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**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](mailto:megan.green@sarasotacountyschools.net)

RACHAEL O'DEA [rachael.o'dea@sarasotacountyschools.net](mailto: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](mailto:megan.green@sarasotacountyschools.net)

RACHAEL O'DEA [rachael.o'dea@sarasotacountyschools.net](mailto: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](mailto:sean.o'keefe@sarasotacountyschools.net)

CHRIS RENOUF [chris.renouf@sarasotacountyschools.net](mailto: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](mailto:diane.cominotti@sarasotacountyschools.net)

JODY DUMAS [jody.dumas@sarasotacountyschools.net](mailto:jody.dumas@sarasotacountyschools.net)

CHRIS RENOUF [chris.renouf@sarasotacountyschools.net](mailto: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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

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.

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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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net  
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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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:

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

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

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

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouv@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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

CRAIG MANIGLIA craig.maniglia@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@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:

CHRIS PARENTEAU chris.parenteau@sarasotacountyschools.net

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.

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Terrence Connor, Secretary

---

Karen Rose, Chair



**April 2, 2024 Board Meeting**  
Agenda Item 1.

**Title**

FLAG SALUTE

**Description**

NPHS JROTC and Student Representative

Arts Aesthetic Moment - Englewood Elementary Show Choir

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

**Strategic Plan Goal**

**Recommendation**

**Contact Information**

**Financial Impact**





**April 2, 2024 Board Meeting**  
**Agenda Item 2.**

**Title**  
SPECIAL PRESENTATIONS/MOMENTS OF PRIDE

**Description**  
State Championship Recognitions

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

**Strategic Plan Goal**

**Recommendation**

**Contact Information**

**Financial Impact**



**April 2, 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	Upload Date	Type
<a href="#">Report</a>	4/3/2024	Cover Memo



# Superintendent's Report

April 2, 2024



# Consent Agenda Highlights



Sarasota County Schools, ACE Annual Art Sale, March 2024.



# Approval of Revised Policies



- **#21)** 3.24 – Safe & Secure Schools
- **#22)** 3.241 – SESIR
- **#23)** 4.10 – The Curriculum
- **#24)** 4.115 – Grade Forgiveness
- **#25)** 4.12 – Exceptional Student Education
- **#26)** 4.31 - Community Speakers
- **#27)** 5.321 - Possession of Weapons and Other Prohibited Items
- **#28)** 5.343 - Use of Time Out, Seclusion, or Restraint for Students with Disabilities
- **#29)** 5.372 - Student Identification Badges
- **#30)** 5.50 - Academic Honesty
- **#31)** 6.21 - District Certificates
- **#32)** 6.22 - Teaching Out of Field
- **#33)** 6.303 - Employees with Weapons
- **#34)** 8.10 - Safety
- **#35)** 8.111 - Key Control – Access to Buildings
- **#36)** 8.112 - District Facility and Event Security Screening
- **#37)** 8.16 - Emergency Drills
- **#38)** 8.18 - Emergency Closing of Schools and Student Reunification
- **#39)** 8.19 - Security Plan
- **#40)** 8.36 - Transporting Students in Private Vehicles
- **#41)** 9.101 - Parent and Family Engagement







# SCS News & Achievements



Sarasota County Schools, *Glenallen Arts Day*, March 2024.

# SHS Alumni One of Five Winners of Met. Opera 2024 Laffont Competition!

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Daniel Espinal, an alumni of Sarasota High School, was one of five winners in the Metropolitan Opera's 2024 Laffont Competition.

**Congratulations!**



# SCS School Teams Qualify for the Odyssey of the Mind World Competition!



For the first time, two of Bay Haven's teams placed first and second place in the Odyssey of the Mind State Competition and, in doing so, they qualified for the World Competition coming in May. Pine View also qualified and will be joining them in May.

**Congratulations!**





## Kirk Hutchinson Selected as a Finalist for Florida Principal of the Year!

---

Kirk Hutchinson, the principal of Venice Elementary, has been selected as one of the top three finalists for Florida Principal of the Year!

**Congratulations!**



# 2024-2025 SCHOOL REGISTRATION

[WWW.SARASOTACOUNTYSCHOOLS.NET/REGISTER](http://WWW.SARASOTACOUNTYSCHOOLS.NET/REGISTER)



## 2024-2025 School Registration

**New Students:** Opens April 4<sup>th</sup>

**Re-registration:** Opens April 18<sup>th</sup>

- No Snap Codes this year
- Registration will be done through FOCUS





# SCS Climate Surveys

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## **Parent:**

Opens April 8<sup>th</sup> and closes May 8<sup>th</sup>

## **Instructional & Non-Instructional:**

Opens April 15<sup>th</sup> and closes May 15<sup>th</sup>



# New Website & App Launching on April 12<sup>th</sup>



The screenshot shows the homepage of the Sarasota County Schools website. The top navigation bar is dark blue with white icons and text for: REGISTER, CALENDARS, FAMILIES, EMPLOYEES, DEPARTMENTS, JOBS, VOLUNTEER, DINING, TRANSPORTATION, and CONTACT US. Below this is an orange banner with a search bar on the right and a menu on the left. The main content area features a large orange background with a photo of a teacher interacting with three young students. Overlaid on this is the text: "2024-2025 Teacher Advisory Committee" in large white letters, and "Application Window Open Until April 30th!" in smaller blue letters. A small accessibility icon is in the bottom right corner.

REGISTER CALENDARS FAMILIES EMPLOYEES DEPARTMENTS

JOBS VOLUNTEER DINING TRANSPORTATION CONTACT US

QUICK LINKS SCHOOLS TRANSLATE

LOOKING FOR SOMETHING? SEARCH HERE

## 2024-2025 Teacher Advisory Committee

Application Window  
Open Until April 30th!





# HAPPY ASSISTANT PRINCIPALS WEEK!

In a world of pencils, you're the highlighter - illuminating our school's path to greatness.



#APWEEK24

## This Week is Assistant Principals Week!

---





**EVERY STUDENT.  
EVERY DAY!**



**April 2, 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 2, 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 2, 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	Upload Date	Type
<a href="#">031924 Board Meeting Minutes</a>	3/25/2024	Cover Memo
<a href="#">031924 Work Session Minutes</a>	3/26/2024	Cover Memo



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**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
**Landings Administrative Complex**  
**1980 Landings Blvd.**  
**3:00 PM**

**March 19, 2024 Board Meeting Minutes**

**Call to Order**

The Chair convened the March 19, 2024 Board Meeting at 3:00 p.m.

**Present:**

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

**Flag Salute**

**1. FLAG SALUTE**

Description

North Port High School JROTC and Student Representative

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Flag Salute: North Port High School

Cadets:

- Austin Nottingham
- John Miller
- Jedidiah Gooch
- Dejanae Foulkes
- Cy Keosaian

Student Representative: Emilee McKelvy, North Port High School

## **Special Presentations/Moments of Pride**

### **2. SPECIAL PRESENTATIONS/MOMENTS OF PRIDE**

#### Description

Recognize CTE Students of the Year

School Spotlight - Gulf Gate Elementary School

#### Gap Analysis:

#### Previous Outcomes:

#### Expected Outcomes:

#### Strategic Plan Goal:

#### Recommendation:

#### Contact:

#### Financial Impact:

### **SPECIAL PRESENTATIONS**

CTE Students of the Year Awards for Middle and High School Students

- Y'Xavyiah Edwards, Booker High School - MM & Engineering
- Bastian Pina, Booker Middle School - Coding
- Molly Coccozza, Brookside Middle School - Engineering
- Lucas Mattos, Laurel Nokomis Middle School - Engineering
- Adonis Sorensen, McIntosh Middle School - Agriscience
- Zoie Bieniek, North Port High School - MM & CS
- Sanjana Prakash, Pine View High School - Engineering
- Ethan O'Donnell, Pine View Middle School - Info Tech
- Kaden Sahadath, Riverview High School - Engineering

- Devlin Gibson, Sarasota High School - Engineering
- Ava Valabek, Sarasota Middle School - Engineering
- Sophia Woodbury, Suncoast Polytechnical High School - Engineering
- Kaylee Adkins, STC-Main - Cosmetology
- Jake Hook-Verrette, STC-North Port - Electrical
- Duncan Rohl, Venice High School - MM
- Volodymyr Faryna, Venice Middle School - CS
- Charles Dunphy, Woodland Middle School - Info Tech

School Spotlight: Gulf Gate Elementary School - Michelle Miller, Principal

## **Superintendents Report**

### **3. SUPERINTENDENT'S REPORT**

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Topics:

- Consent Agenda Items # 13 and 15
- Teacher Advisory Committee Application
- SCS Job Fair - 4/23/24
- ESE Parent Informational Session - 3/27/24
- Serve Our Community Week Fundraiser
- Thank you to Grace Community Church for generous donation

## **Hearing of Citizens - Agenda**

### **4. HEARING OF CITIZENS**

Description

Gap Analysis:

Previous Outcomes:

Expected Outcomes:

Strategic Plan Goal:

Recommendation:

Contact:

Financial Impact:

Speakers:

- Dorian Summerlin
- Nicholas Machuca
- Jules Rayne
- Wendy Rosen
- Marie Keeney
- Shawn Bartelt
- Richard Cannarelli
- Julie London
- Serena Cannarelli
- Geert Martens
- Ray Murray
- Hans Schmeits
- Richard Stammer
- Kim Schmeits
- Alex Lieberman
- Carolyn Johnson
- Lisa Schurr
- Rabbi Edgar Weinsberg
- Collis Laton
- Rhana Bazzini
- Sandi Armstrong
- J.T. Prior
- Anya Dennison
- Shannon Clement
- Paulina Testerman
- Louise Machinist
- Julie Forestier
- Patrick Eaton

- August Rey
- India Miller
- Elizabeth Bornstein
- Carol Lerner
- Robin Williams
- Sally Sells

## **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*
- Item #16—*Finance Advisory Committee*—has been moved to New Business
- Item #17 - *Audit Selection Committee*—will be on a future agenda

#### **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 AFFILIATION AGREEMENT BETWEEN CREEKSIDE HEALTH REHABILITATION CENTER AND THE SCHOOL BOARD OF SARASOTA COUNTY, FL

### Description

Creekside Health Rehabilitation Center has agreed to STC Health Science Program to make its facility available to School Board students a clinical learning experience through the application of knowledge and clinical skills in actual patient-centered situations in a health care facility.

### Gap Analysis:

STC medical programs require clinical experiences at medical facilities to provide work-based learning experiences for its students which is required to program requirements.

### Previous Outcomes:

N/A

### Expected Outcomes:

Student success in the Nursing Assistant, Practical Nursing, Surgical Technology, Emergency Medical Technician, and Paramedic programs. Maintain highest level of quality patient care as experienced through hands-on clinical rotations.

### Strategic Plan Goal:

### Recommendation:

That the Affiliation Agreement between Creekside Health Rehabilitation Center and the School Board of Sarasota County, FL be approved as presented.

### Contact:

RON DIPILLO ron.dipillo@sarasotacountyschools.net

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

### Financial Impact:

N/A

## **Materials Management**

9. APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES (PER THE ATTACHED LIST) THROUGH PIGGYBACK CONTRACTING WITH A LEAD



## AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR PETROLEUM PRODUCTS STORAGE TANKS

### 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 District is required to provide inspection and repair services for our fueling systems district wide. This is a State Mandate that requires inspections and immediate attention to all failed inspections.

### Previous Outcomes:

The fuel stations/systems in the District typically have needed regular inspections and repairs. However, up to this point all repairs have been minor in nature.

### Expected Outcomes:

At this time, we are working with aging fuel systems at 3 of our 4 fueling locations. Approval of this T & C will allow for the now needed major repairs within the District as well as the State mandated inspections.

### Strategic Plan Goal:

### Recommendation:

That the piggyback contracts were awarded to Windemuller Technical Services, Inc., for the ratifications and the anticipated purchase of testing, repair, and maintenance services for petroleum products storage tanks, be approved as presented.

### Contact:

DON HAMPTON don.hampton@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

Not to exceed \$500,000.00

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

10. 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 POUR IN RUBBER & ARTIFICIAL TURF PLAYGROUND SURFACES

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:

Facilities is in need of a vendor that supplies artificial turf for both playgrounds and play areas.

Previous Outcomes:

In the past, Facilities utilized mulch and Poured in Place (PIP) surfacing for playgrounds. Mulch is a constant maintenance need and requires daily labor. PIP is expensive to install as well as maintain.

Expected Outcomes:

To utilize the approved vendor on playgrounds in lieu of mulch or PIP which will offer superior comfort to our students and supply them with the proper fall cushioning ratios for protection.

Strategic Plan Goal:

Recommendation:

That the piggyback contracts awarded to ForeverLawn of Tampa Bay, for the anticipated purchase of pour in rubber & artificial turf for playground surfaces, be approved as presented.

Contact:

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

Financial Impact:

Not to exceed \$500,000.00

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

**Facilities**

11. APPROVAL OF THE DELETION OF THE STORAGE SHED #96-220  
LOCATED AT LAUREL NOKOMIS SCHOOL

Description

The specified shed has been inspected by the Facilities Services and Construction Services staff and is deemed beyond economical to maintain or renovate and is more cost effective to be replaced with a new shed. Therefore, it is requested the shed be deleted and demolished.

Gap Analysis:

This Board action item provides documentation and description of district-owned property that is recommended for demolition and deletion from Florida Inventory of School Houses (FISH) records. It also identifies any items that require replacement.

Previous Outcomes:

Approvals to delete district-owned property can be necessitated by damage from storms such as hurricanes or high wind events; however, most commonly they are presented due to the item outliving its useful life and being more costly to repair and/or bring up to current code.

Expected Outcomes:

Upon approval by the Board, staff will work to have the item removed and if required, replaced accordingly, which will provide for safer and more secure facilities.

Strategic Plan Goal:

Recommendation:

That the deletion of the storage shed 96-220 located at Laurel Nokomis School from F.I.S.H inventory be approved as presented.

Contact:

DON HAMTION don.hampton@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

\$3,100.00

12. ACCEPTANCE OF FACILITIES SERVICES' PROJECT COMPLETION AND APPROVAL FOR FINAL PAYMENT TO CONTRACTOR WITH THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE PINE VIEW SCHOOL BUILDINGS 4, 9, & 10 INTERIOR ALTERATIONS 2023 DB CONTRACT

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 #22303568 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 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:

(\$76,284.82)

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

Description

The Facilities Services' change order is summarized on the enclosure for ease of review. This change order reflects a decrease of (\$76,284.82) in gross contract dollars.

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:

DON HAMPTON don.hampton@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

(\$76,284.82)

**Construction**

14. APPROVAL OF UPDATE #2 TO THE 2024 ANNUAL CERTIFICATION OF PROFESSIONALS FOR CONSTRUCTION RELATED SERVICES

Description

The recommended professional has submitted request for annual certification by the School Board to provide professional and/or consulting services for Sarasota County Schools project. This submission is in accordance with School Board Policy 7.71 and 7.71a. The initial list was Board approved on 1/16/2024, Item #19. The newly added firm is identified in the enclosure at the end of the initial list. Upon Board approval, the pertinent data from this submission will be incorporated to the existing list.

Gap Analysis:

The Professional Services Selection Committee (PSSC), in accordance with School Board Policy 7.71 and 7.71a, certifies that this firm is qualified to submit proposals for advertised projects.

Previous Outcomes:

Approval of the qualified professionals on this annual certification list allows the PSSC to proceed with selection of firms to perform work for the district.

Expected Outcomes:

Firms on the approved, qualified list represents high quality, experienced firms who are eligible to compete for district projects. The firm added to the list is included in the overall list and outlined in the last page of the attachment.

Strategic Plan Goal:

Recommendation:

That update #2 to the 2024 annual certification of qualified professionals for construction related services be approved as presented.

Contact:

JANE DREGER jane.dreger@sarasotacountyschools.net

JODY DUMAS jody.dumas@sarasotacountyschools.net

Financial Impact:

N/A

15. 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 (\$5,352,917.55) deduct for Direct Material Purchases and the corresponding (\$88,240.65) deduct for sales tax savings. These change orders result in an overall contract decrease of (\$5,441,158.20).

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:

(\$5,441,158.20)

**Finance**

16. ITEM MOVED TO NEW BUSINESS: APPROVAL OF FINANCIAL

## ADVISORY COMMITTEE MEMBERS

### Description

Board Policy Chapter 2.271 provides that each Board member shall appoint one of the seven appointees.

### Gap Analysis:

By appointing members of the Financial Advisory Committee the Board is in compliance with Board Policy 2.271 and meets the oversight requirement of referendum language.

### Previous Outcomes:

Previous committee members have served for extended terms and membership has declined.

### Expected Outcomes:

That the two existing FAC members ( Scott Pinkerton and Taylor Collins) will be appointed by two Board Members.

### Strategic Plan Goal:

NA

### Recommendation:

That the Board appointed community members for the Financial Advisory Committee be approved as presented:

- Karen Rose appointed Eric Robinson
- Tom Edwards appointed Jennifer Johnston
- Robyn Marinelli appointed Atticus Frank

### Contact:

BONNIE PENNER [bonnie.penner@sarasotacountyschools.net](mailto:bonnie.penner@sarasotacountyschools.net)

### Financial Impact:

N/A

## **School Board Items**

### **17. ITEM MOVED TO A FUTURE AGENDA: APPROVAL OF AUDIT SELECTION COMMITTEE MEMBER**

#### Description

Board Policy 2.29 provides for an Audit Selection Committee with members appointed for each district by their respective Board Member, and a Board Member to serve as Chair as approved by the Board. Per policy, an appointment is required for a Board representative for District



2.

Gap Analysis:

Previous Outcomes:

District 2 will need a representative to fill the vacancy of Eric Robinson, who will serve as the Audit Selection Committee's Certified Public Accountant (CPA).

Expected Outcomes:

That Thomas Chaffee represent District 2 on the Audit Selection Committee.

Strategic Plan Goal:

Recommendation:

That the vacancy for the District 2 Representative on the Board's Audit Selection Committee be filled by Thomas Chaffee be approved as presented.

Contact:

BONNIE PENNER [bonnie.penner@sarasotacountyschools.net](mailto:bonnie.penner@sarasotacountyschools.net)

Financial Impact:

**New Business**

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

As a public education agency, the deployment of a next-gen, robust firewall holds paramount importance in ensuring the integrity, security, and efficiency of Sarasota County Schools' digital infrastructure. The Information Technology Department has taken significant time to research and identify a firewall solution that meets the current and future needs of the district as it relates to: protection against cyber threats, preservation of data integrity & privacy, content filtering & compliance

management, and optimization of network performance.

A next-gen, robust firewall serves as the first line of defense against an array of cyber threats prevalent in today's digital landscape. It acts as a barrier, meticulously scrutinizing incoming and outgoing network traffic to intercept and neutralize malicious entities such as viruses, malware, and unauthorized access attempts.

Safeguarding sensitive student and staff data is of utmost concern. A firewall plays a pivotal role in preserving data integrity and privacy by regulating access to confidential information and thwarting unauthorized attempts to breach the district's network perimeter. This ensures compliance with stringent data protection regulations and fosters trust among stakeholders.

Beyond security measures, a next-gen firewall enables granular control over internet access, allowing school leaders to implement content filtering policies tailored to the educational environment. By selectively restricting access to inappropriate or non-educational content, the firewall helps maintain a safe and conducive online environment for students while aligning with regulatory compliance requirements.

Efficient network performance is essential for seamless delivery of educational resources and administrative functions. Through sophisticated traffic management capabilities, a robust firewall optimizes bandwidth utilization, prioritizes critical network traffic, and mitigates bottlenecks, thereby ensuring uninterrupted access to online learning tools and resources.

The adoption of a next-gen, robust firewall represents a strategic imperative for fortifying cyber defenses, protecting sensitive data, fostering regulatory compliance, optimizing network performance, and mitigating cybersecurity risks. By investing in robust cybersecurity infrastructure, our schools can cultivate a safe, resilient, and conducive digital learning environment conducive to student success and institutional excellence.

#### Previous Outcomes:

The previous purchase for the district's firewall solution was approved as presented. The firewall met the intended needs and objectives of the district during its anticipated lifecycle along with meeting the unanticipated needs through the COVID-19 pandemic.

#### Expected Outcomes:

The purchase of the district's firewall appliances with 3 years of support and maintenance should be approved as presented. The support and maintenance for these firewall appliances can be extended beyond the 3

years if the firewalls continue to meet the needs of the district at that time.

Strategic Plan Goal:

Recommendation:

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

Contact:

JOE BINSWANGER joe.binswanger@sarasotacountyschools.net

CHRIS RENOUF chris.renouf@sarasotacountyschools.net

Financial Impact:

Not to exceed: \$1,150,000.00

The funds for these purchases are contained in the budgets allocated to the Information Technology Department. Funding Source: Capital Budget within IT Department Budget

**Motion: (Roll Call Vote)**

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

MOTION Passed

**Vote Results:**

Ayes: Edwards, Enos, Marinelli, Rose, Ziegler

19. APPROVAL OF REQUEST TO ADVERTISE REMOVAL OF SCHOOL BOARD POLICIES 3.23, 4.21, 5.325, AND 5.55

Description

Approval of request to advertise removal of the following School Board Policies:

- Policy 3.23 Emergencies
- Policy 4.21 Textbook Adoption
- Policy 5.325 Dating Violence and Abuse
- Policy 5.55 Notice of Involuntary Examination

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 to formally remove these

policies.

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 remove these policies as early as the April 16, 2024 Board Meeting

Policy 3.23 is now covered more thoroughly in the revised safety policies discussed at the February 20, 2024 workshop and advertised for adoption at the April 5, 2024 meeting.

Policy 4.21 is covered more thoroughly in Policy 4.22, which the Board adopted on January 16, 2024.

Policy 5.325 is covered more thoroughly in Policy 2.72, which the Board adopted on December 12, 2023.

Policy 5.55 is covered more thoroughly in Policy 3.14, which the Board adopted on January 16, 2024.

Previous Outcomes:

These policy were all previously adopted by the Board but are now no longer needed due to updates to similar policies.

Expected Outcomes:

Upon formal removal of these policies after the required 28-day advertisement period and a final Board vote, they will be removed from our list of policies to avoid confusion with similar updated policies.

Strategic Plan Goal:

Recommendation:

That the request to advertise the removal of School Board Policies 3.23, 4.21, 5.325, and 5.55 be approved as presented.

Contact:

CHRIS PARENTEAU [chris.parenteau@sarasotacountyschools.net](mailto:chris.parenteau@sarasotacountyschools.net)

CRAIG MANIGLIA [craig.maniglia@sarasotacountyschools.net](mailto:craig.maniglia@sarasotacountyschools.net)

CHRIS RENOUF [chris.renouf@sarasotacountyschools.net](mailto:chris.renouf@sarasotacountyschools.net)

Financial Impact:

**Motion: (Roll Call Vote)**

That the request to advertise the removal of School Board Policies 3.23, 4.21, 5.325, and 5.55 be approved as presented.

MOTION Passed

**Vote Results:**

Ayes: Edwards, Enos, Marinelli, Rose, Ziegler

20. APPROVAL OF FINANCIAL ADVISORY COMMITTEE MEMBERS

Description

Board Policy Chapter 2.271 provides that each Board member shall appoint one of the seven appointees.

Gap Analysis:

By appointing members of the Financial Advisory Committee the Board is in compliance with Board Policy 2.271 and meets the oversight requirement of referendum language.

Previous Outcomes:

Previous committee members have served for extended terms and membership has declined.

Expected Outcomes:

That the two existing FAC members ( Scott Pinkerton and Taylor Collins) will be appointed by two Board Members.

Strategic Plan Goal:

NA

Recommendation:

That the Board appointed community members for the Financial Advisory Committee be approved as presented:

- Karen Rose appointed Eric Robinson
- Tom Edwards appointed Jennifer Johnston
- Robyn Marinelli appointed Atticus Frank

Contact:

BONNIE PENNER [bonnie.penner@sarasotacountyschools.net](mailto:bonnie.penner@sarasotacountyschools.net)

Financial Impact:

N/A

**Motion: (Roll Call Vote)**

That the Board appointed community members for the Financial Advisory Committee be approved as presented: Karen Rose appointed Eric Robinson, Tom Edwards appointed Jennifer Johnston, Robyn Marinelli appointed Atticus Frank.

MOTION Passed

**Vote Results:**

Ayes: Edwards, Enos, Marinelli, Rose, Ziegler

**Board Members Comments/Assignments**

**Announcements/Comments**

The next Board Meeting is scheduled for Tuesday, April 2nd at 6:00 p.m.

**Adjournment**

**The Chair adjourned the Regular Board Meeting at 5:32 p.m.**

We certify that the foregoing minutes are a true account of the Regular Board Meeting held on March 19, 2024 and approved at the Regular Board Meeting on April 2, 2024.

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Terrence Connor, Secretary

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Karen Rose, Chair



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**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
**Landings Administrative Complex**  
**1980 Landings Blvd.**  
**9:00 AM**

**March 19, 2024 Monthly Work Session Minutes**

**Call to Order**

The Chair convened the March 19, 2024 Work Session at 9:00 a.m.

**Present:**

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

**1. WORKFORCE HOUSING**

Contact:

DUMAS

**WORKFORCE HOUSING**

Jody Dumas, COO, presented an overview of previous efforts on workforce housing which began several years ago with a work group of community partners, county staff, Sheriff's department, and district staff. Today's discussion focuses on the Indian Hills Boulevard property. Discussion ensued.

**Workforce Housing Presentations:**

- Sarasota Housing Authority - Jack Meredith, Harvard Jolly and John Wiseman, JP Wiseman Construction

- One Stop Housing - Mark Vengroff and Stefan Baron
- SimplyDwell - Ivory Matthews and Jag Rupnarain

Board recessed at 10:50 a.m.

Board reconvened at 11:10 a.m.

## 2. PROPERTY INSURANCE RENEWAL

Contact:

PETERSON

### PROPERTY INSURANCE RENEWAL

Lynn Peterson presented an overview of the property insurance history, the 2024 renewal background, overview and options. The options are: Option 1: \$75M Tower - Quota-share 50% above \$50M; Option 2: \$75M Tower - Quota-share 30% above \$50M; Option 3: \$75M Tower - Fully Insured. Discussion ensued.

## 3. POLICY UPDATES AND REVISIONS

Contact:

PARENTEAU

### POLICY UPDATES AND REVISIONS

Chris Parenteau presented the following policies to be revised:

- Policy 9.40 - Advertising and Commercial Activities
- Policy 7.85 - Online Educational Service Agreements and Contracts
- Policy 6.271 - Staff and Student Communication
- Policy 2.222 - Public Participation in Meetings

Discussion ensued.

## **Board Members' Comments**

The Chair convened the March 19, 2024 Work Session at 9:00 a.m.

Present:



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

#### 4. BOARD MEMBERS COMMENTS

Contact:

Topics:

- Policies
- Legal Expenses
- Settlement Agreement regarding the litigation in Equality Florida v. State Board of Education, Case No. 4:22-cv-134-AW-MJF (N.D. Fla.).

#### **Adjournment**

**The Chair adjourned the Monthly Work Session at 12:54 p.m.**

We certify that the foregoing minutes are a true account of the Monthly Work Session held on March 19, 2024 and approved at the Regular Board Meeting on April 2, 2024.

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Terrence Connor, Secretary

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Karen Rose, Chair



**April 2, 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
<a href="#">Board - April 2, 2024 (Regular)</a>	3/25/2024	Cover Memo
<a href="#">Board - April 2, 2024 (Addendum)</a>	3/29/2024	Cover Memo

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Administrative Leave (without pay) - 2324FY</b>				
Jones, Jazmine	Sarasota High Campus Security Aide			March 22, 2024
<b>Appointment - 2324FY</b>				
Apgar, Wioletta		Gocio Elementary Clinic Attendant/Health Aide (SSP07)	Replacement for: Delexia Thomas	March 25, 2024
Branham, Olivia		Lamarque Elementary ESE Paraprofessional Cluster Aide (SSP07)	Replacement for: Brooke Bivin	March 18, 2024
Callahan, Johnny		Sarasota High Food Service Assistant I (SSP02)	Replacement for: Kathryn Laurie	March 25, 2024
Coyle, Jennifer		Garden Elementary Food Service Assistant I (SSP02)	Replacement for: Lidia Rodriguez	March 25, 2024
Dutchick Smith, Gail		Transportation Department Secretary Routing (SSP05)	Replacement for: Darlene Urban	March 18, 2024
Granda, Lenora		Booker Middle Receptionist, School (SSP05)	Within budget allocation	March 19, 2024
Lopera Noguera, Daniela		Transportation Department Bus Aide/Bus Attendant (SSP06)	Replacement for: Carly Wagner	March 25, 2024
Murphy, Kelsey		Lamarque Elementary Registrar Assistant/Admin. Asst. II (SSP06)	Replacement for: Renee Williams	March 25, 2024
O'Brien, Bailie		Riverview High ESE Paraprofessional Cluster Aide (SSP07)	Replacement for: Kylie McKeever	March 19, 2024
Thomas, Jennifer		Laurel Nokomis School Teacher, Art-M/J (perf pay)	Replacement for: Dorothy Cory	March 25, 2024
Walkey, Ronald		Transportation Department Mechanic (SSP11-MT1)	Replacement for: Gerald Richie	April 8, 2024
<b>Begin Active Status/Return to Duty - 2324FY</b>				
Ahles, Shane	Sarasota High Teacher, Social Studies, SH		Returning to duty from leave	March 25, 2024

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Begin Active Status/Return to Duty - 2324FY</b>				
Bevill, Sandra	Toledo Blade Elementary Para Aide III, PE Elem.		Returning to duty from leave	March 6, 2024
Brown, Beatrice	Transportation Department Bus Driver		Returning to duty from leave	March 7, 2024
Chester, Karen	Brookside Middle Teacher, Grade 6		Returning to duty from leave	March 28, 2024
Dooling, Kara	Facilities Services Custodial Specialist, Fac Svs		Returning to duty from leave	March 4, 2024
Driggers, Katherine	Gocio Elementary Home School Liaison/Staff Supp		Returning to duty from leave	March 18, 2024
Judd III, Stanley	McIntosh Middle Teacher, Grade 6		Returning to duty from leave	March 8, 2024
Mina Sanchez, Carmen	Facilities Services (Phillippi Shores) 12 Month Custodian		Returning to duty from leave	March 18, 2024
Moser, Peter	Brookside Middle Teacher, Mathematics, Mid/Jr		Returning to duty from leave	March 28, 2024
Orr, Lauren	Lamarque Elementary Teacher, ESE Resource		Returning to duty from leave	March 18, 2024
Sharpe, Casey	Glenallen Elementary ESE Paraprofessional Cluster Aide		Returning to duty from leave ERFL	March 20, 2024
Smith, Jason	Food & Nutrition Services Manager Intern		Returning to duty from leave	March 4, 2024
Watjen, Tami	Taylor Ranch Elementary Library/Media Aide		Returning to duty from leave	March 19, 2024
Westlund, Nicole	Facilities Services (Lamarque) 12 Month Custodian		Returning to duty from leave	March 6, 2024
Yelton, Jennifer	Booker Middle Teacher, Science, Mid/Jr		Returning to duty from leave	March 18, 2024
<b>Change of Status/Transfer - 2324FY</b>				
Allain, Adam	Suncoast Technical College Bookstore Operator (SSP08)	Suncoast Technical College Bookkeeper, Multi Grade - 12 Month (SSP10)	Replacement for: Doney Griggs	March 25, 2024

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Change of Status/Transfer - 2324FY</b>				
Boyd, Melinda	North Port High ESE Paraprofessional Cluster Aide (SSP07) (196 days)	Transportation Department Bus Aide/Bus Attendant (SSP06) (186 days)	Replacement for: Catherine Tunstall	March 19, 2024
Clayton, Destin	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	March 5, 2024
Fulgieri, Anthony	Information Technology Tech Support Professional (SSP10)	Information Technology Project Management Support (SSP11)	Replacement for: Brandon Scarry	March 19, 2024
Green, George	Facilities Services (STC) Groundsperson Lead Man (SSP08-MTL11)	Facilities Services (Riverview) Groundsperson Lead Man (SSP08-MTL11)	Within budget allocation	March 19, 2024
Gutmann II, Russell	Oak Park School Home School Liaison/Staff Supp 196 (7.5 hrs)	Oak Park School School Social Worker 196 Modified (8 hrs)	Within budget allocation	March 25, 2024
Hewitt, Kimberly	Tatum Ridge Elementary Teacher, EBD	Emma E. Booker Elementary Teacher, ESE Varying Except.	Replacement for: La-Tonya Brooks	March 18, 2024
Keirn, Jodi Ann	Pine View School Para Aide I K-5 186 (SSP01)	Wilkinson Elementary Library/Media Aide 196 (SSP07)	Replacement for: Moira Rutan-Connor	March 25, 2024
Linde, Jose	Transportation Department Bus Driver (8 hrs)	Transportation Department Bus Driver (7 hrs)	Within budget allocation	March 5, 2024
Lindsey, Dawn	Alta Vista Elementary Food Service Cook	Emma E. Booker Elementary Food Service Cook	Replacement for: Janae Milner	March 18, 2024
McClafferty, Dawn	Lakeview Elementary Food Service Cook	Alta Vista Elementary Food Service Cook	Replacement for: Dawn Lindsey	March 18, 2024
Milner, Janae	Emma E. Booker Elementary Food Service Cook	Lakeview Elementary Food Service Cook	Replacement for: Dawn McClafferty	March 18, 2024
Reine, Patricia	Transportation Department Bus Driver (7 hrs)	Transportation Department Bus Driver (8 hrs)	Within budget allocation	March 20, 2024
Rodriguez, Leticia	Brentwood Elementary Food Service Assistant I (SSP02)	Transportation Department Bus Aide/Bus Attendant (SSP06)	Replacement for: Dianne Harris	March 25, 2024

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status:

Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Change of Status/Transfer - 2324FY</b>				
Taylor, Rick	Facilities Services Cabinet Maker (SSP11-MT1)	Facilities Services Cabinet Maker Lead Man (SSP11-MTL11)	Within budget allocation	March 18, 2024
Vasquez, Michael	Transportation Department Bus Driver (7 hrs)	Transportation Department Bus Driver (8 hrs)	Within budget allocation	March 25, 2024
<b>Change of Status/Transfer - 2324FY Out-of-Field</b>				
Deloach, Megan	Oak Park School Teacher, ESE Varying Except.	Oak Park School Teacher, ESE Varying Except. (Out-of-Field Elem Ed K-6 and ESOL End.)	Detail: Out-of-Field	February 26, 2024
Sherrard, Karen	Oak Park School Teacher, ESE Varying Except.	Oak Park School Teacher, ESE Varying Except. (Out-of-Field Elem Ed K-6 and ESOL End.)	Detail: Out-of-Field	February 27, 2024
<b>Change of Status/Transfer - 2324FY Transportation Bid Meeting Results</b>				
Ball, Kristine	Transportation Department Bus Driver (8 hrs)	Transportation Department Bus Driver (6 hrs)	Within budget allocation	March 25, 2024
Brandenburg, Julie	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	March 25, 2024
Clark, James	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	March 25, 2024
Cruz Ruiz, Aceneth	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	March 25, 2024
Rodriguez De Rivera, Clara	Transportation Department Bus Aide/Bus Attendant (8 hrs)	Transportation Department Bus Aide/Bus Attendant (7 hrs)	Within budget allocation	March 25, 2024
Walker, Marquita	Transportation Department Bus Driver (8 hrs)	Transportation Department Bus Driver (7 hrs)	Within budget allocation	March 25, 2024
<b>Extra Duty Days - 2324FY</b>				
Longberry, Shakira	Woodland Middle Teacher, Mathematics, Mid/Jr		Detail: Hospital Homebound 29400 20 Days (3 hrs) and Planning 20 Days (1 hr)	January 9, 2024

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Extra Duty Days - 2324FY</b>				
Teal, Brooke	Chief of High Schools Program Specialist - Alternative Ed 10 Month		Detail: DJJ/court after hours 38 Days (4 hrs) and Grad Coach/Project 10/Academic Interv 21 Days (8 hrs)	August 7, 2023
<b>Leave - 2324FY</b>				
Grady, Luke	Booker Middle Teacher, ESE Resource		Medical March 18, 2024 - April 18, 2024	
Isakov, Margarita	Lamarque Elementary Library/Media Aide		Birth of Child/Adoption/Foster Care April 24, 2024 - May 29, 2024	
Mahoney, Megan	Emma E. Booker Elementary Teacher, Grade 3		Medical January 31, 2024 - April 5, 2024	
Miljan, Jennifer	Alta Vista Elementary Parapro Aide Behavior Technician		Medical (Relative) March 18, 2024 - April 9, 2024	
Powell, Audrey	Fruitville Elementary Teacher, PK-Autism		Birth of Child/Adoption/Foster Care March 18, 2024 - May 29, 2024	
Redington, Paul	Ashton Elementary Teacher, Grade 3		Medical March 18, 2024 - May 29, 2024	
Reynolds, Rebekah	Alta Vista Elementary Teacher, Grade 3		Birth of Child/Adoption/Foster Care April 22, 2024 - May 27, 2024	
Schmidt, Samantha	Glenallen Elementary Bookkeeper, School		Professional May 27, 2024 - June 14, 2024	
Wilson, Jesse	Facilities Services Grounds Helpers		Medical March 7, 2024 - April 5, 2024	
Yelton, Jennifer	Booker Middle Teacher, Science, Mid/Jr		Medical February 5, 2024 - March 8, 2024	
Zech, Rebekah	Taylor Ranch Elementary Teacher, Grade 2		Birth of Child/Adoption/Foster Care April 26, 2024 - May 29, 2024	
<b>Leave - 2324FY (Currently on LOA)</b>				
Ahles, Shane	Sarasota High Teacher, Social Studies, SH		Birth of Child/Adoption/Foster Care March 8, 2024 - March 22, 2024	

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Leave - 2324FY (Currently on LOA)</b>				
Roe, Kathleen	Tatum Ridge Elementary Food Service Manager		Medical Relative (extension) April 1, 2024 - May 29, 2024	
<b>Leave - 2425FY</b>				
Hall, Meredith	Southside Elementary Teacher, Kindergarten		Birth of Child/Adoption/Foster Care August 5, 2024 - October 25, 2024	
Navarrete Rivera, Lauren	Gulf Gate Elementary Teacher, Science, Elem		Child Care August 5, 2024 - May 30, 2025	
Zaporowski, Manuela	Glenallen Elementary ESE Paraprofessional Cluster Aide		Personal August 5, 2024 - May 30, 2025	
<b>Leave - 2425FY (Currently on LOA)</b>				
Powell, Audrey	Fruitville Elementary Teacher, PK-Autism		Birth of Child/Adoption/Foster Care August 5, 2024 - August 16, 2024	
Schmidt, Samantha	Glenallen Elementary Bookkeeper, School		Professional July 15, 2024 - June 12, 2025	
<b>Leave - 2425FY Delete</b>				
Sharpe, Casey	Glenallen Elementary ESE Paraprofessional Cluster Aide		Child Care 2024-25 School Year	July 1, 2024
<b>Resignation - 2324FY</b>				
Bailey, Tiffany	Chief of Middle Schools Program Specialist - 10 Month		Moving away from the area	May 29, 2024
Boyd, Robert	Lamarque Elementary Tech Support Professional		Moving away from the area	April 19, 2024
Buckley, Milton	Facilities Services (Brookside) 12 Month Custodian		Personal	April 30, 2024
Gendron, Marianne	Phillippi Shores Elementary Teacher, ESE Varying Except.		Personal	May 29, 2024
Meo, Nicole	Oak Park School Assistant Principal Excep Stu, Administration		Personal	April 5, 2024
Meyer, Liuvivis	Tuttle Elementary Para Aide III, ESOL Elem		Personal	March 22, 2024



# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Regular

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Resignation - 2324FY</b>				
Noriega, Shaun	Venice Middle Teacher, Language Arts, Mid/Jr		Personal	March 18, 2024
Schrader, Amberly	Glenallen Elementary Teacher, Grade 1		Moving away from the area	May 29, 2024
Sennes, Jennifer	Glenallen Elementary Teacher, Grade 4		Moving away from the area	May 29, 2024
Shaver, Jordan	Glenallen Elementary Tech Support Professional		Moving away from the area	March 29, 2024
Tinkis, Stacey	Booker High Assistant Principal Senior High, Administration		Moving away from the area	April 5, 2024
<b>Retirement - 2324FY</b>				
Effron, Cindy	Laurel Nokomis School Food Service Assistant I		Years of Service: 5	March 28, 2024
<b>Retirement - 2324FY DROP Program - Pending FRS Approval</b>				
Terry-Tuerk, Tracy	Garden Elementary Teacher, Grade 2		Years of Service: 30	March 31, 2032
<b>Retirement - 2324FY DROP Program-(Correction)</b>				
Crane, Mary	Venice High Teacher, Mathematics, SH		Change DROP termination effective date from: July 30, 2027 to August 5, 2024	
Ealey, Valerie	Gulf Gate Elementary Speech/Language Pathologist		Change DROP termination effective date from: June 30, 2028 to July 1, 2024	
Samchuk, Ludmila	Glenallen Elementary Para Aide III, ESOL Elem.		Change DROP termination effective date from: June 30, 2024 to June 30, 2027	
<b>Retirement - 2425FY</b>				
Ortner, Linda	Taylor Ranch Elementary Nurse, Licensed Practical		Years of Service: 5	August 5, 2024
<b>Substitute/Contracted Services - While on Leave - 2324FY</b>				
Schmidt, Samantha	Glenallen Elementary Bookkeeper, School			May 27, 2024

# Superintendent's Personnel Report

**Item #:**

**Board Date:** April 2, 2024

**Status:**

**Addendum 1**

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Appointment - 2324FY</b>				
Alegria, Michael		North Port High Secretary, School (SSP06)	Replacement for: Heather Lakeman	March 22, 2024
Fernandez, Paola		Cranberry Elementary Speech Language Pathologist Assistant (SSP13)	Within budget allocation	March 19, 2024
Kops-Roy, Marcia		Tuttle Elementary Para Aide III, ESOL Elem (SSP07) 4.5 hrs	Replacement for: Ashley Ojeda	March 20, 2024
Loughlin-Haynes, Lynn		Oak Park School Teacher, ESE Varying Except. (perf pay)	Replacement for: Paul Squeo	April 1, 2024
<b>Appointment - 2324FY Out-of-Field</b>				
Dozier, Tramus		Booker Middle Teacher, Mathematics, Mid/Jr (Out-of-Field M.G. Mathematics) (perf pay)	Within budget allocation	March 21, 2024
<b>Change of Status/Transfer - 2425FY</b>				
Al-Busaidy, Shireen	Oak Park School Transition/Employment Trainer (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Alexandru, Florica	Oak Park School Therapy Pool Paraprofessional (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Berger, Shyloah	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
D'Angelo, Kevin	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Jean, Ketchner	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Lastres, Talyna	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Manson, Patricia	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status:

Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Change of Status/Transfer - 2425FY</b>				
McBride, Heather	Oak Park School Transition/Employment Trainer (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Olea Ortega, Marlene	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Polanco Florez, Maria	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Provinzano, Michael	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Sandefur, Theresa	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Sanders, Rory	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Slocum, Richard	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Stanley, Melissa	Oak Park School ESE Paraprofessional Aide (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Stoll, Dennis	Oak Park School Transition/Employment Trainer (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
Zellars, Thomas	Oak Park School Transition/Employment Trainer (SSP07)	Oak Park School Separate Day School ESE Paraprofessional (SSP09)	Within budget allocation	August 5, 2024
<b>Leave - 2324FY</b>				
Arnold, Melissa	Atwater Elementary Teacher, PK - VE/GenEd		Birth of Child/Adoption/Foster Care April 30, 2024 - May 29, 2024	
Chipurnoi, Michala	Gulf Gate Elementary Teacher, ESE Varying Except.		Medical April 1, 2024 - May 29, 2024	
Daher, Caroline	Booker Middle ESE Paraprofessional Aide		Medical February 20, 2024 - March 26, 2024	

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Leave - 2324FY</b>				
Dosen, Milorad	Transportation Department Bus Driver		Medical (Relative) March 25, 2024 - May 29, 2024	
Jansson, Jane	North Port High ESE Paraprofessional Cluster Aide		Medical January 29, 2024 - April 29, 2024	
Moffat, Cynthia	Woodland Middle Teacher, Social Studies, Mid/Jr		Birth of Child/Adoption/Foster Care March 18, 2024 - May 28, 2024	
<b>Leave - 2324FY (Currently on LOA)</b>				
Wilson, Jesse	Facilities Services Grounds Helpers		Medical (extension) April 8, 2024 - April 22, 2024	
<b>Leave - 2425FY</b>				
DeMasi, Sabrina	Lakeview Elementary Teacher, Kindergarten		Birth of Child/Adoption/Foster Care August 5, 2024 - May 30, 2025	
Vare, Danielle	Venice High ESE Paraprofessional Cluster Aide		Birth of Child/Adoption/Foster Care August 5, 2024 - October 25, 2024	
<b>Leave - 2425FY (Currently on LOA)</b>				
Dosen, Milorad	Transportation Department Bus Driver		Medical Relative (extension) August 12, 2024 - September 20, 2024	
<b>Resignation - 2324FY</b>				
Borgese, Renata	Phillippi Shores Elementary ESE Aide		Personal	April 11, 2024
Coleman, Joshua	Transportation Department Mechanic's Helper		Detail: Conclusion of Employment	March 28, 2024
Ferris, Deborah	Phillippi Shores Elementary ESE Aide		Personal	May 24, 2024
Silva, Brittany	McIntosh Middle Teacher, Science, Mid/Jr		Personal	May 24, 2024
Stiglitz, Joyce	Sarasota High Teacher, Spec Assign, Ins/Curr		Personal	May 29, 2024
Thieret, Donna	Transportation Department Bus Driver		Personal	April 2, 2024
Troyer, Linda	Laurel Nokomis School ESE Paraprofessional Cluster Aide		Moving away from the area	April 5, 2024

# Superintendent's Personnel Report

Item #:

Board Date: April 2, 2024

Status: Addendum 1

Name	Current Assignment	New Assignment	Explanation	Effective Date
<b>Resignation - 2324FY (Currently on LOA)</b>				
Corson, Karissa	Fruitville Elementary Teacher, Grade 3		Personal	May 30, 2024
<b>Resignation - 2324FY Delete</b>				
Tinkis, Stacey	Booker High Assistant Principal Senior High, Administration		Moving away from the area	April 5, 2024
<b>Resignation - 2425FY</b>				
Nowaski, Jeannette	Bay Haven School of Basics Plus Teacher, Kindergarten		Taking a job in education in Florida	July 12, 2024
<b>Retirement - 2324FY</b>				
Janssen, Cathie	Booker High Teacher, Art-SH		Years of Service: 22	May 29, 2024
Tinkis, Stacey	Booker High Assistant Principal Senior High, Administration		Years of Service: 10	April 5, 2024
<b>Retirement - 2324FY DROP Program - Pending FRS Approval</b>				
Wheatley, Brian	Venice High Teacher, PE, SH		Years of Service: 36	June 30, 2032
Wheatley, Lisa	Lakeview Elementary Principal Elementary School		Years of Service: 34	June 30, 2032
<b>Retirement - 2324FY DROP Program-(Correction)</b>				
Wedebrock, Mary	Bay Haven School of Basics Plus Teacher, Gifted		Change DROP termination effective date from: August 31, 2026 to September 6, 2024	
<b>Termination - 2324FY</b>				
Olsson, Christopher	Venice Middle Para Aide III, PE - Mid Schl		Detail: Absence without leave	April 3, 2024
<b>Transfer of Sick Days/Hours - 2324FY</b>				
Roberson, Nichelle	Alta Vista Elementary Food Service Assistant I		Detail: Transfer 10 Days to Jesse Wilson	March 22, 2024 - April 4, 2024



**April 2, 2024 Board Meeting**  
**Agenda Item 8.**

**Title**

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 Information**

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CHRIS RENOUF [chris.renouf@sarasotacountyschools.net](mailto:chris.renouf@sarasotacountyschools.net)

**Financial Impact**

N/A

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Criminal Justice Info Exchange and Use sharing through the WINGS system MOU</a>	3/21/2024	Cover Memo

# **INTERAGENCY USER AGREEMENT**

BY AND BETWEEN  
THE SARASOTA COUNTY SHERIFF'S OFFICE  
AND  
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
AND  
THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT  
FOR  
CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE (WINGS)

**THIS INTERAGENCY USER AGREEMENT** ("Agreement") is entered into by and between the **Sarasota County Sheriff's Office** ("SCSO"), located at 6010 Cattlebridge Boulevard, Sarasota, Florida 34232, the **School Board of Sarasota County, Florida** ("School Board"), located at 1960 Landings Boulevard, Sarasota, Florida 34231, and the **Sarasota County Schools Police Department** ("SCSPD") located at 1960 Landings Boulevard, Sarasota, Florida 34231 (collectively, "the Parties"), for criminal justice information ("CJI") exchange and use for Windows in Government Systems ("WinGS"); and shall be deemed to take effect upon execution by all parties ("effective date").

## **WITNESSETH**

**WHEREAS**, the SCSO and SCSPD are criminal justice agencies, formally recognized by the Federal Bureau of Investigations ("FBI") and the Florida Department of Law Enforcement ("FDLE"); and,

**WHEREAS**, SCSO presently utilizes WinGS as its Records Management System and Jail Management System; and,

**WHEREAS**, WinGS contains state and national CJI; and,

**WHEREAS**, WinGS is an application where the data is stored in a physically secure location and is encrypted in transit between the server and the end users; and,

**WHEREAS**, the SCSPD wishes to utilize WinGS to access booking photographs, warrant information, and jail custody status; and,

**WHEREAS**, pursuant to the User agreement with FDLE, Interagency User Agreements are required when access to Criminal Justice Network ("CJNET") and Florida Crime Information Center ("FCIC") and the National Crime Information Center ("NCIC") are provided to another criminal justice agency. The SCSPD shall abide by all the terms and conditions of the Criminal Justice User Agreement executed between FDLE and SCSO, a copy of which is attached to this Agreement, to include but not limited to the FBI Criminal Justice Information Services ("CJIS") Security Policy.

**NOW THEREFORE**, the Parties agree as follows:

1. **This Agreement shall take effect on the effective date.** The term of this Agreement shall be for a period of one year and shall automatically renew for additional one-year terms thereafter, unless sooner terminated.
2. The SCSPD shall be entitled to use WinGS for the purpose of accessing booking photographs, warrant information, and jail custody status.
3. The SCSPD shall abide by all applicable local, state, and federal laws, rules, and regulations, as well as the rules and regulations of CJIS, NCIC, and FCIC, to include FBI required audits of their users.
4. The SCSPD shall only access WinGS from SCSPD owned devices and prohibit access from a personally owned device.
5. The SCSPD shall limit its use of the information accessed from WinGS solely for administration of criminal justice purposes.
6. The SCSPD shall maintain confidentiality of any records under this Agreement in accordance with Chapter 119 and Chapter 943, Florida Statutes.
7. Each Party shall bear the liability arising from the acts undertaken by its personnel pursuant to this Agreement. **Nothing in this Agreement shall be deemed to be a waiver of sovereign immunity or the benefits or provisions of § 768.28, Fla. Stat.**
8. The SCSPD shall notify the SCSO's Emergency Operations Bureau Commander or his/her designee when any SCSPD personnel with access to WinGS leave the SCSPD or no longer require access.
9. Any Party may terminate this Agreement upon 30 days prior written notice, except that the SCSO may terminate this Agreement immediately and without notice upon finding that the SCSPD has violated the terms of this Agreement. The notice of termination shall include the effective date of termination.
10. All notices required under this Agreement shall be provided in writing and sent via certified mail, return receipt requested, as indicated below:

TO: Sarasota County Sheriff's Office  
Attn: EOB Commander  
6050 Porter Way  
Sarasota, Florida 34232

CC: Sarasota County Sheriff's Office  
Attn: General Counsel  
6010 Cattleridge Boulevard  
Sarasota, Florida 34232

TO: Sarasota County School Board  
Attn: Chair  
1960 Landings Boulevard  
Sarasota, Florida 34231

CC: Shumaker, Loop & Kendrick, LLP  
Attn: School Board Attorney  
240 South Pineapple Avenue  
Sarasota, Florida 34236



TO: Sarasota County Schools Police Department  
Attn: Chief of Police  
1960 Landings Boulevard  
Sarasota, Florida 34231

11. This Agreement constitutes the entire agreement of the SCSO, the School Board, and SCSPD and may not be modified or amended without written agreement executed by all parties.
12. Nothing herein is intended to abrogate any other agreements, or portions thereof, between the Parties.
13. No Party shall discriminate on the basis of race, color, national origin, sex, age, disability, family, or religious status in the administration of its programs, activities, or services.
14. This Agreement may be executed in a number of 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 hereto have caused this Agreement to be executed by its proper officers and officials.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**[SIGNATURE PAGES TO FOLLOW]**

# **INTERAGENCY USER AGREEMENT**

BY AND BETWEEN  
THE SARASOTA COUNTY SHERIFF'S OFFICE  
AND  
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
AND  
THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT  
FOR  
CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE (WINGS)

-SIGNATURE SHEET-

## **SARASOTA COUNTY SHERIFF'S OFFICE**

BY: \_\_\_\_\_  
KURT A. HOFFMAN  
SHERIFF

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

## **APPROVED AS TO FORM AND CONTENT**

BY: \_\_\_\_\_  
JULIE L. HERD  
GENERAL COUNSEL

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

# **INTERAGENCY USER AGREEMENT**

BY AND BETWEEN  
THE SARASOTA COUNTY SHERIFF'S OFFICE  
AND  
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
AND  
THE SARASOTA COUNTY SCHOOLS POLICE DEPARTMENT  
FOR  
CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE (WINGS)

-SIGNATURE SHEET-

**SARASOTA COUNTY SCHOOLS  
POLICE DEPARTMENT**

BY: \_\_\_\_\_  
STEPHEN LORENZ  
ACTING CHIEF OF POLICE

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

**THE SCHOOL BOARD OF SARASOTA  
COUNTY, FLORIDA**

BY: \_\_\_\_\_  
KAREN ROSE  
CHAIR

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

**APPROVED AS TO FORM AND CONTENT**





**April 2, 2024 Board Meeting**  
Agenda Item 9.

**Title**

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 Information**

MEGAN GREEN [megan.green@sarasotacountyschools.net](mailto:megan.green@sarasotacountyschools.net)

RACHAEL O'DEA [rachael.o'dea@sarasotacountyschools.net](mailto:rachael.o'dea@sarasotacountyschools.net)

**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[SHS S&D Field Trip Chicago](#)

Upload Date

3/19/2024

Type

Cover Memo

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

RECEIVED

MAR 05 2024

**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 Sarasota High School Destination NCFL Nationals Chicago, IL

Purpose Speech and Debate National Championship Tournament

Departing from Home Date May 23, 2024 Time noon AM/PM

Returning from Chicago Date May 27, 2024 Time 2:30 PM AM/PM

Grade/Class/Sport 9-12 Speech and Debate Team Members

Person-in-charge Dr. Terri St. John Phone 941-416-4288

Method of transportation ☐ School bus (Attach School Bus Trip Requisition [011-85-TRN]) ☐ Charter bus  
☒ Airline ☒ Other (Explain) car / airport

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 in Chicago with team

Lodging arrangements Hilton Chicago

Number of female students 1 Number of male students 1 Total 2

Number of female chaperones 2 Number of male chaperones 1 Total 3

Names of chaperones Dr. St. John, Nicole Light, Jeffrey Light

Cost per student \$ 1500.00 Contact person if financial assistance is needed Dr. St. John, Coach

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) RYAN CUNY / SEAN DONOVAN ☒ Approved ☐ Denied

Principal Signature [Signature] Date 3/5/24

Executive Director Name (Print) Dr. Megan Green ☒ Approved ☐ Denied

Executive Director Signature [Signature] Date 3/18/24

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).

Speech and Debate National Championship. Extra-curricular academic competition. Students qualified for the tournament. This directly links to research, writing, and presentation skills.

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

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

The qualifying tournament was hosted by Northeast High School in St. Pete, FL on Feb 23-24, 2024

Students had to place in the top 6 to qualify for the national championship.

3. Describe how students will be supervised once they arrive.

Students are supervised at all times by parents, coach, other parent judges and coaches throughout the long weekend.

4. Should an emergency arise, how will communication and transportation be handled?

Dr. St. John will notify the parents (Mr. and Mrs. Light are traveling with us) and Mrs. Escobedo

Will be notified by phone. Dr. St. John will have all medical release forms in her possession.



**April 2, 2024 Board Meeting**  
Agenda Item 10.

**Title**

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 Information**

MEGAN GREEN [megan.green@sarasotacountyschools.net](mailto:megan.green@sarasotacountyschools.net)

RACHAEL O'DEA [rachael.o'dea@sarasotacountyschools.net](mailto:rachael.o'dea@sarasotacountyschools.net)

**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[PVS S&D Tournament Chicago](#)

Upload Date

3/19/2024

Type

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 Pine View School Destination Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605

Purpose NCFL Grand Nationals Speech & Debate Tournament

Departing from SRQ Date 24 MAY 2024 (FRI) ✓ Time 8am AM/PM

Returning from ORD Date 26 MAY 2024 (SUN) ✓ Time 8pm AM/PM

Grade/Class/Sport Pine View Speech & Debate

Person-in-charge Jym Froelich Phone 941.786.5000

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 (065-98-FIN). See School Board Policy 8.36.

Meal arrangements Meals are at participants' expense.

Lodging arrangements Hilton Chicago, the hub for the weekend's tournament

Number of female students 5 Number of male students 4 Total 9 ✓

Number of female chaperones 1 Number of male chaperones 1 Total 2 ✓

Names of chaperones Jym Froelich/Hciao Hu ✓

Cost per student \$ 450 Contact person if financial assistance is needed Jym Froelich 941.786.5000

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 

Date 3/8/24

Executive Director Name (Print)

Dr. Megan Green

☒ Approved ☐ Denied

Executive Director Signature 

Date 3/18/24

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).

Speech and Debate tournaments have been shown to improve academic achievement, public speaking, and interpersonal skills.  
Students are required to research issues of public concern, philosophical positions, or works of art. Students analyze  
their research and prepare oral and dramatic presentations based on their analysis. Those skill sets are readily  
transferable across the entire spectrum of academia. The only risks are those that are inherent on a college campus.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

For this tournament, students must participate in team activities and/or previous competition at local tournaments. This  
requirement is to ensure that the students that desire to participate in this national level tournament have shown sufficient  
dedication and preparation for their event. For those students and families that need financial assistance, including full  
payment of fees, team benefactors, team fundraisers, and nations from PVA are provided.

3. Describe how students will be supervised once they arrive.

Male and female chaperones accompany students to each of their events. Students and chaperones walk from central  
meeting locations to the events. Chaperones have contact information for all students and/or their parents. At the hotel,  
students have "lights out" times that are reasonable under the circumstances and gender appropriate chaperones perform  
a "room check" at the lights out time.

4. Should an emergency arise, how will communication and transportation be handled?

All chaperones have cellular phones and contact information for students' parents/guardians. Communication will initially  
be by telephone call followed by text message and/or email. Students' medical information will be on site at the tournament.  
Transportation will be determined under the circumstances but may include a chartered bus, licensed commercial vehicle,  
commercial air, or ambulance, if appropriate.

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

**FIELD TRIP PERMISSION**

**Instructions:** Complete and return this form to the school. It must be returned to the school before student will be allowed to participate in this activity. The Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities form must also be on file at the school before your student will be allowed to participate in this activity. A copy of that form shall accompany this sheet with the classroom teacher/coach or interscholastic activity sponsor. A detailed itinerary is attached if the field trip extends beyond the school day.

School Pine View School Date 2 MAR 2024

Dr. Stephen P. Covert

Principal Name (Print)

  
Principal Signature

**FIELD TRIP INFORMATION**

Purpose NCFL Grand Nationals Speech & Debate Tournament

Destination Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605

Time/Date of departure 8am/24 MAY 2024 (FRI)

Time/Date of return 8pm/26 MAY 2024 (SUN)

Leaving from Sarasota Airport Returning to Sarasota Airport

Means of transportation Southwest Airlines

Meal arrangements Meals are at participants' expense.

Cost to students \$450

If financial assistance is needed, contact Jym Froelich, 941.786.5000

**FIELD TRIP PERMISSION**

I, \_\_\_\_\_ give my permission  
Parent/Guardian Name (Print)

for \_\_\_\_\_ to participate in the field trip  
Student Name (Print) DOB

to Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605 (destination) on 24-26 May 2024 (date).

The phone number where I can be reached during this field trip is \_\_\_\_\_

I realize that any activity that takes place away from the controlled environment of the school setting may present a higher risk of injury to my child. I also understand that this activity may be cancelled due to changing state, national, or international conditions. I assume responsibility for any personal financial loss related to such a cancellation. In consideration for permitting my child to participate in this field trip, I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses, including attorneys' fees, resulting in any way from participation in the field trip described above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1960 LANDINGS BLVD., SARASOTA, FL 34231  
PHONE (941) 927-9000

**CHAPERONE GUIDELINES**

**Instructions:** Complete and return this form to the school Field Trip/Event Sponsor.

School Pine View School Field Trip/Event Sponsor Jym Froelich

Field trip destination Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605

Departure date/time 24 MAY 2024/8am (FRI) Return date/time 26 MAY 2024/8pm (SUN)

The primary purpose of a field trip or school-sponsored activity is to enrich students' education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. As approved by the principal, the faculty member will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities. The safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibility of all chaperones.

As a Sarasota County School Board Chaperone, I agree to uphold the following guidelines:

1. Recognize that the Field Trip/Event Sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones
2. Understand that students must be kept under close adult supervision at all times. Chaperones are to report issues or concerns immediately to the sponsor. chaperones are on duty the entire time they are away from the school campus and must be willing to adhere to the guidelines
3. Assist the sponsor in making sure that all students are accounted for during the trip or activity, especially prior to leaving the field trip location or dismissing of students following the activity
4. Acknowledge that trips or events extending beyond regular school hours means that the sponsor and chaperones are responsible for students until they are released to parents
5. Agree that smoking and the use of alcoholic beverages are not permitted for any individual (adult or student) participating in a school sponsored activity according to the Sarasota County School Board Safe & Drug Free Schools policy
6. Comply with and meet the background check requirements for Sarasota County School Board volunteers/chaperones and agree to abide by the District Volunteer Guidelines

If the field trip or school sponsored activity is cancelled due to changing state, national, or international conditions, the School District cannot assume responsibility for any personal financial loss. I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses including attorneys' fees resulting in any way from participation in the field trip described above.

Chaperone Name (Print)

Chaperone Signature

Date

MAR 18 2024

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231  
PHONE (941) 927-8000

**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 Pine View SchoolSponsor Name Jym FroelichField trip destination Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605Departure date/time 24 May 2024/8am (FRI)Return date/time 26 May 2024/8pm (SUN)

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-of-County	Overnight Travel	Out-of-State/Country
	070-80-DIS	<b>Field Trip Authorization</b> – 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
	071-80-DIS	<b>Field Trip Permission</b> – 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
	063-86-DIS	<b>Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities</b> – 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
	064-86-DIS	<b>Release for Out-of-County or Overnight Travel for Athletics and Field Trips</b> – 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
	065-86-FIN	<b>Statement of Insurance on Private Vehicles</b> – 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-FIN	<b>Private Vehicle Transportation Permission Form</b> – 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	<b>Chaperone Guidelines</b> – Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
	060-80-FIN	<b>Certificate of Absence</b> – The sponsor and all other staff participating in the activity/field trip must complete this form to report time only duty elsewhere.	X	X	X	X
	011-85-TRN	<b>School Bus Trip Regulation</b>	X	X	X	X

Field Trip/Event Sponsor Signature

2 MARCH 2024

Date

RET: Master, ESY, G87 37  
Dupl., OSA

073-01-DIS  
Rev. 8-17-2016



**April 2, 2024 Board Meeting**  
Agenda Item 11.

**Title**

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 Information**

MEGAN GREEN [megan.green@sarasotacountyschools.net](mailto:megan.green@sarasotacountyschools.net)

RACHAEL O'DEA [rachael.o'dea@sarasotacountyschools.net](mailto:rachael.o'dea@sarasotacountyschools.net)

**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[PVS Field Trip S&D Des Moines, IA](#)

Upload Date

3/19/2024

Type

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 Pine View School Destination Comfort Inn & Suites Event Center 929 3rd Street Des Moines IA 50309

Purpose NSDA HS Speech & Debate Tournament

Departing from Airport SRQ Date 16 June 2024 Sunday Time 8:00 AM AM/PM

Returning from Airport DSM Date 21 June 2024 Friday Time 9:00 PM AM/PM

Grade/Class/Sport Pine View Speech & Debate

Person-in-charge Jym Froelich Phone 941.786.5000

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 8.38.

Meal arrangements Meals are at students' expense.

Lodging arrangements Comfort Inn & Suites Event Center 929 3rd Street Des Moines IA 50309

Number of female students 4 Number of male students 5 Total 9 ✓

Number of female chaperones 1 Number of male chaperones 1 Total 2 ✓

Names of chaperones Jym Froelich/He'iao Hu ✓

Cost per student \$ 800 Contact person if financial assistance is needed Jym Froelich

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 3/7/24

Executive Director Name (Print) Dr. Megan Green

☒ Approved ☐ Denied

Executive Director Signature [Signature]

Date 3/18/24

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).

Speech and Debate tournaments have been shown to improve academic achievement, public speaking, and interpersonal skills. Students are required to research issues of public concern, philosophical positions, or works of art. Students analyze their research and prepare oral and dramatic presentations based on their analysis. Those skill sets are readily transferable across the entire spectrum of academia. The only risks are those that are inherent on a college campus.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

For this tournament, students must participate in team activities and/or previous competition at local tournaments. This requirement is to ensure that the students that desire to participate in this national level tournament have shown sufficient dedication and preparation for their event. For those students and families that need financial assistance, including full payment of fees, team benefactors, team fundraisers, and nations from PVA are provided.

3. Describe how students will be supervised once they arrive.

Male and female chaperones accompany students to each of their events. Students and chaperones walk from central meeting locations to the events. Chaperones have contact information for all students and/or their parents. At the hotel, students have "lights out" times that are reasonable under the circumstances and gender appropriate chaperones perform a "room check" at the lights out time.

4. Should an emergency arise, how will communication and transportation be handled?

All chaperones have cellular phones and contact information for students' parents/guardians. Communication will initially be by telephone call followed by text message and/or email. Students' medical information will be on site at the tournament. Transportation will be determined under the circumstances but may include the chartered bus, licensed commercial vehicle, or ambulance, if appropriate.



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

FIELD TRIP PERMISSION


**Instructions:** Complete and return this form to the school. It must be returned to the school before student will be allowed to participate in this activity. The Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities form must also be on file at the school before your student will be allowed to participate in this activity. A copy of that form shall accompany this sheet with the classroom teacher/coach or interscholastic activity sponsor. A detailed itinerary is attached if the field trip extends beyond the school day.

School Pine View School

Date 2 March 2024

Dr. Stephen P. Covert

Principal Name (Print)

  
Principal Signature

FIELD TRIP INFORMATION

Purpose NSDA National Championships HS Speech & Debate Tournament

Destination Comfort Inn & Suites Event Center 929 3rd Street Des Moines IA 50309

Time/Date of departure 0800/16 June 2024

Time/Date of return 2100/21 June 2024

Leaving from Airport SRQ

Returning to Airport SRQ

Means of transportation Commercial Air

Meal arrangements Meals are at students' expense.

Cost to students \$100 registration; \$438 lodging; \$250 meals + airfare

If financial assistance is needed, contact Jym Froelich

FIELD TRIP PERMISSION

I, \_\_\_\_\_, give my permission  
Parent/Guardian Name (Print)

for \_\_\_\_\_, to participate in the field trip  
Student Name (Print) DOB

to NSDA National Championships HS Speech & Debate Tournament (destination) on 16-21 June 2024 (date).

The phone number where I can be reached during this field trip is \_\_\_\_\_

I realize that any activity that takes place away from the controlled environment of the school setting may present a higher risk of injury to my child. I also understand that this activity may be cancelled due to changing state, national, or international conditions. I assume responsibility for any personal financial loss related to such a cancellation. In consideration for permitting my child to participate in this field trip, I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses, including attorneys' fees, resulting in any way from participation in the field trip described above.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1960 LANDINGS BLVD., SARASOTA, FL 34231  
PHONE (941) 927-9000

**CHAPERONE GUIDELINES**

**Instructions:** Complete and return this form to the school Field Trip/Event Sponsor.

School Pine View School Field Trip/Event Sponsor Jym Froelich

Field trip destination NSDA National Championships HS Speech & Debate Tournament

Departure date/time 16 June 2024/8am Return date/time 21 June 2024/9pm

The primary purpose of a field trip or school-sponsored activity is to enrich students' education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. As approved by the principal, the faculty member will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities. The safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibility of all chaperones.

As a Sarasota County School Board Chaperone, I agree to uphold the following guidelines:

1. Recognize that the Field Trip/Event Sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones
2. Understand that students must be kept under close adult supervision at all times. Chaperones are to report issues or concerns immediately to the sponsor. chaperones are on duty the entire time they are away from the school campus and must be willing to adhere to the guidelines
3. Assist the sponsor in making sure that all students are accounted for during the trip or activity, especially prior to leaving the field trip location or dismissing of students following the activity
4. Acknowledge that trips or events extending beyond regular school hours means that the sponsor and chaperones are responsible for students until they are released to parents
5. Agree that smoking and the use of alcoholic beverages are not permitted for any individual (adult or student) participating in a school sponsored activity according to the Sarasota County School Board Safe & Drug Free Schools policy
6. Comply with and meet the background check requirements for Sarasota County School Board volunteers/chaperones and agree to abide by the District Volunteer Guidelines

If the field trip or school sponsored activity is cancelled due to changing state, national, or international conditions, the School District cannot assume responsibility for any personal financial loss. I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses including attorneys' fees resulting in any way from participation in the field trip described above.

Chaperone Name (Print)

Chaperone Signature

Date

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1980 LANDINGS BOULEVARD, SARASOTA, FL 34231  
PHONE (941) 927-9000

RECEIVED

MAR 18 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 Pine View School

Sponsor Name Jym Froelich

Field trip destination NSDA National Championships HS Speech & Debate Tournament

Departure date/time 16 June 2024/0800

Return date/time 21 June 2024/2100

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-of-County	Overnight Travel	Out-of-State/Country
	070-90-DIS	<b>Field Trip Authorization</b> – 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	<b>Field Trip Permission</b> – 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
	063-96-DIS	<b>Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities</b> – 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
	064-96-DIS	<b>Release for Out-of-County or Overnight Travel for Athletics and Field Trips</b> – 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
	065-96-FIN	<b>Statement of Insurance on Private Vehicles</b> – 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-FIN	<b>Private Vehicle Transportation Permission Form</b> – 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	<b>Chaperone Guidelines</b> – Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
	080-80-FIN	<b>Certificate of Absence</b> – 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	<b>School Bus Trip Regulation</b>	X	X	X	X

Field Trip/Event Sponsor Signature

2 March 2024

Date

RET: Master, ESY, G67 37  
Dupl., OSA

073-01-DIS  
Rev. 8-17-2016



**April 2, 2024 Board Meeting**  
Agenda Item 12.

**Title**

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 Information**

MEGAN GREEN [megan.green@sarasotacountyschools.net](mailto:megan.green@sarasotacountyschools.net)

RACHAEL O'DEA [rachael.o'dea@sarasotacountyschools.net](mailto:rachael.o'dea@sarasotacountyschools.net)

**Financial Impact**

N/A

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">SHS Band Field Trip Atlanta, GA</a>	3/20/2024	Cover Memo

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1960 LANDINGS BLVD., 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 Sarasota High School    Destination Atlanta, GA

Purpose Chick-Fil-A Peach Bowl Band Festival

Departing from Sarasota High School Date 12/28/24 Saturday Time TBD AM/PM

Returning from Sarasota High School Date 1/2/25 Thursday Time TBD AM/PM

Grade/Class/Sport Marching Band

Person-in-charge Christopher Leiper/ Kenneth Carter    Phone (941) 468-2489

Method of transportation    ☐ School bus (Attach School Bus Trip Requisition)    ☒ 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 Some provided/ others on own at site

Lodging arrangements Atlanta Area Hotel - TBD

Number of female students 40    Number of male students 40    Total 80 ✓

Number of female chaperones 4    Number of male chaperones 4    Total 8 ✓ *staff*

Names of chaperones Ondrea Tatro, Cheryl Gay, Nancy Abbott, Debbie D'alconzo, Tom Gay, Andy Harshman + 2 Directors

Cost per student \$ 695 *Leiper/Carter*

It is understood that permission slips and Emergency Medical/Treatment Field Trip Consent forms will be obtained from parents prior to the field trip.

Funding Source    ☒ Individual    ☐ Fundraiser    ☐ PTO/PTA    ☐ Internal funds  
☒ Other (Explain) Booster Funds

Verification of student medical insurance was completed for out-of-county/overnight travel? ☐ Yes ☒ No

Principal Name Ryan Chase / Sean Donovan    ☒ Approved    ☐ Denied

Principal Signature [Signature]    Date 3/8/24

Executive Director Name Dr. Megan Green    ☒ Approved    ☐ Denied

Executive Director Signature [Signature]    Date 3/18/24

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.

Students will participate in the concert band and field show festivals where they will have an opportunity to be adjudicated by experts in the field 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. It is our hope that this will be a life changing opportunity for them that will spark a fire to continue studying and being involved with music for years to come.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

All members of the marching band are eligible to attend. The band boosters will work to provide adequate fundraising opportunities to students who are not able to afford the trip out right.

3. Describe how students will be supervised once they arrive.

Students will be supervised at all times by chaperones or directors during the day. At night they will be confined to their assigned hotel rooms and halls will be monitored by a designated security guard provided by the travel company.

4. Should an emergency arise, how will communication and transportation be handled?

All communication will be handled through the BAND app and individual calls to parents. The best method of transportation will be determined on a case by case basis on site, whether that be by bus, private vehicle, or ambulance.



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1960 LANDINGS BLVD., SARASOTA, FL 34231  
PHONE (941) 927-9000

**FIELD TRIP PERMISSION**

**Instructions:** Complete and return this form to the school. It must be returned to the school before student will be allowed to participate in this activity. The Emergency Medical/Treatment Field Trip Consent form must also be on file at the school before your student will be allowed to participate in this activity. A copy of that form shall accompany this sheet with the classroom teacher/coach or interscholastic activity sponsor. A detailed itinerary is attached if the field trip extends beyond the school day.

School Sarasota High School

Date 3/6/2024

Principal Name (Print) RYAN CHASE / SEAN DONOVAN

Principal Signature 

**FIELD TRIP INFORMATION**

Purpose Chick-Fil-A Peach Bowl Band Festival

Destination Atlanta, GA

Time/Date of departure 12/28/24 - Time TBD

Time/Date of return 1/2/24 - Time TBD

Leaving from Sarasota High School

Returning to Sarasota High School

Means of transportation Carter Bus

Meal arrangements Some provided/ others on own at site

Cost to students \$695

**FIELD TRIP PERMISSION**

I, \_\_\_\_\_ give my permission  
Parent/Guardian Name (Print)

for \_\_\_\_\_, to participate in the field trip  
Student Name (Print) DOB

to \_\_\_\_\_ (destination) on \_\_\_\_\_ (date).

The phone number where I can be reached during this field trip is \_\_\_\_\_

I realize that any activity that takes place away from the controlled environment of the school setting may present a higher risk of injury to my child. I also understand that this activity may be cancelled due to changing state, national, or international conditions. I assume responsibility for any personal financial loss related to such a cancellation. In consideration for permitting my child to participate in this field trip, I release the School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses, including attorneys' fees, resulting in any way from participation in the field trip described above.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
1960 LANDINGS BLVD., SARASOTA, FL 34231  
PHONE (941) 927-9000

**CHAPERONE GUIDELINES**

**Instructions:** Complete and return this form to the school Field Trip/Event Sponsor.

School Sarasota HS Field Trip/Event Sponsor Christopher Leiper

Field trip destination Atlanta, GA

Departure date/time 12/28/24 - Time TBD Return date/time 12/28/24 - Time TBD

The primary purpose of a field trip or school-sponsored activity is to enrich students' education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. As approved by the principal, the faculty member will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities. The safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibility of all chaperones.

As a Sarasota County School Board Chaperone, I agree to uphold the following guidelines:

1. Recognize that the Field Trip/Event Sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones
2. Understand that students must be kept under close adult supervision at all times. Chaperones are to report issues or concerns immediately to the sponsor. chaperones are on duty the entire time they are away from the school campus and must be willing to adhere to the guidelines
3. Assist the sponsor in making sure that all students are accounted for during the trip or activity, especially prior to leaving the field trip location or dismissing of students following the activity
4. Acknowledge that trips or events extending beyond regular school hours means that the sponsor and chaperones are responsible for students until they are released to parents
5. Agree that smoking and the use of alcoholic beverages are not permitted for any individual (adult or student) participating in a school sponsored activity according to the Sarasota County School Board Safe & Drug Free Schools policy
6. Comply with and meet the background check requirements for Sarasota County School Board volunteers/chaperones and agree to abide by the District Volunteer Guidelines

If the field trip or school sponsored activity is cancelled due to changing state, national, or international conditions, the School District cannot assume responsibility for any personal financial loss. I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses including attorneys' fees resulting in any way from participation in the field trip described above.

Chaperone Name (Print)

Chaperone Signature

Date

RET: Master, ESY, GS7 37  
Dupl., OSA

072-01-DIS  
Rev. 10-16-2014



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

RECEIVED

MAR 18 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 Sarasota High School

Sponsor Name Christopher Leiper

Field trip destination Atlanta, GA (Chick-Fil-A Peach Bowl)

Departure date/time 12/28/24 - Time TBD

Return date/time 1/2/25 - Time TBD

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-of-County	Overnight Travel	Out-of-State/Country
✓	070-90-DIS	<b>Field Trip Authorization</b> – 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	<b>Field Trip Permission</b> – 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
✓	083-96-DIS	<b>Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities</b> – 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
✓	084-98-DIS	<b>Release for Out-of-County or Overnight Travel for Athletics and Field Trips</b> – 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
N/A	085-98-FIN	<b>Statement of Insurance on Private Vehicles</b> – 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
N/A	083-12-RKM	<b>Private Vehicle Transportation Permission Form</b> – 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	<b>Chaperone Guidelines</b> – Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
✓	080-80-FIN	<b>Certificate of Absence</b> – 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	<b>School Bus Trip Requisition</b> <i>charter bus</i>	X	X	X	X

3/6/2024

Date

Field Trip/Event Sponsor Signature

RET: Master, ESY, GS7 37  
Dupl., OSA

073-01-DIS  
Rev. 8-17-2016



**April 2, 2024 Board Meeting**  
Agenda Item 13.

**Title**

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 Information**

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

**Financial Impact**

N/A

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">PVS Field Trip Houston, TX</a>	3/25/2024	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 Pine View School Destination Houston Convention Center - 1001 Avenida De Las Americas Houston, TX

Purpose World's FIRST Robotics Competition

Departing from Pine View Date 4/16/24 Tuesday Time 1:30pm AM/PM

Returning from Pine View Date 4/21/24 Sunday Time 9:00pm AM/PM

Grade/Class/Sport FIRST ROBOTICS

Person-in-charge Drew Wormington Phone 941-815-0951

Method of transportation ☐ School bus (Attach School Bus Trip Requisition [011-85-TRN]) ☐ Charter bus  
☒ Airline ☒ Other (Explain) Rental Vehicles

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 Students will purchase their meals.

Lodging arrangements Hampton by Hilton: 10505 East Freeway Houston, Texas 77029 USA

Number of female students 4 Number of male students 10 Total 14 ✓

Number of female chaperones 2 Number of male chaperones 3 Total 5 ✓

Names of chaperones Drew Wormington, Mark Checcone, Tanweer Memon, Marvi Memon, Sara Malone

Cost per student \$ 1685 (+food) Contact person if financial assistance is needed Drew Wormington

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. Covert ☒ Approved ☐ Denied

Principal Signature [Signature] Date 3/25/24

Executive Director Name (Print) Dr. Megan Green ☒ Approved ☐ Denied

Executive Director Signature [Signature] Date 3/25/24

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).

Practical application of STEM / Engineering Principles & techniques.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

Students are members of FIRST Robotics and have prepared for this event, with minimum of 50 hrs of participation during build season.

3. Describe how students will be supervised once they arrive.

Students will be checked in upon arrival and checked out upon leaving.

4. Should an emergency arise, how will communication and transportation be handled?

Parents will be called to pick up their child should the circumstances require such.

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

**FIELD TRIP PERMISSION**

**Instructions:** Complete and return this form to the school. It must be returned to the school before student will be allowed to participate in this activity. The Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities form must also be on file at the school before your student will be allowed to participate in this activity. A copy of that form shall accompany this sheet with the classroom teacher/coach or interscholastic activity sponsor. A detailed itinerary is attached if the field trip extends beyond the school day.

School Pine View School Date 4/16/24

Dr. Covert  
Principal Name (Print) Principal Signature 

**FIELD TRIP INFORMATION**

Purpose World's FIRST Robotics Competition

Destination Houston Convention Center - 1001 Avenida De Las Americas Houston, TX

Time/Date of departure 7:00am 4/15/24

Time/Date of return 6:00pm 4/22/24

Leaving from Pine View School Returning to Pine View School

Means of transportation Airline / Rental Vehicles

Meal arrangements Students will purchase their meals.

Cost to students \$1685 for hotel / transportation (plus meals)

If financial assistance is needed, contact Drew Wormington

**FIELD TRIP PERMISSION**

I, \_\_\_\_\_, give my permission  
Parent/Guardian Name (Print)

for \_\_\_\_\_ to participate in the field trip  
Student Name (Print) DOB

to \_\_\_\_\_ (destination) on \_\_\_\_\_ (date).

The phone number where I can be reached during this field trip is \_\_\_\_\_

I realize that any activity that takes place away from the controlled environment of the school setting may present a higher risk of injury to my child. I also understand that this activity may be cancelled due to changing state, national, or international conditions. I assume responsibility for any personal financial loss related to such a cancellation. In consideration for permitting my child to participate in this field trip, I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses, including attorneys' fees, resulting in any way from participation in the field trip described above.

Parent/Guardian Signature \_\_\_\_\_ Date 4/21/24



MAR 25 2024

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

**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 Pine View School Sponsor Name Drew Wormington

Field trip destination Houston Convention Center: 1001 Avenida De Las Americas Houston, TX USA

Departure date/time 4/16/2024 1:30pm Return date/time 4/21/2024 9:00pm

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-of-County	Overnight Travel	Out-of-State/Country
X	070-90-DIS	<b>Field Trip Authorization</b> – 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
X	071-90-DIS	<b>Field Trip Permission</b> – 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
X	063-96-DIS	<b>Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities</b> – 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
X	064-96-DIS	<b>Release for Out-of-County or Overnight Travel for Athletics and Field Trips</b> – 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
X	065-96-FIN	<b>Statement of Insurance on Private Vehicles</b> – 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
			If Applicable.			
	063-12-FIN	<b>Private Vehicle Transportation Permission Form</b> – 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
			If Applicable.			
X	072-01-DIS	<b>Chaperone Guidelines</b> – Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
X	060-80-FIN	<b>Certificate of Absence</b> – 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	<b>School Bus Trip Requisition</b>	X	X	X	X
			If Applicable.			

Andrew Wormington  
Field Trip/Event Sponsor Signature

4/16/24  
Date



**April 2, 2024 Board Meeting**  
Agenda Item 14.

**Title**

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 Information**

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

**ATTACHMENTS:**

Description

Upload Date

Type







**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 ▪ Fax 941-486-2188  
SarasotaCountySchools.net

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## **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 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:**

**CONTACT:** Tracy Brizendine, [tracy.brizendine@sarasotacountyschools.net](mailto:tracy.brizendine@sarasotacountyschools.net)  
Bonnie Penner, [bonnie.penner@sarasotacountyschools.net](mailto: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

**RECOMMENDED MOTION:** 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.

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes". Posting Date: 3/26/24

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for Audio-Visual and Lighting Production Services RFQ 24-0020

Opened February 20, 2024 1:00 p.m. EST

Proposer's Name	Address	FEIN#	Authorized Representative	Telephone #	E-mail Address
<b>IATSE Local 412</b>	<b>P.O Box 1307 Tallevast, FL 34270-1307</b>	<b>59-2710633</b>	<b>Roy Sorensen</b>	<b>941-914-1553</b>	<a href="mailto:IA412BA@verizon.net">IA412BA@verizon.net</a>
ILARDI Media LLC	113 Ogburn Street Osprey, FL 34229	82-3694282	Nathaniel Ilardi	941-256-1147	<a href="mailto:Nate@ilardimedia.com">Nate@ilardimedia.com</a>
<b>Platinum Live Productions</b>	<b>2590 17th St Unit V. Sarasota, FL 34242</b>	<b>81-4125133</b>	<b>Suttyn Barrett</b>	<b>941-524-7834</b>	<a href="mailto:Office@platinumlive.net">Office@platinumlive.net</a>
Recorded by: David Deller				Witnessed by: Cindy Beck	

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for Audio-Visual and Lighting Production Services RFQ 24-0020

Opened February 20, 2024 1:00 p.m. EST

Proposer's Name	Pass or Fail
<b>IATSE Local 412</b>	<b>Pass</b>
IIARDI Media LLC	Pass
<b>Platinum Live Productions</b>	<b>Pass</b>
Recorded by: David Deller                      Witnessed by: Cindy Beck	



**April 2, 2024 Board Meeting**  
**Agenda Item 15.**

**Title**

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 Information**

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

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">4.2.24Piggyback - Manatee School Playground REC</a>	3/1/2024	Cover Memo



**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 • Fax 941-486-2188  
SarasotaCountySchools.net

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## 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 (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:**

**CONTACT:** Don Hampton, [don.hampton@sarasotacountyschools.net](mailto:don.hampton@sarasotacountyschools.net)

Jody Dumas, [jody.dumas@sarasotacountyschools.net](mailto: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

RECOMMENDED MOTION: 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.

## 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>
Facilities Services Department	Per Manatee County School Board for Park & Playground Equipment & Parts	To purchase playground cover materials, and equipment parts	Advanced Recreational Concepts, LLC Apollo Sunguard Systems, Inc. Kompan, Inc. Miller Recreation Equipment Miracle Recreation Equipment, Co. Playmore Recreational Products & Services PlaySpace Services, Inc. Southern Park & Play Systems	\$1,250,000.00





**April 2, 2024 Board Meeting**  
Agenda Item 16.

**Title**

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 Information**

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

**ATTACHMENTS:**

Description

[4.2.24SBIncrease#23-0540 - Golf Carts REC](#)

Upload Date

3/4/2024

Type

Cover Memo





**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 ▪ Fax 941-486-2188  
[SarasotaCountySchools.net](http://SarasotaCountySchools.net)

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## **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 #23-0540 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:**

**CONTACT:** Don Hampton, [don.hampton@sarasotacountyschools.net](mailto:don.hampton@sarasotacountyschools.net)  
Jody Dumas, [jody.dumas@sarasotacountyschools.net](mailto: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

**RECOMMENDED MOTION:** 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.



**April 2, 2024 Board Meeting**  
Agenda Item 17.

**Title**

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 Information**

TRACY BRIZENDINE tracy.brizendine@sarasotacountyschools.net

BONNIE PENNER bonnie.penner@sarasotacountyschools.net

**Financial Impact**

\$4,601.34

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">4.2.24 Board Deletion REC</a>	3/18/2024	Cover Memo



**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 • Fax 941-486-2188  
SarasotaCountySchools.net

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## 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 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:**

**CONTACT:** Tracy Brizendine

**FINANCIAL IMPACT:** \$4601.34

**RECOMMENDED MOTION:** That the classification of equipment and furniture, as property to be deleted, in an amount of \$4601.34, be approved as presented.



April 2, 2024

**Materials Management Department**  
101 Old Venice Road, Osprey FL 34229  
Telephone: 941-486-2183 • Fax: 941-486-2188

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## MEMORANDUM

**TO: Members of the School Board**  
**Terrence Connor, Superintendent**  
**Bonnie Penner, Assistant Superintendent Chief Financial Officer**

**FROM: Cindy Beck, Purchasing & Fixed Asset Accounting Manager**

**DATE: March 6, 2024**

**RE: *Deletion List***

Listed on the attached pages are items of furniture, equipment, and vehicles that are unaccounted for, traded in, irreparable, otherwise inoperative or obsolete. Upon Board approval, these items will be deleted from the active property records and disposed of in accordance with Chapter 274 of the Florida Statutes and any applicable Federal regulations. The following information is listed for each item:

Asset Number (Asset No) – This is the property record number and the inventory number assigned to the item by the Fixed Asset Accounting Office.

Description - This is a brief description of the item.

In-Service Date (In-Srvc Dt) - This column indicates the year the item was acquired.

Acquisition Cost (Acq Cost) - Chapter 274 of the Florida Statutes does not provide for any depreciation in the value of equipment. Therefore, all values shown are historical or estimated costs.

Retirement Reason (Retire Rsn) - This column gives a brief reason why the item is classifiable as property to be deleted. This description is taken from the "Deletion of Property Report" form that is completed by the cost center head of the school or department to which the item is assigned.

Additional non-tagged items with an original acquisition value below \$1000 will be recycled, sold at auction, or otherwise disposed of.

CB  
Attachment

Please be aware that all mail sent to and from Sarasota County Public Schools is subject to the public records law of Florida

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: SARASOTA MIDDLE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0031	0031	212943	ACTIVPANEL	0188	PROMETHEAN	12/08/2016	4,399.84	261.89	02/28/2024	Not Economical to Repair	
0031	0031	201425	ACTIVPANEL	0188	PROMETHEAN	03/19/2015	4,412.26	0.00	03/01/2024	Not Economical to Repair	
** 0031 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				2			8,812.10	261.89			

COST CENTER: BAY HAVEN SCHOOL OF BASICS PLUS

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0071	0071	201518	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,466.80	0.00	02/20/2024	Not Economical to Repair	
** 0071 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				1			4,466.80	0.00			

COST CENTER: BOOKER HIGH

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0085	9029	179722	PRESSURE WASHER, HOT WATER	0612	LANDA	06/06/2013	3,997.50	0.00	02/21/2024	Unusable-Deteriorated/Damaged	
0085	9029	173057	FLOOR SCRUBBER	0544	MICROMATIC	12/06/2012	1,915.31	0.00	02/21/2024	Unusable-Deteriorated/Damaged	
** 0085 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				2			5,912.81	0.00			

COST CENTER: RIVERVIEW HIGH

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0181	0181	78314	AUDIO MIXER	0249	SAMSON	03/10/1994	789.00	0.00	02/28/2024	Obsolete	
0181	0181	7046523	LAPTOP 640 G8	0357	HP	07/01/2022	1,036.01	0.00	03/04/2024	Stolen	Case#20232075
0181	0181	7046518	LAPTOP 640 G8	0357	HP	07/01/2022	1,036.01	0.00	03/04/2024	Stolen	Case#20232075
0181	0181	7046513	LAPTOP 640 G8	0357	HP	07/01/2022	1,036.01	0.00	03/04/2024	Stolen	Case#20232075
0181	0181	7046390	LAPTOP 640 G8	0357	HP	07/01/2022	1,036.01	0.00	03/04/2024	Stolen	Case#20232109
** 0181 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				5			4,933.04	0.00			

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: SOUTHSIDE ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0191	0191	201126	ACTIVPANEL	0188	PROMETHEAN	01/29/2015	4,412.26	0.00	03/04/2024	Not Economical to Repair	
0191	0191	201789	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,466.80	0.00	03/04/2024	Not Economical to Repair	
0191	0191	212409	ACTIVPANEL	0188	PROMETHEAN	08/30/2016	4,528.84	53.91	03/04/2024	Not Economical to Repair	
** 0191 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				3			13,407.90	53.91			

COST CENTER: VENICE ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0211	0211	110298	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110297	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110296	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110295	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110294	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110309	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110308	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110307	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110306	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110305	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110304	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110303	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110302	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110301	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110300	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	



FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: VENICE ELEMENTARY CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0211	0211	110293	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110292	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	220904	TABLE/STOOL COMBO	0106	VIRCO	09/27/2017	1,372.89	572.03	02/28/2024	Obsolete	
0211	0211	110315	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110314	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110313	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110312	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110299	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110310	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
0211	0211	110311	TABLE/STOOL COMBO	0106	VIRCO	05/11/2004	824.00	0.00	02/27/2024	Obsolete	
** 0211 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				25			21,148.89	572.03			

COST CENTER: WILKINSON ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0291	9029	115487	TABLE/STOOL COMBO	0106	SICO	05/09/2005	1,198.50	0.00	03/05/2024	Obsolete	
0291	9029	115450	TABLE/STOOL COMBO	0106	SICO	04/25/2005	1,198.50	0.00	03/05/2024	Obsolete	
0291	9029	115433	TABLE/STOOL COMBO	0106	SICO	04/25/2005	1,198.50	0.00	03/05/2024	Obsolete	
** 0291 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				3			3,595.50	0.00			

COST CENTER: ESE SERVICES

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0292		7005868	WORKSTATION Z240	0357	HP	06/15/2017	897.06	0.00	03/01/2024	Obsolete	
0292		219530	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: ESE SERVICES CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0292		219468	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
0292	0051	219446	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
0292	0071	219505	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
0292	0391	219479	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
** 0292 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				6			6,107.06	0.00			

COST CENTER: OAK PARK SCHOOL

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0293	0293	235340	ACTIVPANEL	0188	PROMETHEAN	06/13/2019	4,087.45	1,703.11	02/23/2024	Not Economical to Repair	
** 0293 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				1			4,087.45	1,703.11			

COST CENTER: TRIAD

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0294	0294	211086	LAPTOP 840	0357	HP	05/23/2016	1,039.00	0.00	02/20/2024	Unaccounted For	Case#20231085
0294	0294	210913	LAPTOP 840	0357	HP	05/23/2016	1,039.00	0.00	02/26/2024	Obsolete	
** 0294 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				2			2,078.00	0.00			

COST CENTER: SUNCOAST TECHNICAL COLLEGE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0391	0391	159285	MACPRO COMPUTER	0367	APPLE	09/21/2010	4,150.56	0.00	02/29/2024	Obsolete	
0391	0391	159288	MACPRO COMPUTER	0367	APPLE	09/21/2010	4,150.56	0.00	02/29/2024	Obsolete	
0391	0391	159302	MACPRO COMPUTER	0367	APPLE	09/21/2010	4,150.55	0.00	02/29/2024	Obsolete	
0391	0391	160321	HDTV 55"	0231	SAMSUNG	02/25/2011	1,508.34	0.00	02/23/2024	Obsolete	
0391	0391	160324	HDTV 55"	0231	SAMSUNG	02/25/2011	1,508.34	0.00	02/23/2024	Obsolete	

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT  
COST CENTER: SUNCOAST TECHNICAL COLLEGE CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0391	0391	173032	MAC PRO COMPUTER	0367	APPLE	12/03/2012	2,299.00	0.00	02/29/2024	Obsolete	
0391	0391	179632	WORKSTATION Z220	0367	HP	04/29/2013	1,283.00	0.00	02/23/2024	Obsolete	
0391	0391	180169	COMPUTER Z220	0360	HP	06/30/2013	874.00	0.00	02/23/2024	Obsolete	
0391	0391	191293	IMAC COMPUTER	0367	APPLE	10/15/2014	1,399.00	0.00	02/29/2024	Obsolete	
0391	0391	193657	COMPUTER Z230	0357	HP	05/17/2015	877.51	0.00	02/23/2024	Obsolete	
0391	0391	206455	LAPTOP 640	0357	HP	05/23/2016	1,098.00	0.00	02/29/2024	Obsolete	
0391	0391	211706	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211707	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211711	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211715	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	7001226	COMPUTER Z240	0357	HP	05/23/2016	913.22	0.00	02/23/2024	Obsolete	
0391	0391	212306	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211723	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211721	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211720	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	211719	IMAC COMPUTER	0367	APPLE	08/22/2016	1,779.00	0.00	02/29/2024	Obsolete	
0391	0391	173030	MAC PRO COMPUTER	0367	APPLE	12/03/2012	2,299.00	0.00	02/29/2024	Obsolete	
** 0391 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				22			42,522.08	0.00			

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: VENICE MIDDLE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0451	0451	204666	ACTIVPANEL	0188	PROMETHEAN	12/18/2015	4,528.84	0.00	02/15/2024	Not Economical to Repair	
0451	0451	201316	ACTIVPANEL	0188	PROMETHEAN	03/19/2015	4,412.26	0.00	02/15/2024	Not Economical to Repair	
** 0451 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				2			8,941.10	0.00			

COST CENTER: ATWATER ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1241	1241	201986	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,216.80	0.00	02/26/2024	Not Economical to Repair	
** 1241 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				1			4,216.80	0.00			

COST CENTER: NORTH PORT HIGH

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1251	1251	233761	WORKSTATION Z2, CTE	0357	HP	08/01/2019	1,584.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	233690	LAPTOP 840R G4	0357	HP	08/01/2019	1,017.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	233396	LAPTOP 840R G4	0357	HP	08/01/2019	1,017.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	233019	LAPTOP 840R G4	0357	HP	08/01/2019	1,017.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	232396	LAPTOP 840R G4	0357	HP	08/01/2019	1,017.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	192443	DEMONSTRATION TABLE	0116	FLEETWOOD	02/06/2015	1,118.82	177.15	02/12/2024	Unaccounted For	Case#20230571
1251	1251	179696	VIDEO PROJECTOR	0204	BENQ	11/27/2012	822.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	159531	DELUXE MULTI RACK	0685	PRO MAXIMA	07/13/2010	2,007.50	0.00	02/22/2024	Obsolete	
1251	1251	159247	CAMCORDER	0230	JVC	08/10/2010	2,545.75	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	159532	DELUXE MULTI RACK	0685	PRO MAXIMA	07/13/2010	2,007.50	0.00	02/22/2024	Obsolete	
1251	1251	160491	TABLE/STOOL COMBO	0106	SICO	02/10/2011	1,008.35	0.00	02/22/2024	Obsolete	
1251	1251	160494	TABLE/STOOL COMBO	0106	SICO	02/10/2011	1,008.35	0.00	02/22/2024	Obsolete	

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT  
COST CENTER: NORTH PORT HIGH CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1251	1251	160495	TABLE/STOOL COMBO	0106	SICO	02/10/2011	1,008.35	0.00	02/22/2024	Obsolete	
1251	1251	160503	TABLE/STOOL COMBO	0106	SICO	02/10/2011	1,008.35	0.00	02/22/2024	Obsolete	
1251	1251	160504	TABLE/STOOL COMBO	0106	SICO	02/10/2011	1,008.35	0.00	02/22/2024	Obsolete	
1251	1251	172038	MULTI RACK, DELUXE	0685	PROMAXIMA	06/26/2012	2,256.50	0.00	02/22/2024	Obsolete	
1251	1251	172039	MULTI RACK, DELUXE	0685	PROMAXIMA	06/26/2012	2,256.50	0.00	02/22/2024	Obsolete	
1251	1251	172040	MULTI RACK, DELUXE	0685	PROMAXIMA	06/26/2012	2,256.50	0.00	02/22/2024	Obsolete	
1251	1251	172041	MULTI RACK, DELUXE	0685	PROMAXIMA	06/26/2012	2,256.50	0.00	02/22/2024	Obsolete	
1251	1251	100480	MONEY COUNTER	0354	GLORY	11/21/2001	1,216.00	0.00	02/22/2024	Obsolete	
1251	1251	101267	TICKET PRINTER	0362	BOCA	04/26/2002	1,250.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	113633	ELECTRIC CAN OPENER	0540	EDLUND	07/14/2004	754.84	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	128506	AGILE PROCESSOR	0239	BLONDERTONG	05/02/2007	877.16	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	132555	CAMCORDER	0230	SONY	06/30/2007	2,399.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	141417	EXTERNAL TAPE DRIVE	0369		05/30/2008	995.00	0.00	02/12/2024	Unaccounted For	Case#20230571
1251	1251	143807	PRINTER	0362	HP	08/08/2008	1,831.94	0.00	02/12/2024	Unaccounted For	
** 1251 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				26			37,545.26	177.15			

COST CENTER: CRANBERRY ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1271	1271	201356	ACTIVPANEL	0188	PROMETHEAN	03/19/2015	4,412.26	0.00	02/26/2024	Not Economical to Repair	
1271	1271	213137	ACTIVPANEL	0188	PROMETHEAN	12/08/2016	4,399.84	261.89	02/26/2024	Not Economical to Repair	
1271	1271	221062	ACTIVPANEL	0188	PROMETHEAN	10/09/2017	4,399.84	785.68	02/26/2024	Not Economical to Repair	
1271	1271	221184	ACTIVPANEL	0188	PROMETHEAN	10/09/2017	4,399.84	785.68	02/26/2024	Not Economical to Repair	
** 1271 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				4			17,611.78	1,833.25			

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: CHIEF OF HIGH SCHOOLS

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9004	9020	7037170	LAPTOP 640 G8	0357	HP	09/01/2021	995.00	0.00	02/27/2024	Not Economical to Repair	
** 9004 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					1		995.00	0.00			

COST CENTER: OFFICE OF ACCOUNTABILITY & CHOICE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9016		191503	TABLET PC	0397	MICROSOFT	12/17/2014	973.18	0.00	02/20/2024	Obsolete	
** 9016 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					1		973.18	0.00			

COST CENTER: HUMAN RESOURCES

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9023		204041	UPRIGHT BIKE	0685	PROMAXIMA	09/29/2015	3,246.22	0.00	02/21/2024	Obsolete	
** 9023 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					1		3,246.22	0.00			

COST CENTER: FINANCIAL SERVICES

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9038		212457	TABLET PC	0397	MICROSOFT	10/26/2016	1,202.29	0.00	02/20/2024	Obsolete	
** 9038 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					1		1,202.29	0.00			

COST CENTER: PUPIL SUPPORT - ESE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9051		239601	LAPTOP ZBOOK 14	0357	HP	10/01/2020	1,073.92	0.00	03/01/2024	Obsolete	
9051		219579	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
9051		219575	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
9051		219428	LAPTOP 840 G4	0357	HP	06/15/2017	1,042.00	0.00	03/01/2024	Obsolete	
9051		178116	WORKSTATION Z220	0356	HP	05/01/2013	1,283.00	0.00	03/01/2024	Obsolete	
9051		178131	WORKSTATION Z220	0356	HP	05/01/2013	1,283.00	0.00	03/01/2024	Obsolete	

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: PUPIL SUPPORT - ESE CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9051		178132	WORKSTATION Z220	0356	HP	05/01/2013	1,283.00	0.00	03/01/2024	Obsolete	
9051		178970	WORKSTATION Z220	0356	HP	05/01/2013	1,283.00	0.00	03/01/2024	Obsolete	
9051	0293	178117	WORKSTATION Z220	0356	HP	05/01/2013	1,283.00	0.00	03/01/2024	Obsolete	
** 9051 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				9			10,614.92	0.00			

COST CENTER: INSTRUCTIONAL MATERIALS & LIBRARY SERVICES

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9054	9020	219674	LAPTOP ZBOOK 15	0357	HP	06/15/2017	2,062.12	0.00	03/04/2024	Obsolete	
** 9054 TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				1			2,062.12	0.00			

** GRAND TOTAL **				NO. OF ITEMS			ACQ COST	CURR VAL			
				119			204,480.30	4,601.34			



**April 2, 2024 Board Meeting**  
Agenda Item 18.

**Title**

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 Information**

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

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">4.2.24Cooperative - Iron Bow REC</a>	3/20/2024	Cover Memo





**Materials Management**  
Purchasing Department  
101 Old Venice Road, Osprey, FL 34229  
Phone 941-486-2183 • Fax 941-486-2188  
SarasotaCountySchools.net

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## 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 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:**

**CONTACT:** Sean O'Keefe, [sean.o'keefe@sarasotacountyschools.net](mailto:sean.o'keefe@sarasotacountyschools.net)  
Chris Renouf, [chris.renouf@sarasotacountyschools.net](mailto: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

**RECOMMENDED MOTION:** That the cooperative contracts awarded to Iron Bow Technologies 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>
Safety and Security	Omnia RFP for Information Technology Solutions, & Products & Services	To replace outdated consoles at the OCC	Iron Bow Technologies	\$65,000.00



**April 2, 2024 Board Meeting**  
Agenda Item 19.

**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 (\$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 Information**

JANE DREGER jane.dreger@sarasotacountyschools.net  
JODY DUMAS jody.dumas@sarasotacountyschools.net

**Financial Impact**

(\$1,894,806.68)

**ATTACHMENTS:**

Description

[April 02 2024 CSD CO](#)

Upload Date

3/19/2024

Type

Cover Memo





**Sarasota County School Board  
Construction Services  
Change Order**

PROJECT:  
K-8 School @Clark & Lorraine  
9501 Lorraine Road  
Sarasota, FL 34241

CHANGE ORDER: 28

CHANGE ORDER DATE: 2/26/2024

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 Roofing Materials

CONTRACT DATE: February 7, 2023

<b>You are directed to make the following changes in this Contract:</b>	
Roofing Material	(\$881,090.39)
Roofing Tax Savings	(\$52,915.42)
<b>Total of Summary:</b>	
<b>(\$934,005.81)</b>	

The original Guaranteed Maximum Price was	\$ 25,474,509.53
The net change by previously authorized Change Orders	\$ 51,931,954.74
The Guaranteed Maximum Price prior to the Change Order was	\$ 77,406,464.27
The Guaranteed Maximum Price will be ( <i>decreased</i> ) by this Change Order in the amount of	<u>\$ (934,005.81)</u>
The new Guaranteed Maximum Price including this Change Order will be	<u>\$ 76,472,458.46</u>

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)



SIGNATURE

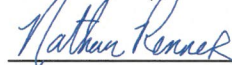
Emmet Van Aken - Project Manager

PRINTED NAME & TITLE

03/08/24

DATE

Tandem Construction  
CONTRACTOR (Firm name)



SIGNATURE

Nathan Renner, Sr Project Manager

PRINTED NAME & TITLE

March 6, 2024

DATE

Sarasota County School Board

OWNER  
**Stephen  
Clark**

Digitally signed by  
Stephen Clark  
Date: 2024.03.18  
08:44:52 -04'00'

SIGNATURE

Steve Clark, Project Manager

PRINTED NAME & TITLE

Jane Dreger

Digitally signed by Jane  
Dreger  
Date: 2024.03.18 10:25:26  
-04'00'

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:** 28  
**Date:** 2/26/2024  
**Job:** 23-004 K-8 School @ Clark & Lorraine

**Description:** DMP - Crowther Roofing - Spec Bldg

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for Owner's Direct Purchase of roofing materials per the attached Spec Building Materials Corporation Sales Order Quote dated 02/20/2024.

The total direct cost to perform this work is .....	\$(934,005.81)
(Please refer to attached sheet for details.)	
Move Contractor's Fee	\$(37,360.23)
CM Fee on DMP	\$37,360.23
<b>Total:</b>	<b>\$(934,005.81)</b>

If you have any questions, please contact me at (941)954-1599.

Submitted by: Nathan Renner  
Tandem Construction

Approved by: **Stephen Clark**  
Date: \_\_\_\_\_  
Digitally signed by Stephen Clark  
Date: 2024.03.18 08:44:12  
-04'00'



5391 Lakewood Ranch Blvd. N.,  
Suite 200  
Sarasota, FL 34240  
Ph: (941) 954-1599  
Fax: (941) 954-5511

## Change Request 28 Price Breakdown Continuation Sheet

**Description:** DMP - Crowther Roofing - Spec Bldg

Description	Subjob	Cost Code	Price
Roofing Materials		07-5000	\$(881,090.39)
Roofing Tax Savings		07-5000	\$(52,915.42)

**Subtotal: \$(934,005.81)**



# DIRECT PURCHASE ORDER REQUEST FORM

School Board of Sarasota County

Date: 2/19/2024

Project Name: K8 School at Clark & Lorraine

<b>VENDOR:</b>	SPEC BUILDING MATERIALS CORP
	5674 ENTERPRISE PKWY
	FT. MYERS, FL 33905
<b>Attention #1:</b>	Dustin Parker
<b>Email:</b>	<a href="mailto:d.parker@speccorp.com">d.parker@speccorp.com</a>
<b>Attention #2:</b>	Melinda Miles
<b>Email:</b>	<a href="mailto:m.miles@speccorp.com">m.miles@speccorp.com</a>
<b>Telephone:</b>	239.690.1007
<b>Fax:</b>	239.690.1009

<b>SHIP TO:</b>	K8 School at Clark & Lorraine
	9501 Lorraine Road
	Sarasota, FL 34241
	Attn: Crowther Roofing Sheet Metal of Florida, Inc.

<b>General Contractor Contact List</b>
Nathan Renner - <a href="mailto:Nathan.Renner@Tandemconstruction.com">Nathan.Renner@Tandemconstruction.com</a>
Cody Carson - <a href="mailto:Cody.Carson@Tandemconstruction.com">Cody.Carson@Tandemconstruction.com</a>
Renee Galto - <a href="mailto:Renee.Galto@Tandemconstruction.com">Renee.Galto@Tandemconstruction.com</a>
Ruth Richardson - <a href="mailto:Ruth.Richardson@Tandemconstruction.com">Ruth.Richardson@Tandemconstruction.com</a>

Date	Delivery Date	Ship via	F.O.B.	Terms	Purchase Order No.
	Per Superintendent	Your Truck	Job Site	Net 30	

SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with Crowther Roofing Sheet Metal of Florida, 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	Unit	Unit Price	Extended Amount
	Roofing materials (see attached breakdown quote)	1			\$881,090.39
	<u>All invoices as follows:</u> School Board of Sarasota County C/O - Crowther Roofing Sheet Metal of Florida, Inc. 2543 Rockfill Road Fort Myers, FL 33916 239-337-1300 Dan Mazon ( <a href="mailto:DanM@Crowther.net">DanM@Crowther.net</a> )				
<b>TOTAL</b>					<b>\$881,090.39</b>

Tax Savings      \$52,915.42

<b>TERMS &amp; CONDITIONS:</b>
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.

<b>NOTE:</b>
Provide Product Data & Shop Drawings for Approval Prior
to final order or fabrication.
Field measure prior to fabrication



# Sales Order Quote

**Quality Products, Competitive Prices, Professional Service**

Date: 02/20/24

P. O. #

Customer ID: 78CROWT

To: CROWTHER RFG

Ship to:

9501 LORRAINE RD  
SARASOTA, FL 34241

Salesperson	Job Name	Delivery Date	Roof Type (Stories, Pitch)		
Dustin Parker	LORRAINE K-8				
Item	Quantity	Unit Price	Unit Measure	Line Total	
RT PELLETS	100	\$439.00	BAG	\$43,900.00	
INSULCELL FOAM	135	\$335.00	PAIL	\$45,225.00	
INSULPARM HOLEY BOARD	1	\$244,795.44		\$244,795.44	
SIPLAST VERAL ALUMINUM	267	\$151.56	ROLL	\$40,466.52	
SIPLAST PA-1021	25	\$80.06	PAIL	\$2,001.50	
SIPLAST PA-1125	37	\$129.98	PAIL	\$4,809.26	
SIPLAST PARATREAD	5	\$120.28	ROLL	\$601.40	
SIPLAST PARAPRO FLASHING RESIN (SG WHITE)	10	\$256.74	PAIL	\$2,567.40	
SIPLAST PRO CATALYST	2	\$181.10	JUG	\$362.20	
SIPLAST 12" PRO FLEECE	2	\$102.16	ROLL	\$204.32	
SIPLAST PARABASE FS	20	\$84.92	ROLL	\$1,698.40	
SIPLAST PARADIENE 20TG	500	\$93.10	ROLL	\$46,550.00	
SIPLAST PARADIENE 20TS	1440	\$104.13	ROLL	\$149,947.20	
SIPLAST PARADIENE 30 FR TG BW	1940	\$136.73	ROLL	\$265,256.20	
SIPLAST GRANULES BW	60	\$91.42	PAIL	\$5,485.20	
SIPLAST PS-209	1	\$290.85	CTN	\$290.85	
4" CANT STRIP	79	\$55.50	BDL	\$4,384.50	
BILCO S-50 ROOF HATCH	6	\$1,125.00	EA	\$6,750.00	
BILCO LU-1	6	\$495.00	EA	\$2,970.00	
BILCO RL-S SAFETY RAIL	6	\$1,575.00	EA	\$9,450.00	
OLYVENT ONE WAY VENTS	135	\$25.00	EA	\$3,375.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	

Prices Good Thru

\*If price thru date is not indicated, quote is good for only 30 days.

Questions Regarding this Quote? Please contact **Dustin Parker**

Cell/Text (239) 810 1446

Email [parker.spec@gmail.com](mailto:parker.spec@gmail.com)

Subtotal \$ 881,090.39

Sales Tax -

**Total \$ 881,090.39**

This proprietary information is intended for use by the addressee only. The re-conveyance privilege for this information is neither granted nor intended. Unless specifically expressed, all materials are sold in manufacturers standard minimum packaged units, boxes, bundles, pallets, etc., and shipped common carrier. All damage and/or other complaints must be noted with the carrier. Returns must be authorized and may be subject to a restocking fee, freight or other charges. Shop drawings and abnormal project assistance are subject to a charge. Prices quoted do not include any applicable stopover charges, deficit freight charges, HazMat charges or fuel surcharges. ©2010 SPEC Building Material

5674 Enterprise Parkway Ft. Myers, Florida 33905 Office (239) 690 1007 Fax (239) 690 1009

**Sarasota County School Board  
Construction Services  
Change Order**

PROJECT:  
K-8 School @Clark & Lorraine  
9501 Lorraine Road  
Sarasota, FL 34241

CHANGE ORDER: 29

CHANGE ORDER DATE: 3/1/2024

CONTRACT / PO NUMBER: 22302738

CHANGE ORDER TYPE: DMP Gypsum Board Materials

CONTRACT DATE: February 7, 2023

TO (Contractor):  
P.J. Hayes Inc dba Tandem Construction  
5391 Lakewood Ranch Blvd. N.,  
Suite 200  
Sarasota, FL 34240

<b>You are directed to make the following changes in this Contract:</b>	
Gypsum Board Material	(\$1,007,250.00)
Gypsum Board Tax Savings	(\$60,485.00)
<b>Total of Summary:</b>	
<b>(\$1,067,735.00)</b>	

The original Guaranteed Maximum Price was	\$ 25,474,509.53
The net change by previously authorized Change Orders	\$ 50,997,948.93
The Guaranteed Maximum Price prior to the Change Order was	\$ 76,472,458.46
The Guaranteed Maximum Price will be ( <i>decreased</i> ) by this Change Order in the amount of	\$ (1,067,735.00)
The new Guaranteed Maximum Price including this Change Order will be	\$ 75,404,723.46

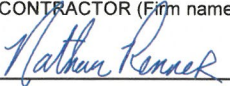
The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be 05/01/2025.

**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) <sup>KT</sup>  
  
SIGNATURE

Emmet Van Aken - Project Manager  
PRINTED NAME & TITLE  
  
03/08/24  
DATE

Tandem Construction  
CONTRACTOR (Firm name)  
  
SIGNATURE

Nathan Renner, Sr Project Manager  
PRINTED NAME & TITLE  
  
March 6, 2024  
DATE

Sarasota County School Board  
OWNER  
Stephen  
Clark  
  
SIGNATURE

Steve Clark, Project Manager  
PRINTED NAME & TITLE  
  
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:** 29  
**Date:** 3/1/2024  
**Job:** 23-004 K-8 School @ Clark & Lorraine

**Description:** DMP - Wal - Mark Contracting - Gator Gypsum

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for Owner's Direct Purchase of gypsum board material per the attached Gator Gypsum, Inc Quote dated 02/29/2024.

The total direct cost to perform this work is .....	\$(1,067,735.00)
(Please refer to attached sheet for details.)	
Move Contractor's Fee	\$(42,709.40)
Contractor's Fee on DMP	\$42,709.40
<b>Total:</b>	<b>\$(1,067,735.00)</b>

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: 2024.03.18 08:46:33 -04'00'



5391 Lakewood Ranch Blvd. N.,  
Suite 200  
Sarasota, FL 34240  
Ph: (941) 954-1599  
Fax: (941) 954-5511

## Change Request 29 Price Breakdown Continuation Sheet

**Description:** DMP - Wal - Mark Contracting - Gator Gypsum

Description	Subjob	Cost Code	Price
Gypsum Board Materials		09-2116	(\$1,007,250.00)
Gypsum Board Tax Savings		09-2116	\$(60,485.00)

**Subtotal:** (\$1,067,735.00)



**DIRECT PURCHASE ORDER  
REQUEST FORM**

School Board of Sarasota County

Date: 2/21/2024

Project Name: K8 School at Clark & Lorraine

<b>VENDOR:</b>	GATOR GYPSUM
	2006 72ND DR. EAST
	SARASOTA, FL 34243
<b>Attention #1:</b>	TOMMY TYSON
<b>Email:</b>	<a href="mailto:SARORDERS@GATORTYPSUM.COM">SARORDERS@GATORTYPSUM.COM</a>
<b>Attention #2:</b>	ALVIN RIVERA
<b>Email:</b>	<a href="mailto:ALVINR@GATORGYPSUM.COM">ALVINR@GATORGYPSUM.COM</a>
<b>Telephone:</b>	941-216-3342
<b>Fax:</b>	NA

<b>SHIP TO:</b>	K8 School at Clark & Lorraine
	9501 Lorraine Road
	Sarasota, FL 34241
	Attn: Wal - Mark Contracting Group, LLC

**General Contractor Contact List**

Nathan Renner - [Nathan.Renner@Tandemconstruction.com](mailto:Nathan.Renner@Tandemconstruction.com)  
Cody Carson - [Cody.Carson@Tandemconstruction.com](mailto:Cody.Carson@Tandemconstruction.com)  
Renee Galto - [Renee.Galto@Tandemconstruction.com](mailto:Renee.Galto@Tandemconstruction.com)  
Ruth Richardson - [Ruth.Richardson@Tandemconstruction.com](mailto:Ruth.Richardson@Tandemconstruction.com)

Date	Delivery Date	Ship via	F.O.B.	Terms	Purchase Order No.
	Per Superintendent	Your Truck	Job Site	Net 30	
SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with Wal - Mark Contracting Group, LLC, 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	Unit	Unit Price	Extended Amount
1	METAL FRAMING MATERIALS				\$382,500.00
2	BATT & RIGID INSULATION MATERIALS				\$229,500.00
3	GYPSUM MATERIALS				\$395,250.00
<u>All invoices as follows:</u> School Board of Sarasota County C/O - Wal-Mark Contracting Group, LLC 6222 Tower Ln #B11 Sarasota, FL 34240 941-342-6900 Susan Gilchrist - <a href="mailto:sgilchrist@wm.nceusa.com">sgilchrist@wm.nceusa.com</a>					
				<b>TOTAL</b>	<b>\$1,007,250.00</b>

Tax Savings \$60,485.00

**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



**Quote:**

2/29/2024

TOTAL..... **\$1,007,250.00**



GATOR GYPSUM SUPPLY - 2006 72ND DR. EAST, SARASOTA, FL 34243

**Sarasota County School Board  
Construction Services  
Change Order**

PROJECT:  
K-8 School @Clark & Lorraine  
9501 Lorraine Road  
Sarasota, FL 34241

CHANGE ORDER: 30

CHANGE ORDER DATE: 3/4/2024

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 Interior Wall Protection Materials

CONTRACT DATE: February 7, 2023

<b>You are directed to make the following changes in this Contract:</b>	
Interior Wall Protection Material	(\$23,738.00)
Interior Wall Protection Tax Savings	(\$1,474.28)
<b>Total of Summary:</b>	
<b>(\$25,212.28)</b>	

The original Guaranteed Maximum Price was	\$ 25,474,509.53
The net change by previously authorized Change Orders	\$ 49,930,213.93
The Guaranteed Maximum Price prior to the Change Order was	\$ 75,404,723.46
The Guaranteed Maximum Price will be ( <i>decreased</i> ) by this Change Order in the amount of	\$ (25,212.28)
The new Guaranteed Maximum Price including this Change Order will be	\$ 75,379,511.18

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) <sup>KT</sup>



SIGNATURE

Emmet Van Aken - Project Manager

PRINTED NAME & TITLE

03/08/24

DATE

Tandem Construction

CONTRACTOR (Firm name)



SIGNATURE

Nathan Renner, Sr Project Manager

PRINTED NAME & TITLE

March 6, 2024

DATE

Sarasota County School Board

OWNER

Stephen Clark  
Digitally signed by Stephen Clark  
Date: 2024.03.18 08:47:36 -04'00'

SIGNATURE

Steve Clark, Project Manager

PRINTED NAME & TITLE

Jane Dreger  
Digitally signed by Jane Dreger  
Date: 2024.03.18 10:26:19 -04'00'

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:** 30  
**Date:** 3/4/2024  
**Job:** 23-004 K-8 School @ Clark & Lorraine

**Description:** DMP - Trinity Construction - Construction Specialties, Inc

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for Owner's Direct Purchase of Interior Wall Protection Material per the attached Construction Specialties, Inc Quote Number I05658\_04.

The total direct cost to perform this work is .....	\$(25,212.28)
(Please refer to attached sheet for details.)	
Move Contractor's Fee	\$(1,008.49)
Contractor's Fee on DMP	\$1,008.49
<b>Total:</b>	<b>\$(25,212.28)</b>

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: 2024.03.18 08:48:10 -04'00'



5391 Lakewood Ranch Blvd. N.,  
Suite 200  
Sarasota, FL 34240  
Ph: (941) 954-1599  
Fax: (941) 954-5511

## Change Request 30 Price Breakdown Continuation Sheet

**Description:** DMP - Trinity Construction - Construction Specialties, Inc

Description	Subjob	Cost Code	Price
Interior Wall Protection Material		10-2113	\$(23,738.00)
Interior Wall Protection Tax Savings		10-2113	\$(1,474.28)

**Subtotal: \$(25,212.28)**

**DIRECT PURCHASE ORDER  
REQUEST FORM**

School Board of Sarasota County

Date: 3/4/2024

Project Name: K8 School at Clark & Lorraine

<b>VENDOR:</b>	Construction Specialties, Inc
	3 Werner Way
	Lebanon, NJ 08833
<b>Attention #1:</b>	Nate Porter
<b>Email:</b>	<a href="mailto:nporter@cas-corp.com">nporter@cas-corp.com</a>
<b>Attention #2:</b>	suzanne Fleming
<b>Email:</b>	<a href="mailto:sfleming@cas-corp.com">sfleming@cas-corp.com</a>
<b>Telephone:</b>	813-831-3344
<b>Fax:</b>	888-735-1881

<b>SHIP TO:</b>	K8 School at Clark & Lorraine
	9501 Lorraine Road
	Sarasota, FL 34241
	Attn: Trinity Construction Management

**General Contractor Contact List**

Nathan Renner - [Nathan.Renner@Tandemconstruction.com](mailto:Nathan.Renner@Tandemconstruction.com)  
Cody Carson - [Cody.Carson@Tandemconstruction.com](mailto:Cody.Carson@Tandemconstruction.com)  
Renee Galto - [Renee.Galto@Tandemconstruction.com](mailto:Renee.Galto@Tandemconstruction.com)  
Ruth Richardson - [Ruth.Richardson@Tandemconstruction.com](mailto:Ruth.Richardson@Tandemconstruction.com)

Date	Delivery Date	Ship via	F.O.B.	Terms	Purchase Order No.
	Per Superintendent	Your Truck	Job Site	Net 30	

SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with Trinity Construction Management 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	Unit	Unit Price	Extended Amount
	Interior Wall Protection	1	Lot	complete	\$23,738.00
	<u>All invoices as follows:</u> School Board of Sarasota County C/O - Trinity Construction Management, LLC 2246 Destiny Way Odessa, Florida 33556 727-645-6901 <a href="mailto:Colleen.Drury@TCMFLA.COM">Colleen Drury, Purchasing, CDRURY@TCMFLA.COM</a>				
<b>TOTAL</b>					\$23,738.00

Tax Savings \$1,474.28

**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

# CONSTRUCTION SPECIALTIES, INC

6696 State Route 405 Highway  
Muncy, PA 17756  
Muncy, PA | United States

Opportunity: 001132404  
Quote No: I05658\_04  
Scan: 1006213760  
Date : 2023-09-07

Project: New K-8 School at Lorraine and Clark Road  
Sarasota, Florida

Architect: Harvard Jolly Architecture  
Location: Sarasota, Florida

All as per plans and specifications, including any addenda referenced below, except that the following terms, conditions, and product descriptions shall apply.

Spec Section:	102600 WALL PROTECTION
Alternate:	REQUESTED ADD ALTERNATE FOR SHEET MATERIAL AT BACKSPLASH IN ART ROOMS AS SHOWN ON PLAN PAGE A 431 QUOTED IN ITS OWN SECTION
	1
Addenda:	RFIs REVIEWED

Section: BASE		
Model	Qty	UOM
Acrovyn 4000 Corner Guard, Model SM20ALN, 90 degree, surface mounted, 3" legs, 1/4" nose radius, aluminum retainer, caps included. 6' - 0" height. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: CG	234	EA
Acrovyn 4000 Corner Guard, Model SM20MN, odd degree to be specified, surface mounted, 3" legs, 1/4" nose radius, aluminum retainer, caps included. 6' - 0" height. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: CG	27	EA
Acrovyn 4000 End Wall Corner Guard, Model SSM25ALN, surface mounted, 3 piece unit (2 ea. SSM20's with back up sheet), aluminum retainer, caps included. For wall widths of 4-7/8" to 8". 6' - 0" height. STANDARD SOLID COLOR REQ'D FOR ORDER. 8" end wall. MARK: CG	11	EA
S/S Corner Guard, Model CO8MOD, surface mounted, 16 gauge, 304 alloy, 3/16" nose radius, construction adhesive for mounting, #4satin finish. 90 degrees. custom legs 4" x 4". 4' height. MARK: FS CG	12	EA
S/S Corner Guard, Model SCO8MOD, partition end, surface mounted, 16 gauge, 304 alloy, 3/16" nose radius, construction adhesive for mounting, #4 satin finish. 90 degrees. custom legs 4" x 4" x 8" wall width. 4' height. MARK: FS EG	14	EA
S/S Corner Guard, Model CO8MOD, surface mounted, 16 gauge, 304 alloy, 3/16" nose radius, construction adhesive for mounting, #4satin finish. 90 degrees. 6' - 0" height. custom legs 3" x 3". MARK: CGSS	30	EA
S/S Corner Guard, Model CO8MOD, surface mounted, 16 gauge, 304 alloy, 3/16" nose radius, construction adhesive for mounting, #4satin finish. odd degree to be specified. 6' - 0" height. custom legs 3" x 3". MARK: CGSS	17	EA
Material Furnished Only		Total: \$22,526



**Section: ADD ALTERNATE**

Model	Qty	UOM
Acrovyn 4000 Wall Covering, .040" thick sheet. Sheet size 4' x 10'. Acrovyn Interiors Water Based Mastic Primer and Acrovyn Interiors Heavy Duty Water Based Mastic Adhesive supplied. Cut sheet to 36" wide. Cut sheet to 120" high. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: WP	7	EA
Acrovyn 4000 Wall Covering Wainscot Trim - for .040"/.060" - 10' length. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: WP	7	EA
Acrovyn 4000 Wall Covering Vertical Joint Trim - for .040"/.060" - 10' length. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: WP	7	EA
Acrovyn 4000 Wall Covering Inside Corner Trim - for .040"/.060" - 10' length. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: WP	4	EA
Acrovyn 4000 Wall Covering Outside Corner Trim - for .040"/.060" - 10' length. STANDARD SOLID COLOR REQ'D FOR ORDER. MARK: WP	4	EA

**Material Furnished Only****Total: \$1,212****QUALIFYING NOTES:**

Quotation is based on furnishing specified corner guards only as specifically designated "CG" on the architectural plans. Acrovyn pricing based on supplying one of CS Standard Solid colors. Refer to CS website to review Acrovyn Standard Solid Color collection <https://www.c-sgroup.com/acrovyn-wall-coverings-and-panels/finishes-and-colors?#p-1> CS wall covering/wall panel price is based on providing sheets/panels to be cut in field only. If cut to size sheets are desired, price will change accordingly.

Material quantities sold are based on approximate plan linear footage. No consideration has been taken for specific seam/joint locations. If specific seam/joint locations are desired, additional material and costs will be required.

For installation instructions log onto [www.c-sgroup.com](http://www.c-sgroup.com)

Refer to <https://www.c-sgroup.com/acrovyn-wall-coverings-and-panels/finishes-and-colors> to review CS Standard Acrovyn Solid Color, Acrovyn by Design Patterns and Woodgrain collection. CS Acrovyn and Woodgrain colors noted for retirement are also shown on this site. If a color chosen is slated for retirement, please connect with your CS Representative to learn more about future availability.

60 day terms of quote expiration, not inclusive of stainless-steel related material which will be subject to market rate adjustments at time of RELEASE.

**Notes:** \* QUOTE VALID FOR 30 DAYS AND FOR SHIPMENT THROUGH JANUARY 2024.\*

(1) PRICE BASED ON ARCHITECTURAL DRAWINGS DATED 3-15-23 AND 4-21-23, AND SPECS DATED 3-15-23.

(2) PRICE INCLUDES EXTRA MATERIAL AS SPECIFIED.

(3) CG QUOTED AS C-S MODELS SM-20, SM-20M, AND SSM-25, STANDARD SOLID COLOR, 6' HEIGHT, PER SPECIFICATION AND AS SHOWN ON EQUIPMENT LEGEND.

(4) SSCG QUOTED AS C-S MODEL CO-8, 3" WINGS, 6'H, ADHESIVE MOUNT. NO MODEL SHOWN ON FINISH SCHEDULE OR IN SPECIFICATION. MODEL BASED ON INFORMATION GIVEN ON EQUIPMENT LEGEND.

(5) CORNER GUARDS/END GUARDS IN FOOD SERVICE AREA QUOTED AS C-S MODELS CO-8/SCO-8 PER FOOD SERVICE EQUIPMENT SCHEDULE "A" AND ELEVATION A2 ON PLAN PAGE FS-601E.

(6) FRP IS EXCLUDED, BY OTHERS, NO EQUAL.

(7) ACROVYN SHEET WALL PROTECTION FOR REQUESTED ADD ALTERNATE QUOTED AS C-S ACROVYN SHEET, .040THICKNESS, STANDARD SOLID COLOR. NO THICKNESS OR COLOR GIVEN OR SHOWN IN SPECIFICATION OR ON FINISH SCHEDULE.

**Sarasota County School Board  
Construction Services  
Change Order**

PROJECT:  
K-8 School @Clark & Lorraine  
9501 Lorraine Road  
Sarasota, FL 34241

CHANGE ORDER: 31

CHANGE ORDER DATE: 3/4/2024

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 Toilet Compartments Materials

CONTRACT DATE: February 7, 2023

<b>You are directed to make the following changes in this Contract:</b>	
Toilet Compartments Material	(\$63,001.73)
Toilet Compartments Tax Savings	(\$3,830.10)
<b>Total of Summary:</b>	
<b>(\$66,831.83)</b>	

The original Guaranteed Maximum Price was	\$ 25,474,509.53
The net change by previously authorized Change Orders	\$ 49,905,001.65
The Guaranteed Maximum Price prior to the Change Order was	\$ 75,379,511.18
The Guaranteed Maximum Price will be ( <i>decreased</i> ) by this Change Order in the amount of	\$ (66,831.83)
The new Guaranteed Maximum Price including this Change Order will be	\$ 75,312,679.35

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) <sup>KT</sup>



SIGNATURE

Emmet Van Aken - Project Manager

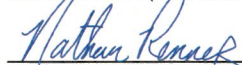
PRINTED NAME & TITLE

03/08/24

DATE

Tandem Construction

CONTRACTOR (Firm name)



SIGNATURE

Nathan Renner, Sr Project Manager

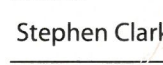
PRINTED NAME & TITLE

March 6, 2024

DATE

Sarasota County School Board

OWNER



SIGNATURE

Steve Clark, Project Manager

PRINTED NAME & TITLE

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:** 31  
**Date:** 3/4/2024  
**Job:** 23-004 K-8 School @ Clark & Lorraine

**Description:** DMP - Trinity Construction - Scranton Products, Inc (TC)

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for Owner's Direct Purchase of Toilet Compartments per the attached Scranton Product Quotation Number Q-595527.

The total direct cost to perform this work is .....	\$(66,831.83)
(Please refer to attached sheet for details.)	
Move Contractor's Fee	\$(2,673.27)
Contractor's Fee on DMP	\$2,673.27
<b>Total:</b>	<b>\$(66,831.83)</b>

If you have any questions, please contact me at (941)954-1599.

Submitted by: Nathan Renner  
Tandem Construction

Approved by: **Stephen**  
Date: **Clark**  
Digitally signed by  
Stephen Clark  
Date: 2024.03.18 08:49:42  
-04'00'



5391 Lakewood Ranch Blvd. N.,  
Suite 200  
Sarasota, FL 34240  
Ph: (941) 954-1599  
Fax: (941) 954-5511

## Change Request 31 Price Breakdown Continuation Sheet

**Description:** DMP - Trinity Construction - Scranton Products, Inc (TC)

Description	Subjob	Cost Code	Price
Toilet Compartments Materials		10-2113	\$(63,001.73)
Toilet Compartments Tax Savings		10-2113	\$(3,830.10)

**Subtotal: \$(66,831.83)**



**DIRECT PURCHASE ORDER  
REQUEST FORM**

School Board of Sarasota County

Date: 3/4/2023

Project Name: K8 School at Clark & Lorraine

<b>VENDOR:</b>	Scranton Products, Inc
	801 E Corey Street
	Scranton, PA 18505
<b>Attention #1:</b>	Taylor Wilhelm
<b>Email:</b>	taylor@ssarchsales.com
<b>Attention #2:</b>	Matt Wilhelm
<b>Email:</b>	matt@ssarchsales.com
<b>Telephone:</b>	813-836-9346
<b>Fax:</b>	n/a

<b>SHIP TO:</b> K8 School at Clark & Lorraine
9501 Lorraine Road
Sarasota, FL 34241
Attn: Trinity Construction Management, LLC

<b>General Contractor Contact List</b>
Nathan Renner - Nathan.Renner@Tandemconstruction.com
Cody Carson - Cody.Carson@Tandemconstruction.com
Renee Galto - Renee.Galto@Tandemconstruction.com
Ruth Richardson - Ruth.Richardson@Tandemconstruction.com

Date	Delivery Date	Ship via	F.O.B.	Terms	Purchase Order No.
	Per Superintendent	Your Truck	Job Site	Net 30	

SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with Trinity Construction Management, LLC 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	Unit	Unit Price	Extended Amount
	Toilet Compartments	1	Lot	complete	\$63,001.73
	<u>All invoices as follows:</u> School Board of Sarasota County C/O - Trinity Construction Management, LLC 2246 Destiny Way Odessa, Florida 33556 727-645-6901 Colleen Drury, Purchasing, CDRURY@TCMFLA.COM				
<b>TOTAL</b>					<b>\$63,001.73</b>

Tax Savings \$3,830.10

<b>TERMS &amp; CONDITIONS:</b>
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.

<b>NOTE:</b>
Provide Product Data & Shop Drawings for Approval Prior
to final order or fabrication.
Field measure prior to fabrication

QUOTATION NO.	CUSTOMER NO.	PAGE
Q-595527	1003027	1 of 2

## QUOTATION

Sold To and Contact

Sarasota County School Board	Quote Create Date	Quote Build Date
	9/8/2023	9/8/2023
	PROJECT NAME	
	Sarasota K-8	
	Ship Via	SHIP-TO
	*Bestway*	Sarasota, FL 34241

### ITEM SUMMARY

Toilet Compartments: 51  
 Urinal Screens: 13  
 Shower Stalls: 6  
 Dressing Stalls: 0

Product: Quick Quote Configuration Number: C-1156744 Material Price for this Configuration:

**Material Type:** Hiny Hider - Fire Rated  
**Fire Rating:** Tested in Accordance with NFPA 286  
 Mounting Style: Floor Mounted Headrail Braced Hinge Style: Continuous St/St Helix  
 Heatsinc: No Latch / Strike: Stainless Steel (Emergency Access)  
 Bracket Type: Continuous Stainless Steel Pencil Slot: No  
 Shoe Type: Stainless Steel Door Pulls: Yes - 2 door Pulls per HC  
 Wall/Pilaster Fastener: Wall -2 1/2" Pil-ThruBolts Canada Pulls: No  
 Stall Height: 55" Door/Panel

Screens: 13 - Floor to Ceiling : 24 x 48

Configuration: Quick Quote Configuration Number: C-1156744

51	CSH	Upcharge for Cont. Stainless Hinge
158	CS	UPCHARGE FOR CONTINUOUS STAINL
13	US2448FC-X	URINAL SCREEN 24X48 FL TO CL-X
1	BW2-X	BETWEEN WALL 2 - 286 TOILET COMPARTMENT
1	BW3-X	BETWEEN WALL 3 - 286 TOILET COMPARTMENT
4	BW6-X	BETWEEN WALL 6 - 286 TOILET COMPARTMENT
2	IC1-X	IN CORNER 1 - 286 TOILET COMPARTMENT
4	IC2-X	IN CORNER 2 - 286 TOILET COMPARTMENT
12	AL120-X	ALCOVE 120 - 286 TOILET COMPARTMENT
2	CI-ATTIC STOCK2	1 CONTIN HINGE, INSWING KIT WI
2	SBW3-X	SHOWER, BETWEEN WALL 3-286 COMPLIANT
6	CI-42CURTAIN	42" Curtain Price
1	QUICKQUOTE	-Quick quote is for quoting or sales orders only-

#### Salable Line Items:

1	ESCALATION15	Scranton Prod 15% Escalation
1	SP SURCHARGE	SURCHARGE (Included in Total)

#### Customer Notes:

\*\*\*QUOTING 1" THICK SOLID PLASTIC (HDPE)\*\*\*

If not listed above a 15% Escalation Fee will be added to the total amount not inclusive of freight.

\*Freight to be pre-paid by subcontractor directly

**Total Estimate: \$63,001.73 USD**

**To ensure accuracy, it is your responsibility to review this quote and contact us with any discrepancies, updates or questions. We will be happy to consult with you on any changes.**

**\*Prices are valid for 30 days from date of the quote and for orders shipping within 90 days.**

For Scranton Products Terms and Conditions, visit our website at <https://www.scrantonproducts.com/terms-and-condition>

BY: Jonathan Basila

**Sarasota County School Board  
Construction Services  
Change Order**

PROJECT:  
K-8 School @Clark & Lorraine  
9501 Lorraine Road  
Sarasota, FL 34241

CHANGE ORDER: 32

CHANGE ORDER DATE: 3/4/2024

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 Visual Display Boards Materials

CONTRACT DATE: February 7, 2023

<b>You are directed to make the following changes in this Contract:</b>	
Visual Display Boards Material	(\$85,422.18)
Visual Display Boards Tax Savings	(\$5,175.33)
<b>Total of Summary:</b>	
<b>(\$90,597.51)</b>	

The original Guaranteed Maximum Price was	\$	25,474,509.53
The net change by previously authorized Change Orders	\$	49,838,169.82
The Guaranteed Maximum Price prior to the Change Order was	\$	75,312,679.35
The Guaranteed Maximum Price will be ( <i>decreased</i> ) by this Change Order in the amount of	\$	(90,597.51)
The new Guaranteed Maximum Price including this Change Order will be	\$	75,222,081.84

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)



SIGNATURE

Emmet Van Aken - Project Manager


PRINTED NAME & TITLE

03/08/24

DATE

Tandem Construction

CONTRACTOR (Firm name)



SIGNATURE

Nathan Renner, Sr Project Manager

PRINTED NAME & TITLE

March 6, 2024

DATE

Sarasota County School Board

OWNER  
**Stephen  
Clark**

Digitally signed by  
Stephen Clark  
Date: 2024.03.18  
08:50:33 -0400

SIGNATURE

Steve Clark, Project Manager

PRINTED NAME & TITLE

**Jane  
Dreger**

Digitally signed by  
Jane Dreger  
Date: 2024.03.18  
10:20:20 -0400

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: 32  
Date: 3/4/2024  
Job: 23-004 K-8 School @ Clark & Lorraine

**Description:** DMP - Trinity Construction - Claridge Products

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for Owner's Direct Purchase of Visual Display Boards Material per the attached Claridge Products & Equipment, Inc.  
Quotation Number QUI-312447-2 dated 09/07/2023.

The total direct cost to perform this work is .....	\$(90,597.51)
(Please refer to attached sheet for details.)	
Move Contractor's Fee	\$(3,623.90)
Contractor's Fee on DMP	\$3,623.90
<b>Total:</b>	<b>\$(90,597.51)</b>

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: 2024.03.18 08:51:16 -04'00'



5391 Lakewood Ranch Blvd. N.,  
Suite 200  
Sarasota, FL 34240  
Ph: (941) 954-1599  
Fax: (941) 954-5511

## Change Request 32 Price Breakdown Continuation Sheet

**Description:** DMP - Trinity Construction - Claridge Products

Description	Subjob	Cost Code	Price
Visual Display Boards Material		10-2113	\$(85,422.18)
Visual Display Boards Tax Savings		10-2113	\$(5,175.33)

**Subtotal: \$(90,597.51)**

**DIRECT PURCHASE ORDER  
REQUEST FORM**

School Board of Sarasota County

Date: 3/4/2024

Project Name: K8 School at Clark & Lorraine

<b>VENDOR:</b>	Claridge Products and Equipment, LLC
	P.O. Box 910
	Harrison, AR 72602-0910
<b>Attention #1:</b>	Paul Stratford
<b>Email:</b>	pstratford@claridgeproducts.com
<b>Attention #2:</b>	Michelle McCormick
<b>Email:</b>	mmccormick@claridgeproducts.com
<b>Telephone:</b>	813-670-6381
<b>Fax:</b>	n/a

<b>SHIP TO:</b> K8 School at Clark & Lorraine
9501 Lorraine Road
Sarasota, FL 34241
Attn: Trinity Construction Management, LLC

**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

Date	Delivery Date	Ship via	F.O.B.	Terms	Purchase Order No.
	Per Superintendent	Your Truck	Job Site	Net 30	

SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with Trinity Construction Management, LLC 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	Unit	Unit Price	Extended Amount
	Visual Display Boards	1	Lot	complete	\$85,422.18
	<u>All invoices as follows:</u> School Board of Sarasota County C/O - Trinity Construction Management, LLC 2246 Destiny Way Odessa, Florida 33556 727-645-6901 Colleen Drury, Purchasing, CDRURY@TCMFLA.COM				
<b>TOTAL</b>					\$85,422.18

Tax Savings \$5,175.33

**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



# The Writing Surface Experts

## Quotation

QUI-312447-2

Quote To:
Sarasota County School Board

Project:
K8 School at Clark & Lorraine (Sarasota K-8) 9501 Lorraine Road Sarasota, Florida 34241

Cust Id	Quote Date	Ship Via	Sales Rep
XXX999	9/7/2023	DSI	0

### CLARIDGE STANDARDS

#### We Propose to Furnish:

SERIES 4 FACTORY BUILT UNITS  
 MB/CB = LCS ON 7/16" MDF/PB  
 MB/CB BACKING = SHEET ALUMINUM  
 TB = VINYL FABRIC ON NUCORK ON 1/4" HARDBOARD  
 WALL ANCHORS NOT INCLUDED

TRIM FINISH= CLEAR ANODIZE.  
 MARKERBOARDS COME STANDARD W/ CHALKTRAY, MAPRAIL, AND TWO PAPER CLAMPING MAPHOOKS.

PRICE BASED ON SHIPPING WITHIN 180 DAYS WITH APPROVED PURCHASE ORDER RECEIVED WITHIN 60 DAYS FROM THE DATE OF THIS QUOTE. ANY FUTURE PRICING IS SUBJECT TO PRICE INCREASE. WE NO LONGER ESCALATE QUOTES.

QTY	UM	LF	SF	ITEM
8	EA	4	16	4' H x 4' W MB
195	EA	8	32	4' H x 8' W MB
8	EA	8	32	4' H x 8' W MB - MODIFIED W/ MUSIC LINES
211	EA	4	16	4' H x 4' W TB
34	LF	1	0	C-51EZ: TRIM MAPRAIL 1" w/CORK INSERT <= 100'. SHIPPED IN STOCK LENGTHS TO BE CUT DOWN BY OTHERS.
12	PC	0	0	C-51EZPES: LONG LEG PLASTIC 1in MAPRAIL ENDSTOP
406	EA	0	0	C-51M: #51M 1" METAL MAP HOOK (EXTRA TO MEET SPEC)
211	EA	0	0	C-FH1: EXTRUDED FLAG HOLDER (1")
12	EA	0	0	C-16A-5G: #16 5 GALLON ADHESIVE LOW-VOC
10	EA	0	0	C-16AT: ADHESIVE 28 OZ. TUBE (LOW-VOC)
1	LOT	0	0	AD-UNCARTON-D: UNCARTONED DEDUCT

LF / SF Totals: 2534 LF / 10000 SF

Material Total: \$ 85,422.18

\*Freight of \$ 5,499.72 to be paid by subcontractor

Plus Tax (if applicable)



**QUALIFICATIONS & EXCLUSIONS:**

- Sales & Local Taxes, permits & fees.
- Hoisting, hoisting fees, inside delivery, or dock fees.
- Any insurance requirements or bonds that have additional costs. Any in-wall blocking, wall fasteners, painting and/or touch up, interconnecting wiring or connections to power sources.
- Boards up to 16' long will be quoted in 1 pc, no joint unless requested and noted otherwise.
- Visual Display Boards at operable walls or moveable partitions. Demolition or removal of existing product.
- All blocking and backing by others.
- Wall anchors not included.
- Prevailing wage rates included unless noted otherwise.
- CALIFORNIA LICENSE# 1085558.
- PUBLIC WORKS CONTRACTOR REGISTRATION# 1000001934.

**TERMS & CONDITIONS:**

- Pricing is pursuant to acceptance within 90 days.
- Orders shipping beyond 180 days are subject to price review and or cancellation unless updated prices are agreed upon.
- Price does not contain escalation unless noted otherwise.
- All orders are subject to credit approval. Full or partial payment or credit application may be required.
- An order cannot be processed until a purchase order with PO number, ship to and bill to addresses, or contract is received and accepted.
- Order will not be released into fabrication until receipt of all approvals including shop drawings if required, and credit release.
- The ship date is based on the lead time at the time of release.
- Standard LEED documentation is available upon request. If nonstandard LEED or billing forms are required additional fees will apply.
- Liquidated Damages are not accepted.

**DELIVERY:**

- All specialty items require shop drawings. Pricing is based on a single delivery unless otherwise noted.
- Shipping terms are FOB factory. Damage must be noted on the delivery ticket and reported to the carrier as well as Claridge immediately.
- Pricing is based on free elevator usage and does not include hoisting or hoisting equipment.
- Fuel surcharges may apply.

Respectfully Submitted

CLARIDGE PRODUCTS AND EQUIPMENT, INC.

By Cole Potts

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**SARASOTA COUNTY SCHOOL BOARD**  
**Construction Services**  
**Change Order #022**

PROJECT: **Bay Haven School of Basics Plus Building 1**  
2901 West Tamiami Trail  
Sarasota, FL 34234

CHANGE ORDER NUMBER: 22

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: Increase  
Contingency

**MES-23-015**

CONTRACT DATE: 12/13/2022

*You are directed to make the following changes in this Contract:*

*Increase contract value due additional scopes of work as necessitated by the scope change for existing wood floor joists to remain. Additional scopes of work are outlined below. This is not an exhaustive list of additional scope resulting from this change.*

1 ASI #1 and Addendum #4 concrete and masonry required for classroom alcoves, new floor systems and MDF floor structure.	\$ 94,588.00
2 ASI #1 and Addendum #4 cold formed steel floor joists for admin area new floor systems.	\$ 36,100.00
3 ASI #1 and Addendum #4 structural steel required for admin and MDF new floor systems.	\$ 41,795.00
4 Existing wood joist repair for floor sheeting replacement phases #1-#9.	\$ 26,970.00
5 Engineering services for existing floor joist inspection and repair design.	\$ 8,800.00
6 Fire suppression of first floor ceiling due to existing combustible wood floor joists to remain	\$ 45,475.00
7 Spray applied insulation to bottom of 2nd floor sheeting for sound transmission.	\$ 31,260.19
<b>Subtotal:</b>	<b>\$ 284,988.19</b>
<b>1% Bond</b>	<b>\$ 2,849.88</b>
<b>7% Contractor's Fee</b>	<b>\$ 19,949.17</b>
<b>Total of Summary</b>	<b>\$ 307,787.24</b>

The original Guaranteed Maximum Price was	\$ 1,025,008.66
The net change by previously authorized Change Orders	\$ 13,136,716.08
The Guaranteed Maximum Price prior to the Change Order was	\$ 14,161,724.74
The Guaranteed Maximum Price will be <b>increased</b> by this Change Order	\$ 307,787.24
The new Guaranteed Maximum Price including this Change Order will be	\$ 14,469,511.98
The Contract time will be <b>unchanged by Zero (0) days</b> .	
The new date of Substantial Completion will be <b>8/15/2025</b> .	

**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**  
Digitally signed by Jenna Albers  
DN: C=US,  
E=jalbers@sweetsparkman.com,  
OU=Jenna Albers  
Date: 2024.03.11 10:12:09-0400

Signature

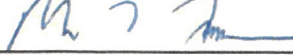
**Jenna Albers**

Printed Name & Title

Date: **3.11.24**

**McIntyre Elwell & Strammer General Contractors, Inc.**

Contractor (Firm Name)



Signature

Mark Freeman, President

Printed Name & Title

Date: 3/8/2024

**Sarasota County School Board**

Owner  
**Brian T. Mabee**

Digitally signed by Brian T. Mabee  
Date: 2024.03.18 08:11:08  
-04'00'

Signature

Brian Mabee

Project Manager (Printed Name)

Signature

Jane Dreger

Director (Printed Name)





# Proposal



## JUST STEEL INC

FORGING RELATIONSHIPS

Florida Minority Certified Business

3100 Whitfield Ave. Suite B Sarasota, FL. 34243

Phone (941) 755-7811

FL. CBC LICENSE # 1261571

Date: 1/15/24

Job # 23-033R1

McIntyre Elwell & Strammer

Project: Bay Haven Building 1 Renovations

We propose to furnish, fabricate, apply shop Primer (unless noted), deliver to jobsite the following

### Included

#### SUPPLY ONLY

- Submittals
- Embed plates

#### SUPPLY & INSTALL

- (26) WHF beams
- (12) HSS columns
- Perimeter deck angle (as required)
- Estimated 1750 SF of .06" form deck
- Estimated 300 Sf of 2" VLR deck
- Estimated 450 SF of B-deck @ building #5
- (One) Elevator hoist beam
- o Total \$110,000.00

#### Added work

- Bent plate with gussets, per RFI #49 = \$17,500.00
- Add Galvanization to materials below crawl space, per email dated 1.1.24. = \$1,900.00

#### Standard Inclusions

- 1) JUST Steel is a drug-free work environment (Pre-employment & Random screening)
- 2) Employees are Certified Welders, Certified Forklift/AWP operators, 10-hour OSHA
- 3) All required field measurements, drilling, and epoxy required for this scope of work
- 4) Prime & Touch-up all steel per specifications.
- 5) Coordination with other trades to avoid any conflicts prior to commencement of work



# Proposal

- 6) Daily Clean-up
- 7) Competent Foreman with ability to communicate and make decisions on JUST Steel's behalf

## Standard Exclusions (E) and clarifications (C)

- 1) (C) JUST Steel performs our own steel erection
- 2) (E) Finish paint (material and labor) or extra cost associated with finish coat compatibility
- 3) (E) Engineers stamp or calculations unless noted otherwise
- 4) (E) AISC certification or associated cost of independent testing
- 5) (E) Any cost of testing, certification or inspection (other than our standard QC/QA)
- 6) (E) Installation or layout of bollards, anchor bolts, embeds (as applies)
- 7) (E) Concrete/Grout/Templates/Mastic Paint (material and labor)
- 8) (E) Light gage metals of any kind
- 9) (E) Hardware for other trades, wood items
- 10) (E) Any material other than mild steel unless noted
- 11) (C) A written "Notice to Proceed" & "Notice of Commencement" will be required before any drawings or material will be ordered

## **Total Price: \$129,400.00**

Proposal is only valid for (30) days is subject to review thereafter. Also, JUST Steel has the right to review price if materials are not delivered within (120) days of acceptance of proposal. All prices including unit prices are based on quantities specified. Any change in quantity will change the unit and/or total price quoted. The price quoted is the cash discounted price.

**Standard Payment Terms:** Net 30 days (All sums not paid when due shall bear an interest rate of 11% per annum; and all costs of collection, including a reasonable attorney's fee, shall be paid by the Contractor)

\*Upon acceptance quotes less than or equal to \$10,000 will be on a purchase order basis with NO retainage withheld. Quotes exceeding \$10,000 will have the option to be done on a contract basis.

Please contact me to discuss any questions you may have.

ASI #1 and Addendum #4 total	\$129,400.00
GMP Budget Value	\$87,605.00
VE Contingency Value	\$41,795.00

**CASE DOCUMENT 14A-2015<sup>©</sup>**

**ADDITIONAL SERVICES FORM:**

Project: Bay Haven School Bldg Renovation  
Client: Sweet Sparkman Architects

Project No: 22066  
Billing Group: AS – Subfloor Removal

**Brief Description of Additional Services:**

The scope of work includes reviewing the existing joists, evaluating deterioration or termite damage, and providing direction on repairs as required.

The completion date for the services will be extended by: N/A

Charges for this change will be billed as additional services as follows:

  x   At our current standard hourly rates, and will be approximately \$ 8,800  
      Lump Sum of \$

Services will proceed upon receipt of a signed copy of this form.

All Terms and Conditions of the original contract shall remain in effect.

Offered by (SE):

Accepted by (Client):



(signature)

Curtis G Ross, II/ President  
(printed name/title)

(signature/title/date)

(printed name/title)





Project Bay Haven School  
 Project #  
 Contractor ME&S  
 Attention Mike Eatherly / Kevin Hyson  
 Contract # 23015.029

## PCO

ASI #1 Through Addendum #4 11/3/2023

This change order consists of the changes in the current drawings set distributed and includes ASI#1 through Addendum #4

### Foundations Changes: Foundation changes per attached screenshot and quantities.

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	336	Hrs	\$ 50	\$ 16,800.0	Hand dig, layout with GC, modified earth/board form, install reinforcing, inspection, pump, place, strip
2	Concrete W/Waste	9	CY	\$ 192.60	\$ 1,733.4	3000 PSI #89 PRPM
3	Surcharges Per Load	3	Ea	\$ 121.26	\$ 363.8	Fuel, Environmental, Handling
4	Short Load Fee	3	Ea	\$ 374.50	\$ 1,123.5	Assume (3) separate pours
5	2" Line Pump	3	Ea	\$ 500	\$ 1,500.0	Assume (3) separate pours
6	Reinforcing	0.35	Tons	\$ 1,444.50	\$ 505.6	
7	Form & Prep Material	1	LS	\$ 1,199.00	\$ 1,199.0	Forms, Epoxy, Bits, Stringline, Fasteners, Supports
<b>Sub-Total</b>				\$	23,225	
<b>OH&amp;P 10%</b>				\$	2,323	
<b>Estimate Total</b>				\$	25,548	

#### Notes:

Assume hand dig, tight working conditions, excess fill to be spread adjacent to new foundations  
 Removal of excess fill excluded  
 Assume (3) separate pours due to project logistics

### Beam Changes: Add CIP beams per attached screenshot and quantities.

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	280	Hrs	\$ 50	\$ 14,000.0	Layout elevation, form, reinforcing, place and strip
2	Concrete W/Waste	6.5	CY	\$ 273.92	\$ 1,780.5	4000 PSI #89 PRPM, HRWR and SRA
3	Surcharges Per Load	2	Ea	\$ 121.26	\$ 242.5	Fuel, Environmental, Handling
4	Short Load Fee	2	Ea	\$ 374.50	\$ 749.0	Assume (2) additional pours
5	2" Line Pump	2	Ea	\$ 500	\$ 1,000.0	Assume (2) additional pours
6	Reinforcing	0.5	Tons	\$ 1,444.50	\$ 722.3	
7	Form & Prep Material	1	LS	\$ 1,206.00	\$ 1,206.0	Form material, MDO, 2x, Spray Foam, Epoxy, Bits fasteners, ties and supports
<b>Sub-Total</b>				\$	19,700	
<b>OH&amp;P 10%</b>				\$	1,970	
<b>Estimate Total</b>				\$	21,670	

#### Notes:

Excludes shoring of existing openings - to be determined in field on case by case basis  
 Assume (1) additional pour at crawl space TB-1 in 1st phase and (1) at new B-6 location.

**SOG Changes:** At main entry credit ~225 SF of 6" Slab on grade at location of new elevated CIP deck at entry per attached screenshots and quantities.

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	6" SOG W/ #4'S @12"oc T&B	225	SF	\$ (17.50)	\$ (3,937.5)	Credit - Labor, materials and equipment to form prep place and finish.
<b>Sub-Total</b>				\$	(3,938)	
<b>OH&amp;P 10%</b>				\$	(394)	
<b>Estimate Total</b>				\$	(4,331)	

Notes:

Detail 14/SF303-1 compacted fill/grade is excluded and rough grade is assumed by others

**CIP Deck Changes:** Add 6" and 8" CIP deck per the attached screenshot and quantities.

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	252	Hrs	\$ 50	\$ 12,600.0	Shoring, formwork, reinforcing, concrete placement and strip
2	Concrete W/Waste	10.2	CY	\$ 278.20	\$ 2,837.6	5000 PSI #89 PRPM, HRWR and SRA
3	Surcharges Per Load	2	Ea	\$ 121.26	\$ 242.5	Fuel, Environmental, Handling
4	Short Load Fee	2	Ea	\$ 267.50	\$ 535.0	Assume (2) additional pours
5	2" Line Pump	2	Ea	\$ 500	\$ 1,000.0	Assume (2) additional pours
6	Reinforcing	0.7	Tons	\$ 1,444.50	\$ 1,011.2	
7	MDO Plyform	10	Sheets	\$ 88.56	\$ 885.6	
6	Form & Prep Material	1	LS	\$ 425.00	\$ 425.0	Form material 2x, fasteners, tie wire, accessories
7	Shoring Equipment	345	SF	\$ 5.00	\$ 1,725.0	
8	Shoring Engineerings	1	LS	\$ 1,000.00	\$ 1,000.0	Shoring drawings and engineering
7	Shoring Inspections	2	Ea	\$ 900.00	\$ 1,800.0	3rd party shoring inspections
<b>Sub-Total</b>				\$	24,062	
<b>OH&amp;P 10%</b>				\$	2,406	
<b>Estimate Total</b>				\$	26,468	

Notes:

**Composite Deck Toppings:** Add 3" concrete topping pour at 2nd level electrical room per attached screenshot and quantities

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	96	Hrs	\$ 50	\$ 4,800.0	Layout elevation, form, reinforcing, place and strip
2	Concrete W/Waste	5	CY	\$ 192.60	\$ 963.0	3000 PSI #89 PRPM, HRWR
3	Surcharges Per Load	1	Ea	\$ 121.26	\$ 121.3	Fuel, Environmental, Handling
4	Short Load Fee	1	Ea	\$ 267.50	\$ 267.5	Assume (2) additional pours
5	2" Line Pump	1	Ea	\$ 500	\$ 500.0	Assume (2) additional pours
6	Form & Prep Material	1	LS	\$ 425.00	\$ 425.0	WWM, fasteners and supports
<b>Sub-Total</b>				\$	7,077	
<b>OH&amp;P 10%</b>				\$	708	
<b>Estimate Total</b>				\$	7,784	

Notes:

**Masonry Changes:** Add masonry walls at the locations per attached screen shots and quantities

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	192	Hrs	\$ 50	\$ 9,600.0	Shakeout, prep, install, fill cell
2	8" Regular Block W/Waste	436	Ea	\$ 2.89	\$ 1,258.9	



3	10" & 8" Pilaster Block	207	Ea	\$ 2.94	\$ 608.0	
4	Misc Block Material	642	Ea	\$ 2.50	\$ 1,605.0	Dura-wall, mortar, rebar, epoxy
5	3000 PSI Grout W/Waste	2	CY	\$ 188	\$ 376.6	
6	Surcharges Per Load	2	Ea	\$ 121.26	\$ 242.5	Fuel, Environmental, Handling
7	Short Load Fee	2	Ea	\$ 374.50	\$ 749.0	Assume (2) additional pours
8	2" Line Pump	2	Each	\$ 500	\$ 1,000.0	Assume (2) additional pours
9	Small Tool & Equipment	1	LS	\$ 422	\$ 422.0	Small tool, hand tools, fasteners, mixer
<b>Sub-Total</b>				\$	15,862	
<b>OH&amp;P 10%</b>				\$	1,586	
<b>Estimate Total</b>				\$	17,448	

**Notes:**

All C1 and C2 Pilasters assumed from foundations to bearing point at to be below elevation 0'0"

Due to bearing steel connection detail not provided, excludes all layout, fasteners for steel connection of columns or beams. MMP will install anchors provided by others but layout and bearing elevation will be the responsibility of others.

Due to conflicting information this change order is only inclusive of concrete and masonry changes shown on structural drawings through ASI #1 and Addendum #4 and at locations shown in the attached screenshots. Any work that should be assumed or shown that differs on architectural drawings are excluded and not included if not indicated on structural drawings or in attached screen shots.

Excludes any temporary shoring, will be assessed on case by case basis work done via T&M or CO

Excludes change in any work at North and South restroom towers as any changes will be assessed in existing or pending RFI's - RFI #35 Restroom tower review and RFI #2, #5, #8 not fully shown in ASI or Addendum

Excludes all RFI's not represented in ASI #1 or addendum 2-4

Excludes C3 Columns replacement at entry

\*Excludes spot restoration of all work per typical note will be done on a T&M basis

Excludes self consolidating concrete

Excludes temporary shoring of CIP stairs at deck replacement if other means for shoring are required other

Excludes waterproofing or coatings on CIP Concrete

Excludes grouting of wood or steel bearing pockets in existing construction

Excludes slab soffit repair detail shown on SF-500

**Change Order Total \$ 94,588**

**Add alternate**

**Masonry Infill - North Elevation:** For type I and H windows on the north elevation. Masonry infill if needed below windows similar to type G barrowed lights.

#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	168	Hrs	\$ 50	\$ 8,400.0	Shakeout, prep, install, fill cell
2	8" Regular Block W/Waste	615	Ea	\$ 2.89	\$ 1,777.1	
3	Misc Block Material	615	Ea	\$ 2.50	\$ 1,537.5	Dura-wall, mortar, rebar, epoxy
4	3000 PSI Grout W/Waste	6	CY	\$ 188	\$ 1,129.9	
5	Surcharges Per Load	2	Ea	\$ 121.26	\$ 242.5	Fuel, Environmental, Handling
6	Short Load Fee	2	Ea	\$ 374.50	\$ 749.0	Assume (2) additional pours
7	2" Line Pump	2	Each	\$ 425	\$ 850.0	Assume (2) additional pours
8	Small Tool & Equipment	1	LS	\$ 655	\$ 655.0	Small tool, hand tools, fasteners, mixer
<b>Sub-Total</b>				\$	15,341	
<b>OH&amp;P 10%</b>				\$	1,534	



<b>Estimate Total</b>	<b>\$</b>	<b>16,875</b>
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Notes:

TBD if needed in these locations dependent on demolition required

### Add alternate

<b>HK Pads</b> Form and pour 4" house keeping pads in electrical room per SF 305/1 - no detail provided						
#	DESCRIPTION	QTY	UNIT	RATE	TOTAL	REMARKS
1	Labor	48	Hrs	\$ 50	\$ 2,400.0	Shakeout, prep, install, fill cell
2	Concrete W/Waste	1	CY	\$ 192.60	\$ 192.6	3000 PSI #89 PRPM, HRWR or Bag Goods
<b>Sub-Total</b>				<b>\$</b>	<b>2,593</b>	
<b>OH&amp;P 10%</b>				<b>\$</b>	<b>259</b>	
<b>Estimate Total</b>				<b>\$</b>	<b>2,852</b>	

Notes:

TBD if needed no detail shown or indicated - assume intergral with topping pour or bag mix secondary pour

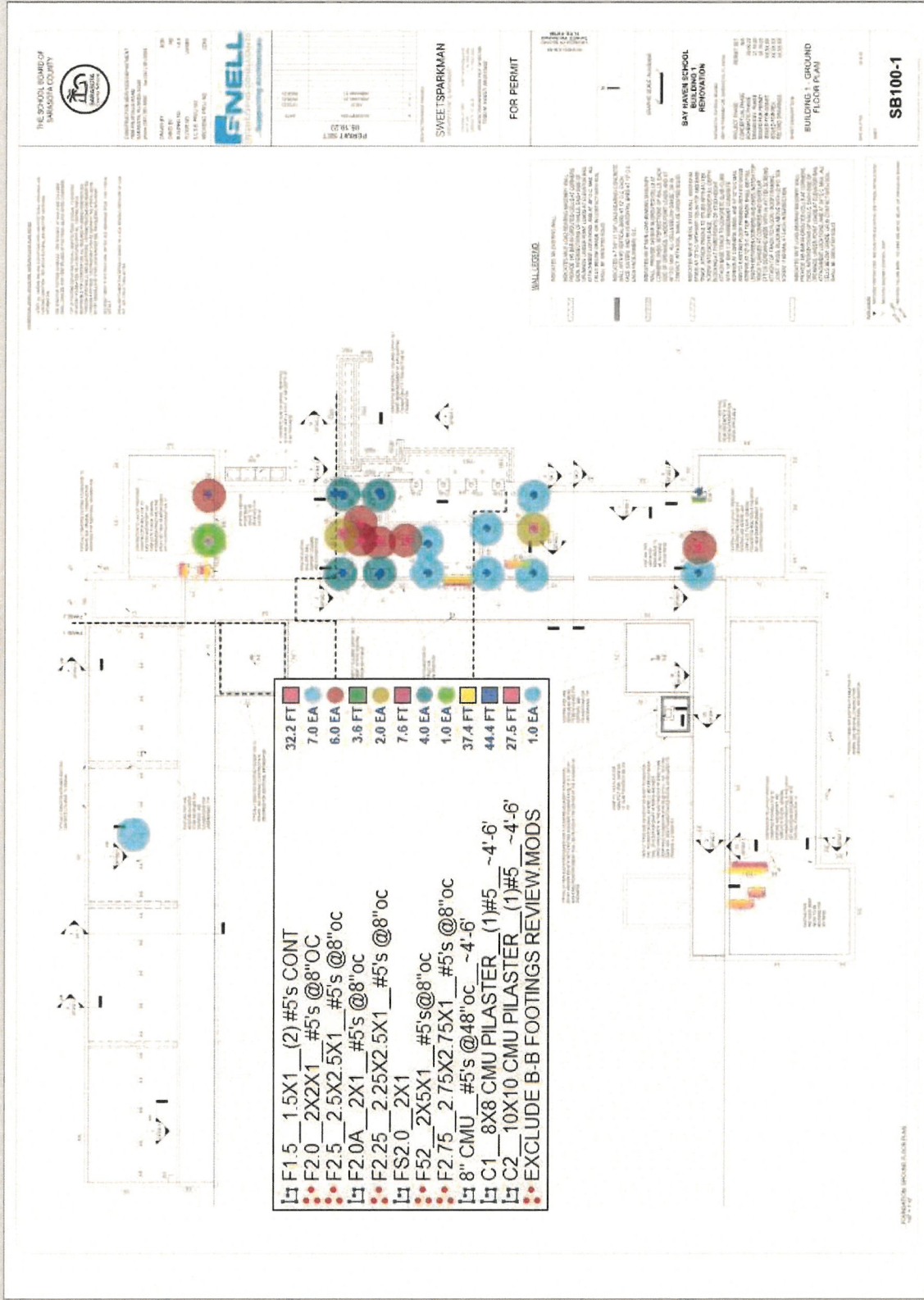
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Authorized Signature / Date

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Ben Peacock - MMP Contracting

ASI #1 Add ->#4 Changes	0 EA
FOUNDATIONS	0 EA
F1.5__1.5X1__(2) #5's CONT	32.22 FT
F2.0__2X2X1__#5's @8"OC	7 EA
F2.5__2.5X2.5X1__#5's @8"oc	6 EA
F2.0A__2X1__#5's @8"oc	3.55 FT
F2.25__2.25X2.5X1__#5's @8"oc	2 EA
FS2.0__2X1	7.57 FT
F52__2X5X1__#5's@8"oc	4 EA
F2.75__2.75X2.75X1__#5's @8"oc	1 EA
	0 EA
SOG	0 EA
DEDUCT - 6" SOG #4's BASE BID *at location of new CIP deck	222.42 SQ FT
	0 EA
CIP DECKS	0 EA
6" CIP DECK__#4's @8"oc	122.92 SQ FT
8" CIP DECK__#4's @10"oc T&B	222.09 SQ FT
	0 EA
MASONRY	0 EA
C1__8X8 CMU PILASTER__(1)#5__~4'-6'	44.38 FT
C2__10X10 CMU PILASTER__(1)#5__~4'-6'	27.46 FT
8" CMU__#5's @48"oc__~4'-6'	37.38 FT
8" CMU INFILL__NORTH COORIDOOOR PH 3__8'6" TALL	56.77 FT
8" CMU BEAM INFILL__3.17' (8.5'ELE->11.66')	35.44 FT
	0 EA
CIP BEAMS	0 EA
TB-1___.67X1.34__(2)#5's T&B @3@12"oc	55.01 FT
TB-2___.67X1.34__(2)#5's T&B @3@12"oc	13.68 FT
B6___.67X1.34__(2)#5's T&B #3@12"oc	34.34 FT
	0 EA
TOPPINGS	0 EA
3" MD TOPPNG__2.1 WWM	308.73 SQ FT
	0 EA
EXCLUDE B-B FOOTINGS REVIEW.MODS	1 EA
EX TRUSS SHORING	1 EA
EXCLUDED NORTH TOWER WORK SE401-1	1 EA
EXCLUDE SOUTH TOWER PENDING RFI	1 EA

Scale: 1/8" = 1'-0"

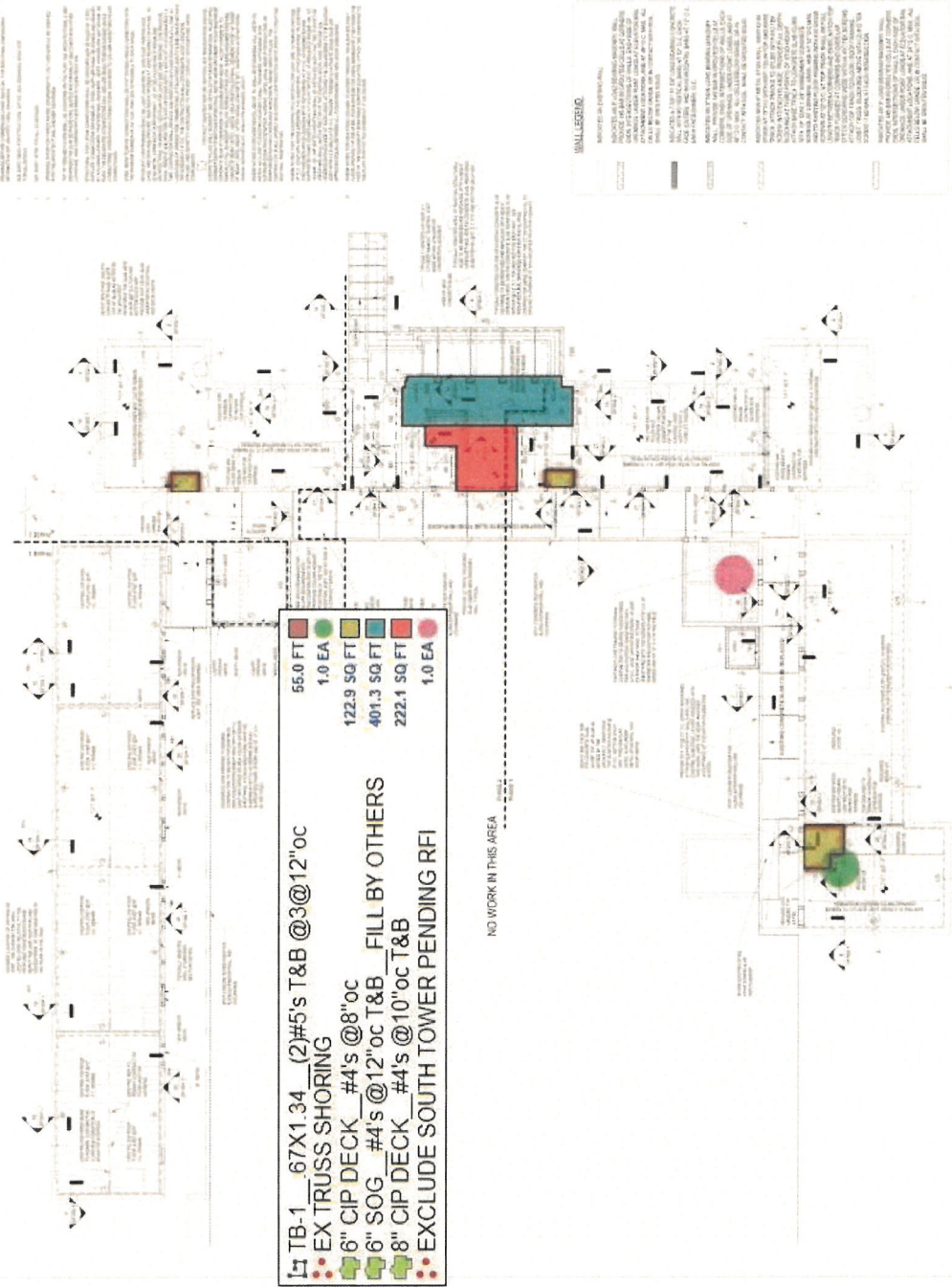
42.00 x 30.00



Measurement Type : Imperial



42.00 x 30.00



NO WORK IN THIS AREA

VALLEYVIEW

1992). The authors of this paper have been involved in the development of a number of such systems, and have been able to identify a number of key factors that are likely to influence the success of such systems. These factors are discussed in the following sections.

1. **What is the main purpose of the study?**  
 2. **What are the research objectives?**  
 3. **What is the study design?**  
 4. **What is the sample size and selection criteria?**  
 5. **What are the variables being studied?**  
 6. **What are the data collection methods?**  
 7. **What are the results of the study?**  
 8. **What are the conclusions and recommendations?**



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**ENEL**

General  
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13d

СИМЕТРИЯ В ИСКУССТВЕ

[illegible]

FOR PERMIT



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**SAY HAVEN SCHOOL  
BUILDING 1  
RENOVATION**

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[illegible]

BUILDING 1 - FIRST FLOOR FRAMING PLAN

1000

**SF110-1**

Measurement Type : Imperial



42.00 x 30.00



TB-2\_67X1.34\_(2#5's T&B @3@12"oc  
 B6\_67X1.34\_(2#5's T&B #3@12"oc  
 8" CMU BEAM INFILL 3.17' (8.5'ELE->11.66')  
 3" MD TOPPING\_2.1' WWM

CHASSIS 11000

[illegible]

1. **Identify the main idea** of the passage.  
 2. **Summarize the main idea** in your own words.  
 3. **Identify the supporting details** that provide evidence for the main idea.  
 4. **Summarize the supporting details** in your own words.  
 5. **Identify the conclusion** of the passage.  
 6. **Summarize the conclusion** in your own words.

THE SCHOOL BOARD OF  
SARASOTA COUNTY



COMMUNICATIONS MEDIA SERVICES, LLC  
1000 W. HIGHLAND AVENUE  
SUITE 100  
SARASOTA, FL 34236  
PHONE 941.551.4000 FAX 941.551.4005

CHARTER BY  
DATE OF  
RENEWAL  
PIEDMONT  
1-1-01  
1-1-01  
1-1-01  
1-1-01  
1-1-01



...improving education

[illegible]

SWEETSPARKMAN

FOR PERMIT

**Available Due To**  
**Inventory Only - 12/28/2012**  
**Serials Dept. 607-227-2400**  
**607-442-3111 (toll-free)**

STANDARD 10.1.1.1

**BAY HAVEN SCHOOL  
BUILDING 1  
RENOVATION**

**CONTACT PEOPLE**

CINCINNATI, OHIO	60
ALABAMA CITY, ALA.	27
SAN ANTONIO, TEXAS	25
MIAMI, FLA.	18
BOSTON, MASS.	18
NEW YORK, N.Y.	18
LOS ANGELES, CALIF.	18

BUILDING 1 - SECOND  
FRAMING PLAN

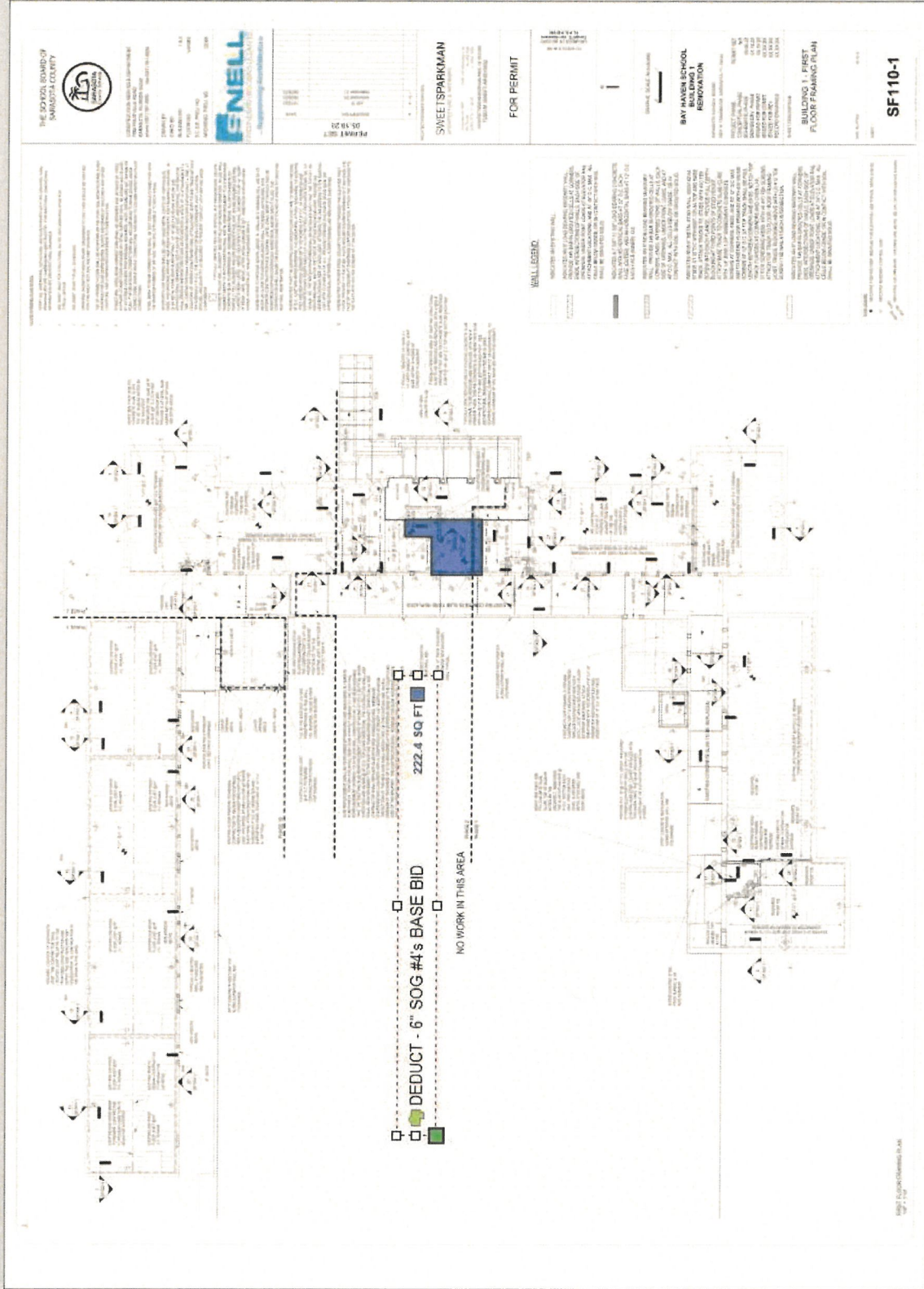
**SF120-1**

Measurement Type : Imperial



Scale: 1/8" = 1'-0"

42.00 x 30.00



THE SCHOOL BOARD OF  
SANDHILLS COUNTY



DESIGNED BY  
ARCHITECT  
PROJECT NO. 2018-0001  
DATE: 05/18/2017

**SNELL**  
ARCHITECTS  
1000 S. MAIN ST. SUITE 100  
RAVENNA, OH 44266  
(440) 325-1234  
www.snellarchitects.com

PERMIT  
05-18-2017

SWEETSPARKMAN

FOR PERMIT

DATE: 05/18/2017  
BY: [Signature]

ISSUED: 05/18/2017

**BAY HAVEN SCHOOL  
RENOVATION**

PROJECT NO. 2018-0001  
DATE: 05/18/2017  
BY: [Signature]

**BUILDING 1 - FIRST  
FLOOR FINISHING PLAN**

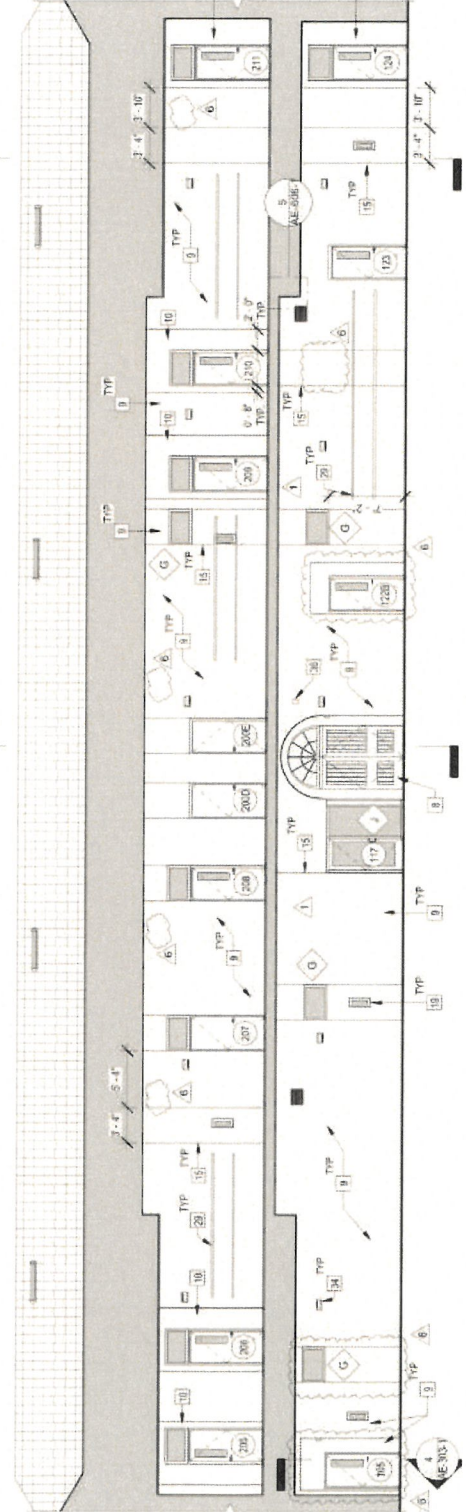
**SF110-1**

Measurement Tune - Internal



1-8" CMU INFILL\_ NORTH COORIDOR PH 3\_ 8'6" TALL

56.8 FT



HIGH ROOF BEARING HT 25'-8"

TOS SECOND FLOOR 13'-0"

TOS FIRST FLOOR 0'-0"

0'-8" TYP 2'-0" TYP



SECTION	SECTION
34	34° = 1' 0"
SF305.1	

32 SECOND FLOOR FRAMING PLAN - ROOM 207 ENLARGED  
SF 205.1 1/2" = 1'-0"

4" HK PAD - No Detail

**32.7 SQ FT**



Dolphin Innovations, LLC  
252 Field End Street • Sarasota, FL 34240  
Tel: 941-379-9995 • Fax: 941-379-0505

## CHANGE REQUEST # 103

Date: 12/12/2023

To: McIntyre Elwell & Strammer General Contractors

Attention: Kevin Hyson

Office: 941- 377-6800

Address: 1645 Barber Road  
Sarasota, FL 34240

Fax: 941-

JOB NAME	JOB #	ADDRESS
Bay Haven Bldg. 1	JOH596	2901 W. Tamiami Circle, Sarasota

### Floor joist replacement

- Provide and install new metal floor joist in lobby 117,118 & 119 and office 121.
- TradeReady steel joist (9-1/4" x 14 ga) @ 16" O/C and rim track (9-1/4" x 16 ga)
- engineering

Labor	\$ 21,226
Material	\$ 14,874

**Total      \$ 36,100**



Dolphin Innovations, LLC  
 252 Field End Street • Sarasota, FL 34240  
 Tel: 941-379-9995 • Fax: 941-379-0505

Total joist repair value: \$26,970.00

## Change Request 106

GENERAL CONTRACTOR	JOB #	PROJECT NAME AND LOCATION
McIntyre, Elwell, Strammer	Joh	Bay Haven
ATTN:	596	2901 Tamiami Circle

Invoice Date: December 12, 2023

### DATE AND DESCRIPTION OF WORK PERFORMED:

Joist repair phase 2: 12/5/23-12/7/23  
 Remove and replace ledgers and cross bracing as needed or as indicated by ME&S.  
 Sister 2x12 to one or both sides of joist follow nail pattern and conditions set forth by Snell SK1, SK2, and SK6.  
 12/05/23 Clinic 122 and Resource 124  
 12/06/23 Resource 126 & 127  
 12/07/23 Resource 126 & 127 New 2x12 ladder framing for missing joist.

### MATERIAL

DESCRIPTION	PRICE	AMOUNT

NAME	DATE	HOURS	RATE	AMOUNT	MATERIAL COST	LABOR COST
Framers Ivan & Edgar	12/05/23	16.0	\$60.00	\$960.00		
Framers Ivan & Edgar	12/06/23	16.0	\$60.00	\$960.00		
Framers Ivan & Edgar & Sal	12/07/23	12.0	\$60.00	\$720.00		
LABOR COST				\$2,640.00		
					<b>TOTAL COST</b>	<b>\$2,640</b>

COMMENTS:



Dolphin Innovations, LLC  
 252 Field End Street • Sarasota, FL 34240  
 Tel: 941-379-9995 • Fax: 941-379-0505

## Change Request 104

GENERAL CONTRACTOR	JOB #	PROJECT NAME AND LOCATION
McIntyre, Elwell, Strammer	Joh	<b>Bay Haven</b>
ATTN:	596	2901 Tamiami Circle

Invoice Date: December 11, 2023

### DATE AND DESCRIPTION OF WORK PERFORMED:

Joist repair Phase 1 area- replace ledgers and cross beacing where indicated by paint. Sister 2x12 to joist where indicated by paint.  
 Joist repair Phase 2 area- remove & replace ledgers and cross beacing where indicated by ME&S. Sister 2x12 to one or both sides of joist following nail pattern and conditions set forth by snell SK1 and SK2.

### MATERIAL

DESCRIPTION	PRICE	AMOUNT

NAME	DATE	HOURS	RATE	AMOUNT	MATERIAL COST	LABOR COST
Framer Ivan	11/20/23	8.0	\$60.00	\$480.00		
Framers Ivan & Edgar	11/21/23	16.0	\$60.00	\$960.00		
Framers Ivan & Edgar	11/22/23	10.0	\$60.00	\$600.00		
Framers Ivan & Edgar	12/01/23	16.0	\$60.00	\$960.00		
Framers Ivan & Edgar	12/04/23	14.5	\$60.00	\$870.00		
LABOR COST				\$3,870.00		
					<b>TOTAL COST</b>	<b>\$3,870</b>

COMMENTS:





Dolphin Innovations, LLC  
 252 Field End Street • Sarasota, FL 34240  
 Tel: 941-379-9995 • Fax: 941-379-0505

## Change Request 109

GENERAL CONTRACTOR	JOB #	PROJECT NAME AND LOCATION
McIntyre, Elwell, Strammer	Joh	Bay Haven
ATTN:	596	2901 Tamiami Circle

Invoice Date: January 9, 2024

### DATE AND DESCRIPTION OF WORK PERFORMED:

Joist repair classroom 124. Resource rooms 128 and 129.  
 Sister 2x12 to one or both sides of joist following nail pattern and conditions set forth by Snell. Header off 3 joist for pilasters 124.  
 Joist repair Resource room 128 and 129. Sister 2x12 to one or both sides of joist following nail pattern and conditions set forth by Snell.  
 Remove all cross bracing and replace with 2x12.  
 Joist repair Resource room 129. Cut back joist and add ledger board with 3/4" titans to attach buckets so joist flush out with concrete pad.  
 Joist repair rooms 125, 128, & 129. 12/19/23-12/22/23  
 Joist repair 12/26/23

### MATERIAL

DESCRIPTION	PRICE	AMOUNT

NAME	DATE	HOURS	RATE	AMOUNT	MATERIAL COST	LABOR COST
Framers Ivan & Edgar	12/12/23	16.0	\$60.00	\$960.00		
Framers Ivan & Edgar	12/13/23	16.0	\$60.00	\$960.00		
Framers Ivan, Edgar, & Cam	12/14/23	21.0	\$60.00	\$1,260.00		
2 laborers	12/19/23	16.0	\$60.00	\$960.00		
2 laborers	12/20/23	16.0	\$60.00	\$960.00		
4 laborers	12/21/23	32.0	\$60.00	\$1,920.00		
4 laborers	12/22/23	32.0	\$60.00	\$1,920.00		
3 laborers	12/26/23	15.0	\$60.00	\$900.00		
LABOR COST				\$9,840.00		
					<b>TOTAL COST</b>	<b>\$9,840</b>

COMMENTS:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

MEAS

Job Name:

Bay Haven

Job Location:

2901 Tamiami Circle

Date:

12/12/23

## CHANGE ORDER

Quantity	Material	Price	Total

Description		Of Work		
Joist Repair				
• Sister 2x12 to one or both sides of joist following nail Pattern and conditions set forth by Shell				
• Header off 3 Joist for pilasters 124				
Glass Rm 124 Resource 128 and 129				
Cost Code	Labor	Hours	Rate	Total
1080	Framer Iron	8		
1080	Framer Edger	8		

Change Order #:

Approved By: [Signature]  
G.C. Project Mgr.

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost Summary
Labor
Payroll Taxes
Subtotal
Overhead/Profit
Total
Material
Overhead/Profit
Total
<b>GRAND TOTAL</b>

CHANGE ORDER:





# Dolphins Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

*MEJS*

Job Name:

*Bay Haven*

Job Location:

*2901 Tamiami Circle*

Date:

*12/13/23*

## CHANGE ORDER

Quantity	Material	Price	Total
+ 1	<i>3/4" Masonry Bit</i>		
+ 1	<i>3/4" Wood drill bit</i>		
+ 1	<i>Reciprocating Saw blade</i>		

Description		Of Work		
Joist Repair				
• Cut Back Joist and add ledger Board with 3/4" Titans to attach Buckets so Joist flush out with concrete Pad				
Resource RM 129				
Cost Code	Labor	Hours	Rate	Total
1080	Framer Ivan	8		
1080	Framer Edgar	8		

Change Order #:

Approved By: *[Signature]*  
G.C. Project Mngr.

Notes:

Cost Summary
Labor
Payroll Taxes
Subtotal
Overhead/Profit
Total
Material
Overhead/Profit
Total
<b>GRAND TOTAL</b>

CHANGE ORDER:





# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

MEJS

Job Name:

Bay Haven

Job Location:

2901 Tamiami Circle

Date:

12/14/23

## CHANGE ORDER

Quantity	Material	Price	Total

Description		Of Work		
Joist Repair				
• Sister 2x12 one on both sides following nail Pattern and Conditions set forth by Snell				
• Remove all cross bracing and replace with 2x12				
Resource 129 and 128				
Cost Code	Labor	Hours	Rate	Total
1080	Framer Ivan	8		
1080	Framer Edgar	8		
1080	Framer Camron	5		

Change Order #:

Approved By: [Signature]  
G.C. Project Mngr.

Notes:

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Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
<b>GRAND TOTAL</b>	

CHANGE ORDER:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
12/20/23

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair / 128, 129, 125				
Cost Code	Labor	Hours	Rate	Total
12-19	2 GUYS	16		
12-20	2 GUYS	16		
12-21	4 GUYS	32		
12-22	4 GUYS	32		

Change Order #:

Approved By: [Signature]  
G.C. Project Mngr.

Notes:

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
<b>GRAND TOTAL</b>	

CHANGE ORDER:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES

BAY HAVEN

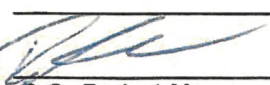
12-26-23

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair				
Cost Code	Labor	Hours	Rate	Total
12-26	3 Guys	15		

Change Order #:

Approved By: 

G.C. Project Mngr.  
Tyler Schulte Asst Super

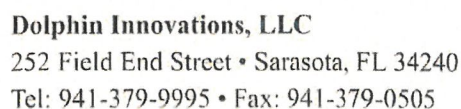
Notes:

See Kevin Hyson P.M.  
For Billing

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
<b>GRAND TOTAL</b>	

CHANGE ORDER:





GENERAL CONTRACTOR	JOB #	PROJECT NAME AND LOCATION
McIntyre Elwell & Strammer	Joh	<b>Bay Haven</b>
<b>ATTN: Kevin Hyson</b>	597	2901 Tamiami Circle

DATE AND DESCRIPTION OF WORK PERFORMED:	
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[illegible]

COMMENTS:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

## CHANGE ORDER

Change Request

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
02/08/24

Quantity	Material	Price	Total
	NO MATERIAL		

Description Of Work				
Joist Repair (106) Beam Repair (106, 107)				
Cost Code	Labor	Hours	Rate	Total
02/07	4 GUYS (5 hours each)	20	60	
02/08	3 GUYS (5 hours each)	15		

Change Order #:

Approved By: [Signature]  
G.C. Project Mngr.

Notes:

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
GRAND TOTAL	

CHANGE ORDER:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
02/06/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair (106)				
Cost Code	Labor	Hours	Rate	Total
02/06	3 GUYS	24		

Change Order #:

Approved By: *[Signature]*  
G.C. Project Mngr.

Notes:

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
<b>GRAND TOTAL</b>	

CHANGE ORDER:





# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
02/02/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair (107, 205)				
Cost Code	Labor	Hours	Rate	Total
02/01	2 Guys	4		
02/02	3 Guys	6		

Change Order #:

Approved By: Mr. H. H. H.  
G.C. Project Mngr.

Notes:

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
<b>GRAND TOTAL</b>	

CHANGE ORDER:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
01/29/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Toilet Repair (206)				
Cost Code	Labor	Hours	Rate	Total
01/29	2 GUYS	8		

Change Order #:	
Approved By:	G.C. Project Mngr.
Notes:	

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
GRAND TOTAL	

Work Confirmed: Tyler Schulte  
See Kevin Hyson For Billing

CHANGE ORDER: \_\_\_\_\_



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
01/26/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair (Rooms 212, 206)				
Cost Code	Labor	Hours	Rate	Total
01/25	3 GUY'S	18		
01/26	3 GUY'S.	18		

Change Order #:	
Approved By:	G.C. Project Mngr.
Notes:	

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
GRAND TOTAL	

Work Confirmed by  
Tyler Schute  
See Kenn Hyson  
P.M. For Billing

CHANGE ORDER: \_\_\_\_\_





# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
01/24/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair (212)				
Cost Code	Labor	Hours	Rate	Total
301/24	3 GUYS	18		

Change Order #:	
Approved By:	G.C. Project Mngr.
Notes:	

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
GRAND TOTAL	

Work Confirmed by  
Tyler Schuler

CHANGE ORDER: See Kevin Hyson P.M.  
For billing



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES

BAY HAVEN

01/23/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
Joist Repair (214, 212)				
Cost Code	Labor	Hours	Rate	Total
01/23	36045	24		

Change Order #:

Approved By: [Signature]  
G.C. Project Mngr.

Notes:

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
GRAND TOTAL	

CHANGE ORDER:



# Dolphin Innovations, LLC

252 Field End Street • Sarasota, Florida 34240

Phone: (941) 379-9995 / Fax: (941) 379-0505

Bill To:

Job Name:

Job Location:

Date:

MES  
BAY HAVEN  
01/15/24

## CHANGE ORDER

Quantity	Material	Price	Total

Description Of Work				
JOIST REPAIR				
Cost Code	Labor	Hours	Rate	Total
01/12	2 GUYS	16		
01/15	3 GUYS	6		

Change Order #: Work completed:  
Tyler Schuck & Co

Approved By: G.C. Project Mgr.  
See Kevin Tyson P.M.

Notes: for Billing

Cost Summary	
Labor	
Payroll Taxes	
Subtotal	
Overhead/Profit	
Total	
Material	
Overhead/Profit	
Total	
<b>GRAND TOTAL</b>	

CHANGE ORDER:





🔥 **Pinellas**  
13075 US Hwy 19 N  
Clearwater, Florida 33764  
Phone: (727) 581-9339  
Fax: (727) 581-8332

🔥 **Sarasota**  
1595 Barber Road  
Sarasota, Florida 34240  
Phone: (941) 377-2100  
Fax: (941) 377-2001

---

November 29, 2023

Attn: Estimating Department

RE: **Bay Haven**  
**Sarasota, FL**

### **Fire Protection Proposal**

Piper Fire Protection, Inc. hereby submits an estimate for necessary labor and material to furnish and install:

**TYPE OF SYSTEM:** A wet fire sprinkler system, protecting the above referenced project.

**LAYOUT OF SYSTEM:** Layout of system to be according to plans and specifications provided by Hatcher Engineering, where allowed by NFPA standards and local codes.

**PIPE & FITTINGS:** Black steel pipe throughout.

**SPRINKLER HEADS:** Sprinkler heads in finished areas with ceilings to be white plated, semi-recessed type, with white ceiling plates. Sprinkler heads in areas with no ceilings to be brass, upright type, installed on exposed pipe. Special sprinklers are not included.

**HEIGHT OF STORAGE:** System to be designed to protect a light hazard type of occupancy.

**CORING & SLEEVES:** All Fire Sprinkler coring and setting of sleeves to be done by Piper Fire.

**FIRE HOSE STATIONS & CABINETS:** Hose valve and cabinets not included.

**FIRE PUMP:** Pump not included

**ALARM MONITORING:** Piper Fire Protection to furnish flow switches and tamper switches, to be wired by others.

**UNDERGROUND SUPPLY PIPE:** All underground valves to be furnished by others.

**FIRE DEPARTMENT CONNECTION:** By others

**CITY WATER CONNECTION:** It is mutually agreed and understood that Piper Fire is not to be held responsible for the adequacy or the quality of the water supply. All underground fire line piping installed by others is to be properly valved, tested, flushed, and certified by a state certified fire protection contractor.

Per Florida State Statute 633.539, *Requirements for installation, inspection, and maintenance of fire protection systems:*

**(3) For contracts written after June 30, 2005, the contractor who installs the underground piping from the point of service is responsible for completing the installation to the aboveground connection flange, which by definition in this chapter is no more than 1 foot above the finished floor, before completing the Contractor's Material and Test Certificate for Underground Piping document. Aboveground contractors may not complete the Contractor's Material and Test Certificate for Underground Piping document for underground piping or portions thereof which have been installed by others.**

---

*Design • Install • Inspect • Service*

Lic. #: EF - 0001219 • Lic. #: 57668600012001 • Lic. #: 392845000622001 • Lic. #: 71286800011990 • Lic. #: 45152300011999  
1-800-327-7604 • [WWW.PIPERFIRE.COM](http://WWW.PIPERFIRE.COM)



#### Pinellas

13075 US Hwy 19 N  
Clearwater, Florida 33764  
Phone: (727) 581-9339  
Fax: (727) 581-8332

#### Sarasota

1595 Barber Road  
Sarasota, Florida 34240  
Phone: (941) 377-2100  
Fax: (941) 377-2001

**WARRANTY & GUARANTEE:** Piper Fire Protection will furnish all manufacturer's warranties and instructions, as-built drawings, and certificate of final inspection upon completion of work. Piper Fire Protection will provide a twelve-month guarantee covering defective equipment, materials, and workmanship. The guarantee is to start on the date equipment is placed in service.

**TAXES & PERMITS:** This proposal includes applicable sales taxes as well as the cost of a fire sprinkler permit.

**ADHERENCE TO CODES:** All work is to be done in strict accordance with applicable NFPA standards and local codes.

**EXCLUSIONS:** Unless specifically noted, the following are not included:

- Painting, priming, masking or patching.
- Electrical wiring/monitoring service.
- Sprinklers above the ceiling.
- Protection over and above that required by code unless specified in bid documents.
- Fire Department Knox Box
- Yard FDC or fire hydrants.
- City water connection.
- 3D or BIM Coordination – Files can be provided for conversion.
- Fire extinguishers.
- Fire pump building, concrete pad, concrete flooring.
- Electrical transfer switch.
- Water quality.
- Backflow preventer.
- Pump foundation.
- Canopy sprinkler protection.
- Additional sprinkler heads in hot water heater area under HVAC unit in mechanical space.
- Protection of any areas not shown to be sprinkled on FP drawings.
- Fire sprinklers for outside coolers or freezers.
- In-rack sprinklers.
- Insulation of pipe/freeze protection.
- Gas Suppression systems, devices or piping.
- Asbestos removal.
- Expansion joint, seismic, or sway bracing.
- Installing hangers ahead of pipe for fireproofing or patching fireproofing.
- Sprinklers on porches or breezeways.
- Sprinkler shut-down fees.
- Microbiologically Influenced Corrosion (MIC) testing or treatment.
- Light, water, electrical service and toilet facilities during construction.
- Water meter, water meter connection fees or impact fees.
- Insurance requirements above local code or specifications.
- Performance bond (available upon request).
- Modification/Fire Pump
- Temporary Fire Pump
- Temporary Standpipe in a location other than a permanent location
- Designated Fire Protection Manager for Job Site,
- Provision for Temporary Protection of the Construction Site,
- Provision for a sprinkler head at the top of the Temporary Construction Trash Chute,
- Signage Requirements per NFPA 241

**PRICE – Less Bathroom scope as shown on FX-001 .....\$206,875.00**  
**(Two Hundred and Six Thousand, Eight Hundred and Seventy-Five Dollars)**

<b>PRICE – ASI 02 .....\$45,475.00</b> <b>(Forty-Five Thousand, Four Hundred and Seventy-Five Dollars)</b>
---

*Design • Install • Inspect • Service*

Lic. #: EF - 0001219 • Lic. #: 57668600012001 • Lic. #: 392845000622001 • Lic. #: 71286800011990 • Lic. #: 45152300011999

1-800-327-7604 • WWW.PIPERFIRE.COM





#### Pinellas

13075 US Hwy 19 N  
Clearwater, Florida 33764  
Phone: (727) 581-9339  
Fax: (727) 581-8332

#### Sarasota

1595 Barber Road  
Sarasota, Florida 34240  
Phone: (941) 377-2100  
Fax: (941) 377-2001

**TERMS:** Monthly progress payments are to be in accordance with Contract Terms and applicable Schedule of Values.

#### NOTE:

- This quotation is based upon drawings prepared by **Hatcher Engineering** dated **11/2/23**. Piper Fire Protection reserves the right to require final contract documents and all necessary CAD disks needed to draw the fire protection system. No costs for these documents or disks have been included in this quotation. Any such costs will be incurred by the General Contractor.
- The scope of work provided is based on **NFPA 13** protection.
- All provisions of the AIA Document A401-1997 are hereby incorporated by reference to this agreement.
- Buildings constructed prior to 1985 may require asbestos survey. Costs for this are not included in our proposal.
- Owner Duties: As required by 4A.60.006 Florida Fire Prevention Code, NFPA 25 4-1.2 and NFPA 72 7-1.2, it is the Owner's responsibility to properly maintain the Fire Sprinkler and Fire Alarm System(s). To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Subcontractor, his agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from all losses caused or contributed to by the Owner's failure to properly Test, Inspect, and Maintain all fire protection system(s) in accordance with NFPA 25 and NFPA 72.

**This quotation is valid for fifteen (15) days from the time the quote is accepted. After the (15) day period, materials purchased for the project are subject to price adjustments that reflect increases in such materials' current cost. Piper Fire Protection has included a material escalation of 10% in our bid. Such material price adjustments above 10% will increase the contract sum and be processed through a change order. This proposal may be withdrawn by Piper Fire Protection if not accepted within fifteen (15) days, or if a contract agreeable to both parties cannot be negotiated.**

Best regards,

Ryan Williams  
Sarasota Construction Manager  
Piper Fire Protection  
[ryanw@piperfire.com](mailto:ryanw@piperfire.com)  
Sarasota Branch Office  
P: 941-377-2100  
F: 941-377-2001

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*Design • Install • Inspect • Service*

Lic. #: EF - 0001219 • Lic. #: 57668600012001 • Lic. #: 392845000622001 • Lic. #: 71286800011990 • Lic. #: 45152300011999

1-800-327-7604 • [WWW.PIPERFIRE.COM](http://WWW.PIPERFIRE.COM)



**OFFERING MASONRY AND SPRAY FOAM INSULATIONS**

**DATE: 1-22-2024**

**RE: Bay Haven School Bldg 1 Reno - Sarasota, FL**

**TO: McIntyre, Elwell & Strammer (ME&S)**

**ATTN: Kevin Hyson**

## **REVISED PROPOSAL**

\*\*\*\*\*

**Tailored Foam is "Florida's *Original* Foam Insulation Contractor" - Since 1986**

TAILORED FOAM OF FLORIDA, LLC. (TFOF) proposes to furnish and install the following insulations at the above-mentioned project.

**A. SCOPE OF WORK:**

1. Spray Foam Insulation is installed at a nominal (+/- 1/2") as required to meet the specified thermal requirements. If SPF is applied in a metal stud cavity, each stud must be attached to the substrate every 2' vertically (with 2lb closed cell SPF), and every 5' vertically (with .5lb open cell SPF). A temporary horizontal brace must be placed every 5' vertically to the face of the metal stud, to keep the studs plumb and square. The temporary bracing & fasteners are not included in TFOF's scope. No prescriptive barriers (ignition or thermal) are included unless noted below.
2. Insulation shall be applied after all clips, supports, hangers, sleeves and other attachments to the substrate have been installed prior to any ducts, piping, conduits or other suspended equipment as to not incur additional charges.
3. GC is to ensure that sprinkler heads are installed with proper clearance based on the thickness of the spray foam insulation to be applied. The interior surface of the spray foam insulation will become the surface for sprinkler head placement and code requirements to be measured from.

**B. JOBSITE REQUIREMENTS:**

A dumpster must be provided by others for our use. TFOF will not be held liable for damage to equipment, stock or building finishes due to roof penetrations that are not properly sealed.

**C. PAYMENT:**

Payment in full is due within thirty (30) days from the invoice date.

**D. CONTRACTS AND COMMENCEMENT OF WORK:**

*The items listed in this proposal will become a part of any future agreement. This proposal guarantees the quoted price for fourteen (14) days from the above date. TFOF requires a minimum of fourteen (14) days lead time prior to its commencement of work. Any insurance requirements in excess of "additional insured" are subject to an extra fee. Cost of bond or permit is not included unless otherwise noted.*

**E. Terms and Conditions:**

1. The General Contractor is to provide clear access to the work area, and accessibility for our trucks.
2. Unless equipped with proper respiratory protection, no one may enter the work area during and immediately after spraying SPF.
3. Foam repairs due to damage by other trades will be fixed at an additional cost to contractor.
4. Mechanical engineer must properly size equipment when using SPF.
5. **Pricing based on working 7:00am - 5:00pm, Mon - Fri. \$500.00 additional per day otherwise.**
6. **During these unprecedented times in the construction industry, raw material pricing and product availability are unstable due to the increased global demand, logistic issues due to COVID-19 and material shortages. Many other building trades are experiencing similar dilemmas with a variety of products. We feel confident that we have secured the amount of chemical needed to fulfill our current contractual obligations. Tailored Foam of Florida, Inc. generally schedules projects no sooner than two weeks out from contract signing date. For the foreseeable future, this period may be extended to one month or greater and substitute materials may be required.**
7. **If, during the performance of this contract, the price of material significantly increases prior to commencement of work, through no fault of Tailored Foam of Florida, LLC., the price of material shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 3% experienced by Tailored Foam of Florida, LLC, from the date of the original proposal.**





3900 St. Johns Pkwy  
Sanford, FL 32771



Phone: (407) 332-0333  
Fax: (407) 830-9174

**OFFERING MASONRY AND SPRAY FOAM INSULATIONS**

F. PRICING: Sarasota Bay Haven School Bldg 1 Reno

Base Bid			
Area Insulated	Type of Insulation	Nominal (+/-1/2") Thickness	Price
Roof Deck per AE-118-1 insulation Diagram	Open Cell	R-38 10.25"	\$101,778.00
Gables	Open Cell	R-38 10.25"	Included
Ground level Non-AC with AC Above per AE-112-1 insulation diagram	Open Cell	R-38 10.25"	Included
Ground level per AE-112-1 insulation diagram for STC rating 50***	Open Cell	R-20 5.5"	Included
Attic Floor above Corridor and Stair per AE-113-1 Insulation diagram	Open Cell	R-38 10.25"	Included
Ground Level AC with Crawlspace below per AE-111-1 insulation diagram	Closed Cell	R-30 4"	\$73,377.00
Thermal Barrier at Attic space			\$13,677.00
Thermal Barrier at Crawlspace			\$9,027.00
Mobilizations – FIVE (5)			Included
Base Bid Total			\$197,859.00
N Restroom Tower Early Release			\$6,177
Total Insulation Cost			\$204,036

Total Insulation Cost	\$204,036
Insulation GMP Value	\$172,775.81
VE Contingency Difference for Insulation Changes	\$31,260.19

Sincerely,

\_\_\_\_\_  
Scott Sander  
Tailored Foam of Florida, LLC.

Accepted:

\_\_\_\_\_  
McIntyre, Elwell & Strammer (ME&S)



**SARASOTA COUNTY SCHOOL BOARD**  
**Construction Services**  
**Change Order #023**

PROJECT: **Bay Haven School of Basics Plus  
Building 1**  
2901 West Tamiami Trail  
Sarasota, FL 34234

CHANGE ORDER NUMBER: 023

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:**

<b>DPR #019 Dakota Premium Hardwoods - John Measels Cabinets</b>	<b>\$ (17,133.48)</b>
<b>Sales Tax Savings</b>	<b>\$ (1,078.01)</b>
<b>Total of Summary</b>	<b>\$ (18,211.49)</b>

The original Guaranteed Maximum Price was	\$ 1,025,008.66
The net change by previously authorized Change Orders	\$ 13,444,503.32
The Guaranteed Maximum Price prior to the Change Order was	\$ 14,469,511.98
The Guaranteed Maximum Price will be decreased by this Change Order	\$ (18,211.49)
The new Guaranteed Maximum Price including this Change Order will be	\$ 14,451,300.49
The Contract time will be <b>unchanged by Zero (0) days.</b>	
The new date of Substantial Completion will be <b>8/15/2025.</b>	

**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: 03.11.24

**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)**



# DIRECT PURCHASE ORDER

## REQUEST FORM #019

Project Manager: Brian Mabee

DATE: 3/5/2024

Project Name: BAY HAVEN SCHOOL

PROJECT # 22302133

Subcontractor:	<b>John Measel Cabinets</b>
	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	<b>Dakota Premium Hardwoods</b>
	9450 Piper Road
	Punta Gorda, FL 33982
Federal ID #	26-1487843
Contact:	Rob Lawrence
PH:	239-837-9663
Fax:	
Email:	<u>r.lawrence@dakotahardwoods.com</u>

SHIP TO:	<b>Bay Haven School of Basics Plus</b>
	<b>2901 West Tamiami Circle</b>
	<b>Sarasota, FL 34234</b>

<b>TERMS &amp; CONDITIONS</b>
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 #PUN0000003111 from Dakota Premium Hardwoods Punta Gorda dated 3/5/2024 for the cabinet material as listed.				\$ 17,133.48
REQUESTED PO AMOUNT					\$ 17,133.48
F.S.S.T. @ 6%					\$ 1,028.01
Sarasota County Surtax @ 1% on 1st \$5,000					\$ 50.00
TOTAL					\$ 18,211.49



Dakota Premium Hardwoods Punta Gorda  
 9450 Piper Rd  
 Punta Gorda, FL 33982  
 Phone: (239)-837-9663

**QUOTE**

**PUN0000003111**

**Account:** JOHMEACAB 0001  
**Branch:** PUNTAGORDA  
**Phone:** (941)-377-6029  
**Fax:** ( )- -

**Bill To:** JOHN MEASEL CABINETS  
 1257 PORTER RD  
 SARASOTA, FL 34240-9627

**Ship To:** JOHN MEASEL CABINETS  
 1257 PORTER RD  
 SARASOTA, FL 34240-9627

Page 1 of 1

PO: School		Rel:		Job:	
Exp Delv Date:	03/05/24	Sales rlawrence	Type: WH-Distr	Ship Via: Dakota Truck	
Activation Date:	03/05/24	Agents	Quoted For: Matt		
Close Date:	04/05/24		Quoted By: rlawrence		

QUANTITY	UOM	ITEM/DESCRIPTION	PRICE/UOM	AMOUNT
Certificate Registration Code NC-COC-007370				
242	sh	pa45500603 18mm Prem White HPL 1 Face Veneer Core 4x8	38.10/sh	9,220.20
80	sh	pa45500604 18mm Prem White HPL 2 Face Veneer Core 4x8	43.56/sh	3,484.80
168	sh	pw32503905 18mm Prem White Birch C-2 WPF VC 4x8 CARB II, TSCA TITLE VI COMPLIANT	26.36/sh	4,428.48
		Subtotal		17,133.48
Download our Delivery Tracking App at the following: <a href="https://www.dakotahardwoods.com/resources/delivery-tracking-app/">https://www.dakotahardwoods.com/resources/delivery-tracking-app/</a>				

**Payment Terms:**  
 Net 30

**Total:** **\$17,133.48**



**April 2, 2024 Board Meeting**  
Agenda Item 20.

**Title**

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 Information**

DIANE COMINOTTI [diane.cominotti@sarasotacountyschools.net](mailto:diane.cominotti@sarasotacountyschools.net)

JODY DUMAS [jody.dumas@sarasotacountyschools.net](mailto:jody.dumas@sarasotacountyschools.net)

CHRIS RENOUF [chris.renouf@sarasotacountyschools.net](mailto:chris.renouf@sarasotacountyschools.net)

**Financial Impact**

N/A

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">2024 Annual FISH Certification</a>	3/20/2024	Cover Memo



OFFICE OF EDUCATIONAL FACILITIES  
FLORIDA INVENTORY OF SCHOOL HOUSES  
CERTIFICATION OF FACILITIES DATA

WHEREAS, Section 1013.03(3), F.S., states in part that the Department of Education must, 'Require boards to submit other educational plant inventories data...'

WHEREAS, Section 1013.31(1)(e), F.S., states in part, "...School districts shall periodically update their inventory of educational facilities ..."

WHEREAS, State Requirements for Educational Facilities, Section 6.1(S)(c), requires that, "Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses and shall certify to the Office that the inventory is current and accurate..."

THEREFORE, on behalf of the School Board of Sarasota County County, the authorized representatives whose signatures appear below hereby certify that, to the best of their knowledge, the educational facilities inventory data for the district contained in the Florida Inventory of School Houses is current and accurate pursuant to applicable statutes and rules.

Diane Cominotti

Director of Facilities Planning

03/20/2024

Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**Email signed form to:** Courtney Carlos  
[AnnualFISHCertification@fldoe.org](mailto:AnnualFISHCertification@fldoe.org)  
Office of Educational Facilities  
Florida Department of Education



**April 2, 2024 Board Meeting**  
Agenda Item 21.

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

**Financial Impact**  
N/A

**ATTACHMENTS:**

Description

[Policy 3.24 Safe and Secure Schools](#)

Upload Date

3/20/2024

Type

Cover Memo



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SAFE AND SECURE SCHOOLS

3.24\*+

#### I. Introduction

The Sarasota County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

#### II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.60 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. Any person on a school campus or school grounds not in accordance with this policy may be declared to be a trespasser, consistent with State law and School Board Policy 3.401 and may be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
- D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

Superintendent shall be notified of any such action at schools or school activities.

- E. No person except a sworn law enforcement officer, Safe School Officer, or security guard shall have on his or her possession any weapon, including a firearm, or other illegal or dangerous object or substance on school property or at a school event. All such possession of firearms shall be in accordance with state law.

III. Emergency response agency(ies) will notify the District in the event of an emergency.

IV. Safety, Security and —Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services, building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Sarasota County Health Department.

- B. As required by state law, the Superintendent shall require the use of the School Security Risk Assessment (SSRA) based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

- C. Upon completion of these self-assessments, if requested, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current SSRA and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

- D. The Superintendent or designee shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the SSRA and/or implement in order to improve

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

school safety and security. The SSRA is, however, confidential and is not subject to review or release as a public record.

E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the SSRA to the Commissioner of Education and School Board as required by State law.

F. Emergency management and preparedness plans shall include notification procedures, in accordance with Florida Statute and State Board of Education Rule, for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

G. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

1. Accommodations for drills conducted at exceptional student education centers may be provided.

H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

### V. Threat Management

A. The District has established Policy 5.305 Threat Management Teams to provide comprehensive guidance in accordance with state statute and FL Department of Education rule.

### VI. Safety – Procedures

A. School alarms shall be monitored and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.10. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

### CHAPTER 3.00 - SCHOOL ADMINISTRATION

- 73 C. Emergency evacuation drills (fire, hurricane, tornado, active  
74 assailant/hostage situation, other natural disaster, and school bus) shall be  
75 held in compliance with state requirements, and School Board Policies  
76 8.16 and 8.18 and formulated in consultation with the appropriate public  
77 safety agencies. Each principal, site administrator or transportation official  
78 is responsible for
- 79 1. Developing and posting emergency evacuation routes and  
80 procedures;
  - 81 2. Assigning and training all staff members in specified responsibilities  
82 to ensure prompt, safe and orderly evacuation;
  - 83 3. Identifying and reporting hazardous areas requiring corrective  
84 measures; and
  - 85 4. Preparing and submitting a written report of each emergency  
86 evacuation drill to the District office.
- 87 D. In the event of an emergency, the Superintendent is authorized to dismiss  
88 early or close any or all schools, in accordance with School Board Policies  
89 3.22 and 8.18. Except that the principal may dismiss the school when the  
90 Superintendent or designee cannot be contacted, and an extreme  
91 emergency exists endangering the health, safety, or welfare of students.  
92 Any such actions shall be reported immediately to the Superintendent or  
93 designee along with a statement describing the reasons

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

- E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

- F. The District shall implement a mobile panic alert system capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responder agencies. Such system, known as "Alyssa's Alert," must integrate with local public safety answering point infrastructure to transmit 911 calls and mobile activations. Drill documentation must show the testing of all required security systems required for use during the drilled emergency..

- G. The District Shall use, install, maintain, and advertise FortifyFL in accordance with State Law and State Department of Education Rule.

### VII. Safety – Violence Prevention

- A. As outlined in Policy 3.14, staff shall receive training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

### VIII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

- B. The Superintendent is responsible for designating a school administrator to serve as the District's School Safety Specialist. By August 1 of each year, the Superintendent or Designee will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist. The School Safety Specialist is responsible for the supervision and oversight of all school safety and security personnel, policies, and procedures in the

### CHAPTER 3.00 - SCHOOL ADMINISTRATION

District including all Charter Schools. The School Safety Specialist will ensure schools conduct a school security risk assessment (SSRA) by Florida law at each District and charter school using the school security risk assessment tool (SSRA) developed by the Florida Department of Education (FLDOE) Office of Safe Schools; coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as emergency responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;.

C. . The Superintendent shall require the school safety specialist to review school district and charter school policies and procedures at least annually for compliance with state law and rules, as provided by Section 1006.07(6)(a)1., F.S. The school safety specialist shall assist all district and charter schools in completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment; investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

D. The School Safety Specialist is responsible for notifying the Superintendent or designee no later than the same day of receipt of any notice of suspected deficiency the School Safety Specialist receives from the Office of Safe Schools. When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialist must respond in writing and verify to the Office of Safe Schools at SafeSchools@fldoe.org that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialist must respond in writing to the Office of Safe Schools at SafeSchools@fldoe.org within five (5) school days and verify that the District or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the District will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment; Notifications made must contain particularized facts beyond noncompliance with rule or statute that explain the imminent threat; and Notification to the Office within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days. The school safety specialist shall also notify the Office of Safe Schools at



### CHAPTER 3.00 - SCHOOL ADMINISTRATION

SafeSchools@fldoe.org of any Safe-School Officer Discipline, Dismissal, or Discharge of a Firearm from any district or Charter School in the exercise of safe-school officer duties occurring while assigned to a district or charter school..

- E. Each school's emergency plan shall include security provisions including emergency lockdown and active assailant procedures The school safety specialist shall ensure that school staff have records demonstrating the following requirements are met and must provide those records to the Office of Safe Schools upon request; Threat Management Team Members, Certificates of Completion of Florida Model Training, Dates, minutes, and resolutions of threat management meetings, compliant drill sheets for all drills conducted during the school year, annual certification that all staff at the school site has been trained in the districts/schools active assailant plan..
- F. Adhering to background screening procedures for all staff, volunteers and mentors.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- G. Security trailers may be located on school property, with approval of the Superintendent or designee.

### IX. Mental Health

- A. The School Board shall designate a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.
- B. The mental health coordinator shall be responsible for:
1. working with the Office of Safe Schools;
  2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation plan;
  3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;
  4. coordinating with the School Safety Specialist and District Threat Management Coordinator in the staffing and training of threat management teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
  5. coordinating with the school safety specialist and District Threat Management Coordinator in the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
  6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 316.614, 1001.43, 1001.51,  
1006.062, 1006.07, 1006.145,  
1006.1493, 1006.21, 1013.13, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0403, 6A-3.0171, 6A-1.0018

**HISTORY:** **ADOPTED:** \_\_\_\_\_  
**REVISION DATE(S):** 10/18/22, 02/20/24  
**FORMERLY:** NEW



**April 2, 2024 Board Meeting**  
Agenda Item 22.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

Upload Date

Type



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORTING (SESIR)

3.241\*+

- I. **Definitions** – for the purposes of this policy, the following definitions shall apply
- a) Allegation means a claim or assertion that someone has committed a SESIR incident, typically made without proof and prior to an investigation.
  - b) Law enforcement action means that official action was taken by a School Resource Officer (SRO) or local law enforcement officer in response to a SESIR incident, including but not limited to: an arrest, referral to a civil citation or similar prearrest diversion program authorized by Section 985.12, F.S., or initiation of an involuntary examination authorized by Section 394.463, F.S.
  - c) Locally-defined incident means an incident that is a violation of a local code of student conduct, but does not meet the definition of any incident reportable to SESIR.
  - d) Rank order level means a classification of incidents, from Level I to Level IV, that determines which incident must be reported when more than one incident occurs during a single episode. The rank order level of each incident is noted under the incident definitions found in subsection (7) of this rule.
  - e) Related element means a factor that was present during or contributed to the incident but was not the main offense. All related elements that are applicable are required to be reported with SESIR incidents.
  - f) Reported to law enforcement means that school district or charter school staff communicated with a School Resource Officer (SRO) or other law enforcement official about an incident. Reporting to law enforcement may not always result in law enforcement action being taken.
  - g) School district or district means a Florida school district, the Florida Virtual School (Section 1002.37, F.S.), the Florida School for the Deaf and Blind (Section 1002.36, F.S.), and Developmental Research (Laboratory) Schools (Section 1002.32, F.S.). All reporting requirements in this rule also apply to charter schools, pursuant to Section 1002.33(16)(b)10., F.S.
  - h) School personnel means any person employed at a school, volunteering at a school on a temporary or permanent basis, or a third party that is contracted to provide services for the school.



## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

- i) Unsubstantiated means that following an investigation, there is not enough evidence to demonstrate that the alleged incident occurred.
- II. **Incident Definitions** - For each incident, the District shall use the SESIR definitions approved by the State Board of Education in Rule 6A-1.0017 to enable the District to correctly code data used to report incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be "Reported to Law Enforcement."
- III. **Analysis of Incidents**
  - A. In order to determine whether an incident must be reported in SESIR, the following criteria must be met:
    - i. The incident meets one of the SESIR incident definitions listed F.A.C. 6A-1.0017 and
    - ii. The incident occurred on a K-12 school campus, on school-sponsored transportation, during off-campus school-sponsored activities, or off campus where the incident is accomplished through electronic means, if the incident substantially disrupts the educational process or orderly operation of a school.
  - B. SESIR incidents that meet the requirements above must be reported regardless of whether:
    - 1. The incident was carried out by a student, a person other than a student, school personnel, or where the person who carried out the incident is unknown;
    - 2. The victim of the incident is a student, a person other than a student, or where the victim is unknown;
    - 3. The incident occurred when school was in session or not. SESIR incidents occur 365 days a year at any time of the day or night;
    - 4. Disciplinary action is taken by the school district;
    - 5. Law enforcement action is taken by an SRO or other law enforcement officer or agency;
    - 6. The offender has the capacity to understand his or her behavior and the inappropriateness of his or her actions. However, where the offender is a student, school districts may take age, development, and disability into

## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

account when determining appropriate discipline; or

7. Criminal charges are filed by law enforcement. However, where criminal charges are issued, school districts should review to determine whether the type of incident reported should be modified.

### **IV. Requirement to Report SESIR Incidents**

- A. All incidents meeting the requirements of subsection III of this rule must be reported by school districts to the Department of Education.
- B. A school district must not report an incident which meets the requirements of subsection III of this rule as a locally-defined incident in lieu of reporting the incident to the Department of Education. Districts may only code an incident as a locally-defined incident if it does not meet one of the SESIR incident categories.
- C. SESIR incidents meeting the requirements of paragraph (III)(A) of this rule must be reported regardless of whether law enforcement action is taken or whether a student is disciplined.

### **V. General SESIR Reporting Conventions**

- A. SESIR is an incident-based reporting system, which means that a single incident is reported, even where there are multiple offenders or victims, or multiple incidents that occur within one episode.
  - i. If there is more than one incident in a single episode, districts are required to report only one incident based upon rank order level, beginning with incidents that are classified as Level I.
  - ii. If there are multiple incidents that have the same rank order level, districts must report the incident that caused the most injury or damage to property.
- B. When reporting a SESIR incident, districts are required to report all related elements as described in 6A-1.0017 (8) F.A.C. that are present or contribute to a reported incident. A related element must be reported even where it duplicates the incident. For example, when reporting an Alcohol incident, the Alcohol-related element must also be reported.
- C. School districts must report SESIR incidents to the Department during the survey periods and using the elements set forth in Rule 6A-1.0014, F.A.C., Comprehensive Management Information System.
- D. Where an incident involves students from multiple schools or districts, the school or district where the incident occurred is responsible for reporting the incident in SESIR.
- E. Except as provided in 6A-1.0017 (6) F.A.C., allegations that are unsubstantiated must not be reported in SESIR.

### **VI. Incident Specific SESIR Reporting**

### **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

- A. For incidents of Bullying, Harassment, Sexual Harassment, Threat/Intimidation, and any other incident that is Bullying-Related, districts are required to report the Incident Basis and the Victim Basis, which identifies whether the incident is based upon the person's race, sex, disability, sexual orientation, or religion.
- B. Allegations of Bullying and Harassment that are not able to be substantiated after investigation must be reported in SESIR as Unsubstantiated Bullying and Unsubstantiated Harassment, respectively, pursuant to Section 1006.147(4)(k), F.S.
- C. Allegations of Sexual Assault or Sexual Battery by school personnel against any victim that are not able to be substantiated after investigation must be reported as Unsubstantiated Sexual Assault or Unsubstantiated Sexual Battery.
- D. For Unsubstantiated Sexual Assault, Unsubstantiated Sexual Battery, Sexual Assault, and Sexual Battery by school personnel, districts are required to report the following:
  - i. Responsibility: Districts must report whether they determined that a member of school personnel was responsible for the offense, was not responsible for the offense, or whether the determination remains pending. Districts must only report that the determination is pending when the final decision by the district remains unresolved at the end of the reporting period for Survey 5, as set forth in Rule 6A-1.0014, F.A.C.
  - ii. Preliminary Action: Districts must report the action taken prior to any final disciplinary action or prior to termination. Reportable actions are:
    - a. Duty reassignment, which refers to the changing of placement from one position to another without promotion or demotion.
    - b. Resignation, which refers to a person formally giving up his job, and no longer being employed by the employer.
    - c. Retirement, which refers to a person leaving his career permanently.
    - d. No action taken prior to final disciplinary action or termination.
    - e. Other, which refers to other preliminary action taken not listed above.

**VII. Reporting Law Enforcement Involvement** - For each SESIR incident, a school district must report one of the following choices regarding law enforcement involvement:

- i. The incident was not reported to law enforcement because it was a petty act of misconduct that did not require law enforcement involvement according to policies developed by the district pursuant to Section 1006.13, F.S.
- ii. The incident was reported to law enforcement and resulted in official law enforcement action being taken by an SRO or other law enforcement agency or official, as defined above.
- iii. The incident was reported to law enforcement and did not result in official action being taken by an SRO or other law enforcement agency or official, as defined above.
- iv. Required reporting to law enforcement.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

- VIII. **Training** – The Superintendent or Designee shall designate persons responsible for SESIR reporting in the district, and ensure that all such persons receive the training found at <http://sesir.org>. SESIR training provided by Department staff can be used to satisfy the online training requirement. Charter schools must designate persons responsible for SESIR reporting in their school and must report their name, email address, and phone number to the district.
- IX. **Accountability** - In order to enhance SESIR reporting, the persons or entity listed below have the following responsibilities:
- A. School principals. Each public school principal, including charter school principals or equivalent, must ensure that all persons at the school responsible for SESIR information participate in the training set forth above and must ensure that SESIR data is accurately and timely reported.
  - B. Superintendent
    - i. The Superintendent or Designee shall ensure that all persons responsible for reporting SESIR data have received the training required above, that any local district policies are consistent with the SESIR reporting requirements set forth in Rule 6A-1.0014 and Rule 6A-1.0017, F.A.C., and that the district timely and accurately reports SESIR incidents. Annually, superintendents must certify to the Department that these requirements have been met. The annual certification must include a statement that all charter school staff responsible for reporting SESIR data have received required training and that charter schools have required SESIR policies in place.
    - ii. The Superintendent shall designate a district SESIR contact person and must annually report their name, phone number, and email address to the Office of Safe Schools at [SafeSchools@fldoe.org](mailto:SafeSchools@fldoe.org). This information must be provided by August 1 each year and must be updated within five (5) school days when there is a change in the information provided.
  - C. Office of Safe Schools. The Office shall conduct site visits at schools throughout the state, as well as conduct data reviews. The review must include school district policies, training records, school incident and school discipline records. Superintendents, principals and school safety specialists must fully cooperate with requests for information when the Office of Safe Schools is reviewing and evaluating districts for compliance with SESIR reporting.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

**LAW(S) IMPLEMENTED:** 1001.212(8), 1001.42(13)(b),  
1001.51(12), 1002.33(16)(b)10., 1006.07(9), 1006.135(2)(e), 1006.147(4)(k),  
1006.147(6), 1008.385, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0403, 6A-3.0171, 6A-1.0018,  
6A-1.0014, 6A-1.0017

**HISTORY:** **ADOPTED: 4/5/24\_\_**  
**REVISION DATE(S):**  
**FORMERLY: NEW**



**April 2, 2024 Board Meeting**  
Agenda Item 23.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 4.10 The Curriculum](#)

Upload Date

3/20/2024

Type

Cover Memo



## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### THE CURRICULUM

**4.10\*+**

- I. The District curriculum shall be determined by:
  - A. Florida Statutes, State Board of Education rules, and the School Board;
  - B. Florida Department of Education developed curriculum frameworks, State Student Performance Standards and course descriptions; Continuous evaluation of curriculum effectiveness in meeting students' needs in the District;
  - C. Students' needs as determined by studies, assessments, and surveys; and
  - D. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.
  - A. Any student in kindergarten through grade 3 who exhibits a substantial deficiency in reading or the characteristics of dyslexia based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments; or teacher observations shall require the school to notify affected parents, be provided intensive, explicit, systematic, and multisensory reading interventions immediately following the identification of the reading deficiency or the characteristics of dyslexia to address his or her specific deficiency or dyslexia, in accordance with F.S. 1008.25(5).
  - B. Any student in kindergarten through grade 4 who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments; or teacher observations shall require the school to notify affected parents, provide state-approved interventions, re-assess students and adjust interventions as necessary until the students are performing on grade level, in accordance with F.S. 1008.25(6)
- V. A new course or unit of study may be introduced into the District curriculum by following District guidelines.

## **CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

- VI. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VII. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade location, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.
- VIII. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete course description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex, HIV/AIDS prevention or sexually transmitted diseases as provided in state-adopted textbooks, or information relating to sex as required in Family Consumer Education courses or any other course using duly-adopted textbooks and materials where the teaching of sex is an incidental part of the course.
- IX. Florida Statute requires that schools make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the students may be separated by gender for presentation of materials.
- X. Schools may provide instruction in Acquired Immune Deficiency Syndrome (AIDS) education as a specific area of health education. Such instruction may include, but is not limited to, the known modes of transmission, signs and symptoms, risk factors associated with acquired immune deficiency syndrome, and means used to control the spread of acquired immune deficiency syndrome. The instruction shall be appropriate for the grade and age of the student and shall reflect current theory, knowledge, and practice regarding acquired immune deficiency syndrome and its prevention. The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent

## **CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

shall advise the School Board and provide recommendations for instruction activities.

- XI. A student shall be exempt from instructional activities on reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment provided his/her parent(s,) as defined by Florida Statutes, files a written request with the school principal.
- XII. Instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contain instruction in human sexuality, shall be taught in accordance with Florida Statute 1003.46 and FL Department of Education Rule.
- XIII. All instruction outlined in paragraphs VIII. through XIII. shall be delivered only by school-based personnel or Florida Department of Health in Sarasota County staff.
- XIV. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to school district taxes or the need for construction bonds.
- XV. All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida Law and the State Constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents of the children engaged in such classes.
- XVI. The Superintendent/designee shall develop procedures to assure all aspects of curriculum development and implementation are carried out.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**1000.21, 1001.43, 1003.42, 1003.4203, 1003.428,  
1003.45, 1003.46 1006.28, 1006.29, 1008.25,**

**1008.25(5), 1008.25(6) 1010.305, F.S. STATE BOARD OF EDUCATION RULE(S):**

**6A-1.09412, 6A-1.09414**

### **HISTORY:**

**ADOPTED: 03/21/01**

**REVISION DATE(S): 07/13/04, 04/03/07, 01/20/12, 12/09/14, 02/07/17, 04/02/19,  
02/20/24**

**FORMERLY: 2.133, 2.134, 8.203, 8.204, 8.205, 8.214**

### **NOTES:**

**Refer to: The Student Progression Plan**



**April 2, 2024 Board Meeting**  
Agenda Item 24.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 4.115 Grade Forgiveness](#)

Upload Date

3/20/2024

Type

Cover Memo

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### GRADE FORGIVENESS

4.115\*

The purpose of the forgiveness policy is to assist students in meeting graduation requirements including a minimum grade point average and successful completion of academic and credit requirements.

I. High School Courses

A grade of D or F or an equivalent of a grade of D or F in a required course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or a comparable course.

II. Middle Grades Students

A student in the middle grades who takes a high school course for high school credit and earns a grade of C, D, or F or an equivalent of a C, D, or F may replace the grade with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or comparable course.

III. Grade Point Average

Only the new grade shall be used in calculating the student's grade point average. A course grade that is not replaced according to the forgiveness policy will be used in the calculation of the grade point average.

IV. Student Records

All courses and grades must be included on the student's transcript. The forgiveness provision does not give the authority to delete the forgiven course and grade from the student's record.

V. Notification

Students and parents/guardians shall be notified of the grade forgiveness provisions and the procedure for replacing eligible grades through the Student Progression Plan.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.4156, 1003.4281, 1003.4282(5),  
1003.437, 1003.49, 1008.25, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0955**

**HISTORY:**

**ADOPTED: 02/21/17  
REVISION DATE(S): 04/02/19, 02/20/24  
FORMERLY: NEW**

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 25.

**Title**

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/guardian 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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**



Description

[Policy 4.12 Exceptional Student Education](#)

Upload Date

3/20/2024

Type

Cover Memo

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### EXCEPTIONAL STUDENT EDUCATION

4.12+

Definition: An exceptional student shall mean any student who has been determined eligible for a special program in accordance with rules of the State Board of Education. The term includes students who are gifted and students with disabilities who have an intellectual disability; autism spectrum disorder; a speech impairment; a language impairment; an orthopedic impairment; any other health impairment; traumatic brain injury; a visual impairment; an emotional or behavioral disability; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia; students who are deaf or hard of hearing or dual sensory impaired; students who are hospitalized or homebound; children with developmental delays ages birth through 9 years or through the student's completion of grade 2, whichever occurs first, or children, ages birth through 2 years, with established conditions that are identified in State Board of Education rules pursuant to s. 1003.21(1)(e).

- I. In accordance with state statute, the District will submit to the Florida Department of Education (FDOE) proposed procedures for the provision of special instruction and services for exceptional students once every three years.
- II. The plan for special programs and procedures for exceptional students shall include: screening procedures; General Education Intervention Procedures; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.
- III. The plan for exceptional student education shall be subject to the approval of the State Department of Education.
- IV. The exceptional student education program shall function in accordance with the provisions of law, State Board of Education rules, and other applicable provisions of Board rules.
- V. Every parent, as defined by Florida Statutes, of an exceptional student shall be informed about the services that are available and appropriate for the student's disability. The Superintendent shall provide the student's parent with a summary of the student's rights.
- VI. At least 1 year before the student reaches the age of majority, the district shall provide information and instruction to the student and his or her parent/guardian on self-determination and the legal rights and responsibilities regarding the educational decisions that transfer to the student upon attaining the age of 18. The information must include the ways in which the student may provide informed consent to allow his or her parent to continue to participate in educational decisions, including:
  1. Informed consent to grant permission to access confidential records protected under the Family Educational 64 Rights and Privacy Act (FERPA) as provided in s. 1002.22.
  2. Powers of attorney as provided in chapter 709.
  3. Guardian advocacy as provided in s. 393.12.
  4. 4. Guardianship as provided in chapter 744.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 1001.42, 1001.43, 1003.57, 1006.07, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-6.0331, 6A-6.03411

**HISTORY:** **ADOPTED:** 08/31/01  
**REVISION DATE(S):** 09/16/03, 11/12/07, 07/21/09, 04/02/19,  
02/20/2024  
**FORMERLY:** NEW

**NOTES:**  
Please Refer To: E.S.E. District Procedures



**April 2, 2024 Board Meeting**  
Agenda Item 26.

**Title**  
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 Information**  
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**Financial Impact**  
N/A

**ATTACHMENTS:**

Description	Upload Date	Type
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## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### COMMUNITY SPEAKERS

4.31

- I. The following procedures shall be followed when guest speakers are invited to address students. **The teacher must remain in the classroom during the entire presentation of the guest speaker.** All Guest Speakers must be approved online through the District's Level II background screening and the Health and Safety Curriculum Committee.

Note: There are many topics which must also go through the Health and Safety Curriculum Committee screening process.

- II. Prior to the presentation, the teacher will:
  - A. Review the speaker's qualifications and determine that the speaker's material aligns to Sarasota County Curriculum, is relevant to students, contains factual and objective content that takes into consideration the accurate portrayal of the state's broad racial, ethnic, socioeconomic, and cultural diversity without bias or indoctrination, is in accordance with state standards including all content being free of prohibited pornography, obscenity, and sexual conduct in accordance with Florida Statute 1006.28, and that can be delivered in an age-appropriate manner.
  - B. Submit a "Guest Speaker Approval" form along with a synopsis of the speaker's bio and the material to be presented to the designated school administrator for review and approval.
- III. Upon receipt of a Guest Speaker Approval form, the school administrator shall review the form, speaker bio, and synopsis of the material that the speaker will present and evaluate it for compliance with the criteria listed in II.A., above; relevant state statutes, appropriate School Board Policy, and academic standards; and FAC 6A-1.094124.
  - A. If the school administrator has concerns about the speaker or material to be presented, the school administrator shall consult and obtain pre-approval from their assigned District level administrator.
  - B. The school administrator shall only approve the speaker once he or she has determined that the material to be presented complies with the criteria outlined in III., above, has satisfied the Health and Safety Curriculum Committee screening process, when necessary, and has been approved by OCI. Thereafter the school administrator shall notify the teacher of the speaker's approval. Upon receipt of approval from the school administrator but prior to the speaker's presentation, the teacher shall:
    - C. Meet with the speaker to discuss expectations for the appropriate



## **CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

presentation of materials in conformance with district and state standards.

- D. Provide advance notice to parents of the name of the speaker, the proposed content of the presentation, and the date and time of the presentation.

- IV. Parent/guardians who question the appropriateness of the qualifications of a guest speaker and/or the content of the presentation may register their concern with the teacher who shall discuss the concerns with the designated school administrator.

If the parent's/guardian's concern is not resolved, the parent/guardian may opt their child out of the presentation and the teacher shall find a suitable replacement assignment for the student to complete in another area of the school's campus during the presentation.

- V. This policy does not apply to Student Clubs and Organizations. Policy 4.50 outlines the requirements for those organizations.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, F.S.

**HISTORY:** ADOPTED: 01/18/05

**REVISION DATE(S):** 08/06/19, 02/20/24

**FORMERLY:**

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 27.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Policy 5.321 Possession of Weapons and Other Prohibited Articles</a>	3/20/2024	Cover Memo

**POSSESSION OF WEAPONS AND OTHER PROHIBITED  
ARTICLES**

**5.321**

**I. Definitions:**

- a. School property shall be defined as property owned, leased, operated or managed by the School Board, including, but not limited to, Schools, structures, conveyances, vehicles, buses, fields, sports complexes, board rooms, trails, playgrounds, parking lots, vacant lots, construction sites, fenced land, posted land, easements, and other property generally used for educational or School Board purposes.
- b. Possession is defined to include on the student's person, and in the student's locker, other student storage space, or in the student's vehicle when parked on school property.
- c. Firearm shall mean any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime. Weapon means any dirk, knife, metallic knuckles, razor, chain (when used as a weapon), slungshot, billie, tear gas gun, chemical weapon or device, other deadly weapon, or other prohibited item defined in Florida Statute 790.001.

- II. No student while on school property or in attendance at a school sponsored function shall possess any firearm, weapon, or other prohibited item defined in Florida Statute 790.001.
- III. Consistent with Florida Statute 1006.07, any student who brings a firearm or weapon, to school, to any school function, or onto any school-sponsored transportation, or who possesses a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and will be referred to mental health services identified by the school district pursuant to Florida Statute 1012.584(4) and the criminal justice or juvenile justice system. The School Board may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the 1-year expulsion requirement on a case-by-case basis and request that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- IV. Violation of this policy shall be considered a "serious breach of student conduct" and shall be grounds for immediate suspension and/or expulsion. In absence of mitigating circumstances, possession of a prohibited article as defined in section I of this policy shall result in expulsion from the school for a period of not less than one year. Mitigating circumstances shall be defined as: circumstances that do not

## **CHAPTER 5.00 – STUDENTS**

constitute a justification or excuse of the offense in question, but which, in fairness and mercy, may be considered as extenuating or reducing the degree of moral culpability. Such circumstances may be reason for a milder punishment.

- V. Any weapon(s) or other prohibited article(s) found on school property or in possession of a student shall be confiscated by the principal or authorized law enforcement personnel. If the confiscated material is illegal, it shall be turned over to appropriate law enforcement personnel.
  
- VI. Students and staff involved in a training program through a vocational program or ROTC, which teaches proper use and handling of weapons, are exempt from this rule, provided possession is for training purposes only.

**STATUTORY AUTHORITY:** **1001.41(2), F.S.**

**LAWS IMPLEMENTED:** **1006.07(6), F.S.**

**HISTORY:** **Adopted: 08/21/01**  
**Revision Date(s): 05/07/19, 02/20/24**  
**Formerly: 7.310**

**NOTES:**  
**Refer To: District Disciplinary Procedures Manual**



**April 2, 2024 Board Meeting**  
**Agenda Item 28.**

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 5.343 Use of Time Out, Seclusion, and Restraint for Students with Disabilities](#)

Upload Date

3/20/2024

Type

Cover Memo



## CHAPTER 5.00 – STUDENTS

### USE OF TIME OUT, SECLUSION AND PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES

5.343\*+

- I. The District shall implement Positive Behavior Interventions and Supports for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student.
- II. Definitions:
  - A. “Crisis intervention plan” means an individualized action plan for school personnel to implement when a student exhibits dangerous behavior that may lead to imminent risk of serious injury.
  - B. “Imminent risk of serious injury” means the threat posed by dangerous behavior that may cause serious physical harm to self or others.
  - C. “Positive behavior interventions and supports” means the use of behavioral interventions to prevent dangerous behaviors that may cause serious physical harm to the student or others.
  - D. “Restraint” means the use of a mechanical or physical restraint.
  - E. “Mechanical restraint” means the use of a device that restricts a student’s freedom of movement. The term does not include the use of devices prescribed or recommended by physical or behavioral health professionals when used for indicated purposes, such as adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.
  - F. “Physical restraint” means the use of manual restraint techniques that involve significant physical force applied by a teacher or other staff member to restrict the movement of all or part of a student’s body. The term does not include briefly holding a student in order to calm or comfort the student or physically escorting a student to a safe location.
  - G. “Seclusion” means the involuntary confinement of a student in a room or area alone and preventing the student from leaving the room or area. The term does not include time-out used as a behavior management technique intended to calm a student.
  - H. “Student” means a child with in a kindergarten through 12 in a school, as defined in s. 1003.01(17), or the Florida School for the Deaf and Blind. The term does not include students who reside in residential care facilities under s. 1003.58, or students participating in a Department of Juvenile Justice education program under s. 1003.52.
- III. Time Out and Seclusion.
  - A. District personnel are prohibited from utilizing seclusion. B. District personnel are permitted to utilize time out.
    - 1. Time out is a procedure in which access to varied sources of reinforcement is removed or reduced for a particular time period contingent on a response.
    - 2. Time-out does not necessarily require the physical removal of the student

## CHAPTER 5.00 – STUDENTS

- from the setting.
- 3. Time-out is NOT a place.
- 4. As a behavior reduction technique, the focus of the time-out is on those behaviors deemed to be problematic and in need of reduction or elimination.
- 5. Time out does NOT specifically target the increase of appropriate or pro-social behaviors.
- 6. Using Seclusion as a form of Time Out is prohibited per state statute 1003.573

### IV. Mechanical Restraint

- A. Only school resource officers may use mechanical restraint in the exercise of their powers and duties. Such mechanical restraints may only be used on students in grades 6 through 12, in accordance with FS 1003.573(3)(a).
- B. All District personnel except those listed in A., above, are prohibited from using mechanical restraints.

### V. Physical Restraint

- A. Authorized school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted.
- B. Physical restraint may be used only when there is an imminent risk of serious injury and must be discontinued as soon as the threat posed by the dangerous behavior has dissipated.
- C. Physical restraint may be used only to protect the safety of students, school personnel, or others and may not be used for student discipline or to correct student noncompliance.
- D. Physical restraint techniques may not be used to inflict pain to induce compliance.
- E. The degree of force applied during physical restraint must be only that degree of force necessary to protect the student or others from imminent risk of serious injury.
  - a.

### VII. Monitoring, Analysis

- A. The use of restraint on students shall be monitored at the classroom, building, district, and state levels, in accordance with Florida law.
- B. The use of the behavior interventions, the appropriateness of their use, and the effectiveness of the interventions shall be analyzed by the District.
- C. The District shall monitor data related to incidents that occur that pertain to this policy, including when, where, and why students are restrained and the frequency of occurrence of such restraints.
- D. The District shall report all incidents that fall under this policy to the Department of Education in the manner and format sought by DOE in accordance with law.
- E. The District shall publicly post at the beginning of each school year District policies and procedures on positive behavior interventions and supports.
- F. The District shall notify DOE whenever it makes any changes to its policies and procedures regarding seclusion, restraint, or other matters covered by this policy.
- G. Upon the second time a student is restrained during a semester, the school shall develop a crisis intervention plan for the student. The crisis intervention plan shall be developed by a team comprised of the student's parent or guardian, school personnel, and applicable physical and behavioral health professionals. The crisis intervention must be developed in accordance with F.S. 1003.573 (6)

## CHAPTER 5.00 – STUDENTS

### VIII. Training.

- A. Each school district shall provide training to all school personnel authorized to use positive behavior interventions and supports pursuant to school district policy.
- B. Such training shall be provided annually, be done in accordance with F.S. 1003.573(5), and must include but not be limited to:
  - 1. The use of positive behavior interventions and supports.
  - 2. Risk assessment procedures to identify when restraint may be used.
  - 3. Examples of when positive behavior interventions and support techniques have failed to reduce the imminent risk of serious injury.
  - 4. Examples of safe and appropriate restraint techniques and how to use these techniques with multiple staff members working as a team.
  - 5. Instruction in the district's documentation and reporting requirements.
  - 6. Procedures to identify and deal with possible medical emergencies arising during the use of restraint.
  - 7. Cardiopulmonary resuscitation.

District personnel who have received seclusion, restraint, or other training for topics outlined in this policy not associated with their employment with the District (i.e. former law enforcement or corrections staff, former residential setting staff) shall be trained in such District-approved techniques referenced in this policy and are prohibited from applying any such techniques or procedures learned or acquired elsewhere to District encounters with students.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1003.32, 1003.573,

1006.07, 1006.11, 1012.75, F.S.

STATE BOARD OF EDUCATION RULE(S)  
6.03028

6A-6.03312, 6A-

#### HISTORY:

ADOPTED: 02/15/11

REVISION DATE(S): 02/07/12, 11/05/13, 05/07/19, 06/07/22, 02/20/24  
FORMERLY: NEW

#### NOTES:



**April 2, 2024 Board Meeting**  
Agenda Item 29.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

Upload Date

Type



## CHAPTER 5.00 – STUDENTS

### STUDENT IDENTIFICATION BADGES POLICY

5.372

- I. Students who have been issued identification badges must have their official identification badge displayed in a visible manner at all times when on school district property.
- II. Students who have been issued identification badges but fail to wear the badge in a visible manner while on school district property will be disciplined per the Student Code of Conduct.
- III. Student identification badges shall be issued each school year and follow School Board Policy 5.72
- IV. Each identification card shall include the numbers for national or statewide crisis and suicide hotlines and text lines.
- V. The Office of Safety & Security and Emergency Management shall annually set the replacement cost for lost or broken student identification badges, which shall be charged to the appropriate cost center. The cost of replacement shall be recouped by the Office of Safety & Security and Emergency Management.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S

#### LAWS IMPLEMENTED:

1006.07,

1008.386 F.S.

#### HISTORY:

ADOPTED: 05/06/08

REVISION DATE(S): 05/07/19, 02/20/24

FORMERLY: NEW

#### NOTES:





**April 2, 2024 Board Meeting**  
Agenda Item 30.

**Title**

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.

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 5.50 Academic Honesty](#)

Upload Date

3/20/2024

Type

Cover Memo

## CHAPTER 5.00 – STUDENTS

### ACADEMIC HONESTY

5.50

- I. The School Board of Sarasota County strongly believes that academic honesty must be practiced by all students.
  - A. Definition of Cheating: Cheating shall be defined as
    - a) The inappropriate and deliberate distribution or use of information, notes, materials, work of another person, or testing materials;
    - b) the unauthorized or inappropriate use of technology devices in the completion of an academic assessment or assignment.
- II. Students are expected to demonstrate honesty and integrity at all times.
  - A. Each student is expected to do his or her own work, except where collaboration is permitted by the teacher. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers and research.
  - B. There is no distinction between giving and receiving unauthorized help; one who helps another to cheat is as guilty as one who benefits from cheating. All work submitted by the student should be a true reflection of that student's own effort and ability.
  - C. Students shall not use Artificial Intelligence (AI) platforms to avoid doing their own work. AI platforms should only be used as a supplement when authorized by a teacher. Should AI be used, the student must acknowledge the use of AI related to their school work, attributing text, images, multimedia, etc. when using in their school work. Any use of AI should be in compliance with Policy 3.43 Internet Safety. AP, IB, ACE, and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
  - D. Violation of this policy may result in disciplinary action, academic consequences, the loss of eligibility for local scholarships, and loss of honors, awards, and membership in extra-curricular activities.
  - E. Each year students and families will need to acknowledge receipt of the academic honesty policy which is included in the Student and Family Handbook during the registration process.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1006.07, F.S.**

**HISTORY:**

**ADOPTED: 07/17/2007  
REVISION DATE(S): 05/07/19, 02/20/24  
FORMERLY: NEW**

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 31.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 6.21 District Certificates](#)

Upload Date

3/20/2024

Type

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## CHAPTER 6.00 – HUMAN RESOURCES

### DISTRICT CERTIFICATES

6.21\*

The School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, and full-time and part-time non-degreed vocational education teachers. The fields of certification shall be specified in the *Qualifications for Employment of Non-degreed Full-time and Part-time Vocational and Part-time Adult Instructional Personnel Manual*. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

- I. The Substitute Certificate shall be valid for five (5) school fiscal years and shall be issued to an individual who meets criteria established for employment in the School Board Policy entitled “Substitute Teachers.”
  - A. To re-issue a valid substitute certificate, an individual shall submit an application form to the Department of Human Resources.
  - B. To re-issue an expired substitute certificate, an individual shall submit, to the Department of Human Resources, an application form and a complete set of fingerprints taken by a law enforcement agency or properly trained district personnel to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The fingerprint processing fee shall be paid by the individual.
- II. The following types of full-time certificates shall be issued at the non-degreed vocational level.
  - A. Non-degreed instructional personnel will be issued a two-year (2) temporary certificate upon receipt of fingerprint clearance from the FDLE and FBI and completion of all certification requirements established by the Department of Human Resources.
  - B. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.
  - C. To re-issue a valid professional certificate, official transcripts must be filed with the appropriate renewal form as required by State statute and Florida Department of Education Rule

## CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY: 1001.41, 1001.43(11), 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.32, 1012.39, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502

HISTORY: ADOPTED: 06/21/01  
REVISION DATE(S): 12/10/18, 02/20/24  
FORMERLY: NEW

### NOTES:

Refer To: Human Resources Procedures Manual



**April 2, 2024 Board Meeting**  
Agenda Item 32.

**Title**  
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 Information**  
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**Financial Impact**  
N/A

**ATTACHMENTS:**

Description  
[Policy 6.22 Teaching Out of Field](#)

Upload Date  
3/20/2024

Type  
Cover Memo

## CHAPTER 6.00 – PERSONNEL

### TEACHING OUT-OF-FIELD

**6.22+**

- I. The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule and appropriate Florida statute..
- II. Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year, or if changes occur thereafter, and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment and the justification. The School Board's minutes shall reflect such approvals.
- III. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester and the parents of all students in the class shall be notified in writing of such assignment.
- IV. The Superintendent shall recommend and the Board shall adopt a plan to assist any teacher teaching out-of-field.

**STATUTORY AUTHORITY:** 1001.41, 1001.43(11), 1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:** 1001.43, 1012.42, 1012.55, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0503

**HISTORY:** **ADOPTED:** 08/21/01  
**REVISION DATE(S):** 02/07/17, 12/10/18, 02/20/24  
**FORMERLY:** NEW

#### **NOTES:**

**Refer To: Instructional Bargaining Agreement**  
**SARASOTA 6.22**

**Page 1 of 1**



**April 2, 2024 Board Meeting**  
Agenda Item 33.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 6.303 Employees With Weapons](#)

Upload Date

3/20/2024

Type

Cover Memo



## CHAPTER 6.00 – HUMAN RESOURCES

### EMPLOYEES WITH WEAPONS

6.303

- I. No employee of the school system shall unlawfully carry or have a firearm or other weapon in his or her own possession while at school, on school property, or at a school activity.

For the purposes of this section:

- a) *School* means any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic, including parking lots.
- b) *School Board Property* means property owned, leased, operated or managed by the School Board, including, but not limited to, Schools, structures, conveyances, vehicles, buses, fields, sports complexes, board rooms, trails, playgrounds, parking lots, vacant lots, construction sites, fenced land, posted land, easements, and other property generally used for educational or School Board purposes.
- c) *Firearm* means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.
- d) *Weapon* means any dirk, knife, metallic knuckles, razor, chain (when used as a weapon), slungshot, billie, tear gas gun, chemical weapon or device, other deadly weapon, or other prohibited item defined in Florida Statute 790.001.

- II. An employee may carry a firearm:

- (a) During or as part of a firearms program, class, or function which has been approved in advance by the Superintendent or his/her designee as a program or class to which firearms could be carried and so long as said firearm is securely encased;
- (b) At a career center with a firearms training range during or as part of such an approved firearms program, class, or function and so long as said firearm is securely encased; or
- (c) When otherwise authorized by law.

- III. Employees shall not possess firearms or weapons in vehicles while said



vehicles are parked at school as part of campus parking privileges, regardless of whether such firearms or weapons are securely encased and/or inaccessible for immediate use.

IV.

V. Any weapon confiscated from a employee shall be immediately turned over to law enforcement.

VI. Authorized law enforcement officers may have firearms and other approved weapons in their possession while on duty or as otherwise authorized by law.

**STATUTORY AUTHORITY:** 790.115, 790.33, 1001. 41(2); 1001.43(11); 1012.23, F.S.

**LAWS IMPLEMENTED:** 790.06, 790.115, 790.25(4), 1001.43, F.S.

**HISTORY:**

Adopted: 8/21/01  
Revision Date(s): 12/10/18,  
02/20/24  
Formerly: 3.135

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 34.

**Title**

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.

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 8.10 Safety](#)

Upload Date

3/20/2024

Type

Cover Memo

## CHAPTER 8.00 - AUXILIARY SERVICES

### SAFETY

8.10\*+

- I. The supervisor of each site or facility shall establish a school safety team which shall be responsible to identify, prevent and mitigate issues that pertain to safety, security, and emergency management issues and to advance the promotion of safety education and accident prevention program for that site. Committees shall meet a minimum of four times per year, preferably once per grading period.
- II. Schools shall cooperate with the Law Enforcement Agencies, First Responders, and other agencies promoting safety education.
- III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety team coordinator.
- IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle on any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities and authorized by Florida Statute and School Board Policy.
- V. School Environmental Safety Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of Education rules. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department Of Education.
  - A. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a school, on school transportation, or at a school-sponsored activity.
  - B. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.
  - C. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.

## CHAPTER 8.00 - AUXILIARY SERVICES

- VI. A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- VII. The Superintendent or designee shall require that hazardous conditions found on any School Board property be reported immediately and that reported hazards be investigated and corrected or removed, as appropriate.
- VIII. School alarm systems shall be monitored on a monthly basis or more frequently as needed. Any malfunction shall be reported for immediate repair.
- IX. The Superintendent shall develop appropriate emergency management and emergency preparedness plans.
- X. The School Board delegates to the Chief of the Sarasota County Schools Police (SCSPD) Department the authority to develop and implement appropriate General Orders relating to the administration of the SCSPD. These General Orders must comply with State law and may not be inconsistent with the provisions of any School Board Policy or collective bargaining agreement(s) between the School Board and any bargaining unit representing members of the SCSPD.
- XI. With the approval of the School Board, the Superintendent is authorized to install metal detectors and other security devices which would assist in the detection of guns and dangerous weapons in school buildings and/or on District property.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

773.06, 790.06, 790.115, 1001.43, 1006.062(3), 1006.07, F.S.

### HISTORY:

ADOPTED: 08/21/01

REVISION DATE(S): 09/01/09, 06/17/14, 10/02/18,  
08/06/19, 01/21/20, 12/07/21,  
02/20/24

FORMERLY:

### NOTES:



**April 2, 2024 Board Meeting**  
Agenda Item 35.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

Upload Date

Type



**KEY CONTROL/ACCESS TO BUILDINGS**

**8.111**

**I. ISSUING AUTHORITY:**

The Sarasota County Schools Police Department, Office of Safety, Security, and Emergency Management will oversee all districtwide keying systems. The management of all keys used in a work location shall be the responsibility of the work location supervisor adhering to district-approved keying authorization levels. The Director of Technology, Office of Safety & Security and Emergency Management or designee will review the request of the school principal or authorized program administrator and issue individual keys to personnel where a need for access to an area can be demonstrated. Requests for permanent issuance of keys shall be made only in those instances where an employee requires a key in order to carry out normal activities necessitated by the position he/she holds. The issuance of keys to a new school or renovation projects will only be made at the time of substantial completion with sign-off by the Construction Services Department and the Sarasota County Schools Police Department, Office of Safety, Security, and Emergency Management. By definition of this policy, electronic access control cards (proximity cards) are considered keys.

**II. WHO IS AUTHORIZED TO SPECIFIC KEYS:**

Access will be given only to the areas where the need is justified. Justification could include but not be limited to the following: work necessities, assigned office, assigned classroom/laboratory, and/or other areas of responsibility. The Director of Technology, Office of Safety & Security and Emergency Management or his/her designee is the approving authority for key and access control proximity card assignments.

**III. LOST OR STOLEN KEYS:**

Each Cost Center head is responsible for the issuing to staff and inventory of keys and proximity cards. The person issued a key or proximity card shall be responsible for its safekeeping and shall pay for a duplicate key and/or proximity card if lost. Any person losing a key(s) or proximity card(s) must immediately notify their cost center administrator. Notification must be by telephone or in-person. Duplicate or replacement keys/proximity cards shall be obtained only through the Sarasota County Schools Police Department, Office of Safety, Security, and Emergency Management. The unauthorized duplication of keys otherwise is prohibited.

- A. Replacement Key/Proximity Card Costs: Lost keys and proximity cards are subject to a replacement charge of \$10.00 per item for the 1st offense, \$20.00 per item for the 2nd offense, and \$30.00 per item for each subsequent offense.
- B. Replacement classroom change key costs shall be encumbered by the Office of Safety & Security and Emergency Management.
- C. Replacement GGMK/Master/Classroom master key costs shall be encumbered by the Office of Safety & Security and Emergency Management for the first offense per site per fiscal year. Subsequent



## **CHAPTER 8.00 - AUXILIARY SERVICES**

replacement costs shall be encumbered by the Cost Center.

### **IV. KEYS AND PROXIMITY CARDS MAY NOT BE LEFT UNATTENDED OR LOANED:**

All keys and proximity cards issued on a permanent basis should be retained at all times by the person to whom issued. Practices such as leaving keys and/or proximity cards on desks, loaning to others, etc. shall not be permitted.

### **V. LOCKED DOORS:**

All classroom doors shall be lockable from the interior of the room. All classroom doors are to remain closed and locked while instruction is taking place in the classroom. Classroom doors are to remain locked at all times even when the classroom is empty and the door is open.

### **VI. GATES:**

All exterior gates shall remain locked and closed at all times. Any gate open to allow for student entry shall have a staff member posted at the gate with a school radio to prevent access to grounds by visitors that have not been cleared through the office.

### **VII. ALARM POLICY:**

During non-school hours, weekends, and other times when school building(s) are armed and secure, personnel assigned a proximity card, alarm code, master key, or key will be held accountable for the proper use of the security alarm system and the physical security of the building. All personnel entering buildings during these times must notify the Office of Safety & Security and Emergency Management.

No employee shall cause a building to be unsecure, unarmed, or otherwise made unsafe via the improper use of a proximity card, alarm code, master key, or key. Building alarms shall be activated/deactivated only as necessary and in accordance with approved school functions, events, and district guidelines. The Superintendent or his/her designee shall develop appropriate guidelines.

### **VIII. TERMINATED EMPLOYEES/VOLUNTARY SEPARATION:**

Any person terminating employment, voluntarily separating, or moving to another assignment with the district will immediately turn in all identification badges, proximity cards, alarm codes, and keys to their cost center head or the appropriate District level administrator. It is the responsibility of each Cost Center head to ensure all keys and proximity cards are returned.

### **IX. POLICY VIOLATION:**

Any person(s) found to have violated this policy will be subject to disciplinary action.

**STATUTORY AUTHORITY:**

**1001.41(2), 1001.43(4), F.S.**

**LAW(S) IMPLEMENTED:  
HISTORY:**

**NOTES:**

## CHAPTER 8.00 - AUXILIARY SERVICES

1001.43(4), F.S.

ADOPTED:  
03/05/13 REVISION  
DATE(S): 11/06/18,  
08/03/21, 02/20/24  
FORMERLY: New



**April 2, 2024 Board Meeting**  
Agenda Item 36.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

Upload Date

Type



## CHAPTER 8.00 - AUXILIARY SERVICES

### District Facility and Event Security Screening

8.112

- I. Unauthorized weapons and other dangerous objects have an adverse and disruptive effect upon the educational process and have no place within the education and work environments of the School District. As part of the School District's overall plan to enhance the level of protection of the health, safety and welfare of students, employee's and visitors, as well as to support enforcement of the Student Code of Conduct, walk-through or handheld metal detectors may be used to screen persons for firearms and other dangerous objects which are prohibited on School District property by applicable law and School Board policies at any facility or event operated by the school district
- II. This policy shall apply to all students, employees, visitors, and contractors who desire to enter School Board property.
- III. Nothing in this policy set forth below shall be construed to limit the authority of School District administrators to search any person when there is reasonable suspicion to believe that such person is in possession of a firearm or other dangerous or prohibited object(s), or when such a search is otherwise permitted by law or School Board Policy 5.31.
- IV. Use of walk-through or handheld metal detectors in schools/District facilities shall be conducted in accordance with the manufacturer's instructions and user guide. No walk-through or handheld metal detectors other than those approved by the Department of Safety, Security, and Emergency Management, shall be utilized on School Board property.
- V. Only school board approved personnel who have been trained may operate the walk-through or handheld metal detectors. All staff assigned to operate the walk-through or handheld metal detectors must be certified to use the walk-through or handheld metal detectors by completing all required training as determined by the SCSPD or SSEM.
- VI. All searches shall be conducted in accordance with School District policies and Florida Law.
- VII. If there is reasonable suspicion that someone has a dangerous weapon the school/site administrator may request that the school-based SRO conduct the search on behalf of the administrator for safety reasons.
- VIII. Any person found to be in possession of a firearm, weapon, or other dangerous object prohibited on school district property shall be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
- IX. Students and employees who refuse to submit to a search consistent with these guidelines will be subject to appropriate disciplinary action by school/District

administration. Other persons (visitors and contractors) who refuse to submit to a search consistent with this policy will be refused entry and escorted off campus.

- X. When a scanned student or employee is found to be in possession of articles prohibited by applicable law or School Board policy, the designated school district employee conducting the scan will promptly notify the principal/designee of the scan results to ensure appropriate disciplinary action is taken, as well as appropriate additional action(s) such as completing a Behavioral Threat Assessment, in accordance with School Board policy.
- XI. Where a scanned person is found to be in possession of articles prohibited by law, the designated school district employee will inform the school resource officer or local law enforcement. In the event the search was conducted by a law enforcement officer, the officer may take enforcement action as authorized under Florida law.
- XII. Screening Notices will be posted in several prominent locations at each school district facility informing students, employees, visitors, and contractors that they are subject to search for weapons and other dangerous objects prohibited by applicable law or School Board policy.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.07,  
1001.41, 1006.09 F.S.**

**HISTORY:**

**ADOPTED: 8/21/01  
REVISION DATE(S): 11/06/18, 02/20/24  
FORMERLY: New**

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 37.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

Upload Date

Type





## CHAPTER 8.00 - AUXILIARY SERVICES

### EMERGENCY DRILLS/PLANS

8.16\*+

- I. The school safety specialist shall set a yearly schedule of required drills for each district and charter school to follow. The principal and the school safety team, in consultation with the school safety specialist, shall develop a comprehensive emergency action plan in response to the five (5) emergency responses, lockdown/active assailant or other armed or hostage situations, evacuations for fire, bomb threats, or any other reason to evacuate, shelter in place for weather or other events, secure perimeter, and hold. Familiarization and training drills for lockdown and evacuation shall be held with staff during the pre-service week. A lockdown drill and an evacuation drill shall be held with all staff and students during the first ten (10) of the school term.
  - A. A written report of each emergency drill shall be maintained at the school and sent in electronic form to the school safety specialist within 15 days of the drill or by the end of the month.
  - B. Accommodations for drills conducted at exceptional student education centers may be provided.
- II. The principal and instructional and non-instructional school staff members, in consultation with the School Safety Specialist, shall develop a comprehensive emergency evacuation and lockdown response plan and emergency drills for actual emergencies, including, but not limited to, fires, natural disasters, active assailant and hostage situations, and bomb threats, for all students and faculty, pursuant to State Board of Education rules. Drills for active shooter and hostage situations shall be conducted in accordance with developmentally appropriate and age-appropriate procedures at least as often as other emergency drills. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted clearly indicating fire exits and alternate evacuation routes.
- III. A copy of the approved district Site Emergency Plan shall be posted and readily available.
- IV. The principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation, lockdown and reunification of school buildings.
- V. The principal shall identify and report to the School Safety Specialist hazardous areas requiring corrective measures. The Chief of the Sarasota County Schools Police Department or Designee shall be responsible for informing the Superintendent or Designee of the principal's report.
- VI. The Chief of the Sarasota County Schools Police Department or his/her designee shall be responsible for contacting other law enforcement or public safety agencies when the Sarasota County Schools Police Department requires their assistance in responding to emergencies.
- VII. The Chief of the Sarasota County Schools Police Department or his/her designee shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of the school's campus

## **CHAPTER 8.00 - AUXILIARY SERVICES**

- VIII. The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency drills.

On an annual basis, the Office of Safety, Security, and Emergency shall conduct a review of school safety requirements to ensure all policies and procedures meet or exceed the recommendations of the Marjorie Stoneman Douglas Commission or future statewide equivalent.

**STATUTORY AUTHORITY:** **1001.42, F.S.**

**LAWS IMPLEMENTED:** **404.056, 1001.43; 1006.07, 1013.12, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-2.0010**

**HISTORY:** **ADOPTED:8/21/01**

**REVISION DATE(S): 06/17/14, 11/06/18, 08/06/19, 08/03/21, 12/07/21**

**FORMERLY: 2.113**

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 38.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 8.18 Emergency Closing of Schools and Student Reunification](#)

Upload Date

3/20/2024

Type

Cover Memo



**EMERGENCY CLOSING OF SCHOOLS AND STUDENT REUNIFICATION****8.18**

In case of an emergency, the Superintendent/designee is authorized to close any school or all schools and to dismiss a school(s) before the regular daily dismissal hour. The principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's office and the Chief of the Sarasota County Schools Police Department with a statement describing the reasons for early dismissal. Any emergency closing will be reported to the School Board as quickly as possible with the reasons therefore.

- A. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students until they depart from the school bus.
- B. The principal shall cooperate with emergency preparedness authorities and the Sarasota County Schools Police Department during a natural or man-made disaster. In all emergency situations, the principal shall cooperate with the Sarasota County Schools Police Department and law enforcement authorities from the local jurisdiction.
- C. One critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency. Successful planning and implementation also demand partnerships with all responding agencies participating in crisis response. A predetermined, practiced reunification method ensures the reunification process will not further complicate what is probably already a chaotic, anxiety-filled scene.
- D. The District will establish and train a district reunification team. This team will be comprised of staff from departments within the district and will be activated by the SCSPD Chief of Police, or designee, or by request of the Principal.
- E. The District will not announce the location of the reunification site until after all able students have been delivered to the site and the Chief of Police or designee determines it is safe to do so.

The Principal shall appoint members of their staff to the Emergency Response Team (ERT). This team will be assigned and trained to respond to critical events at the school. This ERT will be responsible for school-site Reunification and establish the following:

- 1. Establish a parent check-in location.
  - a. Greeters will greet parents, show them the process, and direct them to the Checkers.
  - b. Checkers verify ID through their ID and SIS

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- c. Parents complete reunification cards.
  2. Establish a student staging area. This area is not in the same location as the check-in
    - a. This area is out of sight of parents and is out of sight of the check-in area.
    - b. Reunifier recovers students from the staging area and delivers them to the reunification site. The reunification site must be located away from and out of sight of the parent check-in area.
    - c. Designated teachers are to remain in the student assembly area to manage students
    - d. Students are reunified with parents/guardians after all information is verified
  3. Counselors should be available and in a private area out of sight of students and parents. For parents who cannot be reunified with their student.
- F. Offsite reunification will follow the same procedures as above but require staff to be assigned to the following jobs.
1. The Principal Transportation Team:
    - a. Assemble a master student roster, teacher roster, and guest roster
    - b. Account for students on their assigned bus and deliver students to the student staging area.
  2. The district reunification coordinator will assist in the identification of a reunification site
  3. The Director of Transportation or their designee will provide transport of students and staff to the reunification site.
  4. The Principal will assign a staff member to track students and staff being taken to medical facilities.
  5. Reunification Team, have roles already assigned (same as onsite)
  6. Proceed to location and prepare for student, staff, and parent arrival
  7. District teams will be in-route to assist.

### G. RECOVERY PHASE:

Recovery starts when the crisis begins. Actions taken during the Recovery Phase may be initiated because of the serious injury or death of a student/staff member whether naturally or prematurely, violently or accidentally, on-campus or off-campus. The District and schools will activate designated Emergency Response Teams.

1. Designate members of your staff as members of the school-based ERT who have leadership abilities and react with calm assurance in the face of a crisis.
2. The members should be faculty/staff who know and relate well to the students and have the students' respect.



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3. The school should include a school counselor, psychologist, or social worker on the ERT who has been trained in post-crisis intervention.
4. Other members may include coaches, social workers, and family resource coordinators.
5. School-Based ERT roles include the following:
  - a. Leader/Coordinator – coordinates the school’s crisis response team activities, in conjunction with the principal.
  - b. Family Liaison – opens communication between the family and the school; also, provides support to the family, advising them of school and district procedures.
  - c. Phone Tree Coordinator – establishes and disseminates contact information to mobilize the school’s crisis response team in the event of a crisis
  - d. Support Services Coordinator – assesses and coordinates additional resources
  - e. School Counselor, Psychologist or Social Worker - provides support to those in need
  - f. Roamers – members of the crisis response team or staff appointed on the day of the crisis to assist the crisis response team by being visible and available to students
6. Establish a crisis response action plan with activities, contact information, sample letters to parents/guardians, and staff, and checklists.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

1001.43, 1001.51, F.S.,  
6A-1.0018 F.A.C.

### HISTORY:

ADOPTED: 08/21/01

REVISION DATE(S): 11/06/18, 08/03/21

FORMERLY: New

### NOTES:



**April 2, 2024 Board Meeting**  
Agenda Item 39.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 8.19 Security Plan](#)

Upload Date

3/20/2024

Type

Cover Memo



## CHAPTER 8.00 - AUXILIARY SERVICES

### SECURITY PLAN

8.19+

- I. All District schools shall develop and implement a school safety, security and emergency management plan. This program shall be consistent with provisions in Florida Statutes and State Board of Education rules.
- II. Specific plans shall be developed for school operating hours as well as before and after school activities. These plans shall be created by the school safety team and include assignments and training for staff assigned to the emergency response team.
- III. Safety, Security, and Emergency Management plans shall be practiced during emergency drills. After-Action reviews shall be convened after each drill and event. Reports shall be sent to the Office of Safety, Security, and Emergency Management.
- IV. The Principal shall ensure that all security plans have a leadership succession plan written in.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.43, 1006.07 F.S.

#### HISTORY:

ADOPTED: 8/21/01  
REVISION DATE(S): 11/06/18, 02/20/24  
FORMERLY: New

#### NOTES:



**April 2, 2024 Board Meeting**  
Agenda Item 40.

**Title**

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 Information**

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 8.36 Transporting Students in Private Vehicles](#)

Upload Date

3/20/2024

Type

Cover Memo



## CHAPTER 8.00 - AUXILIARY SERVICES

### TRANSPORTING STUDENTS IN PRIVATE VEHICLES

8.36\*

#### I. Definition

A. For the purposes of this policy, a private vehicle is any non-school bus passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.

II. The Board will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12. *Regular transportation* or *regular use* means to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location. Regular transportation of students in private vehicles shall be authorized by the District's Transportation Office on a case-by-case basis.

III. Except as provided in section I, the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:

A. When a student is ill or injured and must be taken home or to a medical treatment facility under nonemergency circumstances and

1. The school has been unable to contact the student's parent, as defined by Florida Statutes, or the parent, or responsible adult designated by the parent is not available to provide the transportation;
2. If the school has been unable to contact the parent prior to the transportation, the school shall continue to attempt to contact the parent until the school is able to notify the parent of the transportation and the circumstances.

B. When board employees are required to use their own vehicle to perform duties of employment, and such duties include the occasional transportation of students.

IV. The District may contract with a common carrier to transport students to and from in-season and postseason athletic contests and to and from a school function or event in which the district school board or a school has undertaken to participate or to provide for or sponsor the participation of students.

V. Any private vehicles used to transport students under this policy shall be currently registered in the State of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance identification card, to the District's Transportation Office in a reasonable amount of time before the planned travel. The District's Transportation Office will examine the driver's license, vehicle registration and insurance card, and may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested

VI. A driver who is transporting students under the provisions of this policy shall adhere to



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Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.

- VII. Any non-emergency transportation of a student in a private vehicle shall require parental notification and authorization.
- VIII. Student transportation in private vehicles may only be authorized for trips within the State of Florida. When transportation is authorized in a private vehicle, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.
- IX. When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. 1006.24 regarding liability for tort claims are applicable. District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with state law.
- X. Notwithstanding any other provision of this policy, in an emergency situation which constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.  
  
Notwithstanding any other provision of this policy, a student's parents are responsible for the transportation of students to and from extracurricular activities, including athletic events and practices, unless the school principal and athletic director determine the school will provide transportation. Factors such as the number of students involved and the proximity of the event will be among the factors considered when making such determination. School personnel are not permitted to assist in arranging for or providing transportation when the school does not provide transportation and the school district has no liability when transportation is not provided by the school.

**STATUTORY AUTHORITY:** 1001.42(10), 1001.43(9), F.S.

**LAW(S) IMPLEMENTED:** 316.305, 1006.21, 1006.22, 1006.24, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

**HISTORY:** **ADOPTED:** 08/21/01  
**REVISION DATE(S):** 07/21/09, 04/15/14  
11/06/18  
02/2024  
**FORMERLY:** 6.303

**NOTES:**



**April 2, 2024 Board Meeting**  
Agenda Item 41.

**Title**

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.

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**Financial Impact**

N/A

**ATTACHMENTS:**

Description

[Policy 9.101 Parent Family Involvement](#)

Upload Date

3/20/2024

Type

Cover Memo

## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

### Parent / Family Engagement

9.101

#### Definitions:

- I. As defined in FS 1014, "parent" means any person who has legal custody of a minor child as a natural or adoptive parent or a legal guardian.

The School Board of Sarasota County recognizes that it is a fundamental right of parents to direct the education of their minor children. To support the mission of the school district, which is to prepare students to achieve the highest learning standards, the schools and parents must work together as partners.

Although parents are diverse in culture, language and needs, the District understands their commitment to the educational success of their children. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent engagement and reflect the specific needs of students and their families.

- I. In accordance with State and Federal Law, the Superintendent for each School District receiving Title I funding shall make sure parents and students are notified they may request, and the District will provide, information regarding the student's classroom teacher:
  - a. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, and;
  - b. Whether the teacher is teaching under any emergency or other provisional status through which State qualification or licensing criteria has been waived, or;
  - c. The undergraduate major of the teachers, area of study, and any certificates for graduate degrees earned, or;
  - d. The qualifications of any paraprofessionals providing services to their child or children
- II. Parents shall also be provided information regarding:
  - a. The level of their child or children on required State academic assessments; and
  - b. If the student has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements or subject area they are assigned.
- III. As required by Federal Law, the District shall develop review a Title I Parent and Family Engagement Plan. This plan shall be reviewed annually to ensure ESSA compliance.
- IV. The Superintendent or designee shall develop, implement and regularly evaluate a parent engagement program in each school, which will include parents at all grade levels in a variety of roles. The parent engagement programs shall include, but not be limited to the following components:

- a. Communication between home and school is ongoing, two-way and meaningful.
  - b. Responsible parenting is promoted and supported.
  - c. Parents play an integral role in assisting student learning, including in the areas of homework, school attendance, and discipline.
  - d. Parents are welcome in school and their support and assistance are sought.
  - e. Parent education programs are offered.
  - f. Parents are partners in the decision making that affects children and families.
  - g. Community resources are utilized to strengthen school programs, family practices and student learning.
- V. The Board supports professional learning opportunities for staff members to enhance understanding of effective parent engagement strategies.
- VI. The Board recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- VII. The Board supports the development, implementation and regular evaluation of a program to involve parents in the decisions and practices of the school system, using to the degree possible, the components listed above.

## ***CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS***

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.42(17), 1001.51, 1001.54, 1002.20, 1002.23,  
1003.33, 1006.07, 1008.25,  
1012.98, 1014 F.S.**

**HISTORY:** **ADOPTED: 12/09/03  
REVISION DATE(S): 11/06/18, 02/20/24  
FORMERLY: NEW**

**NOTES:**



**April 2, 2024 Board Meeting**  
**Agenda Item 42.**

**Title**

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.

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**Financial Impact**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Policy 6.271 - Staff and Student Communication</a>	3/25/2024	Cover Memo
<a href="#">Policy 7.85 Online Educational Service Agreements and Contracts</a>	3/20/2024	Cover Memo
<a href="#">Policy 9.40 - Advertising and Commercial Activities</a>	3/25/2024	Cover Memo



## CHAPTER 6.00 – HUMAN SERVICES

### Staff and Student Communication

6.271+

The School Board recognizes that understands that communication between staff and students is necessary during the business of the District. Approved communications between staff and students shall be voluntary, follow all School Board Policies, must be archived and made available, if requested, in accordance with Chapter 119 of the Florida Public Records Statute, and must not contain confidential information or educational records of third parties. In accordance with the above, the following shall apply:

- I. **Definitions** – for the purposes of this policy, the following definitions shall apply:
  - A. **Electronic Communication** - A communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Electronic communications include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites. Posts to District-approved social media accounts are governed by the District's social media policy.
  - B. **Improper Communication** –
    1. Any communication defined as prohibited within this policy; or
    2. Any communication made outside of a District's acceptable communication platform
    3. A communication with a minor student, through the use of District or personally owned devices that is not related to school connected activities/assignments and that is made without parental permission to do so
  - C. **Social media** includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts and other multimedia communications. These media provide information from various published sources and allow for interaction through user-generated content.
  - D. **Staff** is any full time, part time, or temporary Instructional, administrative, non-certificated, instructional support personnel, or coach as defined in accordance with the provision of Florida Statutes.
  - E. As defined in FS 1014, "parent" means any person who has legal custody of a minor child as a natural or adoptive parent or a legal guardian.

## **CHAPTER 6.00 – HUMAN SERVICES**

### **II. Acceptable Use**

- A. District Communication Tools – The District’s website has a communication platform (email, text, and voice) embedded within it. The tool has 2-way communication technology classroom management for administrators, teachers, coaches, parents, and students to communicate in the language of choice. The District also provides every employee with a District email address. Due to retention of records, District Communication Tools are the preferred method of communication.
- B. Communication between a staff member, volunteer, coach and student via personal telephone, cellular telephone, or text messaging shall be used only when the District’s Communication Tools are either not available or not a feasible option for all parties concerned.

### **III. Prohibited Communication**

- A. Social Media communication between a staff member and student shall be prohibited
- B. In accordance with State and Federal law, transmittal of any education record to any non-authorized third parties shall be prohibited.
- C. Communication that violates School Board policy or State or Federal law.
- D. Any communication of a sexual nature or conduct unless otherwise permitted by Florida Statute 1006.28, sexually oriented humor or language, sexual advances, or pornography as defined in Florida Statute 847.012 shall be prohibited.
- E. Any communication involving the use of, encouraging the use, or promoting the use of alcohol, tobacco, or any other illegal activities shall be prohibited.
- F. Communication through any email account of a staff member other than their authorized District email account shall be prohibited.

### **IV. Reporting Responsibilities**

- A. If a student sends an improper or prohibited electronic communication to a staff member, the staff member shall immediately notify their Supervisor. Upon notification of the improper communication, the Supervisor or Designee shall immediately notify the parent of the student and take appropriate action to have the student discontinue the improper electronic communication.

### **V. Acknowledgements**

- A. Because all District communication is subject to Chapter 119 of Florida’s Public Records Statute, staff members shall have no expectation of privacy on the School District’s email system, through the District’s Website Communication Tool, or in any other communication with a student, regardless if it is authorized.
- B. All school personnel or volunteers who communicate about school business or students shall be responsible for retaining all communications or other records generated, regardless of device, and produce such records upon request in

## **CHAPTER 6.00 – HUMAN SERVICES**

accordance with Chapter 119 F. S.

- C. Any improper electronic communication by a staff member may result in appropriate disciplinary action.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.  
Family Educational Rights and Privacy Act (FERPA)

**LAW(S) IMPLEMENTED:** 1001.43, 1003.04, 1003.31,  
1006.07,  
1006.08, 1006.09, 1006.145, F.S., Family Educational Rights and Privacy Act (FERPA)

**HISTORY:** **ADOPTED: 05/2024**  
**REVISION DATE(S):**  
**FORMERLY: NEW**

### Online Educational Services Agreements/Contracts

7.85

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3, and Section 1002.22, F.S., F.A.C. §6A-1.09550(9) as well as to align the District's data privacy and security practices.

This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

#### 1. Definitions:

- a. "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- b. "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- c. "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- d. "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- e. "Educational agency" means a school district, school, or charter school.
- f. "Eligible student" means a student who is eighteen years or older.
- g. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and

access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.

- h. "Parent" means a parent, legal guardian, or person in parental relation to a student.
- i. "Personally identifiable information" or "PII" as applied to student data means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. It also includes data as applied to teacher or principal data.
- j. "Principal" means a building principal subject to annual performance evaluation review
- k. "Release" has the same meaning as disclosure or disclose.
- l. "Student" means any person who is or has been in attendance in a district school and regarding whom the District maintains education records.
- m. "Student data" means personally identifiable information (PII) from the student records of an educational agency.
- n. "Teacher" means a teacher subject to annual performance evaluation review
- o. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release pursuant to 1012.31, F.S.
- p. "Third-party contractor/service provider/vendor" means any person or entity, other than an educational agency, whether public or private, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency, and a not-for-profit corporation or other nonprofit

organization, other than an educational agency. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

- q. "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

## **2. Data Collection Transparency and Restrictions**

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a. Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b. Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.
- c. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.
- d. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.
- e. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

## **3. Data Protection and Terms of Service**

Prior to submitting any online services agreement or contract to the School Board for approval, the Superintendent, or designee shall:

- a. Designate a person or persons responsible for the review and approval of online educational services that are required for students to use.
- b. Ensure the online educational service's terms of service and privacy comply with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.

- c. Ensure the Online Educational Services Agreement contains an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove. (This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this policy with respect to previously acquired PII.
- d. Establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service on how it will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.
- e. Ensure the service or application is inventoried and evaluated, and supports the schools' and districts broader mission and goals.

#### **4. Contracts or Agreements with Third Parties**

All contracts or agreements executed by or on behalf of a school district with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

- a. Require compliance with FERPA, its implementing regulations, and Section 1002.22, F.S..
- b. Where applicable, require compliance with COPPA, 15 U.S.C. ss. 6501-6506, and its implementing regulations.
- c. Where applicable, require vendors to ensure compliance with the Student Online Personal Information Protection Act, Section 1006.1494, F.S.
- d. Ensure that only the PII necessary for the service being provided will be disclosed to the third party; and
- e. Prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in paragraph (4)(b) has been met.
- f. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of PII to the third party only where one or more of the following conditions has been met:

- 1. The disclosure is authorized by FERPA and 34 CFR §99.31.
- 2. The disclosure is authorized by the school board or charter governing board's directory information policy implemented in accordance with FERPA and 34 CFR §99.37. or
- 3. The disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of paragraph (4)(b) and must be authorized by the school board or charter school governing board.

#### **5. District Data Privacy**



The District will protect the privacy of PII by:

- a. Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
  - b. Improve academic achievement;
  - c. Empower parents and students with information; and/or
  - d. Advance efficient and effective school operations.
  - e. Not including PII in public reports or other public documents.
6. The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

## **7. Click-Wrap Agreements**


Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements".

- a. District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the Superintendent, or designee.
- b. The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

## **8. Notice:**

For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.

## **9. Compliance:**

Pursuant to this policy any online educational service provided through a Third-party vendor or Third-party service provider must be  School Board approved. An employee's failure to follow this policy may result in disciplinary proceedings, up to and including termination.

## **10. Parent/Guardian Notice:**

- a. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in the student's PII being disclosed and not protected.

- b. Students shall only use School Board approved online educational software, web-based tools or mobile applications on district provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in disciplinary proceedings, up to and including expulsion.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, 1001.43, F.S.**

**LAW(S) IMPLEMENTED:**

**1022.21, 1022.22, F.S.**  
**20 U.S.C. s. 1232g(a)(4); 15 U.S.C. ss. 6501-6506**  
**34 CFR §99.3;**  
**F. A.C. § 6A-1.09550**

**HISTORY:**

**ADOPTED: 05/2024**

**FORMERLY**

## **CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS**

### **ADVERTISING AND COMMERCIAL ACTIVITIES**

**9.40**

- I. Except as provided herein, a school or the District name, facilities, website, or the District Email System shall not be used for oral, written, or graphical advertising or for otherwise promoting the interests of any commercial, political, religious, or other non-school agency, or individual public or private organization; nor shall School Board employees or students be employed in such a manner. Advertising on school buses shall be prohibited.
- II. Below are permitted types of advertisements. All advertisements permitted by this policy shall not be false, misleading, or deceptive; related to an illegal activity; or discriminatory. All such advertisements must not be inconsistent with state standards or Florida law. In no instance shall advertising or images include alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials. All advertisements must be age-appropriate for the location that they will appear. Any such approval, granted for whatever cause or group, shall not be construed as an endorsement of any product, service, organization, or activity of said cause or group by the Board or Superintendent. The cost center head for where the advertisement will appear shall be responsible for carefully reviewing each advertisement for consistency with these requirements.
- III. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any not for profit community-wide social service agency; provided, that such cooperation does not restrict or interfere with the educational program of the school, that such activities promote student or School Board interests and are non-partisan and consistent with State standards.
- IV. A school may use film or other educational materials which contain advertising if the educational value of the materials outweighs their commercial nature..
- V. The Superintendent may announce, or authorize to be announced, any lecture or community activity of particular educational merit.
- VI. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- VII. Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.
- VIII. The School Board may permit commercial advertising on District owned property and may enter into sponsorship agreements with commercial entities on such terms as will be beneficial to the school system. Schools and departments may recognize businesses, business partners, and other community groups providing assistance or financial support for academic/enrichment programs. These activities

shall not involve any direct costs to the District. The cost center head must approve any facility or on-site advertising and such advertising must be in accordance with applicable municipal or county government codes and zoning laws.

- IX. School publications, including publications such as event programs, calendars, newspapers, and yearbooks may accept and publish paid advertising with advance approval of the school principal. .
- X. Central Office publications, including but not limited to, programs, newspapers, flyers, etc. may accept and publish paid advertising with advance approval of the Superintendent or Designee. . Any payments received shall be authorized for use by the Cost Center receiving the payments, in accordance with School Board policies, State Law, and Florida Department of Education rules.
- XI. Nothing in this policy shall be construed as prohibiting the recognition of school/educational programs related contribution, such as instructional materials or student awards by business/corporations, nor to prohibit the use of such contributions bearing the identification of businesses which are sponsoring the contribution. However, no such awards or contributions may be made without the approval of the appropriate District Level Administrator.
- XII. All appropriate School Board bookkeeping procedures will be followed as to all funds collected. All said funds shall be administered and accounted for in accordance with existing laws, Florida State Board of Education Administration Rules, and School Board policies.
- XIII. The School Board or Superintendent reserves the right to consider requests for advertising in the schools on a case-by-case basis.

**STATUTORY AUTHORITY:**

**1001.41(2), 1001.43(4), (5) F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43(4), (5) F.S.**

**HISTORY:**

**ADOPTED: 08/21/01**

**REVISION DATE(S): 11/06/18, 03/2024, 03/2024**

**FORMERLY: 2.107**

**NOTES:**