immediately prior to the acceptance of the purchase order and will be subject to customer approval.

Terms: 50% upon order, 40% upon receiving equipment in warehouse, 10% upon delivery.

By signing this proposal, you agree that in the event of a formal action to enforce the terms herein, the prevailing party shall be entitled to an award of its reasonable attorney's fees and costs, whether same be for litigation, arbitration, collection, or appellate proceedings. You also consent to Sarasota County, Florida, as the proper, sole, and exclusive venue for adjudicating any such dispute, and any action to enforce the terms of this agreement shall be filed in Sarasota County, Florida.

Thank you for the opportunity to present our proposal. If you have any questions, please do not hesitate to call. If the above meets with your approval, please sign below to authorize this contract and return within 30 days. Contracts received beyond 30 days may be subject to manufacturer's price increase. We appreciate your continued business.

Sincerely,
Jennifer Stott
Foodservice Consultant

Fishman & Associates
143 East Miami Avenue
Venice, FL 34285
Direct: (941) 336-5037
Mobile: (401) 440-3945
www.fishmaninc.com



Acceptance: _____ Date: _____
Printed Name: _____
Project Grand Total: \$723,489.56



April 16, 2024 Board Meeting
Agenda Item 23.

Title

APPROVAL OF ARCHITECT RANKINGS FOR THE VENICE HIGH SCHOOL STADIUM ENHANCEMENTS PROJECT

Description

Architectural rankings allow the Director of Construction Services to begin negotiations with the highest ranked firm. The Venice High School Stadium Enhancements project includes but is not limited to the design and construction of additional restrooms, football field turf, concession renovations and/or replacements, security enhancements, baseball netting, and sand volleyball court. On 2/29/2024, the Professional Services Selection Committee (PSSC) met to shortlist the top three firms. Interviews were conducted on 3/26/2024 and has ranked the top-three architectural firms in accordance with School Board Policy 7.71 and 7.71a. The project budget is \$9,300,000.00.

Gap Analysis

This item allows staff to submit the results of professional services selection committee (PSSC) meetings to the Board. This keeps the Superintendent and Board apprised of current selection processes.

Previous Outcomes

This is the first item requiring Board approval for this new project.

Expected Outcomes

Approval of this item will allow staff to begin negotiations with the highest ranked architectural firm for the Venice High School Stadium Enhancements project.

Strategic Plan Goal

Recommendation

That the rankings of architects for the Venice High School Stadium Enhancements project be accepted as presented and the Director of Construction Services be authorized to begin negotiations with the top-ranked firm.

Contact Information

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

There is no financial impact for rankings and authorization to negotiate with the highest ranked firm.

ATTACHMENTS:

Description	Upload Date	Type
Ranking Results	3/26/2024	Cover Memo
Score Sheet	3/26/2024	Cover Memo



APPENDIX H SCHOOL BOARD POLICY 7.71

SARASOTA COUNTY SCHOOLS **PROJECT ASSIGNMENT SHEET** PROFESSIONAL SERVICES SELECTION COMMITTEE

DATE: **March 26, 2024**

PROJECT NO. **3226**

DEPT. **Construction Services-9042**

PROJECT: **VENICE HIGH SCHOOL – STADIUM ENHANCEMENTS**
(Architectural Services)

The Professional Services Selection Committee (PSSC), in accordance with School Board Policy 7.71, selected the top three-(3) companies and ranked them as indicated below:

FIRST CHOICE: Harvard Jolly, Inc. dba Harvard Jolly | PBK

SECOND CHOICE: Fawley Bryant Architecture

THIRD CHOICE: Fleischman Garcia Maslowski Architecture

Signature of Committee Members

James Slaton
James Slaton (Mar 26, 2024 12:00 EDT)

[Signature]

Elton

Michael Foley
Michael Foley (Mar 26, 2024 12:02 EDT)

Kevin Snyder











03262024_PrjAssgnmntSheet_SLAEInterviewResults_VHSStadiumEnhancements

Final Audit Report

2024-03-26

Created:	2024-03-26
By:	Doreen Kingsley (Doreen.Kingsley@sarasotacountyschools.net)
Status:	Signed
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Signature Date: 2024-03-26 - 4:03:05 PM GMT - Time Source: server- IP address: 204.193.7.133

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Title	VENICE HIGH SCHOOL STADIUM ENHANCEMENTS PROJECT - ARCHITECTURAL SERVICES
Number	2024-1
Phase	PSSC SHORTLISTED ARCHITECTS INTERVIEW / PRESENTATION
Meeting Date	3/26/2024



Terms

The following terms have been agreed upon by all evaluators that have conducted an evaluation for this solicitation

- Thank you for your willingness to participate on the Evaluation Committee for this procurement.
- To protect the integrity of the public procurement process, it is essential that proposals be evaluated in an unbiased manner and without conflict of interest, and that the contents of proposals remain confidential throughout the evaluation process. You have been selected as an evaluator/subject matter expert not only because of your managerial/technical expertise, but also because the requesting department is not aware of any bias, business or family relationships, or any other conflicts that could affect, or which could be perceived to affect, your fair, honest and impartial participation in the evaluation of proposals.
- As an evaluator/subject matter expert you are expected to: 1) discharge your duties impartially so as to assure fair, competitive access by responsible contractors, and 2) conduct yourself in a manner which fosters public confidence in the integrity of the procurement process.
- I certify that I will not during the solicitation process:
 1. Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any director, officer, owner, partner, employee, representative, agent or consultant of an offeror that submits a proposal, or their proposed subcontractors.
 2. Ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any director, officer, owner, partner, employee, representative, agent, or consultant of an offeror that submits a proposal, or their proposed subcontractors for this project.
- I certify that I am not a current or former employee of any of the firms in the industry that I foresee would submit a proposal, I am not a director, officer, owner, partner, agent, or representative of any of the firms in the industry that I foresee would submit a proposal, nor do I hold any stock or any financial interest in any of the firms in the industry that I foresee would submit a proposal.
- I certify that I will not divulge nor make known, in any manner whatsoever, to any person, other than a member of the evaluation committee or other individual who has a confidentiality statement for the same procurement, any information (which has not already been made available to the public or all interested offerors) pertaining to any and all aspects of the solicitation including but not limited to the contents of offerors' proposals, the scoring method, points allotted, evaluator scores, costs, or any other confidential information regarding the solicitation process.
- I have read and understand the instructions for participation on an evaluation committee and by selecting the I have read and understand the instructions above and agree to comply with the responsibilities. checkbox, agree to comply with the responsibilities as a committee member.
- I understand that if I divulge such information I may be subject violation of State Statutes.
- I understand that unauthorized sharing of information may give an offeror an unfair advantage over another offeror and thereby render the process invalid.

Scores

Criteria	TIMELINES & COST CONTROL	ABILITY TO PERFORM/TEAM STRENGTH	INTERVIEW RATING	PROBLEMS & SOLUTIONS / COST CONTROL MEASURES	INNOVATION / CREATIVITY	Total
Weight	20	20	10	20	10	80
Harvard Jolly, Inc.	19.40	19.50	9.36	18.94	9.40	76.60
Fawley Bryant Architects, Inc.	17.10	18.40	8.80	17.90	9.20	71.40
Fleischman Garcia Maslowski Architecture	13.60	13.80	6.80	13.90	6.30	54.40



Michael Foley
Michael Foley (Mar 26, 2024 12:09 EDT)

Kevin Snyder


James Siston
James Siston (Mar 26, 2024 12:05 EDT)











03262024_AE_PresentationsResults_VHS-StadiumEnhancements

Final Audit Report

2024-03-26

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 Agreement completed.

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April 16, 2024 Board Meeting
Agenda Item 24.

Title

APPROVAL OF CONSTRUCTION MANAGER RANKINGS FOR THE VENICE HIGH SCHOOL STADIUM ENHANCEMENTS PROJECT

Description

Construction Manager rankings allow the Director of Construction Services to begin negotiations with the highest ranked firm. The Venice High School Stadium Enhancements project includes but not limited to the design and construction of additional restrooms, football field turf, concession renovations and/or replacements, security enhancements, baseball netting, and sand volleyball court. On 3/7/2024, The Professional Services Selection Committee (PSSC) met to shortlist the top three (3) firms. Interviews were conducted on 3/28/2024 and has ranked the top-three construction management firms in accordance with School Board Policy 7.71 and 7.71a. The project budget is \$9,300,000.00.

Gap Analysis

This item allows staff to submit the results of professional services selection committee (PSSC) meetings to the Board. This keeps the Superintendent and Board apprised of current selection processes.

Previous Outcomes

This is the first item requiring Board approval for this new project.

Expected Outcomes

Approval of this item will allow staff to begin negotiations with the highest ranked construction management firm for the Venice High School Stadium Enhancements project.

Strategic Plan Goal

Recommendation

That the rankings of construction manager for the Venice High School Stadium Replacements project be accepted as presented and the Director of Construction Services be authorized to attempt contract negotiations with the top-ranked firm.

Contact Information

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

There is no financial impact for rankings and authorization to negotiate with the highest ranked firm.

ATTACHMENTS:

Description	Upload Date	Type
Ranking Results	3/28/2024	Cover Memo
Score Sheet	3/28/2024	Cover Memo



APPENDIX H SCHOOL BOARD POLICY 7.71

SARASOTA COUNTY SCHOOLS **PROJECT ASSIGNMENT SHEET** PROFESSIONAL SERVICES SELECTION COMMITTEE

DATE: **March 28, 2024**

PROJECT NO. **3226**

DEPT. **Construction Services-9042**

PROJECT: **VENICE HIGH SCHOOL – STADIUM ENHANCEMENTS**
(Construction Management Services)

The Professional Services Selection Committee (PSSC), in accordance with School Board Policy 7.71, selected the top three-(3) companies and ranked them as indicated below:

FIRST CHOICE: Gilbane Building Company

SECOND CHOICE: Ajax Building Company, LLC

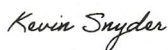
THIRD CHOICE: McIntyre Elwell & Strammer General Contractors, Inc.

Signature of Committee Members



Michael Foley

Michael Foley (Mar 28, 2024 13:18 EDT)



James Staton (Mar 28, 2024 13:13 EDT)











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Final Audit Report

2024-03-28

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Title	VENICE HIGH SCHOOL STADIUM ENHANCEMENTS PROJECT - CONSTRUCTION MANAGEMENT SERVICES
Number	2024-2
Phase	PSSC SHORTLISTED CONSTRUCTION MANAGERS INTERVIEW / PRESENTATION
Meeting Date	3/28/2024



Terms

The following terms have been agreed upon by all evaluators that have conducted an evaluation for this solicitation

- Thank you for your willingness to participate on the Evaluation Committee for this procurement.
- To protect the integrity of the public procurement process, it is essential that proposals be evaluated in an unbiased manner and without conflict of interest, and that the contents of proposals remain confidential throughout the evaluation process. You have been selected as an evaluator/subject matter expert not only because of your managerial/technical expertise, but also because the requesting department is not aware of any bias, business or family relationships, or any other conflicts that could affect, or which could be perceived to affect, your fair, honest and impartial participation in the evaluation of proposals.
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- I certify that I will not during the solicitation process:
 1. Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any director, officer, owner, partner, employee, representative, agent or consultant of an offeror that submits a proposal, or their proposed subcontractors.
 2. Ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any director, officer, owner, partner, employee, representative, agent, or consultant of an offeror that submits a proposal, or their proposed subcontractors for this project.
- I certify that I am not a current or former employee of any of the firms in the industry that I foresee would submit a proposal, I am not a director, officer, owner, partner, agent, or representative of any of the firms in the industry that I foresee would submit a proposal, nor do I hold any stock or any financial interest in any of the firms in the industry that I foresee would submit a proposal.
- I certify that I will not divulge nor make known, in any manner whatsoever, to any person, other than a member of the evaluation committee or other individual who has a confidentiality statement for the same procurement, any information (which has not already been made available to the public or all interested offerors) pertaining to any and all aspects of the solicitation including but not limited to the contents of offerors' proposals, the scoring method, points allotted, evaluator scores, costs, or any other confidential information regarding the solicitation process.
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Scores

Criteria	TIMELINES & COST CONTROL	ABILITY TO PERFORM/TEAM STRENGTH	INTERVIEW RATING	PROBLEMS & SOLUTIONS / COST CONTROL MEASURES	INNOVATION / CREATIVITY	Total
Weight	20	20	10	20	10	80
Gilbane Building Company	19.00	19.50	8.90	18.90	9.10	75.40
Ajax Building Company, LLC	18.78	18.60	9.20	18.10	8.90	73.58
McIntyre Elwell & Strammer General Contractors, Inc.	18.50	17.80	8.60	18.60	8.80	72.30




Michael Foley

Michael Foley (Mar 28, 2024 13:12 EDT)

Kevin Snyder



James Stratton (Mar 28, 2024 13:10 EDT)











03282024_CM_PresentationsScoreSheetResults_VHSStadiumEnhancements

Final Audit Report

2024-03-28

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April 16, 2024 Board Meeting
Agenda Item 25.

Title

APPROVAL AND/OR RATIFICATION OF CONSTRUCTION SERVICES' CHANGE ORDERS

Description

The Construction Services' change orders are summarized on the enclosure for ease of review. Included in these change orders is a (\$461,506.04) deduct for Direct Material Purchases and the corresponding (\$27,840.36) deduct for sales tax savings. The other portion is the closeout of a project and return of (\$626,982.13) in unspent funds. These change orders result in an overall contract decrease of (\$1,090,532.53).

Gap Analysis

Change orders are utilized on construction contracts to adjust the original contract amount for various circumstances. These may include adjustments for an increase or decrease in project scope, adjustments needed to close a contract and return unspent project funds to the district, or for removing the purchase of large items from a contract so the district can purchase these items directly from vendors to save sales tax. The attached documents detail the associated change orders for this item on multiple projects.

Previous Outcomes

Change orders reflect construction project progress and occur normally as a result of conditions on the construction project and district staff managing the costs associated with each project, including deductive change orders to allow the district to save sales tax.

Expected Outcomes

This system has resulted in significant, ongoing savings and allows district staff to continue to maximize these benefits, especially as the construction market becomes more competitive.

Strategic Plan Goal

Recommendation

That the Construction Services’ change orders be approved and/or ratified as presented.

Contact Information

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact

(\$1,090,532.53)

ATTACHMENTS:

Description	Upload Date	Type
April 16 2024 CSD CO	3/27/2024	Cover Memo
April 16 2024 CSD CO	3/27/2024	Cover Memo

**Sarasota County School Board
Construction Services
Change Order**

PROJECT:
K-8 School @Clark & Lorraine
9501 Lorraine Road
Sarasota, FL 34241

CHANGE ORDER: 33

CHANGE ORDER DATE: 3/6/2024

CONTRACT / PO NUMBER: 22302738

TO (Contractor):
P.J. Hayes Inc dba Tandem Construction
5391 Lakewood Ranch Blvd. N.,
Suite 200
Sarasota, FL 34240

CHANGE ORDER TYPE: DMP Raceway Materials

CONTRACT DATE: February 7, 2023

You are directed to make the following changes in this Contract:	
Raceway Material	(\$177,230.65)
Raceways Tax Savings	(\$10,683.84)
Please Increase PO Number 9042 22401269	
Total of Summary:	
(\$187,914.49)	

The original Guaranteed Maximum Price was	\$ 25,474,509.53
The net change by previously authorized Change Orders	\$ 49,747,572.31
The Guaranteed Maximum Price prior to the Change Order was	\$ 75,222,081.84
The Guaranteed Maximum Price will be (<i>decreased</i>) by this Change Order in the amount of	\$ (187,914.49)
The new Guaranteed Maximum Price including this Change Order will be	\$ 75,034,167.35

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be 05/01/2025.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Harvard Jolly Inc.
ARCHITECT (Firm name) ^{KT}

SIGNATURE
STEPHEN JOHNSON, AIA
PRINTED NAME & TITLE
03/18/24
DATE

Tandem Construction
CONTRACTOR (Firm name)

SIGNATURE
Nathan Renner, Sr Project Manager
PRINTED NAME & TITLE
March 18, 2024
DATE

Sarasota County School Board
OWNER
Digitally signed by Stephen Clark
Date: 2024.03.21 11:45:19 -04'00'
Stephen Clark
SIGNATURE
Steve Clark, Project Manager
PRINTED NAME & TITLE
Digitally signed by Jane Dreger
Date: 2024.03.21 14:53:57 -04'00'
Jane Dreger
SIGNATURE
Jane Dreger
DIRECTOR (Printed Name)



5391 Lakewood Ranch Blvd. N.,
Suite 200
Sarasota, FL 34240
Ph: (941) 954-1599
Fax: (941) 954-5511

Change Request

To: Steve Clark
School Board of Sarasota Cnty
1900 Landings Boulevard
Sarasota, FL 34231
Ph: (941)361-6680 Fax: (941)361-6684

Number: 33
Date: 3/6/2024
Job: 23-004 K-8 School @ Clark & Lorraine

Description: DMP - Additional Material Add - Anixter (PO # 9042 22401269)

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for Owner's Direct Purchase of additional Raceways per the attached Quotation Number SE44569707 dated 03/01/2024.

Please add the additional material cost totals of \$177,230.65 to Purchase Order Number 9042 22401269 dated 9/12/2023. The Original Amount of that PO was \$109,499.64. The New amount of this PO should total \$286,730.29. Total Tax Savings amount - \$17,253.82

The total direct cost to perform this work is	\$(187,914.49)
(Please refer to attached sheet for details.)	
Move Contractor's Fee	\$(7,516.58)
Contractor's Fee on DMP	\$7,516.58
Total:	\$(187,914.49)

If you have any questions, please contact me at (941)954-1599.

Submitted by: Nathan Renner
Tandem Construction

Approved by: **Stephen Clark** Digitally signed by Stephen Clark
Date: 2024.03.21 11:44:45 -04'00'



5391 Lakewood Ranch Blvd. N.,
Suite 200
Sarasota, FL 34240
Ph: (941) 954-1599
Fax: (941) 954-5511

Change Request 33 Price Breakdown Continuation Sheet

Description: DMP - Additional Material Add - Anixter (PO # 9042 22401269)

Description	Subjob	Cost Code	Price
Raceway Material		26-0010	\$(177,230.65)
Raceway Tax Savings		26-0010	\$(10,683.84)

Subtotal: \$(187,914.49)

**DIRECT PURCHASE ORDER
REQUEST FORM**

School Board of Sarasota County

Date: 3/1/2024

Project Name: K8 School at Clark & Lorraine

VENDOR:	Anixter, Inc.
	7246 16th Street East, Suite 112
	Sarasota, FL 34243
Attention #1:	Kyle Rice
Email:	kyle.rice@anixter.com
Attention #2:	Ross Wingate
Email:	ross.wingate@anixter.com
Telephone:	813-695-5953
Fax:	813-621-9649

SHIP TO:	K8 School at Clark & Lorraine
	9501 Lorraine Road
	Sarasota, FL 34241
	Attn: Westcoast Electric Services, Inc.

General Contractor Contact List

Nathan Renner - Nathan.Renner@Tandemconstruction.com
Cody Carson - Cody.Carson@Tandemconstruction.com
Renee Galto - Renee.Galto@Tandemconstruction.com
Ruth Richardson - Ruth.Richardson@Tandemconstruction.com

Please add this amount to the
Current Purchase Order for
Anixter, Inc.

Date	Delivery Date	Ship via	F.O.B.	Terms	Purchase Order No.
	Per Superintendent	Your Truck	Job Site	Net 30	9042 22401269

SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with Westcoast Electric Services, Inc. as to delivery, quality, and quantity. Original invoice shall be sent to the above named subcontractor and approved by them, then forwarded to the Construction Manager, who will forward to School Board of Sarasota County.

Item #	Item Description	Quantity	Price	Extended Amount
	Additional raceway per attached BOM	1		\$177,230.65
	<u>All invoices as follows:</u> School Board of Sarasota County C/O - Westcoast Electric Services, Inc. 2745 Commerce Parkway North Port, FL 34289 941-429-4900 Jenny Hiler Jenny@westcoastelectricfl.com			
TOTAL				\$177,230.65

Tax Savings \$10,683.84

TERMS & CONDITIONS:

ALL RESPONSIBILITY RELATED TO THIS PURCHASE ORDER IS WITH THE ABOVE NAMED SUBCONTRACTOR. THE ONLY EXCEPTION IS PAYMENT FROM SBSC UPON APPROVED INVOICE FROM THE ABOVE NAMED SUBCONTRACTOR.

NOTE:

Provide Product Data & Shop Drawings for Approval Prior to final order or fabrication.
Field measure prior to fabrication

Quotation

**#3881 SARASOTA ANI
ANIXTER INC.
7246 16TH ST EAST SUITE 112
SARASOTA FL 34243-6817**

SE44569707
13:32:37EST 03/01/24

All sales are subject to Anixter Inc.'s Terms & Conditions of Sale found at
https://www.anixter.com/en_us/resources/terms-of-sale.html PRODUCT SAFETY DATA SHEETS ON SAME
WEB SITE.

Sold To:439116
WESTCOAST ELECTRIC SERVICES INC
2745 COMMERCE PKWY
NORTH PORT, FL 34289-9374
941-429-4900 Fax 941-429-9980

Ship To:1169237
K-8 SCHOOL-CLARK & LORRAINE
WESTCOAST ELECTRIC SERVICES, INC
9501 LORRAINE ROAD
SARASOTA, FL 34241
941-429-4900 Fax 941-429-9980

Ordered By		Ship Via		Quote Date	
		BID		02/28/24	
Writer		Freight Terms/FOB		Expiration Date	
Kyle Rice		No		02/29/24	
Salesperson		Terms		FOB	
Kyle Rice		NET 10TH PROX 1.5% SC 25			
Special Instructions		NEED P.O. AND JOB NAME			
Quantity	Product Description	FD	Unit Price	UM	Net Amount
70000ft	CONDUIT 3/4-EMT		69.000	c	48300.00
30000ft	CONDUIT 1-IN-EMT		119.000	c	35700.00
400ft	CONDUIT 1-1/4-EMT		199.360	c	797.44
50ft	CONDUIT 1-1/2-EMT		243.880	c	121.94
400ft	CONDUIT 2-IN-EMT		285.490	c	1141.96
120ft	CONDUIT 2-1/2-EMT		433.550	c	520.26
40ft	CONDUIT 3-IN-EMT		549.680	c	219.87
20ft	CONDUIT 4-IN-EMT		743.230	c	148.65
10000ea	CRS-H 451 3/4 EMT SS CONN		23.290	c	2329.00
1500ea	CRS-H 452 1IN EMT SS CONN		39.620	c	594.30
30ea	CRS-H 453 1 1/4 EMT SS CONN		77.190	c	23.16
4ea	CRS-H 454 1 1/2 EMT SS CONN		111.350	c	4.45
14ea	CRS-H 455 2 EMT SS CONN		159.570	c	22.34
34ea	CRS-H 456 2 1/2 EMT SS CONN		484.590	c	164.76
4ea	CRS-H 457 3IN EMT SS CONN		578.250	c	23.13

6ea	CRS-H 459 4IN EMT SS CONN	869.880	c	52.19
6000ea	CRS-H 461 3/4 EMT SS CPL	28.680	c	1720.80
2000ea	CRS-H 462 1IN EMT SS CPL	44.770	c	895.40
10ea	CRS-H 463 1 1/4 EMT SS CPL	90.480	c	9.05
2000ea	ARL EMT75 3/4IN NM TERMINATOR	11.880	c	237.60
2000ea	ARL EMT100 1-IN NM TERMINATOR	42.650	c	853.00
10ea	ARL EMT125 1-1/4 NM TERMINATOR	75.730	c	7.57
400ea	ARL EMT200 2-IN NM TERMINATOR	136.120	c	544.48
20ea	ARL EMT300 3-IN NM TERMINATOR	376.320	c	75.26
80ea	ARL EMT400 4-IN NM TERMINATOR	565.020	c	452.02
7000ea	TPZ 512 3/4 1H EMT STRAP	6.120	c	428.40
2000ea	TPZ 513 1-IN 1H EMT STRAP	10.850	c	217.00
30ea	CRS-H 203 1 1/4 EMT CLMP STL	16.750	c	5.03
200ea	CRS-H 205 2 EMT CLMP STL	41.900	c	83.80
10000ea	FLS W6058AEG 3/4-IN STRUT CLAMP (SCU0075EG)	44.360	c	4436.00
2000ea	FLS W6060AEG 1-IN UNIV STRUT CLAMP (SCU0100EG)	55.220	c	1104.40
10ea	FLS W6062AEG 1-1/4 UNI STRUT CLAMP (SCU0125EG)	64.030	c	6.40
10ea	FLS W6064AEG 1-1/2 UNI STRUT CLAMP (SCU0150EG)	94.300	c	9.43
50ea	FLS W6068AEG 2-IN UNIV STRUT CLAMP SCU0200EG	105.940	c	52.97
20ea	FLS W6142AEG 2-1/2 RIGID STRUT CLP (SCR0250EG)	128.060	c	25.61
6000ea	ISC FC14ZP 100/BX 1/4-20 FINISHED HEX NUT NC ZB	1.350	c	81.00
2000ea	ISC FC38ZP 100/BX 3/8-16 FINISHED HEX NUT NC ZB	3.010	c	60.20
4000ea	ISC FD14-114ZP 100/BX 1/4 X 1-1/4IN FENDER WASHER ZB	4.780	c	191.20
2000ea	ISC FD38-114ZP 100/BX 3/8 X 1-1/4IN FENDER WASHER ZB	5.510	c	110.20
1000ea	DWT DFM12720 1/4X1-1/4 ANCHOR	7.190	c	71.90
300ea	DWT DFM12722 1/4X1-3/4 ANCHOR	8.470	ea	25.41
3000ft	ATROD 1/4X10 ALLTHRD ROD ZINC	21.210	c	636.30
2000ft	ATROD 3/8X10 ALLTHRD ROD ZINC	43.340	c	866.80
50ea	ISC CS14ZP 100/BX 1/4-20 X 3/8 X 7/8IN HEX COUPLE-ECONOMY N	8.790	c	4.40
20ea	ISC CS38ZP 100/BX 3/8-16 X 1/2X 1-1/8IN HEX COUPLE-ECONOMY	12.930	c	2.59

500ft	F-STRUT FS14158EH-PG-10 1-5/8X1-5/8	222.360	c	1111.80
2000ft	F-STRUT FS141316EH-PG-10 1-5/8 X 13/16 14GA PRE-G SHORT-SLOTTED	179.280	c	3585.60
500ea	PWF 6335 MINI DROP IN ANCHOR 1/4"	20.200	c	101.00
400ea	PWF 06322 3/8IN MINI DROP-IN	22.970	c	91.88
6ea	ISC EZPAK #8 X 1IN 50PC SCREW-IN ANCHOR KIT PLASTIC W/SCRE	5.430	ea	32.58
200ea	TPZ 122 1/4-20 MI BEAM CLAMP	51.260	c	102.52
50ea	TPZ 123TZ 3/8-16 MI BEAM CLAMP	190.720	c	95.36
200ea	ERC BC 1/4 TAP ADJ THRU 1/2 FLANGE	50.180	c	100.36
1000ea	SIMPSON P27SL3 3LVS27-27 CAL 10-SHOT STRIP LOADS -GREEN	0.140	ea	140.00
500ea	PAND PKX CONDUIT CLIP SUPPORT MC,AC	0.320	ea	160.00
100ea	GRVN 52151-S 1 1/2 DEEP BOX COMB KO	82.450	c	82.45
200ea	GRVN 52171-S 4SQ 2-1/8D BOX COMB KO	106.010	c	212.02
1000ea	GRVN 52151-3/4 4SQ 1-1/2D BOX	99.920	c	999.20
2000ea	GRVN 52171-3/4 4SQ 2-1/8D BOX	135.470	c	2709.40
400ea	GRVN 53151-S 4SQ 1-1/2D EXT COMB KO	176.350	c	705.40
2000ea	GRVN 52C1 4"SQR FLAT COVER	39.820	c	796.40
500ea	GRVN 52171-1 4SQ 2-1/8D BOX 1-IN KO	186.830	c	934.15
30ea	GRVN 72151-S 4-11/16" SQUARE BOX 1-1/2-DEEP DRAWN,/WCONDUIT KO'S	289.940	c	86.98
400ea	GRVN 72171-SW 4-11/16SQX2-1/8DP BX	216.050	c	864.20
300ea	GRVN 72171-1W WELDED JUNCTION BOX 2 1/8IN DP 1IN KO	235.800	c	707.40
100ea	GRVN 73151-SW 4 11/16 SQ EXT RING 1 1/2IN DP, WELDED W/KO'S	190.280	c	190.28
500ea	GRVN 72C1 4-11/16" SQD BLANK COVER	47.710	c	238.55
4000ea	GRVN 52C14-5/8 4SQ 1 DEV 5/8RSD	55.130	c	2205.20
400ea	GRVN 52C18-5/8 4SQ 5/8D 2G SW RING	72.090	c	288.36
20ea	GRVN 72C14-5/8" 4 11/16" 1G MUD	107.860	c	21.57
10ea	SW PL6500 6500FT 210LB PULL STRING	35.170	ea	351.70
4000ea	ISC GS-P 100/BX 10-32X3/8" HWH	2.690	c	107.60
500ea	CRS-H 1B 3/4 COND HANGER W/BOLT	22.470	c	112.35
100ea	CRS-H 2-B 1-IN COND HANGER W/BOLT	26.240	c	26.24

100ft	CONDUIT FLEX 1/2 ALUM RW 100FT	38.510	c	38.51
300ft	CONDUIT FLEX 3/4 ALUM RW 100FT	52.940	c	158.82
100ft	CONDUIT FLEX 1-IN ALUM RW 50FT	99.760	c	99.76
50ea	TPZ 151TZ 1/2 STR D/C BX-FLEX CONN	41.160	c	20.58
200ea	TPZ 152 3/4 STR D/C BX-FLEX CONN	57.880	c	115.76
50ea	TPZ 153 1 STR D/C BX-FLEX CONN	144.600	c	72.30
25ea	TPZ 101 1/2 90D D/C BX-FLEX CONN	65.720	c	16.43
100ea	TPZ 102TZ 3/4 90D D/C BX-FLEX CONN	108.120	c	108.12
25ea	TPZ 103 1 90D D/C BX-FLEX CONN	279.270	c	69.82
20ea	TPZ 471 1/2 STR LT COMP CONN	145.550	c	29.11
40ea	TPZ 472 3/4 STR LT COMP CONN	254.220	c	101.69
5ea	TPZ 491 1/2 90D LT COMP CONN	223.690	c	11.18
10ea	TPZ 492 3/4 90D LT COMP CONN	345.640	c	34.56
100ft	CONDUIT 1/2IN EF/LT LIQ-TITE GRY 100FT	69.820	c	69.82
200ft	CONDUIT 3/4IN EF/LT LIQ-TITE GRY 100FT	90.050	c	180.10
56ea	GRDROD 3/4X10FT CU NON-SECT GRD ROD	30.150	ea	1688.40
20000ea	ISC KL8-916Z 10000/BX 8 X 1/2IN ZINC PLATED PH MOD TRUSS SHARP PVR35483	12.730	m	254.60
40ea	HOFF ASE8X8X6SSNK SCREW CVR	233.390	ea	9335.60
19ea	WIEG N412201606SSC 20X16X6 ENCL WALLMOUNT 304SS	651.440	ea	12377.36
19ea	WIEG NP2016C 18.2X14.2 INTR PANEL	34.170	ea	649.23
6ea	QZT PG3636BA36 BOX ONLY BOX W/OPEN	1081.910	ea	6491.46
2ea	QZT PG2436HH0017 24X36 COVER W/ ELECTRIC LOGO	899.340	ea	1798.68
4ea	QZT PG2436HH0012 ENCLOSURE CVR	899.340	ea	3597.36
7ea	QZT PG2436BA24-FDOT BOX	414.400	ea	2900.80
7ea	QZT PG2436HH0012 ENCLOSURE CVR	585.980	ea	4101.86
19ea	QZT PG1118BA18 BOX W/OPEN BTM	276.260	ea	5248.94
19ea	QZT PG1118HH0012 11X18 TIER 22 LID LOGO: COMMUNICATION	374.820	ea	7121.58
Wesco may charge you storage and transportation fees if you do not take possession or accept delivery of the above products within ninety (90) days or agreed upon time from such products being available for delivery or pick-up.				
Total Weight 63610.2 lbs		Subtotal	177230.65	
THIS IS A QUOTATION Prices are firm until 02/29/24, subject to change without notice after 02/29/24. SALES TAX IS AN ESTIMATE!S&H IS AN ESTIMATE!		S&H	0.00	
		Tax	10683.84	
		Total	187914.49	

SARASOTA COUNTY SCHOOL BOARD

Construction Services

Change Order

PROJECT:	Cranberry Elementary School Hurricane Ian Repairs 2775 Shalimar Lane North Port, FL 34286	CHANGE ORDER NUMBER:	002
		CHANGE ORDER DATE:	3/19/24
TO (Contractor):	Halfacre Construction 7015 Professional Parkway East Sarasota, FL 34240	CONTRACT / PO NUMBER:	22301475
		CONTRACT FOR:	Restoration Work Post Hurricane
		CONTRACT DATE:	10/12/22

You are directed to make the following changes in this Contract:	
Adjust final contract amount to reflect under-billing from Pay App #2 as follows:	
<ul style="list-style-type: none">Fine Line Millwork \$24,816.00Sutter Roofing \$ 980.00	\$ 25,796.00
Total of Summary:	\$ 25,796.00

The original Guaranteed Maximum Price was	\$1,000,000.00
The net change by previously authorized Change Orders	(\$221,017.91)
The Guaranteed Maximum Price prior to the Change Order was	\$778,982.09
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	\$25,796.00
The new Guaranteed Maximum Price including this Change Order will be	\$804,778.09
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be 08/01/2023 (unchanged)	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

N/A
ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME & TITLE

DATE

Halfacre Construction
CONTRACTOR (Firm name)

Tom Rees
Digitally signed by Tom Rees
DN: C=US, E=trees@halfacreco.com,
O=Halfacre Construction Company,
OU=Vice President, CN=Tom Rees
Date: 2024.03.21 22:03:18.0400

SIGNATURE

Tom Rees, Vice President

PRINTED NAME & TITLE

03/21/2024

DATE

SARASOTA COUNTY SCHOOL BOARD
OWNER

Brian T. Mabee
Digitally signed by Brian T. Mabee
Date: 2024.03.22 09:45:18
-04'00'

SIGNATURE

Brian T. Mabee

PROJECT MANAGER (Printed Name)

Jane Dreger
Digitally signed by Jane Dreger
Date: 2024.03.22 10:41:56
-04'00'

SIGNATURE

Jane Dreger

DIRECTOR (Printed Name)

SARASOTA COUNTY SCHOOL BOARD
Construction Services
Change Order #024

PROJECT: **Bay Haven School of Basics Plus**
Building 1
2901 West Tamiami Trail
Sarasota, FL 34234

CHANGE ORDER NUMBER: 024

CHANGE ORDER DATE: 3/6/2024

TO: (Contractor):
McIntyre Elwell & Strammer GC, Inc.
1645 Barber Road
Sarasota, FL 34240

CONTRACT / PO NUMBER 22302133

CONTRACT FOR: DMP

MES-23-015

CONTRACT DATE: 12/13/2022

You are directed to make the following changes in this Contract:

DPR #020 The Plumbing Place / John Measels Cabinets	\$ (16,724.00)
Sales Tax Savings	\$ (1,053.44)
Total of Summary	\$ (17,777.44)

The original Guaranteed Maximum Price was	\$ 1,025,008.66
The net change by previously authorized Change Orders	\$ 13,426,291.83
The Guaranteed Maximum Price prior to the Change Order was	\$ 14,451,300.49
The Guaranteed Maximum Price will be decreased by this Change Order	\$ (17,777.44)
The new Guaranteed Maximum Price including this Change Order will be	\$ 14,433,523.05

The Contract time will be **unchanged by Zero (0) days**.
The new date of Substantial Completion will be **8/15/2025**.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR, AND OWNER

Sweet Sparkman Architect

Architect (Firm Name)

Jenna Albers

Signature

Jenna Albers

Printed Name & Title

Date: 3.20.24

**McIntyre Elwell & Strammer General
Contractors, Inc.**

Contractor (Firm Name)

Signature

Josh Tomlinson, VP

Printed Name & Title

Date: 3/6/2024

Sarasota County School Board

Owner

Brian T.

Mabee

Signature

Brian Mabee

Project Manager (Printed Name)

Jane Dreger

Signature

Jane Dreger

Director (Printed Name)

Digitally signed by Brian T.
Mabee
Date: 2024.03.21 07:57:42
-04'00'

Digitally signed by Jane Dreger
Date: 2024.03.21 14:36:50
-04'00'

DIRECT PURCHASE ORDER

REQUEST FORM #020

Project Manager: Brian Mabee

DATE: 3/5/2024

Project Name: BAY HAVEN SCHOOL

PROJECT # 22302133

Subcontractor:	John Measel Cabinets
	1257 Porter Road
	Sarasota, FL 34240
Federal ID #	83-1545640
Contact:	Kristy Nichols
PH:	813-887-3362
Fax:	
Email:	<u>office@johnmeaselcabinets.com</u>

VENDOR	The Plumbing Place
	5678 Fruitville Road
	Sarasota, FL 34232
Federal ID #	59-2707353
Contact:	Kim Genovese
PH:	941-378-5678
Fax:	941-378-5600
Email:	<u>kim@theplumbingplace.com</u>

SHIP TO:

**Bay Haven School of Basics Plus
2901 West Tamiami Circle
Sarasota, FL 34234**

TERMS & CONDITIONS

ALL RESPONSIBILITY RELATED TO THIS PURCHASE ORDER IS WITH THE ABOVE NAME SUBCONTRACTOR (*). THE ONLY EXCEPTION IS PAYMENT FROM (OWNER) UPON APPROVED INVOICE FROM THE ABOVE NAME SUBCONTRACTOR (*).

*** SPECIAL INSTRUCTIONS:** All responsibility and contact relative to this P.O. shall be with *(Subcontractor) as to delivery and quantity. Original Invoices shall be sent to the (*Subcontractor) and approved by them at their office, then forwarded to the Construction Manager, who will forward to the Owner for payment.

Item #	Item Description	Quantity	Unit	Unit price	EXTENDED AMOUNT
	See attached quotation #00071096 from The Plumbing Place dated 2/27/2024 for the cabinetry hardware materials as listed.				\$ 16,674.00
				FRIEGHT	\$ 50.00
				REQUESTED PO AMOUNT	\$ 16,724.00
				F.S.S.T. @ 6%	\$ 1,003.44
				Sarasota County Surtax @ 1% on 1st \$5,000	\$ 50.00
				TOTAL	\$ 17,777.44



The Plumbing Place
5678 Fruitville Road
Sarasota, FL 34232
Tel: (941)378-5678
Fax: (941)378-5600

QUOTE

PAGE 1 of 1

QUOTE DATE 02/27/2024

QUOTE NO 00071096

S ZMEA06
O MEASEL CABINETRY
L 1257 PORTER ROAD
D SARASOTA FL 34240

S MEASEL CABINETRY
H 1257 PORTER ROAD
I SARASOTA FL 34240
P

T
O Tel: (941)377-6029 Fax: () -

T
O

TOTAL DUE 17891.18

SLS 1	SLS 2	DUE DATE	DISC DUE DATE	QUOTE NO	QUOTE DATE	SHIP DATE	SLIP NO
KGR				00071096	02/27/2024		
TERMS DESCRIPTION		CUSTOMER P.O.NUMBER			SHIP VIA		
C.O.D.							
ITEM ID		TX CL	UNIT OF MEASURE	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
206 CABINET PULL 224 MM CTC HOLES BRUSH #155.00.963 39.70		00	EA	600.00		27.79	16674.00
						Subtotal :	16674.00
TAXABLE		NONTAXABLE		FREIGHT	SALES TAX	MISC CHARGE	TOTAL
16674.00		.00		50.00	1167.18	.00	17891.18

All warranties will be honored according to each manufacturer's requirements. Quotes are valid for 30 days only. All items not in stock are considered special orders and will incur a restock fee if cancelled or returned. All returns and/or reports of defective material must occur within 30 days of receipt of material. A Finance Charge of 1 1/2% monthly (18% annually) will be accrued on all past due invoices.

ACCEPTED BY: _____ DATE: _____

SARASOTA COUNTY SCHOOL BOARD
Construction Services
Change Order #025

PROJECT: **Bay Haven School of Basics Plus**
Building 1
2901 West Tamiami Trail
Sarasota, FL 34234

CHANGE ORDER NUMBER: 025

CHANGE ORDER DATE: 3/8/2024

TO: (Contractor):

McIntyre Elwell & Strammer GC, Inc.
1645 Barber Road
Sarasota, FL 34240

CONTRACT / PO NUMBER 22302133

CONTRACT FOR: DMP

MES-23-015

CONTRACT DATE: 12/13/2022

You are directed to make the following changes in this Contract:

DPR #021 Wurth Wood Group / John Measels Cabinets	\$ (9,596.57)
Sales Tax Savings	\$ (625.79)
Total of Summary	\$ (10,222.36)

The original Guaranteed Maximum Price was	\$ 1,025,008.66
The net change by previously authorized Change Orders	\$ 13,408,514.39
The Guaranteed Maximum Price prior to the Change Order was	\$ 14,433,523.05
The Guaranteed Maximum Price will be decreased by this Change Order	\$ (10,222.36)
The new Guaranteed Maximum Price including this Change Order will be	\$ 14,423,300.69
The Contract time will be unchanged by Zero (0) days .	
The new date of Substantial Completion will be 8/15/2025 .	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR, AND OWNER

Sweet Sparkman Architect

Architect (Firm Name)

Jenna Albers

Signature

Jenna Albers

Printed Name & Title

Date: 3.20.24

McIntyre Elwell & Strammer General Contractors, Inc.

Contractor (Firm Name)

Signature

Josh Tomlinson, VP

Printed Name & Title

Date: 3/8/2024

Sarasota County School Board

Owner

Brian T.

Mabee

Signature

Brian Mabee

Project Manager (Printed Name)

Jane Dreger

Signature

Jane Dreger

Director (Printed Name)

Digitally signed by Brian T. Mabee
Date: 2024.03.21 07:58:31
04'00"

Digitally signed by Jane Dreger
Date: 2024.03.21 14:37:39
04'00"

DIRECT PURCHASE ORDER
REQUEST FORM #021

Project Manager: Brian Mabee

DATE: 3/5/2024

Project Name: BAY HAVEN SCHOOL

PROJECT # 22302133

Subcontractor:	<u>John Measel Cabinets</u>
	<u>1257 Porter Road</u>
	<u>Sarasota, FL 34240</u>
Federal ID #	<u>83-1545640</u>
Contact:	<u>Kristy Nichols</u>
PH:	<u>813-887-3362</u>
Fax:	
Email:	<u>office@johnmeaselcabinets.com</u>

VENDOR	<u>WURTH WOOD GROUP, INC.</u>
	<u>4250 Golf Acres Drive</u>
	<u>Charlotte, NC 28208</u>
Federal ID #	<u>56-215-9878</u>
Contact:	<u>Dan Eckley</u>
PH:	<u>813-347-4070</u>
Fax:	<u>813-887-1902</u>
Email:	<u>deckley@wurthwoodgroup.com</u>

SHIP TO:
Bay Haven School of Basics Plus
2901 West Tamiami Circle
Sarasota, FL 34234

TERMS & CONDITIONS
ALL RESPONSIBILITY RELATED TO THIS PURCHASE ORDER IS WITH THE ABOVE NAME SUBCONTRACTOR (*). THE ONLY EXCEPTION IS PAYMENT FROM (OWNER) UPON APPROVED INVOICE FROM THE ABOVE NAME SUBCONTRACTOR (*).

*** SPECIAL INSTRUCTIONS:** All responsibility and contact relative to this P.O. shall be with *(Subcontractor) as to delivery and quantity. Original Invoices shall be sent to the *(Subcontractor) and approved by them at their office, then forwarded to the Construction Manager, who will forward to the Owner for payment.

Item #	Item Description	Quantity	Unit	Unit price	EXTENDED AMOUNT
	See attached quotation #TAM0009164477 from Wurth Wood Group Tampa dated 3/6/2024 for the cabinet materials as listed.				\$ 9,596.57
REQUESTED PO AMOUNT					\$ 9,596.57
F.S.S.T. @ 6%					\$ 575.79
Sarasota County Surtax @ 1% on 1st \$5,000					\$ 50.00
TOTAL					\$ 10,222.36



WURTH WOOD GROUP TAMPA
5102 W. HANNA AVENUE UNIT B
TAMPA, FL 33634
Phone: (813)-887-3362

QUOTE

TAM0009164477

Account: 21JOMECA 0001
Branch: TAM
Phone: (941)-377-6029
Fax: (941)-378-0721

Bill To: JOHN MEASEL CABINETS
1257 PORTER RD
SARASOTA, FL 34240

Ship To: JOHN MEASEL CABINETS
1257 PORTER RD
SARASOTA, FL 34240

Page 1 of 2

PO:		Ref:		Job:	
Exp Delv Date: 03/06/24		Sales DE/FM		Type: DELIVERY	
Activation Date: 03/05/24		Agents		Quoted For: MATT	
Close Date: 06/03/24				Quoted By: fmcgowan	
				Ship Via: Our Truck	
QUANTITY	UOM	ITEM/DESCRIPTION		PRICE/UOM	AMOUNT
		We are excited to provide delivery to your location 5 DAYS A WEEK! Visit our website at www.wurthwoodgroup.com for details or to place an online order.			
90	SH	3448W100MDFPGB 3/4" 49" X 97" W100 WHITE G1S/PG BACKER MELAMINE MDF "EPA TSCA Title VI Compliant and CARB Phase 1 Certified - Complies with formaldehyde emission standards in CCR 93120.2(a) " "EPA TSCA Title VI Compliant and CARB Phase 1 Certified - Complies with formaldehyde emission standards in CCR 93120.2(a) ".		51.95/SH	4,675.50
1050	EACH	71T6580 170 DEGREE CLIP TOP F/O PRESS-IN WITH DOWELS 125/BX		2.93/EACH	3,076.50
1050	EACH	174H7100E 0MM PLATE CAM & EXPANDO STAMPED STEEL 500/BX		0.48/EACH	504.00
22	PC	58WBIRIMPWL1 5/8" 4X8 (15mm) WH BIRCH WPF RC VC WH LINER 1SID "EPA TSCA Title VI Compliant and CARB Phase 1 Certified - Complies with formaldehyde emission standards in CCR 93120.2(a) ".		41.45/PC	911.90
9	PC	58WBIRIMPWL2 5/8" 4X8 (15mm) WH BIRCH WPF RC VC WH LINER 2SID		47.63/PC	428.67
		Subtotal			9,596.57
We want to hear from you! Please call our customer experience line at					



WURTH WOOD GROUP TAMPA
5102 W. HANNA AVENUE UNIT B
TAMPA, FL 33634
Phone: (813)-887-3362

QUOTE
TAM0009164477

Account: 21JOMECA 0001
Branch: TAM
Phone: (941)-377-6029
Fax: (941)-378-0721

Bill To: JOHN MEASEL CABINETS
1257 PORTER RD
SARASOTA, FL 34240

Ship To: JOHN MEASEL CABINETS
1257 PORTER RD
SARASOTA, FL 34240

Page 2 of 2

PO:		Ref:		Job:	
Exp Delv Date: 03/06/24	Sales DE/FM	Type: DELIVERY	Ship Via: Our Truck		
Activation Date: 03/05/24	Agents	Quoted For: MATT			
Close Date: 06/03/24		Quoted By: imcgowan			

QUANTITY	UOM	ITEM/DESCRIPTION	PRICE/UOM	AMOUNT
		704-887-7924 and provide your feedback.		
		All goods and/or services sold and/or performed by Wurth Wood Group are governed by our terms and conditions. Please visit our website at www.wurthwoodgroup.com for complete terms and conditions pertaining to all sales, services, delivery, freight, and return policies.		

Payment Terms:
NET 30

Total: **\$9,596.57**

**Sarasota County School Board
Construction Services
Change Order**

PROJECT: Sarasota High School Buildings #13 & #14 Renovation Phase 1 - Portable and Staging 2155 Bahia Vista Street Sarasota, FL 34239	CHANGE ORDER NUMBER: 006 CHANGE ORDER DATE: 3/20/2024 CONTRACT / PO NUMBER 22401755
TO (Contractor): Gilbane Building Company 1950 Ringling Boulevard, Suite 301 Sarasota, FL 34236	CONTRACT FOR: DMP CONTRACT DATE: 10/17/2023

You are directed to make the following changes in this Contract:									
Gilbane Building Company shall modify the Guaranteed Maximum Price (GMP) value as set forth in this Change Order to include adjustment for Material with Owner issued Direct Purchase for purposes of state and local tax savings as included in "Exhibit A" of this Change Order. Any unused potential savings by Owner-issued Purchase Orders shall be reconciled via Change Order prior to project closeout and added back into the Construction Managers GMP. This Direct Purchase Order includes an increase of material for Purchase Orders 22402624 and 22402969 for the following vendors/subcontractors: #22402624 - Rexel USA, Inc. / All Phase Electric & Maintenance, Inc. #22402969 - Lehman Pipe & Supply, Inc. / B&I Contractors, Inc.	<table border="0"> <tr><td>Material</td><td>(\$31,385.00)</td></tr> <tr><td>Sales Tax</td><td>(\$1,883.10)</td></tr> <tr><td>Material</td><td>(\$226,569.82)</td></tr> <tr><td>Sales Tax</td><td>(\$13,594.19)</td></tr> </table>	Material	(\$31,385.00)	Sales Tax	(\$1,883.10)	Material	(\$226,569.82)	Sales Tax	(\$13,594.19)
Material	(\$31,385.00)								
Sales Tax	(\$1,883.10)								
Material	(\$226,569.82)								
Sales Tax	(\$13,594.19)								
Total of Summary: \$ (273,432.11)									

The original Guaranteed Maximum Price was	\$ 2,143,577.00
The net change by previously authorized Change Orders	\$ 28,639,520.79
The Guaranteed Maximum Price prior to this Change Order was	\$ 30,783,097.79
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	\$ (273,432.11)
The new Guaranteed Maximum Price including this Change Order will be	\$ 30,509,665.68

The Contract Time will be unchanged by	0 Days
The new date of Substantial Completion will be	January 21, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

SCHENKEL SHULTZ
ARCHITECT (Firm Name)


SIGNATURE

Aaron Jacobson - Principal
PRINTED NAME & TITLE

03.26.2024
DATE

GILBANE BUILDING COMPANY
CONTRACTOR (Firm Name)


SIGNATURE

James Caldwell - Business Leader
PRINTED NAME & TITLE

3/20/24
DATE

SARASOTA COUNTY SCHOOL BOARD
OWNER

Digitally signed by Kevin Snyder
Date: 2024.03.26 13:31:17 -04'00'
Kevin Snyder
SIGNATURE

Kevin Snyder

PROJECT MANAGER (PRINTED)

Digitally signed by Jane Dreger
Date: 2024.03.27 09:16:33 -04'00'
Jane Dreger
SIGNATURE

Jane Dreger
DIRECTOR (Printed Name)

EXHIBIT A

**Purchase Order
#22402624**

**Request for
Increase**

Rexel USA, Inc.

**SARASOTA COUNTY SCHOOL DISTRICT OWNER DIRECT PURCHASE (ODP) PROGRAM
PURCHASE ORDER REQUEST FORM**

SUPPLIER NAME & ADDRESS:		DATE:	
Rexel USA / 4010 West Osborne Ave. Tampa, FL 33614		3/20/2024	
		PROJECT NAME & NUMBER:	
		SCS Project ID: #3058 Sarasota High School Building 13 & 14 Renovation	
PLEASE SHIP THE FOLLOWING TO:		JOB SITE MAILING ADDRESS:	
Sarasota High School 2155 Bahia Vista Street Sarasota, FL 34239		Sarasota High School 2155 Bahia Vista Street Sarasota, FL 34239	
Vendor Contact Info		Subcontractor Information	
Tony Reno (863) 608-3430		All Phase Electric and Maintenance, Inc. 4301 W. South Avenue Tampa, FL 33614	

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	1	Quote	\$ 31,385.00	\$ 31,385.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Sales Tax	N/A
			Subtotal	\$31,385.00
			Non Taxable Amount	\$ -
			PURCHASE ORDER TOTAL	\$31,385.00

SALES TAX SAVINGS CALCULATION	
\$5000.00 or less is a flat 7% on the total amount	
\$5000.01 and above is 6%	
Discretionary Tax - \$50	
Sales Tax Savings for this Purchase Order:	\$1,883.10
PURCHASE ORDER TOTAL PLUS TAX (Change Order)	\$33,268.10

APPROVED BY:	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Construction Manager/Contractor Signature
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Current PO Value: \$190,884.00
 Value Increase: \$31,385.00

 Updated PO Value: \$222,269.00

ReXel**Expiration Date: 04/14/24****Quotation****TO:**

ALLPHASE ELECTRIC TAMPA FL
4301 W SOUTH AVE
TAMPA, FL 33614-6443

Project Info:

Project: SARASOTA HIGH SCHOOL CHANGE
Job #: 652561
Bid Date: 03/15/24
Bid Time: 03:00 PM EDT
Quoter: Manuel Furtado 7390

Type	Quantity	Vendor	Description	Unit or Lot#	Unit Price	Ext Price
------	----------	--------	-------------	--------------	------------	-----------

1. Pricing is based on the attached quotation and BOM. It is the responsibility of the contractor to review for accuracy and advise of any changes.
2. Rejection clips, and grounding lugs are not included, unless otherwise noted.
3. No written specifications provided, quoted as indicated on the attached BOM.
4. No contractor BOM provided, we are quoting equipment shown on the One-Line Riser Diagram only.
5. All quotes are subject to Architect, Engineer and/or Owners Approval. Orders will not be placed without a copy of approved submittals and purchase order.
6. Pricing is valid for 30 days from date of quote unless otherwise noted on quote.
7. Sales Tax is not included.
8. Any misc. materials outside of Eaton will be quoted by their respective manufacturer per specifications. IE: SPDs, ATS, etc.

GEAR WILL SHIP BY 06/11 IF PO IS RECEIVED BY 03/21

LOT PRICE	1	LOT PER ATTACHED BILL OF MATERIAL	Unit	31,385.000/EA	31,385.00
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Prices are subject to change at any time prior to shipment unless agreed to otherwise in writing signed by an authorized Seller representative. Orders related to this quotation must be received, accepted and released by Seller within 48 hours of issuance of the quotation and are subject to availability. Many of Seller's manufacturing partners have advised that until further notice they reserve the right to amend the delivery date, price, scope and quantity of supply and/or other terms and conditions set out in their offer or quotation and Seller

From:

BRANCH: 1121 PPK PINELLAS PARK
10161 49TH ST N
PINELLAS PARK, FL 33782-3436
Printed By: Manuel Furtado 7390

Notes

Project: SARASOTA HIGH SCHOOL CHANGE
Expiration 04/14/24

Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
------	----------	--------	-------------	-------	------------	-----------

equally reserves the right to pass through any such changes from its manufacturing partners to the Buyer.
 Delivery dates are estimated only. Seller shall not be liable for failure to meet such dates resulting from product shortages or manufacturing delays. Be advised that Seller considers any changes imposed by its manufacturing partners and other vendors outside of Seller's reasonable control and therefore subject to Force Majeure provisions or similar common law doctrines such as "frustration" or "impossibility".
 Seller's Standard Terms and Conditions of Sale are incorporated by reference into this quotation. A copy of the most current version of Seller's Standard Terms and Conditions of Sale is available at
<https://www.rexelusainc.com/terms/terms.html>
 Full phone support at (888) 739-3577

From:

BRANCH: 1121 PPK PINELLAS PARK
 10161 49TH ST N
 PINELLAS PARK, FL 33782-3436
 Printed By: Manuel Furtado 7390

Total

31,385.00

Notes

Main Lugs Only
250A

Neutral

1	PDG21G0020	PDG21G0020	2
3	PDG21G0020	PDG21G0020	4
5	PDG21G0020	PDG21G0020	6
7	PDG21G0020	PDG23G0100	8
9	PDG21G0020	TS, 100A	10
11	PDG21G0020	TMTU	12
13	PDG23G0090	PDG23G0090	14
15	TS, 90A	TS, 90A	16
17	TMTU	TMTU	18
19	PDG23G0035	PROVFrame21	20
21	TS, 35A	PROVFrame21	22
23	TMTU	PROVFrame21	24
25	PROVFrame21	PROVFrame21	26
27	PROVFrame21	PROVFrame21	28
29	PROVFrame21	PROVFrame21	30
31	PROVFrame21	PROVFrame21	32
33	PROVFrame21	PROVFrame21	34
35	PROVFrame21	PROVFrame21	36
37	PROVFrame21	PDG23G0030	38
39	PROVFrame21	TS, 30A	40
41	PROVFrame21	TMTU	42

Bus Cover, Filler
9X

General Information

(Section 1 of 1)

Service Voltage: 480Y/277V 3Ph 4W
Bus Rating & Type: 250A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 18k A.I.C. Fully Rated

Enclosure: Type 1
Neutral Rating: 250A

Main Device Type: Main Lugs Only - Top Cable Entry
Main Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Neutral Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Box Catalog No.: EZB2072R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2072S)

Surface Mounted

Box Dimensions: 72.00" [1828.8mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 4" [101.6mm] Right = 4" [101.6mm]

Panel ID Nameplate: (1) 11HA
Type: Plastic, adhesive-backed (2) 480Y/277V 3Ph 4W
Color: White with Black Letters (3)

UL

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 117
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:

Ref #	Description
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Branch Devices						
Qty	Poles	Trip	Frame	Amps	kAIC	
1	3	100	Frame 2	100	18	
2	3	90	Frame 2	100	18	
1	3	35	Frame 2	100	18	
1	3	30	Frame 2	100	18	
9	1	20	Frame 2	100	18	
18	1		PROVFrame21			

Notes:

The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.

PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME
SHS Expedite

DESIGNATION

11HA

VERSION

1.0.0.66

TYPE

PRL3X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TA810312X4K4-0000

REVISION

0

DWG SIZE

A

G.O.

ITEM

SHEET

1 of 1

Main Lugs Only 250A

Neutral

1	PDG21G0015	PDG21G0015	2
3	PDG21G0020	PDG21G0020	4
5	PDG21G0030	PDG21G0035	6
7	PDG21G0035	PROVFrame21	8
9	PDG21G0020	PROVFrame21	10
11	PDG23G0015	PDG23G0015	12
13	TS, 15A	TS, 15A	14
15	TMTU	TMTU	16
17	PDG23G0020	PDG23G0020	18
19	TS, 20A	TS, 20A	20
21	TMTU	TMTU	22
23	PDG23G0025	PDG23G0020	24
25	TS, 25A	TS, 20A	26
27	TMTU	TMTU	28
29	PDG21G0015	PDG21G0015	30
31	PDG21G0020	PDG21G0035	32
33	PDG21G0020	PROVFrame21	34
35	PDG21G0020	PROVFrame21	36
37	PDG21G0020	PROVFrame21	38
39	PDG21G0020	PROVFrame21	40
41	PDG21G0020	PROVFrame21	42

General Information

(Section 1 of 1)

Service Voltage: 480Y/277V 3Ph 4W
Bus Rating & Type: 250A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 18k A.I.C. Fully Rated

Enclosure: Type 1
Neutral Rating: 250A

Main Device Type: Main Lugs Only - Top Cable Entry
Main Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Neutral Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Box Catalog No.: EZB2060R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2060S)

Surface Mounted

Box Dimensions: 60.00" [1524.0mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
 Left = 4" [101.6mm] Right = 4" [101.6mm]

Panel ID Nameplate: (1) 11HB
Type: Plastic, adhesive-backed (2) 480Y/277V 3Ph 4W
Color: White with Black Letters (3)

UL

Trim Lock: Standard Lock & Key (Keyed WEM2)
 Circuit Directory: Plastic Sleeve with Card
 Material may ship short or be substituted based on availability at the time of manufacturing.
 Seismic Label (IBC/CBC Seismic Qualified).
 Heat Loss - Watts (Est.) = 110
 Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:

Ref # Description

Branch Devices

Qty	Poles	Trip	Frame	Amps	kAIC
3	3	20	Frame 2	100	18
2	3	15	Frame 2	100	18
1	3	25	Frame 2	100	18
3	1	35	Frame 2	100	18
9	1	20	Frame 2	100	18
4	1	15	Frame 2	100	18
1	1	30	Frame 2	100	18
7	1		PROVFrame21		

Notes:

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PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME

SHS Expedite

DESIGNATION

11HB

VERSION

1.0.0.66

TYPE

PRL3X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TA810312X4K4-0000

REVISION

0

DWG SIZE

A

G.O.

ITEM

SHEET

1 of 1

Main Breaker 100A V. Mtd.
PDD23F0100, TMTU

1	BAB2035	BAB2035	2
3			4
5	BAB1015	BAB1035	6
7	BAB1020	PROV	8
9	BAB1020	PROV	10
11	BAB1020	PROV	12
13	BAB1020	PROV	14
15	BAB1020	PROV	16
17	BAB1020	PROV	18
19	BAB1020	PROV	20
21	BAB1020	PROV	22
23	BAB1020	PROV	24
25	BAB1020	PROV	26
27	BAB1020	PROV	28
29	BAB1020	PROV	30
31	BAB1020	PROV	32
33	BAB1020	PROV	34
35	BAB1020	PROV	36
37	PROV	BAB3030H	38
39	PROV		40
41	PROV		42

Blank Cover
4 inches

General Information

(Section 1 of 1)

Service Voltage: 208Y/120V 3Ph 4W
Bus Rating & Type: 100A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 10k A.I.C. Fully Rated

Enclosure: Type 1
Neutral Rating: 100A

Main Device Type: Main Breaker - Top Cable Entry
Main Terminals: Mechanical - (1) #14-1/0 (Cu/Al)
Neutral Terminals: Mechanical - (1) #14-1/0 (Cu/Al)
Box Catalog No.: EZB2048R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2048S)

Surface Mounted

Box Dimensions: 48.00" [1219.2mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 6.0" [152.4mm] Right = 6.0" [152.4mm]

Panel ID Nameplate: (1) 11P
Type: Plastic, adhesive-backed (2) 208Y/120V 3Ph 4W
Color: White with Black Letters (3)

UL

Non-Interchangeable Main Device

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Main Circuit Breaker Trip Type: Thermal-Magnetic.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 51
Weight - lbs (Est.) = 126
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:

Ref # Description

Branch Devices

Qty	Poles	Trip	Frame	Amps	kAIC
1	3	30	BAB-H	100	10
2	2	35	BAB	100	10
1	1	15	BAB	100	10
1	1	35	BAB	100	10
15	1	20	BAB	100	10
18	1		PROV		

Main Devices

Qty	Poles	Trip	Frame	Amps	kAIC
1	3	100	Frame 2	100	10

Notes:

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PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME
SHS Expedite

DESIGNATION
11P

VERSION

1.0.0.67

TYPE

PRL1X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TA810312X4K4-0000

REVISION

0

DWG SIZE

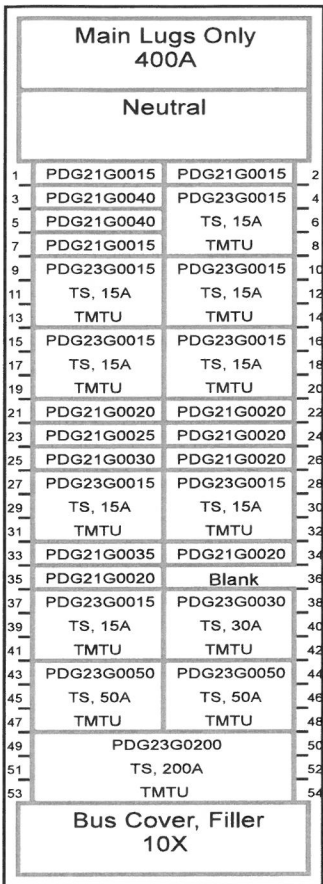
A

G.O.

ITEM

SHEET

1 of 1



General Information (Section 1 of 1)

Service Voltage: 480Y/277V 3Ph 4W
 Bus Rating & Type: 400A Copper
 Ground Bar: Std. Bolted Copper, Cu cable only
 S.C. Rating: 18k A.I.C. Fully Rated

Main Device Type: Main Lugs Only - Top Cable Entry
 Main Terminals: Mechanical - (2) #4-500 kcmil (Cu/Al)
 Neutral Terminals: Mechanical - (2) #4-500 kcmil (Cu/Al)
 Box Catalog No.: EZB2090R
 Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2090S)

Surface Mounted

Box Dimensions: 90.00" [2286.0mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
 Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
 Left = 4" [101.6mm] Right = 4" [101.6mm]

Panel ID Nameplate: (1) 11H
 Type: Plastic, adhesive-backed (2) 480Y/277V 3Ph 4W
 Color: White with Black Letters (3)

UL

Trim Lock: Standard Lock & Key (Keyed WEM2)
 Circuit Directory: Plastic Sleeve with Card
 Material may ship short or be substituted based on availability at the time of manufacturing.
 Seismic Label (IBC/CBC Seismic Qualified).
 Heat Loss - Watts (Est.) = 344
 Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:

Ref # Description

Branch Devices

Qty	Poles	Trip	Frame	Amps	kAIC
8	3	15	Frame 2	100	18
1	3	30	Frame 2	100	18
2	1	40	Frame 2	100	18
1	1	35	Frame 2	100	18
6	1	20	Frame 2	100	18
1	1	25	Frame 2	100	18
3	1	15	Frame 2	100	18
1	1	30	Frame 2	100	18
2	3	50	Frame 2	100	18
1	3	200	Frame 2	225	18

Notes:

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PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME

SHS Expedite

DESIGNATION

11H

VERSION

1.0.0.67

TYPE

PRL3X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TA810312X4K4-0000

REVISION

0

DWG SIZE

A

G.O.

ITEM

SHEET

1 of 1

**Main Lugs Only
250A**

Neutral

1	PDG23G0070	PDG23G0090	2
3	TS, 70A	TS, 90A	4
5	TMTU	TMTU	6
7	PDG23G0025	PDG21G0015	8
9	TS, 25A	PDG21G0015	10
11	TMTU	PDG21G0040	12
13	PDG21G0040	PDG21G0040	14
15	PDG21G0035	PROVFrame21	16
17	PDG21G0015	PROVFrame21	18
19	PDG21G0020	PROVFrame21	20
21	PDG21G0025	PROVFrame21	22
23	PDG21G0030	PROVFrame21	24
25	PDG21G0035	PROVFrame21	26
27	PDG21G0040	PROVFrame21	28
29	PDG21G0020	PROVFrame21	30
31	PROVFrame21	PROVFrame21	32
33	PDG21G0040	PROVFrame21	34
35	PDG21G0040	PROVFrame21	36
37	PROVFrame21	PDG23G0030	38
39	PROVFrame21	TS, 30A	40
41	PROVFrame21	TMTU	42

**Bus Cover, Filler
22X**

General Information

(Section 1 of 1)

Service Voltage: 480Y/277V 3Ph 4W
Bus Rating & Type: 250A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 18k A.I.C. Fully Rated

Enclosure: Type 1
Neutral Rating: 250A

Main Device Type: Main Lugs Only - Top Cable Entry
Main Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Neutral Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Box Catalog No.: EZB2090R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2090S)

Surface Mounted

Box Dimensions: 90.00" [2286.0mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 4" [101.6mm] Right = 4" [101.6mm]

Panel ID Nameplate: (1) 12H
Type: Plastic, adhesive-backed (2) 480Y/277V 3Ph 4W
Color: White with Black Letters (3)

UL

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 127
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

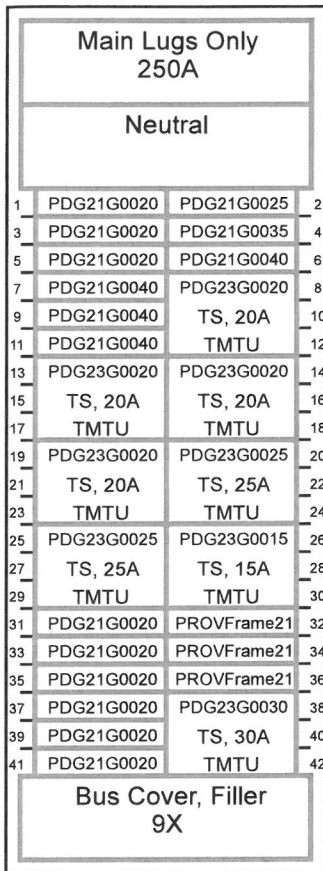
Device Modifications:
Ref # **Description**

Branch Devices						
Qty	Poles	Trip	Frame	Amps	kAIC	
1	3	90	Frame 2	100	18	
1	3	70	Frame 2	100	18	
1	3	30	Frame 2	100	18	
1	3	25	Frame 2	100	18	
6	1	40	Frame 2	100	18	
2	1	35	Frame 2	100	18	
3	1	15	Frame 2	100	18	
2	1	20	Frame 2	100	18	
1	1	25	Frame 2	100	18	
1	1	30	Frame 2	100	18	
15	1		PROVFrame21			

Notes:

The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.

PREPARED BY BOB GAITENS	DATE 3/14/2024	Eaton			
APPROVED BY	DATE	JOB NAME SHS Expedite	DESIGNATION 12H		
VERSION 1.0.0.66		TYPE PRL3X	DRAWING TYPE Customer Approval		
NEG-ALT Number TA810312X4K4-0000	REVISION 0	DWG SIZE A	G.O.	ITEM	SHEET 1 of 1



General Information

(Section 1 of 1)

Service Voltage: 480Y/277V 3Ph 4W
Bus Rating & Type: 250A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 18k A.I.C. Fully Rated

Enclosure: Type 1
Neutral Rating: 250A

Main Device Type: Main Lugs Only - Top Cable Entry
Main Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Neutral Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Box Catalog No.: EZB2072R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2072S)

Surface Mounted

Box Dimensions: 72.00" [1828.8mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 4" [101.6mm] Right = 4" [101.6mm]

Panel ID Nameplate: (1) 12HB
Type: Plastic, adhesive-backed (2) 480Y/277V 3Ph 4W
Color: White with Black Letters (3)

UL

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 117
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:

Ref #	Description
-------	-------------

Branch Devices						
Qty	Poles	Trip	Frame	Amps	kAIC	
4	3	20	Frame 2	100	18	
2	3	25	Frame 2	100	18	
1	3	15	Frame 2	100	18	
1	3	30	Frame 2	100	18	
4	1	40	Frame 2	100	18	
1	1	35	Frame 2	100	18	
9	1	20	Frame 2	100	18	
1	1	25	Frame 2	100	18	
3	1		PROVFrame21			

Notes:

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PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME
SHS Expedite

DESIGNATION
12HB

VERSION

1.0.0.66

TYPE

PRL3X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TA810312X4K4-0000

REVISION

0

DWG SIZE

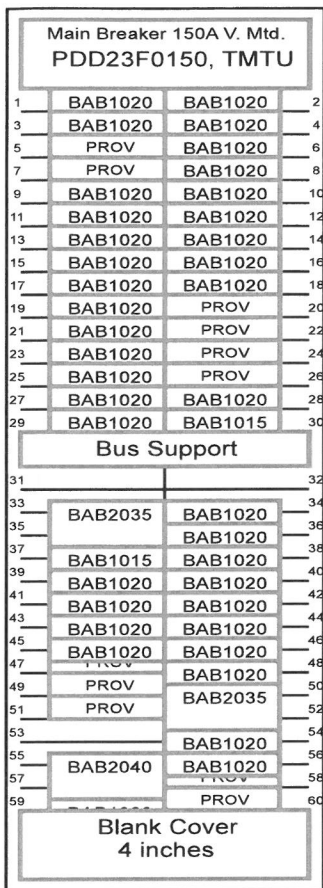
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G.O.

ITEM

SHEET

1 of 1



General Information

(Section 1 of 1)

Service Voltage: 208Y/120V 3Ph 4W
Bus Rating & Type: 225A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 10k A.I.C. Fully Rated

Main Device Type: Main Breaker - Top Cable Entry
Main Terminals: Mechanical - (1) #14-4/0 (Cu/Al)
Neutral Terminals: Mechanical - (1) #6-300 kcmil (Cu/Al)
Box Catalog No.: EZB2060R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2060S)

Surface Mounted

Box Dimensions: Consult Factory to Verify Dimensions.
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 6.0" [152.4mm] Right = 6.0" [152.4mm]

Panel ID Nameplate: (1) 12LA
Type: Plastic, adhesive-backed (2) 208Y/120V 3Ph 4W
Color: White with Black Letters (3)

UL ***Non-Interchangeable Main Device***

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Main Circuit Breaker Trip Type: Thermal-Magnetic.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 117
Weight - lbs (Est.) = 217
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:

Ref #	Description
-------	-------------

Branch Devices

Qty	Poles	Trip	Frame	Amps	kAIC
2	2	35	BAB	100	10
1	2	40	BAB	100	10
2	1	15	BAB	100	10
39	1	20	BAB	100	10
13	1		PROV		

Main Devices

Qty	Poles	Trip	Frame	Amps	kAIC
1	3	150	Frame 2	225	10

Notes:

- Qty Item
1 300MCM lugs for main to be supplied separately.
1 Engineer of Record Notes:
Panel shows MLO, however OCP required on secondary of transformers, so included a 150A MB.
Utilizing 90A 2P pole breaker for 90A 1Pole circuits, as 90A 1P not available in BAB breaker style.

The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.

PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME
SHS Expedite

DESIGNATION
12LA

VERSION

1.0.0.67

TYPE

PRL1X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TAB10312X4K4-0000

REVISION

0

DWG SIZE

A

G.O.

ITEM

SHEET

1 of 1

Main Breaker 100A V. Mtd.
PDD23F0100, TMTU

1	BAB1020	PROV	2
3	BAB1020	PROV	4
5	BAB1020	PROV	6
7	BAB1020	PROV	8
9	BAB1020	PROV	10
11	BAB1020	PROV	12
13	BAB1020	PROV	14
15	BAB1020	PROV	16
17	BAB1020	PROV	18
19	BAB1020	PROV	20
21	BAB1020	PROV	22
23	BAB1020	PROV	24
25	BAB1020	PROV	26
27	BAB1020	PROV	28
29	BAB1020	PROV	30
31	BAB1020	PROV	32
33	BAB1020	PROV	34
35	BAB1020	PROV	36
37	BAB1020	BAB3030H	38
39	BAB2035		40
41			42

Blank Cover
4 inches

General Information

(Section 1 of 1)

Service Voltage: 208Y/120V 3Ph 4W
Bus Rating & Type: 100A Copper
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 10k A.I.C. Fully Rated
Enclosure: Type 1
Neutral Rating: 100A

Main Device Type: Main Breaker - Top Cable Entry
Main Terminals: Mechanical - (1) #14-1/0 (Cu/Al)
Neutral Terminals: Mechanical - (1) #14-1/0 (Cu/Al)
Box Catalog No.: EZB2048R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2048S)

Surface Mounted

Box Dimensions: 48.00" [1219.2mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 6.0" [152.4mm] Right = 6.0" [152.4mm]

Panel ID Nameplate: (1) 12LC
Type: Plastic, adhesive-backed (2) 208Y/120V 3Ph 4W
Color: White with Black Letters (3)

UL ***Non-Interchangeable Main Device***

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Main Circuit Breaker Trip Type: Thermal-Magnetic.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 51
Weight - lbs (Est.) = 127
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:
Ref # Description

Branch Devices

Qty	Poles	Trip	Frame	Amps	kAIC
1	3	30	BAB-H	100	10
1	2	35	BAB	100	10
19	1	20	BAB	100	10
18	1		PROV		

Main Devices

Qty	Poles	Trip	Frame	Amps	kAIC
1	3	100	Frame 2	100	10

Notes:

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PREPARED BY
BOB GAITENS

DATE
3/14/2024

Eaton

APPROVED BY

DATE

JOB NAME

SHS Expedite

DESIGNATION

12LC

VERSION

1.0.0.67

TYPE

PRL1X

DRAWING TYPE

Customer Approval

NEG-ALT Number

TA810312X4K4-0000

REVISION

0

DWG SIZE

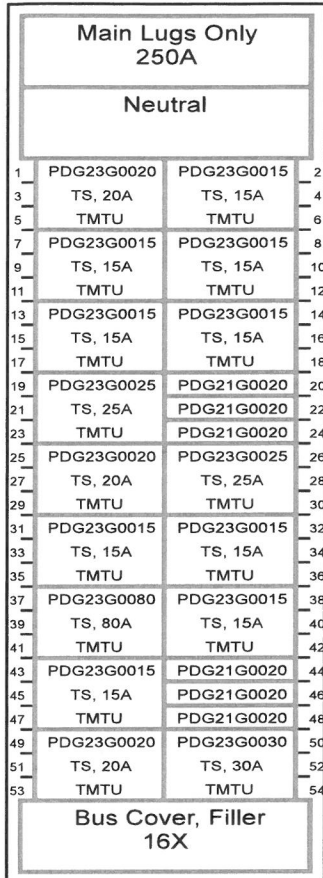
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G.O.

ITEM

SHEET

1 of 1



General Information (Section 1 of 1)

Service Voltage: 480Y/277V 3Ph 4W Enclosure: Type 1
Bus Rating & Type: 250A Copper Neutral Rating: 250A
Ground Bar: Std. Bolted Copper, Cu cable only
S.C. Rating: 18k A.I.C. Fully Rated

Main Device Type: Main Lugs Only - Top Cable Entry
Main Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Neutral Terminals: Mechanical - (1) #6-350 kcmil (Cu/Al)
Box Catalog No.: EZB2090R
Trim: EZ Trim, Door in Door, Concealed Hardware (EZT2090S)

Surface Mounted

Box Dimensions: 90.00" [2286.0mm]H x 20.00" [508.0mm]W x 5.75" [146.1mm]D
Min. Gutter Size: Top = 5.5" [139.7mm] Bottom = 5.5" [139.7mm]
Left = 4" [101.6mm] Right = 4" [101.6mm]

Panel ID Nameplate: (1) AC2
Type: Plastic, adhesive-backed (2) 480Y/277V 3Ph 4W
Color: White with Black Letters (3)

UL

Trim Lock: Standard Lock & Key (Keyed WEM2)
Circuit Directory: Plastic Sleeve with Card
Material may ship short or be substituted based on availability at the time of manufacturing.
Seismic Label (IBC/CBC Seismic Qualified).
Heat Loss - Watts (Est.) = 127
Wire shall be based on the ampacity of 75°C rated conductors unless otherwise indicated.

Device Modifications:
Ref # Description

Branch Devices			Frame	Amps	kAIC
Qty	Poles	Trip			
3	3	20	Frame 2	100	18
1	3	30	Frame 2	100	18
9	3	15	Frame 2	100	18
2	3	25	Frame 2	100	18
1	3	80	Frame 2	100	18
6	1	20	Frame 2	100	18

Notes:

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PREPARED BY BOB GAITENS	DATE 3/14/2024	Eaton			
APPROVED BY	DATE	JOB NAME SHS Expedite	DESIGNATION AC2		
VERSION 1.0.0.67		TYPE PRL3X	DRAWING TYPE Customer Approval		
NEG-ALT Number TA810312X4K4-0000	REVISION 0	DWG SIZE A	G.O.	ITEM	SHEET 1 of 1

**Purchase Order
#22402969**

**Request for
Increase**

**Lehman Pipe &
Supply, Inc.**

SARASOTA COUNTY SCHOOL DISTRICT OWNER DIRECT PURCHASE (ODP) PROGRAM
PURCHASE ORDER REQUEST FORM

SUPPLIER NAME & ADDRESS: Lehman Pipe and Supply, Inc. 3575 NW 36th Street Miami FL 33142		DATE: 3/19/2024	
		PROJECT NAME & NUMBER: SCS Project ID: #3058 Sarasota High School Building 13 & 14 Renovation	
PLEASE SHIP THE FOLLOWING TO: Sarasota High School 2155 Bahia Vista Street Sarasota, FL 34239		JOB SITE MAILING ADDRESS: Sarasota High School 2155 Bahia Vista Street Sarasota, FL 34239	
Vendor Contact Info Collin Altman (954) 540-5489 collina@lehmanpipe.com		Subcontractor Information B & I Contractors 2701 Prince Street, Fort Myers FL 33916 Admin: Drenda Hayden <DHayden@bandiflorida.com> 239-344-2710	

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1		Aquatherm Fittings & Pipe		\$ 226,569.82
		See quote for details		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Sales Tax				N/A
Subtotal				\$226,569.82
Non Taxable Amount				\$ -
PURCHASE ORDER TOTAL				\$226,569.82

SALES TAX SAVINGS CALCULATION	
\$5000.00 or less is a flat 7% on the total amount	
\$5000.01 and above is 6%	
Discretionary Tax - \$50	
Sales Tax Savings for this Purchase Order:	\$13,594.19
PURCHASE ORDER TOTAL PLUS TAX (Change Order)	\$240,164.01

APPROVED BY:

Construction Manager/Contractor Signature

Current PO Value: \$107,087.99
Value Increase: \$226,569.82
Updated PO Value: \$333,657.81

LEHMAN PIPE & SUPPLY, INC
3575 NW 36 STREET
MIAMI FL 33142
305 576-3054 Fax 305 576-3066



Quotation



QUOTE DATE	QUOTE NUMBER
01/19/24	Q-S1963560
REMIT TO:	PAGE NO.
LEHMAN PIPE & SUPPLY, INC 3575 NW 36 STREET MIAMI FL 33142 305 576-3054 Fax 305 576-3066	1 of 1

QUOTE TO:
 B & I CONTRACTORS, INC.
 FT MYERS SHOP
 2701 PRINCE STREET
 FT MYERS, FL 33916

SHIP TO:
 B & I CONTRACTORS, INC.
 FT MYERS SHOP
 2701 PRINCE STREET
 FT MYERS, FL 33916

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME / REQ #	SALESPERSON	
17568			HOUSE SALESMAN HOU	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
JOSHUA ABERMAN	OUR TRUCK		03/03/24	No
ORDER QTY	PART NO	DESCRIPTION	NET	EXT
1ea	440105	AQUATHERM QUOTE 00002199 **9322308809 SARASOTA HIGH SCHOOL BLDS 13, 14 AND 22 MECHANICAL** **THIS QUOTE INCLUDES BUILDING 13&14 AS WELL AS BUILDING 22 MECHANICAL** ***THIS IS A NON-STOCK PRODUCT***	226569.823/ea	226569.82

Prices based on quantities quoted
 Stock subject to prior sale
 Price subject to change without notice
 Local sales tax not included

ORIGINAL
 WWW.LEHMANPIPE.COM

REMIT TO: 3575 NW 36th Street
 MIAMI, FL 33142 U.S.A.

Subtotal	226569.82
Sales Tax	0.00
Freight	0.00
Handling	0.00
Total Due	226569.82



QUOTE DATE	QUOTE NUMBER
01/19/24	Q-S1963560
REMIT TO:	PAGE NO.
LEHMAN PIPE & SUPPLY, INC	2 of 1
3575 NW 36 STREET	
MIAMI FL 33142	
305 576-3054 Fax 305 576-3066	

QUOTE TO:
B & I CONTRACTORS, INC.
FT MYERS SHOP
2701 PRINCE STREET
FT MYERS, FL 33916

SHIP TO:
B & I CONTRACTORS, INC.
FT MYERS SHOP
2701 PRINCE STREET
FT MYERS, FL 33916

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME / REQ #	SALESPERSON	
17568			HOUSE SALESMAN HOU	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
JOSHUA ABERMAN	OUR TRUCK		03/03/24	No
BQDR QTY	PART NO	DESCRIPTION	RET	EXT
		All returns are subject to a restocking charge of 30%. Nonstock or special-order items are non-refundable. However, if Seller is able to return nonstock or special-order items to the manufacturer, then a credit shall be given to Customer in the same amount given by the manufacturer to Seller less a 30% processing fee to Seller and less all charges incurred by Customer under the Agreement or as a result of the return, including but not limited to, service charges and freight costs.		

SARASOTA COUNTY SCHOOL BOARD

Construction Services

Change Order

PROJECT:	Toledo Blade Elementary School Hurricane Ian Campus Repairs & Restoration 2022 1201 Geranium Avenue Venice, FL 34285	CHANGE ORDER NUMBER:	01
		CHANGE ORDER DATE:	03/25/24
TO (Contractor):	P.J. Hayes, Inc. dba Tandem Construction 5391 Lakewood Ranch Blvd. N. Suite 200 Sarasota, FL 34240	CONTRACT / PO NUMBER:	22301492
		CONTRACT FOR:	Design & Const. Services
		CONTRACT DATE:	10/4/22

You are directed to make the following changes in this Contract:	
<i>Project close-out adjusting the final contract sum to reflect actual costs, per the Continuation Sheet attached.</i>	\$(626,982.13)
<i>This change represents all invoices through March 25, 2024. If legitimate invoices or costs are received after March 25, 2024, Tandem Construction will submit an invoice for reimbursement to the Owner.</i>	
Total of Summary:	\$(626,982.13)

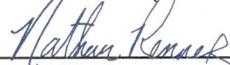
The original Guaranteed Maximum Price was	\$1,000,000.00
The net change by previously authorized Change Orders	<u>\$0.00</u>
The Guaranteed Maximum Price prior to the Change Order was	\$1,000,000.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	<u>\$ (626,982.13)</u>
The new Guaranteed Maximum Price including this Change Order will be	\$ 373,017.87

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be 00/00/0000.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Order Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

P.J. Hayes, Inc. dba Tandem Construction
CONTRACTOR (Firm name)


SIGNATURE

Nathan Renner - Sr. Project Manager
PRINTED NAME & TITLE

03/25/24
DATE

SARASOTA COUNTY SCHOOL BOARD
OWNER

Brian T. Mabee
SIGNATURE
Digitally signed by Brian T. Mabee
Date: 2024.03.26 08:34:50 -04'00'

Brian Mabee
PROJECT MANAGER (Printed Name)

Jane Dreger
SIGNATURE
Digitally signed by Jane Dreger
Date: 2024.03.27 09:18:28 -04'00'

Jane Dreger
DIRECTOR (Printed Name)



5391 Lakewood Ranch Blvd, N.,
Suite 200
Sarasota, FL 34240
Ph: (941) 954-1599
Fax: (941) 954-5511

Change Request

To: Brian Mabee
School Board of Sarasota Cnty
7895 Fruitville Road
Sarasota, FL 34239
Ph: (941)927-9000 x69033 Fax: (941)361-6684

Number: 01
Date: 3/25/2024
Job: 22-032 Toledo Blade Ian Repairs

Description: Project Close-Out

We are pleased to offer the following specifications and pricing to make the following changes:

Project close-out adjusting the final contract sum to reflect actual costs, per the Continuation Sheet attached.
This change represents all invoices through March 25, 2024. If legitimate invoices or costs are received after March 25, 2024, Tandem Construction will submit an invoice for reimbursement to the Owner.

The total direct cost to perform this work is	\$(580,539.01)
(Please refer to attached sheet for details.)	
	Fee \$(46,443.12)
	Total: \$(626,982.13)

If you have any questions, please contact me at (941)954-1599.

Submitted by: Nathan Renner
Tandem Construction

Approved by: _____
Date: _____



5391 Lakewood Ranch Blvd. N.,
Suite 200
Sarasota, FL 34240
Ph: (941) 954-1599
Fax: (941) 954-5511

Change Request 01 Price Breakdown
Continuation Sheet

Description: Project Close-Out

Description	Subjob	Cost Code	Price
Project Manager		01-0050	\$(866.50)
Asst. Project Manager		01-0055	\$(2,140.00)
Project Superintendent		01-0065	\$(14,629.00)
Administrative Assistant		01-0090	\$(2,952.50)
Accounting		01-0100	\$(2,051.75)
Vehicle Expense		01-0210	\$(59.58)
Misc. Consumable Materials		01-0255	\$(3,530.33)
Payment & Performance Bonds		01-0320	\$(1,911.67)
Water Restoration		02-8500	\$(961.39)
Rough Carpentry		06-0010	\$(1,164.22)
Carpet Cleaning		09-1500	\$(1,640.00)
Painting		09-9100	\$(479.35)
Specialties		10-1100	\$(3,990.00)
Site Sign		10-1400	\$(2,550.28)
Awnings		10-7313	\$(3,971.00)
Plumbing		22-0010	\$(0.71)
HVAC		23-0010	\$(4,392.80)
Electrical		26-0010	\$(0.50)
Signage & Striping		32-1723	\$(5,000.00)
Landscape		32-9300	\$(12,700.00)
Contractor's Contingency		98-0010	\$(515,547.43)

Subtotal: \$(580,539.01)

Bustelo Mercedes

From: Dreger Jane
Sent: Thursday, October 5, 2023 3:33 PM
To: Foley Michael; Starr Wayne
Cc: Mabee Brian; Bustelo Mercedes; Snyder Kevin; Blanton Marilyn
Subject: Hurricane Ian Closeouts
Attachments: Cranberry Elementary closeout letter.docx

Categories: PROJECT TASKS

Team,

The following Hurricane Ian projects did not require any permits and will not require any closeouts because items were removed/replaced or repaired:

- Atwater ES
- Cranberry ES
- Englewood ES
- Garden ES
- Glenallen ES
- STC NP
- Taylor Ranch ES
- Toledo Blade ES

The following Hurricane Ian projects did require permits and will require closeouts because building components (such as roofs, etc.) were damaged and had to be designed and replaced:

- Heron Creek MS
- Lamarque ES
- Venice MS
- Woodland MS
- ALSO North Port HS (by Facilities)

We are in the final accounting stages now on most of the first eight. We will be issuing final CO's to return unspent funds. Attached is a sample letter from Cranberry so we have something on file explaining what was done. If either of you see any issues with this, please let me know.

Thank you and have a great day,



**CONSTRUCTION
SERVICES**

Jane Dreger
Director,
Construction Services
Sarasota County Schools
Every Student. Every Day!

Office: 941-927-9000 ext. 69024

Mobile: 941-915-7388

Email: jane.dreger@sarasotacountyschools.net

Web: <https://www.sarasotacountyschools.net/>



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April 16, 2024 Board Meeting
Agenda Item 26.

Title

APPROVAL FOR RENEWAL OF THE PROPERTY INSURANCE PROGRAM EFFECTIVE MAY 1, 2024 THROUGH MAY 1, 2025

Description

The 2024 property market is showing signs of rate and pricing stabilization. There are also new property carriers entering the property insurance market place, as well as carriers looking to offer more capacity on both new and renewal accounts.

Table 1-A below summarizes the expiring program and the renewal program. The District's Schedule of Values (SOV) has increased by 7.54% due to slight value trending, new building additions, as well as adding \$70M of Property in the Open (PITO).

This year's property renewal limit will remain at \$75,000,000, with the District's co-participation in the top excess layer (\$25M xs \$50M) being eliminated entirely. Due to last year's challenging insurance marketplace resulting from Hurricane Ian, the District had to co-participate 50% of this layer, which equated to \$12,500,000 of limit being self-insured by the District. This layer is now being fully transferred to insurance carriers for the 2024-25 policy year.

The renewal program will provide full coverage for the full \$75,000,000 limit that is provided by the property policy. The policy's All Other Perils (AOP) deductible will remain at \$100,000, as well as both the named windstorm and flood deductibles will remain at 5% with no maximum cap. In addition, most of the District's coverages and terms remain as expiring, with some terms still being negotiated.

The Property Insurance Program will continue to include a Stand-Alone Terrorism Policy with a 7.94% increase (\$34,000 up from \$31,500). The Terrorism deductible remains at \$10,000. The Equipment Breakdown policy will also renew as expiring, with a 17.28% increase in premium on a year over year basis (\$28,523 up from \$24,321).

Woodland Middle School at 2700 Panacea Blvd has flood policies effective 5/13/2024

through the National Flood Insurance Program (NFIP), providing coverage for building and contents. The total renewal premium for expiring limits for these policies will be \$23,636.

TABLE 1-A				
	2023-2024 Expiring Program	May 1, 2024 Renewal Program	Difference + / -	Percentage Change
Rate per \$100 of Insurable Values	\$0.27965	\$0.28621	+\$0.0066	+2.35%
Rate per \$100 of Loss Limit	\$91.5127 <i>(Based on true limit purchased - \$62.5M)</i>	\$83.9372 <i>(Based on true limit purchased - \$75M)</i>	-\$0.75755	-8.28%
Insurable Values	\$2,045,283,410	\$2,199,526,029	+154,242,619	+7.54%
Policy Loss Limits	\$75,000,000 Limit** Note: District Self- Insurance Below**	\$75,000,000 Limit Fully Insured	See Row Below	See Row Below
**District Self- Insurance (AOP, Named Storm, Flood)	50.00% of \$25M xs \$50M Layer* Self-Insurance Applied to All Perils*	0.00% of \$25M xs \$50M Layer	-\$12,500,000 of Self- Insurance by the District	-50.00%
Total Premium	\$5,719,541	\$6,295,287	+\$575,746	+10.07%
Total Premium with Terrorism Policy, Equipment Breakdown and Flood	\$5,798,908	\$6,381,446	+\$582,538	+10.05%

The renewal premiums plus regulatory charges total: **\$6,381,446**.

Recommendation: The renewal has a total cost of **\$6,381,446** (premium + regulatory charges + Stand-Alone Terrorism Policy, Equipment Breakdown Policy and Flood). The renewal will allow for a \$75 Million Policy Limit (for All Perils, Named Storm, Flood, Earthquake and the District **Eliminating** Co-Participation in the Top Excess Layer) with remaining \$100,000

deductible and a 5% named windstorm and flood deductible with no maximum cap and some other terms being finalized and negotiated.

Gap Analysis

The District will eliminate their co-participation in the \$25M excess \$50M layer.

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Recommendation

That the property insurance renewal be approved as presented.

Contact Information

LYNN PETERSON lynn.peterson@sarasotacountyschools.net
ALLISON FOSTER allison.foster@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

\$6,381,446

ATTACHMENTS:

Description	Upload Date	Type
Property Insurance Renewal	3/28/2024	Cover Memo

	2023-2024	2024-2025	% Change
Insurable Value	\$2,045,283,410	\$2,199,526,029	+ 7.54%
Capacity	\$75,000,000	\$75,000,000	0.00%
Property Premium	\$5,719,541	\$6,295,287	+ 10.07%
Property Rate	\$0.27965	\$0.28621	+ 2.35%
Terrorism	\$31,500	\$34,000	+ 7.94%
Terrorism Rate	\$0.00154	\$0.00155	+ 0.37%

Current Program Schematic – Final Program Subject to Change

School Board of Sarasota County, FL
\$75M Limit - Co-Participation by District ELIMINATED in \$25m xs \$50m Layer

\$75M	Westfield 5% Primary \$75M	RSUI 5% Primary \$75M	Core 9.75% \$50M xs \$25M	Aspen 4.5% \$25M xs \$50M	Markel 10% \$25M xs \$25M	Sompo 10% \$25M xs \$25M	Canopus 12% \$25M xs \$25M	Lloyds of London 43.75% \$25M xs \$50M	
\$50M			Munich Re 12% \$25M xs \$25M		AWAC 10% \$25M xs \$25M	Lloyds of London 20.5% \$25M xs \$25M		Lloyds of London 7.5% Primary \$50M	Berkshire 40% Primary \$50M
\$25M			Axis 5% Primary \$25M	Westchester 10% Primary \$25M		Lloyds of London 27.5% Primary \$25M			

Policy Deductibles: \$100,000 All Perils, 5% Named Storm, NO MAX; 5% Flood, NO MAX

DOMESTIC	INTERNATIONAL	SCSB SELF-INSURES (NO NWS/FLOOD/QUAKE/AOP)
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April 16, 2024 Board Meeting
Agenda Item 27.

Title

APPROVAL OF THE SUPERINTENDENT'S MONTHLY FINANCIAL REPORT

Description

The Superintendent's Financial Statements for the month ending February 29, 2024 does not reflect any unexpected trends for the first eight months of the 2023-2024 fiscal year.

Gap Analysis

The presentation of monthly financial statements promotes transparency and provides the Board and community with the results of operations during the fiscal year.

Previous Outcomes

The Superintendent's Financial reports are presented to the Board monthly to show the financial condition of the District.

Expected Outcomes

The approval of the Superintendent's Monthly Financial Report.

Strategic Plan Goal

Recommendation

That the Superintendent's Monthly Financial Report for the month ending February 29, 2024, be approved as presented.

Contact Information

VALERIE MAGGI valerie.maggi@sarasotacountyschools.net

BONNIE PENNER bonnie.penner@sarasotacountyschools

Financial Impact

N/A

ATTACHMENTS:

Description	Upload Date	Type
Monthly Superintendent attachment	4/1/2024	Backup Material

The School District of Sarasota County, FL
Governmental Balance Sheet
February 29, 2024

The School District of Sarasota County, FL Governmental Balance Sheet February 29, 2024		Fund Types							
	Account Number	General	Debt Service	Capital Projects	Special Revenue	Food Service	Internal Service	Memorandum Only	
								2023-2024	2022-2023
ASSETS									
Cash and Investments	11XX	264,592,779.08	1,411,362.77	293,385,468.00	9,229,670.05	6,654,062.20	57,124,118.46	632,397,460.56	571,058,734.39
Cash with Fiscal Agent	1114	-	30,592,775.07	292,965,227.24	-	-	-	323,558,002.31	155,704,682.15
Accounts Receivable	1130	9,860.14	-	-	-	-	75,000.00	84,860.14	81,310.03
Due from Other Funds	1140	652,329.33	-	-	14,311.00	-	0.00	666,640.33	383,659.83
Due from Other Agencies	1220	65,761.46	-	503,792.67	979,967.00	-	31,297.27	1,580,818.40	1,652,537.57
Inventory	1150	242,243.75	-	-	-	804,466.95	-	1,046,710.70	785,249.40
Prepaid Items	1230	919,900.73	-	-	-	-	-	919,900.73	712,654.07
Total Assets		266,482,874.49	32,004,137.84	586,854,487.91	10,223,948.05	7,458,529.15	57,230,415.73	960,254,393.17	730,378,827.44
LIABILITIES AND FUND BALANCES									
LIABILITIES									
Accounts Payable	2120	976,118.59	1,371,430.96	1,985,404.00	2,076,437.89	896,722.18	22,598.14	7,328,711.76	7,195,959.02
Payroll Deductions and Withholdings	2170	223,468.93	-	-	-	-	-	223,468.93	155,247.38
Estimated Liability Self Insurance	2270	-	-	-	-	-	12,942,786.56	12,942,786.56	12,569,529.02
Compensated Absences	2330	-	-	-	-	-	97,282.03	97,282.03	69,163.44
Deposits Payable	2220	6,677.59	-	-	-	-	-	6,677.59	6,350.00
Due to Other Agencies	2230	5,163,453.06	-	-	-	-	-	5,163,453.06	4,371,533.49
Due to Other Funds	2160	452,437.50	-	13,955.99	200,246.84	-	-	666,640.33	383,659.83
Unearned Revenue	2410	-	-	318,311.68	151,207.65	-	-	469,519.33	2,258,958.03
Total Liabilities		6,822,155.67	1,371,430.96	2,317,671.67	2,427,892.38	896,722.18	13,062,666.73	26,898,539.59	27,010,400.21
FUND BALANCES									
Nonspendable		1,162,144.48	-	-	-	804,466.95	-	1,966,611.43	1,497,903.47
Restricted		9,003,244.00	30,632,706.88	584,536,816.24	7,796,055.67	0.00	-	631,968,822.79	431,237,383.46
Unassigned/Assigned		249,495,330.34	-	-	-	5,757,340.02	44,167,749.00	299,420,419.36	270,633,140.30
Total Fund Balances		259,660,718.82	30,632,706.88	584,536,816.24	7,796,055.67	6,561,806.97	44,167,749.00	933,355,853.58	703,368,427.23
Total Liabilities and Fund Balances		266,482,874.49	32,004,137.84	586,854,487.91	10,223,948.05	7,458,529.15	57,230,415.73	960,254,393.17	730,378,827.44



April 16, 2024 Board Meeting
Agenda Item 28.

Title

APPROVAL OF AGREEMENT BETWEEN PHOENIX COUNSELING SERVICE SUPPORT INC.
AND THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Description

Phoenix Counseling is a non-profit behavioral health agency that provides evidence-based services to youth throughout the community. Every treatment offered begins with signed parental consent, with a focus on trauma informed care. Support provided is individualized based on each client's needs.

Gap Analysis

There is a current wait list with many counseling providers throughout the community, meaning at times, students who need immediate mental health supports are required to be placed on a wait list until spaces become available.

Previous Outcomes

Currently Phoenix Counseling is providing mental health services to approximately 100 youth in Sarasota County.

Expected Outcomes

Expanding mental health services provided to student in Sarasota County Schools. When school-based teams, alongside the parent/guardian, recognizes a need for additional wrap around supports, the school will obtain signed parental consent for a mental health referral. When Phoenix Counseling is provided with a mental health referral, with signed parental consent, Phoenix Counseling mental health providers will be available to provide counseling services to students on school campuses or during otherwise scheduled times, based on the parent/guardian discretion.

Strategic Plan Goal

Recommendation

That the agreement between Phoenix Counseling Service Support Inc. and the School Board of Sarasota County, Florida, be approved as presented.

Contact Information

AMANDA COKER amanda.coker@sarasotacountyschools.net
DEBRA GIACOLONE debra.giacolone@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

N/A

ATTACHMENTS:

Description	Upload Date	Type
Phoenix Counseling Agreement for SB Agenda	3/28/2024	Cover Memo

**AGREEMENT BETWEEN
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
AND
PHOENIX COUNSELING SERVICE SUPPORT INC**

This Agreement is entered into this ____ day of _____, 2024, by and between THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, a body corporate, hereinafter referred to as "The Board" and PHOENIX COUNSELING SERVICE SUPPORT INC, a Florida not for profit corporation, hereinafter referred to as "Phoenix Counseling", for the purpose of providing in-school therapy services for Sarasota County district children identified by school administration. The Board and Phoenix Counseling agree as follows:

Phoenix Counseling is a not for profit corporation that provides mental health therapy for children and their families in Sarasota County. Phoenix Counseling services are provided at mutually agreed upon school locations, including community partner locations and families' homes.

PHOENIX COUNSELING AGREES:

- A. To provide counseling, therapy, and support to children and families eligible to receive services through different therapy modalities and to incorporate community referrals when necessary with signed parental consent.
- B. To assure that all volunteers, employees or agents who will be present on school grounds at any time during the term of this Agreement, have been properly screened and trained, which shall include, but not be limited to orientation, in-depth interview, reference checks, police background checks and fingerprinting as provided by Florida Law. Phoenix Counseling will furnish the following to Sarasota County Schools Police Department Fingerprint office before any of its volunteers, employees or agents will be permitted on school grounds while students are present:
 - (i) A statement of attestation (set forth below) that Phoenix Counseling has conducted Level 2 background checks for all candidates consistent with the requirements of Section 435.04, Fla. Stat. which shall be executed by Phoenix Counseling's President or CEO or Director of the services being provided under this Agreement.
 - (ii) This attestation and the updated background checks must include all employees, volunteers or agents needing a badge and shall be updated regularly for each additional person providing services under this Agreement for each subsequent year of this Agreement.
 - (iii) Phoenix Counseling will immediately furnish to Sarasota County Schools Police Department Fingerprint Office any notifications of arrests it receives with respect to volunteers, employees or agents who had a badge issued by the Board. Phoenix Counseling will bear the cost of the fingerprinting/background checks. The Board has the right to refuse entry onto its school grounds to any individual whose background check does not meet the requirements established by The Board pursuant to Florida law.
 - (iv) Like other visitors to school grounds, Phoenix Counseling volunteers, employees or agents will also be subject to RAPTOR screening on school campuses. Additionally, any mentor must sign in and out of the school district's Volunteers Count! database each time they are on campus to mentor.

- C. Phoenix Counseling shall provide appropriate supervision and evaluation of the clinical staff.
- D. Phoenix Counseling shall provide general and professional liability insurance covering all aspects of this Agreement with limits no less than \$500,000.00 per occurrence, naming The Board as an additional insured. As evidence of such insurance coverage, Phoenix Counseling shall furnish The Board with a Certificate of Insurance prior to commencing services under this Agreement. Phoenix Counseling will furnish a Certificate of Insurance for each subsequent year of the Agreement.
- E. Phoenix Counseling shall ensure that its volunteers, employees and agents will follow applicable state and federal laws and regulations at all times in performing services under this Agreement.
- F. Phoenix Counseling shall hold harmless, indemnify, and defend The Board, its agents, servants, and employees in their official and individual capacities, from any demand, claims, suit, loss, cost, expenses, or damage which may be asserted, claimed or recovered against or from The Board, its agents or employees, in their official or individual capacity by reason of any damage to property or injury or death or any person which arises out of, is incident to, or in any manner connected with this Agreement. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives and assigns and cannot be waived or varied. Nothing in this provision is intended to waive any sovereign immunity to which The Board may be entitled.
- G. In the event Phoenix Counseling receives student records and/or information in the course of providing services, it shall fully comply with the requirements of §1002.22 and §1002.221, Florida Statutes, the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, and the federal regulations issued pursuant thereto (34 CFR Part 99); and any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Phoenix Counseling shall (i) hold the student records and information in strict confidence and not use or disclose except as required by this Agreement or permitted by law and disclose student records only to those who have a need to access the information in order to perform their assigned duties; (ii) safeguard the student records through administrative, physical and technological safety standards to ensure adequate controls are in place to protect these student records in accordance with FERPA's privacy requirements; and (iii) continually monitor its operations and take all actions necessary to assure that the student information and records are safeguarded in accordance with the terms of this Agreement.

THE BOARD AGREES:

- A. To facilitate access to school faculty at those locations where services are provided for an overview of the program, its eligibility criteria and referral process.
- B. To facilitate access to school records where parental consent has been given and verification of such consent has been provided to the school.
- C. To provide an appropriate space Phoenix Counseling at any school location where Mental Health services are provided by said Phoenix Counseling.

BOTH PARTIES AGREE:

- A. Phoenix Counseling is an independent service provider and neither it nor any of the supervisors, employees, or any other persons used by Phoenix Counseling in its programs shall be deemed an employee, servant, or agent of the Board while serving or participating in the provision of Phoenix Counseling services.
- B. Any alterations, variations, modifications or waivers of this Agreement shall be void unless agreed to in writing by both parties. The Board and Phoenix Counseling agree to amend this Agreement to comply with any modifications to the requirements of applicable federal or state laws or regulations.
- C. This Agreement shall commence July 1, 2023, and remain in effect until June 30, 2024, at which time the Agreement will automatically renew unless terminated by either party. The Agreement shall continue to renew automatically thereafter for one (1) year terms until terminated by either party. Either party may terminate this Agreement at any time without cause by giving thirty (30) days written notice to the other party. The Board may terminate this Agreement immediately upon providing written notice if Phoenix Counseling materially breaches the terms of this Agreement.
- D. Upon termination or changes to this Agreement, by either party, the originating department is responsible for notifying the Sarasota County Schools Police Department Fingerprint Office of that change in status and, if necessary, assist with the collection of all badges.
- E. Any notice given pursuant to this Agreement shall be made to Phoenix Counseling, 7281 Sunshine Grove Rd., Ste. 101, Brooksville, FL 34613-6898, to the attention of the Clinical Director or to The Board at 1960 Landings Blvd., Sarasota, Florida 34231, to the attention of the Supervisor of Student Services.
- F. No monetary reimbursement between the parties is associated with this Agreement.
- G. This Agreement shall be governed and construed in accordance with the laws of the State of Florida, and the sole and exclusive jurisdiction for any action brought to enforce this Agreement shall be in the County or Circuit Court of the Twelfth Judicial Circuit in and for Sarasota County, Florida.
- H. This Agreement represents the entire agreement between the parties, and no prior or subsequent oral agreements shall be binding upon either of the parties until reduced to writing.

[SIGNATURES ON FOLLOWING PAGE.]

IN WITNESS, WHEREOF, The Board and Phoenix Counseling have executed this Agreement as of the date first above written.

Phoenix Counseling Service
Support Inc

The School Board of Sarasota
County, Florida

By 
Keira Thomas
CFO

By _____
Karen Rose
Chair

Approved as to Form and Legal Content
by Shumaker, Loop & Kendrick, LLP
Attorneys for The School Board
of Sarasota County, Florida
Signed: MRM
Date: March 19, 2024



April 16, 2024 Board Meeting
Agenda Item 29.

Title

APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR TECHNOLOGY SOLUTIONS, PRODUCTS, & SERVICES

Description

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Following an extensive investigation of the existing Instructional Improvement System (IIS) for teacher evaluation and professional learning, a strategic recommendation was made to transition to a technically advanced streamlined solution. This contract is for the purchase of PowerSchool's Professional Learning Educator Effectiveness Cloud encompassing: Perform (a Staff Evaluation System) and a Professional Learning System.

Gap Analysis

The original Teacher Evaluation System of the IIS was codeveloped with a vendor in 2011-2012. The Professional Development System was originally developed in 2007-2009 and modified in 2019. The current IIS functionality is outdated and technically frail. The current system is supported by nonlocal contracted employees resulting in communication and maintenance delays. The current evaluation system was used for teachers and does not include the evaluation of classified staff.

Previous Outcomes

The IIS was SCS's first digital system combining teacher evaluation and professional learning, however it has not been fully integrated. The SCS professional development, research and evaluation, human resources and technical staff have recommended that migration to a current digital tool is necessary as the IIS has outlived its lifecycle. An updated, integrated tool built upon current technology is warranted. The proposed system includes full integration with other owned platforms.

Expected Outcomes

Moving to a new system would address current technical challenges, enhance efficiency, usability, and satisfaction for users involved in teacher evaluations and professional learning. Migration will streamline processes, improve access to and management of all staff evaluations, and better support instructional improvement efforts.

Strategic Plan Goal

Recommendation

That the agreement with PowerSchool and the Sarasota County School Board be approved as presented.

Contact Information

JOE BINSWANGER joe.binswanger@sarasotacountyschools.net
DENISE CANTALUPO denise.cantalupo@sarasotacountyschools.net
RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

Not to exceed \$250,315.96
A combination of capital transfer and operating with the majority coming from capital transfer.

ATTACHMENTS:

Description	Upload Date	Type
Powerschool-ADG	3/28/2024	Cover Memo



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR TECHNOLOGY SOLUTIONS, PRODUCTS, & SERVICES

DESCRIPTION: The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

Following an extensive investigation of the existing Instructional Improvement System (IIS) for teacher evaluation and professional learning, a strategic recommendation was made to transition to a technically advanced streamlined solution. This contract is for the purchase of PowerSchool's Professional Learning Educator Effectiveness Cloud encompassing: Perform (a Staff Evaluation System) and a Professional Learning System.

GAP ANALYSIS: The original Teacher Evaluation System of the IIS was codeveloped with a vendor in 2011-2012. The Professional Development System was originally developed in 2007-2009 and modified in 2019. The current IIS functionality is outdated and technically frail. The current system is supported by nonlocal contracted employees resulting in communication and maintenance delays. The current evaluation system was used for teachers and does not include the evaluation of classified staff.

PREVIOUS OUTCOMES: The IIS was SCS's first digital system combining teacher evaluation and professional learning, however it has not been fully integrated. The SCS professional development, research and evaluation, human resources and technical staff have recommended that migration to a current digital tool is necessary as the IIS has outlived its lifecycle. An updated, integrated tool built upon current technology is warranted. The proposed system includes full integration with other owned platforms.

EXPECTED OUTCOMES: Moving to a new system would address current technical challenges, enhance efficiency, usability, and satisfaction for users involved in teacher evaluations and professional learning. Migration will streamline processes, improve access to and management of all staff evaluations, and better support instructional improvement efforts.

STRATEGIC PLAN GOAL:

CONTACT: Rachael O'Dea, Rachael.odea@sarasota-county-schools.net,
Chris Renouf, chris.renouf@sarasotacountyschools.net, Denise Cantalupo,
denise.cantalupo@sarasotacountyschools.net, Joe Binswanger,
joe.binswanger@sarasotacountyschools.net

FINANCIAL IMPACT: Not to exceed \$250,315.96

License and Subscription - \$150,511.71 – Capital Transfer
Set- Up - \$ 47,065.25 – Capital Transfer
Training - \$52,739 – General Fund
Total – \$250,315.96

RECOMMENDED MOTION: That the agreement with PowerSchool and the Sarasota County School Board be approved as presented.

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PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

[illegible]



April 16, 2024 Board Meeting
Agenda Item 30.

Title

APPROVAL OF THE REVISED ESE COMPLIANCE COORDINATOR JOB DESCRIPTION
FORMERLY KNOWN AS ESE COMPLIANCE LIASION

Description

The job description title has changed from Exceptional Student Education (ESE) Compliance Liaison to Exceptional Student Education (ESE) Compliance Coordinator. This has been updated to redefine roles and responsibilities specific to the alignment of district initiatives.

The role and responsibility of an ESE Compliance Coordinator is to provide site-based support in all areas of exceptional student education related to compliance of federal and state laws and regulations. The ESE Compliance Coordinator utilizes program knowledge and leadership skills to plan, train, implement and monitor a comprehensive system for auditing special education records to ensure compliance with state and federal laws and regulations. ESE Compliance Coordinators function as a liaison between the school and district ESE department to coordinate, problem-solve, attend needed meetings, and articulate needs during transitions. ESE Compliance Coordinators are responsible for ensuring accurate FTE audits and FDOE desk-top monitoring reports.

Gap Analysis

Revised the job description to align with district initiatives and supporting SWD needs.

Previous Outcomes

The district utilized ESE Compliance Liaisons previously to support school-based compliance needs. Currently, these positions have not been allocated.

Expected Outcomes

The expected outcome for ESE Compliance Coordinators is to monitor data closely at assigned schools to support the site-based administrative team, ESE and general education teachers, school staff, parents, and students to ensure the provision of a free and appropriate public education (FAPE) and to improve the outcomes of students with disabilities.

Strategic Plan Goal

Recommendation

That the updated Exceptional Student Education (ESE) Compliance Coordinator position formerly known as ESE Compliance Liaison be approved as presented.

Contact Information

DANIELLE SCHWIED danielle.schwied@sarasotacountyschools.net

HEATHER WASSERMAN heather.wasserman@sarasotacountyschools.net

ALLISON FOSTER allison.foster@sarasotacountyschools.net

RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact

N/A

ATTACHMENTS:

Description	Upload Date	Type
ESE Compliance Coordinator	3/29/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION COMPLIANCE COORDINATOR

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: District-Wide

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education (ESE) and a minimum of one core content area.
- Minimum of [five (5)] three (3) years successful experience as an Exceptional Student Education (ESE) liaison or staffing specialist in another Florida school district or similar job responsibilities in another state.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of ESE students and their disabilities as well as knowledge of local, state, and federal ESE guidelines.
- Knowledge of Full Time Equivalent (FTE) reporting and data compliance.
- Ability to provide in-service training.

REPORTS TO:

ESE Director [Principal]/Cost Center Head or Designee

JOB OBJECTIVE:

To assure compliance of required local, state, and federal documentation as relates to Individuals with Disabilities Education Act (IDEA) and ESE students; Coach and train school-based ESE Instructional Facilitators (EIF); and to assist [teachers] schools with understanding the process for [issues relative to] designing and implementing instruction for Students with Disabilities (SWD) and/or presenting educational risk.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- [Audit ESE records for compliance purposes at selected school sites.]
- Oversee the FTE process and data collection and reporting at selected school sites,
- Monitor indicators related to State Performance Plan/Annual Performance Report (SPP/APR), formerly known as LEA Profile.
- Assist with the development and/or implementation of district policies and procedures for Exceptional Student Education (ESE) to meet federal, state, and local regulations.
- [Monitor to ensure that all necessary ESE procedures and documentation are fulfilled.]
- Develop and provide appropriate training and in-service activities [training] for new [ESE] staff [teacher] to ensure compliance with the district's policies and procedures for students with disabilities. [orientation [in regard to] [IEP/SP (service plans)]]
- Meet regularly with school based EIF to review compliance needs.

- Communicate regularly with school-based administrator regarding compliance updates.
- Run and monitor Early Warning Sign (EWS) indicators and school-based reports regularly for assigned schools and share with EIF and administrators.
- [Participate in the provision of training and in-servicing of new ESE Liaisons.]
- [Participate in the] Provide ongoing support, training, technical assistance, coaching, and guiding of current ESE Instructional Facilitators (EIF) [Liaisons].
- [Provide coaching and technical assistance to ESE teachers on the design of IEPs/SP]
- [Provide feedback, ideas, and observations in areas such as classroom and behavior management, and methods of instruction.]
- [Support and provide assistance to school-based ESE liaisons in the provision of FAPE to ESE students Monitors and provides consultation on the use of instructional strategies for students at risk and SWD.]
- [Conduct IEP/SP meetings, as directed.] Conduct eligibility and IEPs for non-enrolled students.
- Serve as District representative at intake of IEP/SP meetings, as directed for out of state, PreK, unenrolled Family Empowerment, etc.
- [Refer students and to the District CARE team for review]
- [Serve as chairperson for District CARE.] Review of IEPs and assisting with recommendations for placement of students transferring into the district.
- [Provide temporary support to schools.]
- [Provide assistance, information, and training to parents of ESE students.]
- Assist in activities related to FDOE required self-assessments and audits.
- Assist in development/delivery of training for updates for in state requirements.
- Review documentation related to graduation requirements, including End of Course Assessment Waivers, Deferrals, etc.
- Facilitate transition process for student change of placement to a specialized program, separate day school, or school change.
- Write and update Service Plans and communicate updates with district registrar.
- Review and provide feedback to schools regarding IEP process and procedures including but not limited to IEP components, eligibility process, etc.
- Attend IEP meetings as necessary.
- Facilitate IEP meetings as directed.
- Collect, gather, and prepare records for dispute and resolution processes.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress code rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationship with staff, students, and parents.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, students, and parents.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other 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 as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Additional contracted summer months may be required
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.

Job Description Supplement No. 07



April 16, 2024 Board Meeting
Agenda Item 31.

Title

APPROVAL OF THE REVISED ESE INSTRUCTIONAL FACILITATOR FORMERLY KNOWN AS ESE LIAISON

Description

The job description title has changed from Exceptional Student Education (ESE) Liaison to Exceptional Student Education (ESE) Instructional Facilitator. This has been updated to redefine roles and responsibilities specific to the alignment of district initiatives. This position is specific to supporting compliance and fidelity of Individual Education Plan implementation, and coaching, guiding and supporting at the school level to support Students with Disabilities (SWD) maximizing student achievement in the least restrictive environment.

Gap Analysis

ESE Instructional Facilitators are allocated based on a formula that considers various weighted factors including:

- Numbers of Resource students;
- Numbers of students in Separate Class or Cluster Site;
- Matrix Scores- 254/255 with increased need;
- Significant Medical Needs;
- Intense Academic Needs;
- Implemented FBAs/BIPs;

Number of paraprofessionals.

Previous Outcomes

ESE Liaisons perform primarily compliance roles.

Expected Outcomes

The ESE Instructional Facilitator utilizes program knowledge and leadership skills to support the instruction of students with special learning needs within or outside the general education classroom. The ESE Instructional Facilitator collaborates with school-based

administration, teachers, and staff to provide support for curriculum, instruction, behavior, compliance, and programmatic decisions to ensure that the needs are met for all students. This includes mentoring ESE teachers, supporting substitutes and observing students. The expected outcome is for ESE Instructional Facilitators to assist the site-based administrative team, ESE and general education teachers, school staff, parents, and students to ensure the provision of a free and appropriate public education (FAPE) and to improve outcomes of students with disabilities.

Strategic Plan Goal

Recommendation

That the updated Exceptional Student Education (ESE) Instructional Facilitator position formerly known as ESE Liaison be approved as presented.

Contact Information

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Financial Impact

N/A

ATTACHMENTS:

Description	Upload Date	Type
Job Description ESE Instructional Facilitator	3/29/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION INSTRUCTIONAL FACILITATOR

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: District-Wide

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education, Guidance, Speech pathology and a minimum of one core content area, appropriate for grades represented at school site. Minimum of three (3) years successful experience as an Exceptional Student Education (ESE) teacher, Guidance Counselor, School Psychologist, or School Social Worker, preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic understanding of ESE students and their disabilities. Knowledge of staffing requirements into ESE programs.
- Knowledge of local, state and federal ESE guidelines.
- Knowledge of district selected research based instructional materials.
- Knowledge of district curriculum.
- Ability to interface with school personnel and parents.

REPORTS TO:

ESE Director [Principal]/Cost Center Head or Designee

JOB OBJECTIVE:

[To assure proper placement of exceptional education students in accordance with local, state and federal guidelines.] Serve as an instructional resource, working collaboratively with school and district personnel to plan and implement a consistent program of improving ESE student achievement using strategies that demonstrate a statistically significant effect on increasing student outcomes.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Serve as Local Education Agency (LEA) representative at ESE [staffings] initial eligibility meetings, and as directed.
- Provide services, coaching and technical assistance to regular staff members who work with mainstreamed ESE students.
- Provide assistance and information to parents of ESE students.
- Support school-based family/caregiver training opportunities.
- [Provide Crisis Intervention Services to all ESE staff and students as needed.] Possess knowledge of research and evidence-based instructional and intervention practices to support ESE students.

School Board Approved – September 4, 2001 (rev. 08/02/06) – (rev. April 15, 2008), Revised April 5, 2011, Revised Feb. 10, 2012 – Revised August 9, 2018

- [Serve as a resource to the guidance department when needed.] Collaborate and provide feedback to teachers to support high yield instructional strategies to support implementing and progress monitoring current individual education plans (IEP).
- [Provide classroom observation for students being considered for ESE placement.] Collaborate with teachers to implement differentiated instructional methods within all general education settings to ensure students are receiving a Free and Appropriate Education (FAPE).
- Conduct the [staffing] ESE process and ensure that required procedures related to evaluation, eligibility, and service delivery for students with disabilities are fulfilled.
- [Provide training for ESE teachers on the computerized IEP system and IEP development including measurable goals.] Conference with teachers and engage in the problem-solving process to interpret formal and informal assessment data and plan/design specially designed instruction (SDI) for ESE students.
- [Provide training for ESE teachers on the process of using assessment to guide the direct instruction of ESE students.] Serve as an active participant in ESE instructional programming, development, and monitoring of IEPs to reflect student achievement and individual growth.
- [Provide training for ESE teachers on the use of district selected research based materials.] Attend professional development opportunities to maintain a high level of skill and knowledge of current research and practices as it relates to ESE instruction and student achievement.
- Coordinate articulation between departments, schools and/or agencies for ESE students.
- Coordinate ESE transportation for the school site.
- Maintain accurate ESE records for auditing purposes.
- [Schedule and conduct student eligibility staffings.] Meet on a regular basis with school-site administration and staff to develop goals, reflect on the impact of support provided, provide data regarding return on investments and/or prioritize further support as evidenced.
- Problem solves using active listening skills to support ESE teachers, students and families serving as a bridge between home and school.
- Collaborate and meet with district staff regularly to review compliance procedures, monthly reports, and to problem solve school-based needs.
- Schedule and conduct initial IEP/placement meetings.
- Assist with FTE process and data collection.
- Assist with scheduling of ESE students.
- [Transition incoming ESE transfer students.]
- Serve as a Children at Risk in Education (CARE) team member for the school site for ESE related needs.
- Collaborate and support Child Find process as indicated.
- Assist with parent-teacher conferences as requested.
- [Facilitate the referral of students for medical or psychiatric evaluation.]
- [Orient new ESE teachers to ESE curriculum, classroom management and IEP development.]
- [Be willing to serve as a SCIP mentor to new ESE teachers.]
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff, students and parents.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, students and parents.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Sustained focus and attention to detail for extended periods of time.
- Perform other 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 as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Additional contracted summer months may be required

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.

Job Description Supplement No. 07



April 16, 2024 Board Meeting
Agenda Item 32.

Title

APPROVAL OF THE NEW JOB DESCRIPTION FOR ESE PROGRAM FACILITATOR

Description

Add a new job description to include Exceptional Student Education (ESE) Program Facilitator. This has been created to redefine roles and responsibilities specific to the alignment of district initiatives.

The role and responsibility of an ESE Program Facilitator is to provide site-based support in all areas of exceptional student education related to IEP student and programmatical needs. The ESE Program Facilitator will observe, collaborate with appropriate staff and administration to plan programs, coordinate curricular resources, and assist in evaluating the effectiveness of programs for students with IEPs. ESE Program Facilitators assist in planning and implementation, and participate in staff development, program development, and innovation of special methods and approaches of professional learning to support methodology of specially designed instruction.

Gap Analysis

Revised the job description to align with district initiatives and supporting SWD needs.

Previous Outcomes

The current district ESE Program Specialist position focuses heavily on compliance and program development.

Expected Outcomes

The expected outcome for ESE Program Facilitators is to provide coordination, collaboration, and program development in his/her area(s) of expertise throughout the district to support the site-based administrative team, ESE and general education teachers, school staff, parents, and students to ensure the provision of a free and appropriate public education (FAPE) and to improve the outcomes of students with disabilities.

Strategic Plan Goal

Recommendation

That the new job description for Exceptional Student Education (ESE) Program Facilitator be approved as presented.

Contact Information

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RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact

N/A

ATTACHMENTS:

Description	Upload Date	Type
Job Description ESE Program Facilitator	3/29/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION PROGRAM FACILITATOR

SALARY SCHEDULE: INSTRUCTIONAL- MODIFIED

COST CENTER: District-Wide

MINIMUM QUALIFICATIONS:

- Master's Degree/Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education, Speech Pathology, Guidance, Psychology, or Social Work.
- Certification in a minimum of at least one core curriculum area, unless working under licensure.
- Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local laws, rules, and regulations governing areas of responsibility.
- Expertise in the curriculum in appropriate content area and level.
- Knowledge of best practices, appropriate assessment strategies, and current literature aligned to IDEA programs.
- Specialized training in the assigned area of exceptional student education specific for to the position assignment.
- Ability to model in the classroom and collaborate with classroom teachers and principals.
- Positive communication and conferencing skills.
- Active listening skills.
- Good organizational and time management skills.
- Flexibility.
- Ability to synthesize[ing] and distribution of information.

REPORTS TO:

ESE Director [Principal]/Cost Center Head or Designee

JOB OBJECTIVE:

To provide support to schools with program design, instructional strategies, appropriate resources and identification of professional learning needs to enhance access to the learning environment and maximize teaching and learning for students with disabilities. To problem solve and coach [assist schools and teachers] school staff to support with [issues relative] needs related to a specific [curricular] program area or level of instruction and provide the essential resources needed to better serve [the targeted] ESE students [groups and individuals].

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- [Disseminate, implement and audit state and federal mandates.]
- Provide direct support to schools [school support] based on department initiatives and/or school requests.

- Work closely with ESE Instructional facilitators (EIF) and school-based administration on instructional programs and best practices to support student achievement.
- Coach and guide the EIF in working with school staff on the implementation of educational programming and specially designed instruction with fidelity.
- Coordinate professional learning, agency referrals and collaboration with other departments based on programmatical needs.
- Model effective instructional strategies, interventions, and approaches for programmatical implementation.
- Provide direct support to department(s) and schools in specific areas of program expertise.
- Assist in [the completion of] completing all District and department goals and initiatives.
- Provide design and training for appropriate staff development activities.
- Assist in planning and implementing county-wide programs for the department.
- Work with community-based agencies and resources.
- Chair or serve on school or District committees relative to program area of responsibility.
- Represent the School District at regional and/or state-level conferences to acquire current knowledge and research to disseminate to District staff.
- Assist in providing new teacher orientation and training related to ESE.
- [Review, revise, develop and distribute information, materials/resources appropriate to the needs of the department and the district.]
- Promote parent and community collaboration of effective services delivered to students.
- Demonstrate initiative in [the performance of] performing assigned responsibilities.
- [Provide coaching and technical assistance to teachers on the design and implementation of the IEP/EP.]
- Provide assistance, information, and training to parents of students with disabilities.
- Support EIF and school-based administration in organizing and/or designing student and family trainings that align with the programmatical student needs to support student growth.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Provide feedback, ideas, and observations to collaborate with school-based administrators, teachers, and staff in areas such as ESE accommodations, classroom strategies, [and] behavior management, and methods of instruction supporting the ESE Instructional Facilitator.
- Deliver training related to specific ESE programs.
- Deliver training to parents/guardians related to students with disabilities.
- Provide support related to ESE complex cases.
- Collaborate with the curriculum department on specialized instruction/programs for students with disabilities.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Additional contracted summer months may be required

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.

Job Description Supplement No. 07



April 16, 2024 Board Meeting
Agenda Item 33.

Title

APPROVAL OF STATE & FEDERAL GRANTS COORDINATOR-MODIFIED SALARY SCALE & QUALIFICATIONS

Description

The State and Federal Programs Coordinator is responsible for assisting in the preparation, implementation, monitoring and evaluation of state and federal grants in relation to program resources tied to the Every Student Succeeds Act (ESSA); working cooperatively with other staff members and departments to facilitate collaborative planning as it relates to federal program initiatives (e.g., Title I, Title II, Title III, Title IV, IDEA); and utilizing appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services of these grant funded programs at the District and school-level (traditional, charter, and private schools).

Gap Analysis

This position has been vacant for approximately 30 months. This revision more accurately captures the experience and qualifications necessary to support the State and Federal Programs Office to achieve program goals and aligns the salary scale to those qualifications.

Previous Outcomes

To provide for the development, application process and procurement of special, state and federal categorical grants and discretionary grants which meet District needs as well as responsible for the coordination of the district grant application processes.

Expected Outcomes

To provide facilitation and coordination in the development, application, implementation, evaluation, and maintenance of all federal and state grants to support schools in attaining and maintaining high student achievement.

Strategic Plan Goal

Recommendation

That the revised job description for the State and Federal Programs and Grants Coordinator be approved as presented.

Contact Information

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BONNIE PENNER bonnie.penner@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

The financial impact of increasing from an H to a G is \$19,458 including both salary and benefits. This position is split funded between General and Title grants.

ATTACHMENTS:

Description	Upload Date	Type
Job 078 State & Federal Programs Coordinator	3/29/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STATE AND FEDERAL PROGRAMS [AND GRANTS] COORDINATOR

SALARY SCHEDULE: ADMINISTRATIVE – [H] G

COST CENTER: FINANCIAL SERVICES 9038

QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution.
- Demonstrated experience in [grant] program administration, [grants] program management, budget management and project management.
- [Extensive experience in writing grants and procuring external funding at District or organizational level.]
- [Extensive experience in designing the evaluation component of grant applications.]
- Experience implementing, monitoring, and evaluating programs in an academic setting.
- Prefer five years' experience in school district, state and federal funding and allocation, coupled with experience in compliance monitoring.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computer programs for administrative management, particularly spreadsheet applications. Experience in the Grant Cycle to include Comprehensive Needs Assessment, Design, Monitoring, and Program Evaluation.
- Working knowledge of funding agencies, funding regulations, and compliance.
- Ability to organize, plan and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Knowledge and ability to keep grant-related budget and financial records in an accurate manner.
- Ability to work with administrators, consultants, and technical staff assigned to assist in allocation, monitoring and compliance functions.

REPORTS TO:

State and Federal Programs and Grants Supervisor

JOB OBJECTIONS:

To provide facilitation and coordination in the development, application, implementation, evaluation, and maintenance of all federal and state grants to support schools in attaining and maintaining high student achievement.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Assist in the preparation, implementation, monitoring and evaluation of state and federal allocations and grants.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services of grant funded programs at the district and school-level (traditional, charter, and private schools).
- Provide assistance and support with program resources tied to ESSA (e.g., Title I, Title II, Title III, Title IV, IDEA).

STATE AND FEDERAL PROGRAMS [AND GRANTS ADMINISTRATOR] Coordinator (Continued)

- Coordinate grant writing processes within the district guidelines and establish procedures to facilitate timely applications and reporting for discretionary and entitlement funds from federal and state agencies.
- Assist in the design of the evaluation component of the grant, including conducting the needs assessment, collecting baseline data and writing measurable objectives, as necessary.
- Provide technical assistance regarding the interpretation and implementation of federal, state, and local policies.
- Work cooperatively with other staff members and departments to facilitate collaborative planning as it relates to federal program initiatives.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and initiate appropriate action.
- Monitor assigned grant projects at the district and cost-center level to ensure completion of grant activities and work with staff to monitor grant program requirements and deliverables for compliance.
- Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Work with program evaluator(s) on reports required by the state and district and utilize such data to assist in decision-making
- Monitor and make appropriate adjustments and amendments to grant requirements
- Monitor assigned grant projects at the district and cost-center level to ensure completion of grant activities and work with staff to monitor grant program requirements and deliverables for compliance
- Serve as the primary point of contact for the provision of equitable services to private schools as required by law.
- Serve as the District's Homeless Education Liaison
 - Prepare all required reports and maintain all appropriate records.
 - Demonstrate initiative in the performance of assigned responsibilities.
 - Keep supervisor informed of potential problems or unusual events.
 - Respond to inquiries and concerns in a timely manner.
 - Follow all School Board policies, rules and regulations.
 - Demonstrate support for the School District and its goals and priorities.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Perform other 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 as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.



April 16, 2024 Board Meeting

Agenda Item 34.

Title

APPROVAL OF NEW JOB DESCRIPTION PROGRAM SPECIALIST-PROFESSIONAL LEARNING GENERALIST (INSTRUCTIONAL)

Description

The Program Specialist in the Professional Learning Department will play a pivotal role in the development, implementation, and evaluation of professional learning programs across the district. This position is responsible for designing and delivering training sessions that meet the needs of educators at various stages of their careers, with a focus on improving teaching skills, integrating technology into instruction, and enhancing student learning outcomes.

The job goal of the Program Specialist in the Professional Learning Department is to enhance the professional learning, growth, and development of educators within the school district by designing, implementing, and evaluating effective professional learning programs. This position aims to improve teaching skills, facilitate the integration of technology into instruction, and ultimately enhance student learning outcomes. Through the delivery of high-quality training sessions, one-on-one coaching, and the development of collaborative professional learning communities, the Program Specialist will support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education.

The primary roles include: ·

Develop and Implement Professional Learning Programs

- Design and execute professional learning workshops, seminars, and courses for teachers and administrative staff.
- Tailor programs to meet the specific needs of educators at different stages of their careers.

Curriculum Development and Evaluation

- Collaborate with Curriculum Directors and Curriculum Program Specialists to develop, assess, and update curriculum materials for professional learning programs.
- Ensure that content is aligned with current educational standards and best practices.

Needs Assessment and Program Evaluation

- Conduct needs assessments to identify areas for professional growth among staff.

- Regularly evaluate the effectiveness of professional learning programs and make adjustments based on feedback and outcomes.

Stakeholder Engagement

- Work closely with school leaders, teachers, and other stakeholders to identify and prioritize professional learning needs.
- Foster an environment of continuous learning and encourage staff participation in professional learning opportunities.

Resource Management

- Manage budgets allocated for professional learning activities.
- Identify and procure resources, including guest speakers and educational materials, to support professional learning.

Technology Integration

- Train teachers, administrators, and district staff on how to use the Professional Learning System as needed.
- Create on-line tools to assist with learning and using the Professional Learning System.
- Help create and enhance best practice policies for use of the Professional Learning System.
- Leverage technology to enhance learning experiences, including the use of online platforms for trainings, webinars and workshops.
- Stay abreast of emerging educational technologies that can support professional learning.

Mentoring and Coaching

- Provide one-on-one coaching or mentoring to teachers seeking to improve their instructional strategies.
- Develop peer mentoring programs to encourage knowledge sharing among staff.

Compliance and Accreditation

- Ensure that professional learning activities comply with state and federal regulations and standards.
- Assist in the accreditation processes for the school district by documenting professional learning activities and outcomes.

Professional Learning Communities

- Facilitate the creation and support of professional learning communities within the school district.
- Encourage collaborative learning and sharing of best practices among educators.

Continuous Improvement

- Continuously seek opportunities for personal professional growth to stay informed of the latest trends and research in education.
- Encourage a culture of reflective practice and continuous improvement among staff.

The Florida Department of Education requires school districts to adhere to a comprehensive and coordinated system of professional learning, as established by the School Community Professional Learning Act (section 1012.98, Florida Statutes). This system is designed to

increase student achievement, enhance classroom instruction with rigor and relevance, and prepare students for success in college, career, and life. Responsibilities for implementing this system are distributed among various stakeholders, including the Florida Department of Education, public postsecondary institutions, school districts, and schools, along with state education foundations, consortia, and professional organizations.

Gap Analysis

We have not had a *Professional Learning* department for many years. With our new administration, a department was formed. It has been staffed by one employee until very recently when an administrative assistant was added. To serve the nearly 3000 educators who, in turn, serve over 46,000 students, we lack the resources to support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education. By adding four program specialists, we will build a foundation for closing this gap.

Previous Outcomes

If approved, this would be a new position to Sarasota County Schools designed to support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education.

Expected Outcomes

Please see the roles and responsibilities listed above.

Strategic Plan Goal

Recommendation

That the Program Specialist-Professional Learning Generalist (Instructional) Job Description be approved as presented.

Contact Information

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RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact

The total fiscal impact is \$xxx,xxx from Title II funds and \$xx,xxx from Title 1 funds.

ATTACHMENTS:

Description	Upload Date	Type
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Description	Upload Date	Type
Program Specialist-Professional Learning Generalist (Instructional)	3/28/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST – PROFESSIONAL LEARNING GENERALIST (INSTRUCTIONAL)

SALARY SCHEDULE: INSTRUCTIONAL + 7.1% (Eight-hour duty day)

COST CENTER: LANDINGS 9053 (PROFESSIONAL LEARNING AND LEADERSHIP DEVELOPMENT)

MINIMUM QUALIFICATIONS:

- Minimum of three years classroom teaching experience
- Possession of or eligible for a valid regular Florida teaching certificate
- Bachelors or Master's degree from an accredited college or university

PREFERRED QUALIFICATIONS:

- Experience in instructional coaching or as a professional learning community (PLC) leader.
- Knowledge of and experience with data-driven instruction and assessment strategies.
- Certification in educational training or adult learning.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong presentation and facilitation skills, with the ability to engage and motivate adult learners.
- Proficient in the use of educational technology and digital learning platforms.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work collaboratively with faculties, administrators, district staff, students, and families.
- Ability to prepare and deliver professional learning, presentations, and workshops to varying audiences, including content area teachers and administrators.
- Ability to provide coaching and job-embedded classroom learning experiences to support and develop teachers.
- Ability to model evidence-based strategies to adult learners in various settings (e.g., workshops, blended learning courses, professional learning communities, webinars, etc.).
- Ability to provide intensive, high-impact interventions based on advanced progress monitoring data to students utilizing a variety of delivery models.
- Ability to analyze data and use it to inform support, decisions, response plans, and interventions for students and teachers.
- Skillful collaborator, evidenced by excellent oral and written communication skills, interpersonal skills, conflict resolution strategies, stress management, planning and organizational skills, and problem-solving methods.
- Ability to be flexible, work independently, efficiently manage time, and continue personal growth.

REPORTS TO:

Executive Director of Professional Learning and Leadership Learning

POSITION OVERVIEW:

The Program Specialist/Trainer in the Professional Learning Department will play a pivotal role in the development, implementation, and evaluation of professional learning programs across the district. This position is responsible for designing and delivering training sessions that meet the needs of educators at various stages of their careers, with a focus on improving teaching skills, integrating technology into instruction, and enhancing student learning outcomes. The ideal candidate will possess a deep understanding of educational pedagogies, adult learning principles, and effective professional learning practices.

School Board Approved -

PROGRAM SPECIALIST – PROFESSIONAL LEARNING GENERALIST (INSTRUCTIONAL)
Continued

JOB OBJECTIVE:

The job goal of the Program Specialist in the Professional Learning Department is to enhance the professional learning, growth, and development of educators within the school district by designing, implementing, and evaluating effective professional learning programs. This position aims to improve teaching skills, facilitate the integration of technology into instruction, and ultimately enhance student learning outcomes. Through the delivery of high-quality training sessions, one-on-one coaching, and the development of collaborative professional learning communities, the Program Specialist will support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- **Develop and Implement Professional Learning Programs**
 - Design and execute professional learning workshops, seminars, and courses for teachers and administrative staff.
 - Tailor programs to meet the specific needs of educators at different stages of their careers.
- **Curriculum Development and Evaluation**
 - Collaborate with Curriculum Directors and Curriculum Program Specialists to develop, assess, and update curriculum materials for professional learning programs.
 - Ensure that content is aligned with current educational standards and best practices.
- **Needs Assessment and Program Evaluation**
 - Conduct needs assessments to identify areas for professional growth among staff.
 - Regularly evaluate the effectiveness of professional learning programs and make adjustments based on feedback and outcomes.
- **Stakeholder Engagement**
 - Work closely with school leaders, teachers, and other stakeholders to identify and prioritize professional learning needs.
 - Foster an environment of continuous learning and encourage staff participation in professional learning opportunities.
- **Resource Management**
 - Manage budgets allocated for professional learning activities.
 - Identify and procure resources, including guest speakers and educational materials, to support professional learning.
- **Technology Integration**
 - Train teachers, administrators, and district staff on how to use the Professional Learning System as needed.
 - Create on-line tools to assist with learning and using the Professional Learning System.
 - Help create and enhance best practice policies for use of the Professional Learning System
 - Leverage technology to enhance learning experiences, including the use of online platforms for trainings, webinars and workshops.
 - Stay abreast of emerging educational technologies that can support professional learning.
- **Mentoring and Coaching**
 - Provide one-on-one coaching or mentoring to teachers seeking to improve their instructional strategies.
 - Develop peer mentoring programs to encourage knowledge sharing among staff.
- **Compliance and Accreditation**
 - Ensure that professional learning activities comply with state and federal regulations and standards.
 - Assist in the accreditation processes for the school district by documenting professional learning activities and outcomes.

PROGRAM SPECIALIST – PROFESSIONAL LEARNING GENERALIST (INSTRUCTIONAL)
Continued

- **Professional Learning Communities**
 - Facilitate the creation and support of professional learning communities within the school district.
 - Encourage collaborative learning and sharing of best practices among educators.
- **Continuous Improvement**
 - Continuously seek opportunities for personal professional growth to stay informed of the latest trends and research in education.
 - Encourage a culture of reflective practice and continuous improvement among staff.
- **Other Duties as Assigned**
 - Perform other incidental tasks consistent with the goals and objectives of this position as assigned by the Executive Director of Professional Learning and Leadership Development.

PHYSICAL REQUIREMENTS:

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects.
- The demands of possible extended workdays for meetings, professional learning, training, and/or community/school/district events require a high level of physical and mental endurance. This job requires the ability to handle and balance multiple demands simultaneously.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the District's approved compensation plan.
- Additional contracted summer months may be required
- Hours of employment shall be those established by the District.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of personnel.



April 16, 2024 Board Meeting
Agenda Item 35.

Title

APPROVAL OF NEW JOB DESCRIPTION FOR SENIOR PROJECT MANAGER,
CONSTRUCTION

Description

This agenda item seeks board approval for the job description of the Senior Project Manager, Construction position. This position is being created in an effort to more efficiently staff the Construction Services Department during a critical shortage of professional staff in the industry. The plan is that the Assistant Project Manager will be trained by a Senior Project Manager. This will allow more work to be done by lower paid positions, under close supervision.

Gap Analysis

There is a critical shortage of qualified professionals in this area. This plan attempts to hire lower-level positions, provide them with guidance and professional development, and give them vital job experience, while managing a multitude of construction and renovation projects. The district currently has more work funded than the existing staff can perform.

Previous Outcomes

The district has tried to fill a vacant Project Manager position, with no success. The district has developed a plan to create this Senior Project Manager position in conjunction with Assistant Project Manager position(s). The hope is that the Assistant Project Manager position will result in a wider pool of applicants from which to select.

Expected Outcomes

With board approval, the district anticipates a strengthened capacity for staffing the Construction Services Department. The long-term goal would be to hire 2-3 Assistant Project Managers to be overseen by one Senior Project Manager. Support for these positions would be accomplished by an additional Project Coordinator.

Strategic Plan Goal

Recommendation

That the job description for the Senior Project Manager, Construction position be approved as presented.

Contact Information

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DANIELLE SCHWIED danielle.schwied@sarasotacountyschools.net
ALLISON FOSTER allison.foster@sarasotacountyschools.net
JODY DUMAS jody.dumas@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

This position, along with the Assistant Project Manager will replace the current, vacant Project Manager position. The current total compensation for the Project Manager is \$xxx (salary and benefits.) It is anticipated that the new position will be significantly less than this, which will offset the cost increase for a Senior Project Manager, with variance based on the level of experience and credentials of the qualified applicant. All costs for these positions are funded by the capital budget.

ATTACHMENTS:

Description	Upload Date	Type
Senior Project Manager	3/26/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SENIOR PROJECT MANAGER

SALARY SCHEDULE: ADMINISTRATIVE – D

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- Bachelor's Degree in Building Construction, Engineering, Architecture or related field.
- Licensed as an architect, engineer or general contractor preferred.
- Minimum of ten (10) years direct construction experience, preferably in public school construction.
- Project Management Professional (PMP) credential preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Detailed knowledge of building codes and SBE rules relating to school construction.
- Ability to read and interpret drawings and construction specifications.
- Ability to calculate construction costs and schedules.
- Ability to use computer and software related to responsibilities.
- Skills in communication and conflict resolution.
- Ability to supervise and train employees in project management practices.

REPORTS TO:

Director, Construction Services

JOB GOAL

To ensure that capital projects assigned are designed and completed according to plans, specifications, and building codes, in a timely and cost-effective manner.

SUPERVISES:

Assistant Project Managers, Project Coordinators

PERFORMANCE RESPONSIBILITIES:

- Monitor compliance of contract documents by Construction Manager and Architect.
- Consult with architects and engineers in the design of new buildings and renovations to ensure compliance with District regulations, State Requirements for Educational Facilities and applicable building codes and statutes.
- Monitor project schedules and report concerns to the Director of Construction Services.
- Review all assigned project pay requests and supporting documentation.
- Review all change order requests and recommend action to the Director of Construction Services.
- Interface with the Office of Educational Facilities and Department of Education (DOE) concerning current regulations, codes and design changes as they relate to educational facilities.
- Prepare progress reports on all new construction, renovations and remodeling projects.
- Make frequent visits to job sites for first-hand visual inspection and conferencing with contractors and inspectors.
- Assist with development of long-range capital projects and budget estimates.
- Develop and maintain automated tracking systems for projects.
- Monitor construction schedules to ensure timely project completion.
- Assist in research / clarification and resolution of issues and problems.
- Participate in final inspection of assigned projects.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.

SENIOR PROJECT MANAGER, CONSTRUCTION (Continued)

- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff, vendors, consultants, and the community.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, vendors, consultants, and the community.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Sustained focus and attention to detail for extended periods of time.
- Review, monitor and report all aspects of the construction delivery process as required or requested.
- Direct and manage the Project Team through budget endorsement, Schematic Design, Design Development, Construction Documents, Guaranteed Maximum Price development, construction, closeout, and warranty period for assigned projects.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Manage, supervise, and evaluate Assistant Project Managers and Project Coordinators assigned.
- Facilitate contract negotiations for assigned projects.
- Participate in the Professional Services Selection Committee (PSSC) for assigned projects.
- Ensure that Assistant Project Managers are communicating with site administrators effectively.

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.

Job Description Supplement No. 10



April 16, 2024 Board Meeting
Agenda Item 36.

Title

APPROVAL OF NEW JOB DESCRIPTION ASSISTANT PROJECT MANAGER, CONSTRUCTION

Description

This agenda item seeks board approval for the job description of the Assistant Project Manager, Construction position. This position is being created in an effort to more efficiently staff the Construction Services Department during a critical shortage of professional staff in the industry. The plan is that the Assistant Project Manager will be trained by a Senior Project Manager and develop professionally to be a Project Manager.

Gap Analysis

There is a critical shortage of qualified professionals in this area. This plan attempts to hire lower-level positions, provide them with guidance and professional development, and give them vital job experience, while managing a multitude of construction and renovation projects. The district currently has more work funded than the existing staff can perform.

Previous Outcomes

The district has tried to fill a vacant Project Manager position, with no success. The district has developed a plan to create this Assistant Project Manager position in conjunction with a Senior Project Manager position. The hope is that the Assistant Project Manager position will result in a wider pool of applicants from which to select.

Expected Outcomes

With board approval, the district anticipates a strengthened capacity for staffing the Construction Services Department. The long-term goal would be to hire 2-3 Assistant Project Managers to be overseen by one Senior Project Manager. Support for these positions would be accomplished by an additional Project Coordinator.

Strategic Plan Goal

Recommendation

That the job description for the Assistant Project Manager, Construction position be

approved as presented.

Contact Information

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DANIELLE SCHWIED danielle.schwied@sarasotacountyschools.net
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JODY DUMAS jody.dumas@sarasotacountyschools.net
CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact

This position, along with the Senior Project Manager will replace the current, vacant Project Manager position. The current total compensation for the Project Manager is \$xxx (salary and benefits.) It is anticipated that the new position will be significantly less than this, which will offset the cost increase for a Senior Project Manager, with variance based on the level of experience and credentials of the qualified applicant. All costs for these positions are funded by the capital budget.

ATTACHMENTS:

Description	Upload Date	Type
Assistant Project Manager	3/26/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSISTANT PROJECT MANAGER

SALARY SCHEDULE: ADMINISTRATIVE - F

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- Bachelor's Degree in Building Construction, Engineering, Architecture, or related field.
- Or a minimum of seven (7) years direct construction project management experience, preferably in public school construction.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Detailed knowledge of building codes and SBE rules relating to school construction.
- Ability to read and interpret drawings and construction specifications.
- Ability to calculate construction costs and schedules.
- Ability to use computer and software related to responsibilities.
- Skills in communication and conflict resolution.

REPORTS TO:

Director or Senior Project Manager, Construction Services

JOB GOAL

To ensure that capital projects assigned are designed and completed according to plans, specifications, and building codes, in a timely and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Monitor compliance of contract documents by Construction Manager and Architect.
- Consult with construction managers, architects, engineers, and consultants in the design of new buildings, reroofs and renovations to ensure compliance with District regulations, State Requirements for Educational Facilities and applicable building codes and statutes.
- Monitor project schedules and report concerns to the Director of Construction Services or the Project Executive.
- Review all assigned project pay requests and supporting documentation.
- Review all change order requests and recommend action to the Director of Facilities Services. Interface with the Office of Educational Facilities and Department of Education (DOE) concerning current regulations, codes, and design changes as they relate to educational facilities.
- Prepare progress reports on all new construction, renovations and remodeling projects.
- Make frequent visits to job sites for first-hand visual inspection and conferencing with contractors and inspectors.
- Assist with development of long-range capital projects and budget estimates. s. Develop and maintain automated tracking systems for projects.
- Monitor construction schedules to ensure timely project completion.
- Assist in research / clarification and resolution of issues and problems.
- Participate in final inspection of assigned projects.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.

ASSISTANT PROJECT MANAGER, CONSTRUCTION (Continued)

- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff, vendors, consultants, and the community.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, vendors, consultants, and the community.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Sustained focus and attention to detail for extended periods of time.
- Review, monitor and report all aspects of the construction delivery process as required or requested.
- Direct and manage the Project Team through budget endorsement, Schematic Design, Design Development, Construction Documents, Guaranteed Maximum Price development, construction, closeout, and warranty period for assigned projects.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Assist with contract negotiations for assigned projects.
- Act as owner's representative for assigned projects.
- Assist with the Professional Services Selection Committee (PSSC) for assigned projects.
- Communicate with site administrators regarding projects to minimize disruption to students and staff.

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.

Job Description Supplement No. 10

©EMCS



April 16, 2024 Board Meeting
Agenda Item 37.

Title

APPROVAL OF THE NEW JOB DESCRIPTION FOR EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS

Description

The Executive Director of Elementary Schools will support school principals in developing a culture and climate of academic and social excellence, through implementation of their School Improvement Plans and in support of our Focused Framework for Advancing School Performance. The Executive Director of Elementary Schools will provide leadership support to elementary school administrators in accordance with the Florida Educational Leadership Standards. The Executive Director of Elementary Schools will be highly trained to support principals in instructional leadership and operational management, resulting in increased student achievement outcomes.

Gap Analysis

Currently, our district services 23 conventional elementary schools along with three combination schools catering to elementary students, totaling 26 schools offering elementary educational programs. All these schools require administrative oversight, support, and guidance to continually strengthen overall school performance and foster the development of school-based leaders and staff. The elementary curriculum department oversees instructional implementation across six grade levels, encompassing four primary content areas, accelerated programs, remediation and intervention initiatives, magnet/attractor programs, and state-mandated required instruction. To sustain high-quality practices and achieve advanced outcomes, there is a requirement for additional administrative support to maintain excellence across each of these schools, alongside managing additional growth.

Previous Outcomes

Traditionally operating with one administrative leader providing oversight, support, and guidance to 26 schools with elementary programming, the current model needs additional administrative support to improve school performance, student achievement, and customer service to community stakeholders.

Expected Outcomes

Our overarching goal is to enhance the level of student achievement in each school, the quality of instructional programming, and overall leader and teacher efficacy through strengthened instructional leadership support.

Strategic Plan Goal

Recommendation

That the new job description for Executive Directory of Elementary Schools be approved as presented.

Contact Information

JENNIFER MAINELLI jennifer.mainelli@sarasotacountyschools.net
RACHAEL O'DEA rachael.o'dea@sarasotacountyschools.net

Financial Impact

Projected cost analysis based on the salary schedule for the designated position: Salary Schedule: Administrative A – (\$110,015-\$126,354).

ATTACHMENTS:

Description	Upload Date	Type
Job Description	4/5/2024	Cover Memo

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: 9003

QUALIFICATIONS:

- Master's Degree from an accredited educational institution.
- Certification in Educational Leadership or School Principal.
- Minimum of five (5) years experience in school-based and/or central educational leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of instructional leadership practices that support highly-effective teaching and learning, resulting in student growth and achievement.
- Knowledge of operational leadership practices that support effective staff development and daily functionality of school systems and structures management.
- Knowledge of learning theory, program planning, curriculum development and management of instructional programs.
- Knowledge of District Student Progression Plan.
- Knowledge of the Course Code Directory and Florida Statutes related to curriculum and instruction requirements.
- Knowledge of statutory and regulatory requirements in areas of responsibility.
- Knowledge of national, state and District educational goals and standards.
- Skilled in problem solving, mediation, and conflict resolution.
- Skilled in verbal and written communication.
- Skilled in interpersonal relationship development.
- Ability to provide leadership coaching and job-embedded learning experiences to support and develop school administrators.
- Ability to organize professional learning plans and present information to various school administration audiences.
- Ability to balance several job functions at one time and work under a heavy workload.

REPORTS TO:

Chief of Elementary Schools

JOB OBJECTIVE:

To provide instructional leadership coaching and operational management support for elementary school administrators, in support of all PK-5 students throughout the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

School Board Approved -

EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS, continued

- Support elementary school principals in developing a culture and climate of academic and social excellence, through implementation of their School Improvement Plan.
- Model effective instructional leadership and operational leadership practices to elementary school principals.
- Provide coaching and support to elementary school administrators (principals and assistant principals) in the following areas:
 - Effective data analysis practices to gauge student growth and achievement, using District data analysis protocols.
 - Oversight of PLC and CPT practices to support facilitated teacher planning and preparation, using District PLC resources and backwards planning protocols.
 - Collection of trend data to gauge effective implementation of instructional pedagogy and best-practices, aligned to the school-identified instructional priorities.
 - Targeted and specific feedback to individual teachers grounded in instructional priorities and District guided feedback practices.
 - Operational management of crucial schoolwide systems and structures (master scheduling, critical team meetings, MTSS through SWST/CARE procedures, etc.).
- Assist the Chief of Elementary Schools in the following areas:
 - Collaboration with the Elementary Curriculum Director to support the implementation of District curriculum resources and instructional priorities in all elementary schools.
 - Implement and co-facilitate District priorities that support the Focused Framework for Advancing School Performance (Impact Reviews, Empower Meeting preparation, Data-Driven Response Plan development, etc.).
 - Plan and co-facilitate monthly elementary level-alike and principal/AP meetings that allow for professional learning opportunities for school administrators.
 - Plan, develop, and enact District systems and structures that support a cohesive support system for school administrators.
- Assist schools in keeping abreast of state mandates, District initiatives and opportunities for participation in grants or special programs.
- Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.
- Direct the Summer School Programs for all elementary students.
- Interact with parents, outside agencies, businesses, and community partners to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Keep the Chief of Elementary Schools informed, through proper channels, of potential problems or unusual events.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Represent, consistently, the District in a positive and professional manner.
- Assist in implementing the District's Strategic Plan pillars and priorities.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS, continued

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11



April 16, 2024 Board Meeting
Agenda Item 38.

Title

APPROVAL OF A CERTIFIED PUBLIC ACCOUNTANT AND A DISTRICT 2 DESIGNEE FOR THE AUDIT SELECTION COMMITTEE

Description

Board Policy 2.29 provides for an Audit Selection Committee with members appointed for each district by their respective Board Member, and a Florida licensed Certified Public Accountant who resides and/or practices in Sarasota County.

For District 2:

- Eric Robinson resigned from his position on the Committee as the District 2 designee.
- Thomas Chaffee has been appointed as the District 2 designee.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

That the following selections for the Audit Selection Committee be approved as presented:

- Nomination of a Certified Public Accountant
- Thomas Chaffee to serve as the designee for District 2

Contact Information

Financial Impact

ATTACHMENTS:

Description	Upload Date	Type
Policy 2.29	3/1/2024	Cover Memo

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

AUDITOR SELECTION COMMITTEE

2.29

- I. The Board has created an Auditor Selection Committee, which reports to the Board, and shall perform the duties listed below. The Committee shall be governed by rules and procedures set forth in this section.
- II. Purpose, Responsibility, and Organization
 - A. The purpose of the Committee is to:
 1. Assist the School Board in selecting an auditor to conduct the annual financial audit and to perform all the functions described in Section 218.391, Florida Statutes.
 2. Review findings and management responses in audit reports of Board operations and provide advice and recommendations to the Board for correcting deficiencies.
 3. Provide advice and recommendations to the School Board on initiatives to improve operational efficiencies in order to incorporate business experience and best practices in action plans.
 - B. The Committee will be comprised of seven (7) members as described in paragraphs 1-3 below:
 1. Five (5) community appointees
 2. The Chair of the School Board or his/ her designee. Any designee must be a member of the School Board.
 3. A Florida licensed Certified Public Accountant (identified hereinafter as the "CPA Member") who must be either a resident of, or practicing accountancy in, Sarasota County.
 4. Additionally, the District's Chief Financial Officer shall serve the Committee in an advisory capacity.
 - C. Each School Board member shall recommend the appointment of one of the five community appointees. All community appointees shall be approved by the Board. All community appointees shall be residents of Sarasota County. The initial term of each community appointee approved by the Board shall run concurrently with the then-existing term being served by the Board member who recommends the appointee - i.e., District 1, 4, and 5 Board member's terms through November 2022 and

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

District 2 and 3 Board member's terms through November 2020. After the expiration of each community appointee's initial term, the then-Board member shall recommend the appointment of a community appointee who, upon approval by the Board, shall serve for four (4) years, concurrent with the term of the respective Board member who recommends them. This process will repeat with each Board election, as applicable for each District.

- D. The Chair of the School Board or his/her designee shall serve as the Chair of the Committee.
- E. The CPA Member shall be a Florida licensed Certified Public Accountant in good standing, and must either reside in, or practice accountancy in, Sarasota County. The nomination of the CPA Member may be made by any School Board Member. If more than one qualified CPA Member is nominated to serve on the committee, then the School Board by majority vote of quorum present shall decide the CPA Member who shall serve. The CPA Member shall serve a term in office of four (4) years, and the term shall run regardless of the term of any School Board Member. The CPA Member, and his or her firm or business, may not perform any accounting or audit work for the School Board or School District of Sarasota County, for any form of compensation during such time that the CPA Member serves on the Auditor Selection Committee. This rule does not preclude any one or more of the five community appointees from also being certified public accountants, but in such event the CPA and his or her firm will be precluded from providing audit or accounting services to the same extent as the CPA Member is precluded.
- F. All community appointees and the CPA Member serve in a voluntary capacity. Any community appointee or the CPA Member may be removed by majority vote of the School Board.
- G. In accordance with §112.313, Florida Statutes, and pertinent opinions of the Florida Commission on Ethics, voting Committee members and any business entities in which such members have a direct financial interest will not do business with the district during such members' terms. If it is determined that a voting Committee member has a conflict of interest, then an exception can be submitted from the Committee, for consideration of approval or removal by the majority vote of the School Board.
- H. The Superintendent will be invited to all meetings and will be included in all communications of the Committee.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- I. The Board will provide adequate support to the Committee to discharge its responsibilities, including providing notices of meeting, agendas, and necessary secretarial support. Committee activities shall be reported to the Board on a regular basis.

III. Meetings

The Committee will meet as needed and as called by the Chair. Four (4) voting members will constitute a quorum at all meetings. In the case of special circumstances, the Committee Chair or a majority of the Committee members may call special meetings as required with proper notice. Committee meetings are to be conducted under the Robert's Rules of Order, and in addition, all committee and subcommittee meetings are governed by the Sunshine Law as required by Florida law.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42(12), 218.391 F.S.

HISTORY:

ADOPTED: 11/19/19