



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

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

October 16, 2018

ADMINISTRATIVE HEARING: 9:00 A.M.
REGULAR MEETING: 11:00 A.M.
CITRUS COUNTY SCHOOL BOARD
OCTOBER 23, 2018
(Rescheduled from October 9, 2018)

THOMAS KENNEDY
DISTRICT 1

VIRGINIA BRYANT
DISTRICT 2

DOUGLAS A. DODD
DISTRICT 3

SANDRA COUNTS
DISTRICT 4

LINDA B. POWERS
DISTRICT 5

***additional items added to the original agenda**

AGENDA:

ADMINISTRATIVE HEARING: 9:00 A.M.

REGULAR MEETING: 11:00 A.M.

Opening Exercise and Pledge of Allegiance

- I. ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT
- II. CITIZEN COMMENTS
The first Citizen Comments is reserved for comments on the items requesting approval on the agenda. Another opportunity is available for any subject at the end of business.
- III. APPROVE CONSENT AGENDA – (Recognition of donations)
- IV. PRESENTATION
 - A. Citrus County Education Foundation, Shaunda Burdette
Grants for Citrus County Schools Programs and Impact Statement
 - B. District Student Services, Gina Dickey
Recognition and Approval of the Proclamation of Red Ribbon Week, National Bullying Prevention Month and Unity Day
- V. EDUCATIONAL SERVICES, SCOTT HEBERT
 - A. Approval of 2018-2019 School Volunteers

- B. Approve the 2019-2020 School Calendar Options for Citrus County Schools
- C. Approve to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to Approve the Request for a Second Amendment to the 2018-2019 Code of Student Conduct
- D. Approve Research Proposal Request – Efficacy Trial of I Control
- E. Approve Contract with Florida Elks Children’s Therapy Service
- F. Approval of the Department of Education Approved 2018-2019 IDEA Entitlement Grant and the IDEA Preschool Grant
- G. Other Sites:
 - 1. Approval of Affiliation Agreement between the State of Florida, Department of Health/Citrus County Health Department and the Citrus County School Board/Withlacoochee Technical College
 - 2. Approval of Indefinite Quantity Agreement between CareerSource Citrus Levy Marion and Withlacoochee Technical College
- * H. Approval of the Agreement Between the School Board of Citrus County School and Interim Health Care of West Central Florida**
- * I. Approve the Agreement By and Between the School Board of Citrus County, Florida and PACE Center for Girls, Inc. - Citrus**

VI. SCHOOL SUPPORT SERVICES, JONNY BISHOP

- A. Facilities, Construction and Maintenance, Eric Stokes
 - 1) Approve Pre-Qualification of Contractors for Educational Facilities
 - 2) Approval of Change Order #1 for Hernando Elementary School Kitchen Renovation & Remodeling
 - 3) Approval of Change Order #2 for Inverness Primary School Partial Re-Roofing on Buildings 1A, 3 & 5
- B. Human Resources, Suzy Swain
 - 1) Approve Instructional and Support Recommendations
 - 2) Approval of the Affiliation Agreement with the University of West Florida (Internship)
 - * 3) Approve New Job Description for Maintenance Analyst**
 - * 4) Approve to Increase Pay Scale for Transportation – Shop Foreman**
 - * 5) Approve the New Job Description for Transportation Media Technician**
- C. Planning and Growth Management, Chuck Dixon
 - Citrus County School District Continuity of Operations Plan (COOP)

- D. Risk Management, Cheri Cernich
 - 1) Approval of the settlement agreement between Kristan Ward and the School Board of Citrus County, Florida regarding case #2016CA001053 (to be distributed)
 - * 2) **Approval of the 2018-2019 Agreement Between the School Board of Citrus County, Florida and the Citrus County Sheriff's Office for Sheriff's Security Services**
 - * 3) **Approval of the 2018-2019 Best Practices Self-Assessment Report for School Safety & Security (available at District Office)**
 - * 4) **Approval of the 2018-2019 Annual Findings and Recommendations from the School Safety Specialist to the District School Board which identify strategies and activities that the District School Board should implement in order to improve school safety and security (to be distributed)**

VII. FINANCE, MIKE MULLEN

- A. Approve Request to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute to Hawaii: Commemorating the 75th Anniversary of WWII and to enjoy the area's cultural and historical venues from June 5 – 10, 2019
- B. Approve Request to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Agricultural Exposition on October 17, 2018
- C. Approve the \$500 Florida Agriculture in the Classroom grant to Central Ridge Elementary School
- D. Approve the \$500 donation to Forest Ridge Elementary from the VFW Auxiliary Post 10087
- E. Approve the \$1,000 donation to Hernando Elementary School from Keller Williams Realty
- F. Approve the \$500 credit donation to Lecanto Primary School from James Patterson/Scholastic Book Club Giveaway Award
- G. Approve the donation of Bristlebot Kits for a value of \$510 to Lecanto Primary School from DonorChoose.org
- H. Approve the \$675 donation to the Academy of Environmental Science from Fero & Sons Insurance
- I. Approve the \$500 donation to the Academy of Environmental Science from Save Crystal River, Inc.
- J. Approve the \$935 donation to the Academy of Environmental Science from Network for Good
- K. Approve the \$10,000 donation to Withlacoochee Technical College from Crystal River Eagles Aerie 4272, Inc.
- L. Approve renewal of ITB 2015-07 Commercial Paint Labor Services to Lamphier Company d/b/a Lamphier & Company
- M. Approve Disposal of Active Surplus Property
- N. Approve Reactivation of Previously Surplus Property

- O. Approve the 2017-2018 Revised Annual Financial Report
- P. Approve Resolution Affirming Participation in the Small School District Council Consortium

VIII. BUDGET UPDATE

IX. ATTORNEY, LEGAL MATTERS

X. APPROVE MINUTES

XI. CITIZEN COMMENTS

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

XIII. ADJOURNMENT

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

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for: October 9, 2018 School Board Meeting

Requested by: Karen Lisa, Department of Research & Accountability

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

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

Board Action Required:

- Presentation / Recognition Information _____
 Consideration / Approval: _____

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Strategies Include:

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

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

Amount Budgeted \$ _____ Additional Amount Requested _____

Funding Source: Citrus County Education Foundation funded grants

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/ level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)

Project/Event	Amount/Source	Description	Contacts
Math Field Day	From Suncoast Credit Union: \$5,175.00	Funding will be used in the following ways: <ul style="list-style-type: none"> To purchase trophies, t-shirts, and ribbons for students Supplies for Math Field Day in April 2019 	David Roland Beverly Tidwell
AVID Program	From Suncoast Credit Union: \$5,000.00 From Duke Energy: \$5000.00	This funding may be used for AVID program needs. Examples are student fieldtrips to colleges, student supplies, and AVID T-shirts.	Debbie Stanley
Foundation for Success Classroom Mini Grants	From Suncoast Credit Union: \$15,000.00 From Duke Energy: \$15,000.00 From CFEF: \$27,432.97 From Black Diamond: \$5000.00	The Citrus County Education Foundation offers classroom mini grants to teachers that focus on STEM or Literacy.	Shaunda Burdette Susan Frampton Karen Lisa
Field Trips for 5 th graders to Duke Energy, Crystal River Field Trips for 8 th graders to Duke Energy, Crystal River	From Duke Energy: \$5,0000.00 From Duke Energy: \$2500.00	The purpose of this grant is to provide 5th and 8 th grade students from Citrus County the opportunity to tour, explore, and learn about the Duke Energy facilities right here in Citrus County. This grant will provide the necessary funding to cover the cost of the trip, including transporting students to and from the facility.	Beth Branch
First Library Early Literacy for Pre-K and Kindergarten	From Duke Energy: \$10,000.00 From Black Diamond: \$5000.00 From Altrusa: \$5000.00 From Online Fundraiser: \$5000.00 From Century Link: \$5000.00 From Storybook Treasures: \$30,000.00 (in kind)	Funds 6 books a year for each Pre-K and Kindergarten student. Students take the books home and keep them to start a "First Library".	Shaunda Burdette Megan Furniss

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

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

BUILDING TOGETHER



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



Our Mission

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

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

Mission In Action

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

2017-18 Partners

2017/2018 A+ Partners:

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

Committed Community Partners:

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

SERVING

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



\$10,000

Donated by school district employees through workplace giving campaigns.



\$1,540

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



\$1,550

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



\$80,000

Raised in community fundraising events.

SERVING **93%**



OF SCHOOL-AGED CHILDREN IN CITRUS COUNTY



MAKING AN IMPACT

105 LITERACY/STEM AND HEALTH/WELLNESS
MINI GRANTS TOTALING



\$80,700

188 TEACHERS
14,000 STUDENTS

8,250 BOOKS

DISTRIBUTED THROUGH 'FIRST LIBRARY'
AND STORYBOOK TREASURES



IMPACTING **1,650** PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS IN

11 SCHOOLS DURING 66 CELEBRITY READER SESSIONS



\$200,000+

RECEIVED THROUGH IN-KIND DONATIONS FROM
HAWORTH, PUBLIX, STORYBOOK TREASURES, WALMART,
AND NUMEROUS LOCAL BUSINESS AND INDIVIDUALS.

19 STUDENTS ATTENDED THE STATE
SCIENCE & ENGINEERING FAIR.

36 SCHOLARSHIPS DISTRIBUTED IN THE
AMOUNT OF



\$24,500



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

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



DID YOU KNOW?

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

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

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

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



SAVE THE DATE

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



2017-18 SUPPLEMENTAL PROGRAMS

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

MO

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting.

Requested by Gina Dickey HO Department of Student Services

Additional contact(s)/originator _____

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

Board Action Required:

Presentation/Recognition Recognition and Approval Information _____

Consideration/Approval _____

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

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

Backup Material: attached X available in district office _____ other _____

Executive Summary/Highlights:

Proclaim October 22th through October 26th, 2018 Red Ribbon Week

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)

Proclamation

Red Ribbon Week, National Bullying Prevention Month & Unity Day

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

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

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

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


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

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

Date

Sandra “Sam” Himmel
Superintendent

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required:

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

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Strategies Include:

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

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

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

Funding Source: Project #02800

Personnel:

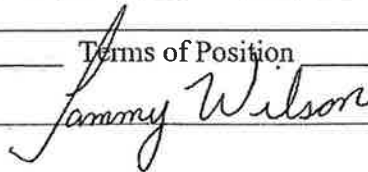
Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)



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

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

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

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

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required:

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

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

Backup Materials: attached available in district office other

Executive Summary / Highlights:

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

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

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: None
Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

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

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

Calendar #1 Rationale

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

Calendar #1

CITRUS COUNTY SCHOOL DISTRICT
2019 - 2020
SCHOOL CALENDAR
LEAP YEAR

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

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

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

FTE Weeks	Spring Break/ County Fair	FSA/NGSSS Assessments	Paid Holidays	Holidays
October 7-11, 2019	March 23-29, 2020	September 9-27, 2019 - Grade 10 ELA Retake	Sept. 2 - Labor Day	Nov. 11 - Veteran's Day
February 3-7, 2020		September 9-27, 2019 - FSA & NGSSS EOCs	Nov. 28 - Thanksgiving Day	Dec. 25 - Christmas Day
1st Nine Weeks- Oct. 11	43 Days	December 2-20, 2019 - FSA & NGSSS EOCs	Nov. 29 - Day After Thanksgiving	Jan. 1 - New Year's Day
2nd Nine Weeks- Dec 20	44 Days	February 24-March 13, 2020 - Grade 10 ELA Retakes	Jan. 20 - Martin Luther King	Feb. 17 - President's Day
3rd Nine Weeks- March 13	45 Days	April 1-14, 2020 - Algebra 1 Retake	April 10 - Good Friday	
4th Nine Weeks- May 29	48 Days	May 4-15, 2020* - Grades 4-10 ELA Reading	May 25 - Memorial Day	
Notes:	2 days designated as PD (Aug 2 - 9)	Grades 3-6 Mathematics		
87 days in semester one		Grades 5 & 8 NGSSS Science		
93 days in semester two		Grades 7-10 ELA Reading		
		Grade 7 & 8 Mathematics		
		May 4-29, 2020* - FSA & NGSSS EOCs		

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

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

Calendar #2 Rationale

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

Calendar #2

CITRUS COUNTY SCHOOL DISTRICT
2019 - 2020
SCHOOL CALENDAR
LEAP YEAR

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

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

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

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

Notes:

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

FSA/NGSSS Assessments	Paid Holidays
September 9-27, 2019 - Grade 10 ELA Retake	Sept. 2 - Labor Day
September 9-27, 2019 - FSA & NGSSS EOCs	Nov. 11 - Veteran's Day
December 2-20, 2019 - FSA & NGSSS EOCs	Dec. 25 - Christmas Day
February 24-March 13, 2020 - Grade 10 ELA Retakes	Jan. 1 - New Year's Day
April 1-14, 2020 - Grades 4-10 ELA Writing	Feb. 17 - President's Day
April 1-14, 2020 - Grade 3 ELA Reading	
May 4-15, 2020* - Grades 4-6 ELA Reading	
May 4-15, 2020* - Grades 3-6 Mathematics	
May 4-29, 2020* - Grades 5 & 8 NGSSS Science	
May 4-29, 2020* - Grades 7-10 ELA Reading	
May 4-29, 2020* - Grade 7 & 8 Mathematics	
May 4-29, 2020* - FSA & NGSSS EOCs	

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

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

Needs to reflect 180 days for students.

Calendar #3 Rationale

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

Calendar #3

CITRUS COUNTY SCHOOL DISTRICT
2019 - 2020
SCHOOL CALENDAR
LEAP YEAR

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

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

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

FTE Weeks	Spring Break/ County Fair
October 7-11, 2019	March 23-29, 2020
February 3-7, 2020	
1st Nine Weeks- Oct. 11	42 Days
2nd Nine Weeks- Dec 20	45 Days
3rd Nine Weeks- March 13	45 Days
4th Nine Weeks- May 29	48 Days

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

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

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

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



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

MAJOR DIFFERENCES BETWEEN CALENDAR OPTIONS

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

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

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval _____

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

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

Backup Material: attached X available in district office _____ other _____

Executive Summary/Highlights:

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

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

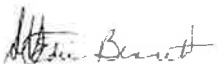
Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Edie Burnett

(Form Board Approved 7/10/07)



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

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

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

ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

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

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

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

<p>NOTE: For the purposes of zero tolerance, a “firearm” means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term</p>

“firearm” does not include an antique firearm unless the antique firearm is used in the commission of a crime.

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

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

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

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

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

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

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

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

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

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

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

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for: October 9, 2018 School Board Meeting.

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

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

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

Board Action Required:

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

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

Backup Materials: attached available in district office _____ other _____

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

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District:

Amount Budgeted \$0 _____ Additional Amount Requested \$0 _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/ level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilbur

(Form Board Approved 7/10/07)



A self-regulation curriculum for middle school students

University of Florida, Special Education

Research Aims

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

Hypothesis - Proximal outcomes

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

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

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

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

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

c) Behavior ratings (Direct Behavior Rating)

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

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

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

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

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

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

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

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

Note: EF = Executive function; ER = emotion regulation

Research Design

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

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

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

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

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

Data Analysis Procedures

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

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

where Y_{ij} is the posttest score on the outcome variable for the i th child in the j th school, Z_j is a dummy coded variable (1 for treatment and 0 for comparison), X_{ij} is the student-level covariate (i.e., the pretest score on the outcome variable), M_j is the school-mean covariate (i.e., school mean pretest score on the outcome variable for participating students from school j), u_j is the school-level residual, and ϵ_{ij} is a child-level residual. The γ coefficients are regression coefficients; in particular, γ_1 is the treatment effect. The model does not include district, site, or year as fixed effects, but we will explore their inclusion during data analysis. Prior to implementing the analysis, between-school and within-school covariate by treatment interactions will also be investigated. Standardized mean difference effect sizes will be reported to complement each analysis. The effect size is $\delta = \gamma_1 / \sigma$, where σ^2 is the sum of the school- and student-level variance components from the multilevel ANOVA model $Y_{ij} = \gamma_0 + \gamma_1 Z_j + u_{0j} + \epsilon_{ij}$. Parent data will be collected only at posttest. For each parent variable, we will use the corresponding pretest teacher variable as the covariate (e.g., the SSiS-Teacher social skills pretest as the covariate for the SSiS-Parent social skills posttests). Scales for achievement measures from FL and OH are not on the same scale. To analyze these data we propose separate standardization of FL and OH tests to mean zero and standard deviation 1. This will be done separately for pretest and posttest data. Pretest data will be from the Spring of the school year prior to the students' enrollment in I Control and posttest data will be from spring of the school year students participate in the study. A two-group (FL & OH) analysis using Equation (1) in both groups will be conducted. All parameters will be allowed to vary across groups allowing estimation of and testing hypotheses about the treatment effect in each state, without any constraints across groups on the parameters. In addition it will allow estimation of and testing a hypothesis about the average treatment effect across states. We plan to use full information maximum likelihood (FIML) to estimate coefficients and test hypotheses. Covariates will be treated as random variables so that cases with complete data, as well as cases with missing data, on the dependent variable or a covariate are included in the analysis (see p. 8, Muthen & Muthen, 1998-2017)). For office referrals and suspensions/expulsions, we will modify the analysis to reflect that these variables are count variables and may be zero-inflated. Among the candidate methods of analysis for such variables are multilevel Poisson and negative-binomial models, as well as zero-inflated versions of these models, and multilevel two-part models. Similarly, a

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

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

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

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



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

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

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

Date:	8/5/18
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Does this request pertain to a grant funded project?		<input checked="" type="checkbox"/> XX	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the complete grant name and official funding agency below. NOTE: A copy of the grant paperwork MUST BE SUBMITTED WITH THE APPLICATION.				
Grant Name: Efficacy trial of I Control: An intensive intervention to improve self-regulation for middle school students with emotional and behavioral problems		Funding Agency: US Dept. of Education, Institute of Education Sciences		

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

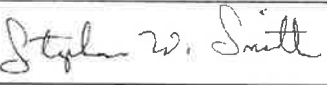
University or College:	Education
City/State:	Gainesville, FL
Advisor's Name & Title:	N/A
Advisor's E-mail:	N/A
Academic Department Phone:	352 273-4263

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

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

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

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

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

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

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

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

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.

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

Additional contact(s)/originator _____

Document Title _____

Board Action Required:

Presentation/Recognition _____ Information _____

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

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

Backup Materials: attached available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: _____

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Jammy Wilson

(Form Board Approved 7/10/07)

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

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

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

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

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

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

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

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

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

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

1. That the foregoing recitals are true and correct, and that each recital is incorporated herein by reference.
2. That the term of this Agreement is October 11, 2018 – May 30, 2019.⁴
3. That the undersigned Community Agency will be permitted to deliver physical therapy services to students enrolled in the Citrus County district schools at each student's school of enrollment.
4. That the undersigned §1003.572 or §1003.572 Private Instructional Personnel will be permitted to deliver professional services to students enrolled in Citrus County

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

district schools at each student's school of enrollment.

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

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

social security numbers⁶, and telephone numbers for the specific persons who will be providing services under this Agreement;

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

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

privileges and such other action deemed appropriate by the Superintendent.⁷

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

⁷ Superintendent shall include Assistant Superintendent.

conflicting services or plans.

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

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

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

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

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

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

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

Personnel for the delivery of services.

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

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

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

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

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

The School Board of Citrus County, Florida

By: _____
Title: _____
Date: _____

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

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

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

ACCESS INFORMATION FORM

Student's Name: Barret Hart Student's ID # _____

Student's School: Inverness Primary School

Name of Person Providing Services: Alissa Martin

Address: 10575 N Skylark Terr; Citrus Springs FL 34434

Social Security # 590688079 Phone #: 904 7189655 E-mail: silversprink@msn.com

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

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

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

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

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

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

Term of Service: ~ 6 months

Frequency of Service: 1x per week

Location at School for Delivery of Service: Variable

Alissa Martin

Parent Signature
Date: 9-4-18

Principal
Date: _____

Alissa Martin

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

Teacher
Date: _____

Background screening approved _____
Date: _____

Insurance approved _____
Date: _____

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required:

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

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

Backup Material: attached x available in district office _____ other _____

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

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: _____

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

Funding Source: 2018-2019 IDEA Entitlement Grants

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

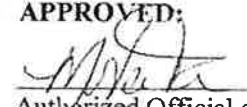
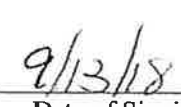

Benefits _____

Terms of Position

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

**Florida Department of Education
Project Award Notification**

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



**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

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

ADDITIONAL TERMS AND SPECIAL CONDITIONS:

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

**Florida Department of Education
Project Award Notification**

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

**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

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- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
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 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
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- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

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

**FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION**

TAPS Number:
1. 19C001
2. 19C002

Please return to:

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

A) Name and Address of Eligible Applicant:

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

DOE USE ONLY

Date Received

2018 JUN 28 AM 11:00

RECEIVED
CONTRACTS, GRANTS, AND
PROCUREMENT

B) Applicant Contact Information

Contact Name: Lynn Kirby

Telephone Number: 352-726-1931 Ext: 2329

Fiscal Contact Name: Tammy Wilson

Mailing Address: 1007 West Main Street Inverness, FL

Fax Number: 352-249-2116

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

Physical/Facility Address: 1007 West Main Street

DUNS Number: 926534702

FEIN Number: 596000546

Programs

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

CERTIFICATION

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

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

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

DOE 100



Pam Stewart, Commissioner

Instructions for Completion of DOE 100A

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

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

TAPS Number:
1. 19C001
2. 19C002

Please return to:

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

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

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

Date Received

2018 JUN 28 AM 11:00

RECEIVED
CONTRACTS, GRANTS, AND
PROCUREMENT

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Telephone Number: 352-726-1931 Ext: 2329

Fiscal Contact Name: Tammy Wilson

Mailing Address: 1007 West Main Street Inverness, FL

Fax Number: 352-249-2116

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

Physical/Facility Address: 1007 West Main Street

DUNS Number: 926534702

FEIN Number: 596000546

Programs

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

CERTIFICATION

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

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Signature of Agency Head Title Date

DOE 100



Pam Stewart, Commissioner

Instructions for Completion of DOE 100A

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 - C. Enter the total amount of funds requested for this project.
 - D. Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
 - E. The original signature of the appropriate agency head is required. Complete Signature, Title and Date. The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
- Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.
-

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

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

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

E) TAPS Number 19C001

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

17	N/A	5200	215	FRS Paid on salary for 1 TOSA working with 18-22 year old SWD in CB...	0.000	\$1,913.00
18	N/A	5200	220	<u>Social Security</u> Paid on salary for 1 TOSA working with 18-22 year ol...	0.000	\$1,772.00
19	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for Support Staff with duti...	0.000	\$4,590.00
20	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 30 PreK Teacher Aides. ...	0.000	\$10,935.00
21	N/A	5200	220	<u>Social Security</u> Paid on partial salary for 1 Educational Interpreter...	0.000	\$775.00
22	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 9 Job Coaches. Based o...	0.000	\$12,864.00
23	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 6 TOSAs. Based on feder...	0.000	\$12,210.00
24	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 20 Teacher Aides. Base...	0.000	\$29,688.00
25	N/A	5200	220	<u>Social Security</u> Paid on partial salaries for 1 Teacher Aide assistin...	0.000	\$1,180.00
26	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 20 Teacher Aides. Based on Federa...	0.000	\$78,275.00
27	N/A	5200	231	<u>Health and Hospitalization</u> Paid on up to 9 Job Coaches. Based on Fed...	0.000	\$34,714.00
28	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 1 Teacher Aide assisting/providin...	0.000	\$5,837.00
29	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 1 Educational Interpreter. Based...	0.000	\$3,072.00
30	N/A	5200	231	<u>Health and Hospitalization</u> Paid on for up to 30 PreK Teacher Aides. ...	0.000	\$23,040.00
31	N/A	5200	231	<u>Health and Hospitalization</u> Paid on 6 Teachers on Special Assignment...	0.000	\$22,119.00
32	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for Support Staff with...	0.000	\$960.00
33	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 30 PreK Teacher Ai...	0.000	\$2,287.00
34	N/A	5200	240	<u>Workers Compensation</u> Paid salary for 1 TOSA working with 18-22 year ...	0.000	\$371.00
35	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salary for 1 Educational Interp...	0.000	\$162.00
36	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 1 Teacher Aide ass...	0.000	\$247.00
37	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 9 Job Coaches. Ba...	0.000	\$2,649.00
38	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 20 Teacher Aides. ...	0.000	\$6,209.00
39	N/A	5200	240	<u>Workers Compensation</u> Paid on partial salaries for 6 TOSAs. Based on...	0.000	\$2,554.00

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

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

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

DOE 101



Pam Stewart, Commissioner

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

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

E) TAPS Number 19C002

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

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

		Totals:	
Code	Description		Total
I-2	Proportionate Share for Services to Parentally Placed Private School Children		\$8,095.00
	Total		\$8,095.00 ¹

DOE 101



Pam Stewart, Commissioner

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

IDEA General and Special Assurances

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

Child Find

Agreed

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

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

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

Free and Appropriate Public Education (FAPE)

Agreed

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

Full Educational Opportunity Goal

Agreed

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

Procedural Safeguards

Agreed

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

Least Restricted Environment



Agreed

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

Confidentiality of Information



Agreed

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

Coordination with Elementary and Secondary Education Act of 1965



Agreed

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

Consistency with State Policies



Agreed

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

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

Use of Funds and Maintenance of Effort (MOE)



Agreed

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

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

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

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

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

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

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

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

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

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

Maintenance of Effort



Agreed

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

(i) Local funds only;

(ii) The combination of State and local funds;

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

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

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

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

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

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

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

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

(i) Local funds only;

(ii) The combination of State and local funds;

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

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

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

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

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

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

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

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

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

Budgetary Amounts	Fiscal year 2017-18	13949351.63	Fiscal year 2018-19	14671012.33
Expenditures	Fiscal Year 2016-2017	13571099.00		

These figures are calculated:

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

These figures represent:

- Total amounts
 Per capita amounts

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

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

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

Exception to Maintenance of Effort

Agreed

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

(a) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

(b) A decrease in the enrollment of children with disabilities.

(c) The termination of the obligation of the agency consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child-

(1) Has left the jurisdiction of the agency;

(2) Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or

(3) No longer needs the program of special education.

(d) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

(e) The assumption of cost by the high cost fund operated by the SEA under §300.704(c).

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

Adjustment to Local Fiscal Effort

Agreed

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

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

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

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

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

Schoolwide Programs under Title I of the ESEA

Agreed

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

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

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

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

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

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

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

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

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

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

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

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

Personnel Development

Agreed

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

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

Permissive Use of Funds

Agreed

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

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

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

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

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

Treatment of Charter Schools

Agreed

- (a) Rights of children with disabilities. Children with disabilities who attend public charter schools and their parents retain all rights under this part.
- (b) Charter schools that are public schools of the LEA.(1) in carrying out Part B of the Act and these regulations with respect to charter schools that are public schools of the LEA, the LEA must-
- (i) Serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the site to its other public schools; and
- (ii) Provide funds under Part B of the Act to those charter schools-
- (A) On the same time as the LEA provides funds to the LEA's other public schools, including proportional distribution based on relative enrollment of children with disabilities; and
- (B) At the same time as the LEA distributes other Federal funds to the LEA's other public schools, consistent with the State's charter school law.
- (2) If the public charter school is a school of an LEA that receives funding under §300.705 and includes other public schools-
- (i) The LEA is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity; and
- (ii) The LEA must meet the requirements of paragraph (b)(1) of this section.
- (c) Public charter schools that are LEAs. If the public charter school is an LEA, consistent with § 300.28, that receives funding under §300.705, that charter school is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity.
- (d) Public charter schools that are not an LEA or a school that is part of an LEA. (1) If the public charter school is not an LEA receiving funding under §300.705, or a school that is part of an LEA receiving funding under § 300.705, the SEA is responsible for ensuring that the requirements of this part are met.
- (2) Paragraph (d)(1) of this section does not preclude a State from assigning initial responsibility for ensuring the requirements of this part are met to another entity. However, the SEA must maintain the ultimate responsibility for ensuring compliance with this part, consistent with §300.149. (20 U.S.C. 1413(a)(5)(B) and 34 CFR §300.209)

National Instructional Materials Access Center

Agreed

- (a) General. Not later than December 3, 2006, an LEA that chooses to coordinate with National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials, must acquire those instructional materials in the same manner, and subject to the same conditions as an SEA under §300.172.
- (b) Rights of LEA.(1) Nothing in this section shall be constructed to require an LEA to coordinate with the NIMAC.
- (2) If an LEA chooses not to coordinate with the NIMAC, the LEA must provide an assurance to the SEA that the LEA will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.
- (3) Nothing in this section relieves an LEA of its responsibility to ensure that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAS files, receive those instructional materials in a timely manner. (20 U.S.C. 1413(a)(6) and 34 CFR §300.210)

Information for SEA

Agreed

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

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

Public Information

Agreed

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

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

Records regarding migratory children with disabilities

Agreed

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

IDEA Assurances Private Schools

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

Children with Disabilities Enrolled by Their Parents in Private Schools

Agreed

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

Schoolwide Programs Under Title I of the ESEA

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

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

Response: Not Applicable.

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

Parent Involvement and Participation

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

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

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

Specify Other:

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

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

Specify Other:

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

Benefits to Nondisabled Students

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

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

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

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

No

Is your district required to use CEIS funds?

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

CEIS Plan Narrative

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicale

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

Not applicable

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

Not applicable

Reporting Requirements

Agreed

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

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

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

0

Required Report Submissions

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

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

The report will at a minimum...

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

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

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

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

The report will at a minimum...

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

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

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

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

CEIS Funds

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

No

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

No

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

No

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

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

Administrative Case Management

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

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

Support for Strategic Plan

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

General Education Provisions Act

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

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

Private School Consultation

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

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

Agreed

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

Agreed

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

Individuals with Disabilities Education Act (IDEA) 2018-2019

Citrus County District School Board

Proportionate Share - Part B Entitlement Calculation Page

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

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

Eligible Private School Students ages 3-21

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

Eligible Public School Students ages 3-21 with disabilities

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

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

IDEA, Part B, Allocation

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

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

Citrus County District School Board

Proportionate Share - Preschool Calculation Page

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

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

Eligible Private School Children ages 3-5

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

Eligible Public School Children ages 3-5 with disabilities

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

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

IDEA, Part B, Preschool Allocation

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

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

Citrus County District School Board

Proportionate Share - Expenditures

Instructions:

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

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

Use only dollar amounts. No decimals, please.

IDEA, Part B

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

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

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

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

IDEA, Part B, Preschool

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

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

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

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

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Individuals with Disabilities Education Act (IDEA) 2018-2019


Citrus County District School Board

Support to Charter Schools

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

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

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required:

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

Backup Materials: attached available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: No Financial Impact

Amount Budgeted _____ **Additional Amount Requested** _____

Funding Source _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

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

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

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

RECITALS

The SCHOOL agrees:

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

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

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

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

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

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

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

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

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

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

The DEPARTMENT agrees:

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

General Terms.

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

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

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

For DEPARTMENT

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

For SCHOOL

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

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

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

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

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

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

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

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

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

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

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

DEPARTMENT OF HEALTH
CITRUS COUNTY HEALTH DEPARTMENT

Signature

Signature

Name: _____

Name: Ernesto G. Rubio

Title: _____

Title: Administrator / Public Health Officer

Date: _____

Date: _____

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required:

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

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

Backup Materials: attached available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Strategies include:

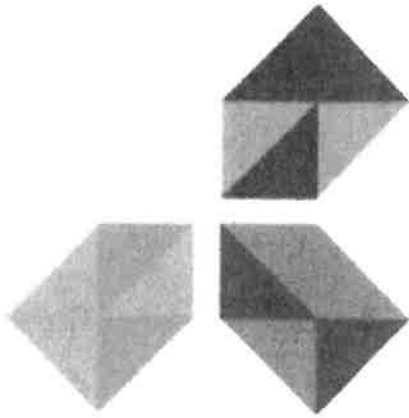
- Innovative and research-based curriculum and program delivery systems;
- Emphasis on at-risk and special groups of learners (including gifted);
- Staff development, recruitment, and retention of workforce;
- Data systems (technology);
- Allocation of resources (human, physical, technological, financial);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

Financial Impact to the District: No Financial Impact
 Amount Budgeted _____ Additional Amount Requested _____
 Funding Source _____

Personnel:

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

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



CareerSource
CITRUS | LEVY | MARION

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

INDEFINITE QUANTITY AGREEMENT WITH

Withlacoochee Technical College

FOR THE PERIOD

July 1, 2018 - June 30, 2020

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

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

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

A. CareerSource Citrus Levy Marion agrees to the following:

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

B. Withlacoochee Technical College, agrees to the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contractor.

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

(29 CFR Part 37 and 45 CFR Part 80)

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

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

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

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

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

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

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

THE CONTRACTOR HEREBY AGREES THAT IT WILL COMPLY WITH:

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

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

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

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

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

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

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

28. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

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

29. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the

undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

2. If any other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification can be included in the award documents for all subawards at all tiers (including SubContracts, subgrants and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

30. CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

1. _____
Typed/Printed Name/Title of Signee

Signature

Address

Telephone

Date

2. _____
Typed/Printed Name/Title of Signee

Signature

Address

Telephone

Date

3. _____
Typed/Printed Name/Title of Signee

Signature

Address

Telephone

Date

32. CONFLICT OF INTEREST STATEMENT/CERTIFICATION

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

SECTION I

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

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

SECTION II

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

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

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

33.

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

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

STATE OF Florida

COUNTY OF Citrus

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

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

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

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

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

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

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

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

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

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

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

Signature/Date

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

____ day of _____, 20_____.

Notary Public

(affix seal)

My Commission Expires

34. CONTRACTOR DISCLOSURE AND CERTIFICATION

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

The principals* and owners* of the contracting entity:

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

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

(See list of board members attached)

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

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

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

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

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

CAREERSOURCE CITRUS LEVY MARION BOARD MEMBERS

Board Member Roster, as of Jan. 25, 2018

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

SIGNATURE PAGE

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

Withlacoochee Technical College

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

Approved for Withlacoochee Technical College:

By: _____
Signature

By: _____
Signature

Name: Thomas E. Skinner, Jr.

Name: _____

Title: Chief Executive Officer

Title: _____

Date: _____

Date: _____

Witnesses:

Witnesses:

Signature

Signature

Signature

Signature

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.
Requested by Kit Humbaugh Department of District Student Services
Additional contact(s)/originator Pam Carnevale
Document Title Private Duty Nurse Agreement with Interim Health Care of West Central Florida

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval _____

Approval of the Agreement Between the School Board of Citrus County Schools and Interim Health Care of West Central Florida

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

Backup Material: attached available in district office _____ other _____

Executive Summary/Highlights:

This agreement provides Interim Health Care of West Central Florida and the employees thereof, who staff Private Duty Nurses for individual students, to deliver services to specified individual students in Citrus County district schools, at each student's school of enrollment.

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: N/A

Amount Budgeted N/A Additional Amount Requested N/A

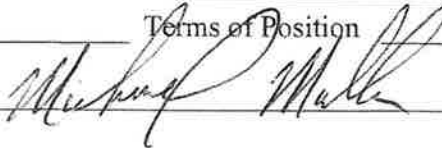
Funding Source: N/A

Personnel:

Estimated Salary N/A hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: 

(Form Board Approved 7/10/07)

AGREEMENT
BETWEEN
THE SCHOOL BOARD OF CITRUS COUNTY SCHOOL, FLORIDA
AND
Interim HealthCare of West Central Florida

THIS AGREEMENT is entered into by and between The School Board of Citrus County, Florida, a political subdivision of the State of Florida and a body of corporate pursuant to §1001.40, Florida Statutes, whose address is 1007 West Main Street, Inverness, Florida, 34450, hereinafter referred to as “School Board” and Interim Healthcare of Leesburg, LLC d/b/a Interim Healthcare of West Central Florida whose principal address is 463 Mariner Blvd, Spring Hill, FL, hereinafter referred to as “Interim”;” (collectively the “Parties”).

WITNESSETH:

WHEREAS, Interim is a health care provider that delivers health care services to children receiving Medicaid/Medicare or Private Insurance; and

WHEREAS, the School Board provides educational services for currently enrolled Citrus County students located in Citrus County, Florida; and

WHEREAS, it is the desire of the School Board and Interim to cooperate in regard to Interim providing health care services to identified enrolled Citrus County Students and to outline the responsibilities of each party.

NOW, THEREFORE, in consideration of foregoing premised, which shall be deemed an integral part of this Agreement, and of the mutual covenants and agreements set forth, the parties hereby agree as follows:

1. The foregoing recitals are true and correct, and that each recital is incorporated herein by reference.
2. This Agreement shall begin as soon as signed by both parties and shall end June 30, 2019 and may be renewed annually.
3. This Agreement may be terminated, with or without cause, by either party at any given time by giving no less than thirty (30) days written notice to the other party.

4. Interim shall be allowed to provide health care services to Medicaid/Medicare or Private Insurance eligible students pursuant to that student's IEP or 504 Plan subject to the terms and conditions of this Agreement.

5. All Interim health care providers must be a Registered Nurse, Licensed Practical Nurse, or Certified Nursing Assistant; must have a current valid and unencumbered license issued by the State of Florida under Florida Statutes Chapter 464, must be free from any disciplinary action by the any licensing board, including, but not limited to, revocation, revocation and reinstatement, suspension, limitation, restriction, reprimand or warning by the State of Florida or any of its regulatory agencies, or by any relevant professional organization.

6. All Interim health care providers shall inform the school nurse of any and all of a student's medical conditions and administration of medicine per the student's doctor's orders.

7. All medications used by a health care provider to provide health care services to a student shall be kept, maintained, and administered in the school clinic.

8. All Interim health care providers shall present photo identification (such as a valid Florida driver's license) as requested by school or school district personnel and

- a. sign in upon arrival at the designated school through the District Raptor system, shall wear and prominently display the issued identification badge at all times, and sign out upon leaving;
- b. comply with the background screening/background security check requirements set forth in § 435.04, Fla. Stat., subject to exclusion from participation under this Agreement pursuant to §435.06, Fla. Stat.;
- c. clearance shall be handled by the District Human Resources Department;
- d. submit to a fingerprint background screening by school district officials, at the expense of the person requesting access, unless that person has been previously screened at Level II, and is identified in the shared fingerprint database maintained by the Florida Department of Law Enforcement; and

- e. acknowledge that misuse of the District issued Raptor ID badge or any District issued badge shall be cause for immediate termination of access privileges and such other action deemed appropriate by the Superintendent.

9. Interim represents and warrants that it shall be solely responsible for determining the health care services to be provided to a given student, shall be solely responsible for the delivery of such health care services to a given student, and shall not be subject to the direct supervision or supervisory control of The School Board of Citrus County, Florida, its employees or agents regarding the determination of services to be delivered and the delivery of such services.

10. Interim and any health care providers under this Agreement shall not be considered an employee, agent, servant, or representative of the School Board and such persons are not authorized to represent themselves as employees, agents, servants, or representatives of the Citrus County School Board.

11. Interim and all health care providers providing services under this Agreement shall:

- a. provide evidence of commercial general liability insurance on an occurrence basis with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability;
 - i. there shall be no exclusions for contracted liability;
 - ii. The School Board of Citrus County, Florida / School District of Citrus County, Florida shall be named as an additional insured for claims arising out of this policy without limitation or exception.
- b. shall provide evidence of workers' compensation insurance for all employees providing services under this Agreement, unless exempt by law;

- c. shall provide evidence of professional liability and errors and omissions coverage for each individual serving in a professional status. Liability coverage shall be on a claims basis policy, with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate;
- d. all coverage must be written by a carrier that has and maintains a rating of "A" or better and a financial size category of "VII" or better according to A.M. Best Company, and is licensed in the State of Florida;
- e. all insurance required by this Agreement shall be subject to approval by the School Board Risk Management Department both as to coverage and the insurance carrier.

12. Interim and its officers, employees, agents, representatives, contractors, and sub-contractors, shall fully comply with the requirements of §1002.22, Fla. Stat; Fla. Admin. Code R. 6A-1.0955; 20 U.S.C. 1232g (FERPA); 34 C.P.R. §99.31 and §99.33; and any other law or regulation, either federal or state, regarding confidentiality of student information and records.

13. In connection with this Agreement, Interim, and Interim's employees, agents, and independent contractors may receive from School Board "protected health information" ("PHI"), as that term is defined in the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder (as amended) (collectively, "HIPAA"). Interim agrees to use and disclose such PHI only for purposes of providing health care services under this Agreement and for other purposes allowed by HIPAA. All medical information not shared with the School shall remain the property of the Interim and is subject to HIPAA. Any medical information shared with the School shall become a part of the Students educational record and subject to FERPA and HIPAA.

15. Interim shall provide a current list of all health care providers providing services under this Agreement.

16. Interim shall defend, fully indemnify, and hold harmless The School Board of Citrus County, Florida, and its employees for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorney's fees

and investigation expenses (pre-suit, suit, trial appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of Interim, its employees, agents or servants, or any intentional or negligent acts or omissions of Interim or its employees, agents, or servants arising out of the use of any facility, or the provision of any services pursuant to this Agreement and for any violation of Citrus County public students under this Agreement including any violation of provisions in paragraphs 12 and 13 herein. This provision shall survive the termination of this Agreement and shall remain in full force and effect until the expiration of any statute of limitations.

17. Notwithstanding anything contained herein, the School Board intends to avail itself of the benefits of Sections 768.28, Florida Statutes, and of other statutes and common law governing sovereign immunity to the fullest extent possible. Nothing in this Agreement is intended to inure to the benefit of any third-party for the purposes of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

18. Each person executing this Agreement on behalf of the School Board and Interim are duly authorized to execute this Agreement and same shall not be repudiated by reason of lack of authority in the event of any litigation arising out of the delivery of services by Interim under this Agreement to any Citrus County public student.

19. A waiver by either party of a breach of any provision of the Agreement shall not be deemed to be a waiver of any other breach, and shall not be construed to be a modification of the terms of the Agreement.

20. This Agreement shall be interpreted in accordance with the laws of the State of Florida. The venue for any suit, court action, or litigation arising out of or under this Agreement shall be Citrus County, Florida.

21. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement. However, each party may change the address for receipt of notice by giving written notice in accordance with this

paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one day after mailing.

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

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

24. **IF Interim HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE Interim'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT AT 352-726-1931 ext. 2270, 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450; CERNICHC@CITRUS.K12.FL.US.**

25. Interim is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract and will specifically:

- a. Keep and maintain public records required by the School Board to perform the service.
- b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Interim does not transfer the records to the School Board.

d. Upon completion of the contact, transfer, at no cost, to the School Board all public records in possession of Interim or keep and maintain public records required by the School Board to perform the service. If Interim transfers all public records to the School Board upon completion of the contract, Interim shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Interim keeps and maintains public records upon completion of the contract, Interim shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request of the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

26. The failure of the Interim to comply with the provisions set forth in paragraphs 24 and 25, if applicable, shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day, month and year written below.

THE SCHOOL BOARD OF CITRUS
COUNTY, FL

By: _____
Chairman

Dated: _____

Interim Healthcare of Leesburg, Inc.,
d/b/a Interim Healthcare of West Central Florida

By: _____

It's: Greg Schultz, Vice President

Dated: 9/17/18



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **12/31/2018** **9/27/2018**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Evanston Insurance Company		35378
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES 1082190 **CERTIFICATE NUMBER:** 14207234 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	N	SM923552	12/31/2017	12/31/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	NOT APPLICABLE			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	PROFESSIONAL LIABILITY - Claims Made	N	N	SM923552	12/31/2017	12/31/2018	EACH CLAIM - \$1,000,000 AGGREGATE - \$3,000,000 SIR \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SEXUAL ACTS LIABILITY SUBLIMIT \$1,000,000 EACH INCIDENT/\$3,000,000 AGGREGATE. THE AGREEMENT REQUIRES THAT THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA / SCHOOL DISTRICT OF CITRUS COUNTY, FLORIDA BE NAMED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY.

CERTIFICATE HOLDER 14207234 SCHOOL BOARD OF CITRUS COUNTY, FLORIDA / SCHOOL DISTRICT OF CITRUS COUNTY, FLORIDA 1007 W. MAIN STREET IVERNESS FL 34450	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:
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THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bouchard Insurance (CLW) 101 N Starcrest Dr. Clearwater, FL 33765 727 447-6481	CONTACT NAME: PHONE (A/C, No, Ext): 727 447-6481 FAX (A/C, No): 727 449-1267 E-MAIL ADDRESS: clcerts@bouchardinsurance.com	
	INSURER(S) AFFORDING COVERAGE INSURER A : RetailFirst Insurance Company NAIC # 10700 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Interim Healthcare of Leesburg, LLC dba Interim Healthcare of West Central Florida, 463 Mariner Blvd Spring Hill, FL 34609		


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			052052856	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER CANCELLATION

The School Board of Citrus County/ School District of Citrus County 1007 West Main Street Inverness, FL 34450	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.

Requested by Scott Hebert, Department of Administration

Additional contact(s)/originator _____

Document Title Agreement By and Between the School Board of Citrus County, Florida and PACE Center for Girls, Inc. - Citrus

Board Action Required:

Consideration/Approval of the Agreement By and Between the Citrus County School Board, Florida and PACE Center for Girls, Inc. - Citrus

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

Agreement between Citrus County School Board and PACE Center for Girls, Inc. - Citrus. PACE is a national recognized, research-based program that features a balanced emphasis on academics and social services, with a focus on the future. PACE advocates for causes, policies, and issues affecting women and girls in delinquency, dependency and sexual exploitation.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Michael P. Miller

(Form Board Approved 7/10/07-original)

AGREEMENT

BY AND BETWEEN

THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA

AND

PACE CENTER FOR GIRLS, INC. – CITRUS

THIS AGREEMENT is entered into by and between The School Board of Citrus County, Florida, a political subdivision of the State of Florida and a body of corporate pursuant to §1001.40, Florida Statutes, whose address is 1007 West Main Street, Inverness, Florida, 34450, hereinafter referred to as “SCHOOL BOARD” and PACE CENTER FOR GIRLS, INC., whose principal address is 1 West Adams St. Jacksonville, Florida 32202, hereinafter referred to as “PACE;” (collectively the “Parties”).

RECITALS

WHEREAS, the Legislature of the State of Florida has recognized the need for specialized instruction for certain K-12 students; and

WHEREAS, the SCHOOL BOARD is responsible for this specialized instruction for students located in the Citrus County School District, but can enter into an agreement with an education provider to provide this specialized instruction; and

WHEREAS, PACE has entered into a Contract with the State of Florida, Department of Juvenile Justice to provide specialized instruction for certain K-12 students; and

WHEREAS, the SCHOOL BOARD and PACE desire to enter into this agreement for PACE to provide specialized instruction for certain K-12 students located in the Citrus County School District.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, receipt of which is hereby acknowledged, the Parties hereto agree as follows:

1. INCORPORATION OF RECITALS.

1.1. The foregoing recitals (Whereas Clauses) are true and correct and are incorporated herein by reference.

2. TERM OF THE AGREEMENT AND RENEWAL.

2.1. This Agreement shall commence on the date last executed by the Parties and shall continue until June 30, 2019 unless otherwise terminated as provided herein. Thereafter, this Agreement shall be automatically renewed for successive one-year terms, unless either party gives the other party written notice of termination as provided in Paragraph 3.

3. TERMINATION OF THE AGREEMENT.

3.1. This Agreement may be terminated by (i) either party without cause upon delivery of written notice of such intent to terminate this Agreement not less than 90 days' prior to the end of the current term of the Agreement; (ii) written agreement executed by both the PACE and SCHOOL BOARD; or (iii) SCHOOL BOARD, at any time, if PACE fails to perform PACE's duties hereunder or breaches any of PACE's covenants contained herein.

4. EDUCATIONAL PROGRAM AND CURRICULUM.

4.1. PACE will operate in Citrus County, Florida a day treatment instructional program for students; and a dropout prevention and academic intervention program *Fla. Stat.*, in conformity with, and that meets the requirements and standards of § 1003.51, §1003.52, §1003.53, *Fla. Stats.* and *Fla. Admin. Code R.* 6A-6.05281. The number of students enrolled at PACE shall not exceed fifty (50) students.

- 4.2. Throughout the term of this Agreement, PACE will provide a high-quality and effective day treatment instructional program for students pursuant to §1003.52, *Fla. Stat.* and *Fla. Admin. Code R.* 6A-6.05281; and a dropout prevention and academic intervention program pursuant to §1003.53, *Fla. Stat.* as described in Paragraph C. below (the “Educational Services”), to which the SCHOOL BOARD may refer eligible students residing in the Citrus County School District. PACE shall provide the Educational Services for eligible students as set forth below.
- 4.3. The Educational Services provided by PACE will include appropriate basic academic, vocational, remedial courses, academic courses required for grade advancement, CAPE courses, high school equivalency examination preparation, or exceptional student education curricula and related services which support the transition goals and reentry and which may lead to completion of the requirements for receipt of a high school diploma or its equivalent, career readiness and exploration opportunities as well as truancy and dropout prevention intervention services designed by PACE and SCHOOL BOARD for each enrolled student. The curriculum and instructional strategies and are consistent with the Next Generation Sunshine State/Florida Standards and are grounded in scientifically based reading research and will be designed to lead to completion of the requirement for receipt of a high school diploma, GED, or other appropriate outcome.
- 4.4. PACE will provide intensive case management, counseling, and behavior modification to meet the individual needs of each student. As appropriate, the Response to Intervention model will be utilized by PACE’s Student Assistance Team.
- 4.5. Pursuant to §1003.01(12), *Fla. Stat.*, PACE shall provide 230 days of instruction distributed over 12 months. “School Day,” as used herein, shall comprise no less than five (5) net hours of instruction, excluding intermission and all non-instructional activities, as defined by rule of the State Board of Education. Such

net hours of instruction must be in a course of study listed in the state course directory. PACE and the SCHOOL BOARD will ensure that each eligible student who participates in the PACE CENTER dropout prevention program participates in at least three (3) instructional periods per day. In the event of any conflicts between this paragraph and §1003.51, §1003.52, §1003.53, *Fla. Stats.* and *Fla. Admin. Code R. 6A-6.05281*, or any other Florida Statute or Florida Administrative Code, or any administrative or judicial opinions interpreting state law, such statute, rule, and opinions will have control over the terms of this Agreement, and the Agreement shall be modified to conform with such law or opinions. Unless mutually agreed upon adjustments have been arranged by the SCHOOL BOARD and PACE, it is assumed that all students will be provided with the opportunity to progress in compliance with the SCHOOL BOARD's Student Progression Plan. The SCHOOL BOARD will provide technical assistance to PACE on Student Progression Plan requirements and standards.

- 4.6. PACE must immediately report the following to the SCHOOL BOARD's Student Services Department (352-527-0090) and Risk Management Department (352-726-1931 ext. 2270): (1) all arrests, (2) lockdowns, (3) 911 calls, (4) drug-related events and (5) serious incidents of parental concern.

5. **STUDENT RECORDS.**

- 5.1. PACE shall maintain student records in accordance with state requirements for youth services/dropout prevention programs as well as the information for data reporting requirements requested by the SCHOOL BOARD and state and federal agencies. PACE and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements of the Family Education Rights and Privacy Act, §1002.22 and §1002.221, Fla. Stat. or any other law or regulation, either federal or State of Florida, regarding confidentiality of student information and records. Further, PACE for itself and its officers, employees, agents, representatives, contractors, or sub-

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

5.2. PACE shall not use or disclose any information concerning a student for any purpose not in conformity with State and Federal regulations except with the written consent of the student or his parent or guardian, as appropriate.

6. **EXCEPTIONAL STUDENT EDUCATION.**

6.1. PACE shall prohibit any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis.

6.2. SCHOOL BOARD will have the responsibility of conducting the evaluation of students referred for potential placement within exceptional student education in accordance with federal and state mandates. PACE agrees that the SCHOOL BOARD will perform all evaluations of students initially referred for placement within exceptional student education and all reevaluations.

- 6.3. Students with disabilities shall be provided with programs implemented in accordance with federal, state and local policies and procedures, (or other State approved procedures) and, specifically, the Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973, §1000.05, §1003.57, §1001.42 (4)(l), and §1002.33, Florida Statute, and Chapter 6A-6 of the State Board of Education Administrative Rule. PACE will be responsible for the delivery of all educational and related services indicated on the student's Individual Education Plan (IEP). Related services e.g., speech/language therapy, occupational therapy, physical therapy, and counseling must be provided by the SCHOOL BOARD. Students of gifted shall be provided with programs implemented in accordance with state and local policies and procedures, Florida Statute, and Chapter 6A-6 of the State Board of Education Administrative Rule. PACE will be responsible for the delivery of all educational services indicated on the student's educational plan.
- 6.4. If it is determined by an IEP committee that the needs of a student with disabilities cannot be met at PACE, the SCHOOL BOARD and PACE will take steps to secure another placement for the student in accordance with federal and state mandates. The SCHOOL BOARD may provide a Staffing Specialist to serve as the Local Education Agency (LEA) when the IEP meeting is considering an initial placement, a change in placement, a dismissal from a program or a change in personnel assignments or reassignments.
- 6.5. The SCHOOL BOARD shall participate in all IEP meetings (including initial staffing and annual IEP review meetings) at PACE and may serve as the Local Educational Agency (LEA) Representative when attending. The SCHOOL BOARD will be responsible for the review of the Matrix of Services form following the completion or revision of an IEP. The SCHOOL BOARD will make final determinations of the Matrix of Services scores.
- 6.6. Students with disabilities will be educated in the least restrictive environment as outlined in SCHOOL BOARD's Exceptional Student Education Policies

and Procedures (SP&P). Those students, whose needs cannot be adequately addressed at PACE as determined by an IEP committee, will be appropriately referred; and PACE staff will work together with the SCHOOL BOARD's personnel to ensure that the needs of these students are met. PACE's staff will work closely and as early as possible in the planning/development stages, with SCHOOL BOARD staff to discuss the services needed by the School's students with disabilities.

- 6.7. The SCHOOL BOARD shall provide those services that are required to be performed at the district office as part of the central office administration processes for ESE Services.
- 6.8. PACE shall immediately notify SCHOOL BOARD of any request for a Due Process Hearing in accordance with Section 615 of the Individuals with Disabilities Education Improvement Act involving the provision of education and related services to a student with disabilities at PACE. In the event of a hearing, PACE shall cooperate fully during the hearing and shall bear the costs of the hearing, including the SCHOOL BOARD's legal representation and shall bear all the costs of the hearing, including legal representation. In the event that the party representing the parents or guardians is prevailing, any and all attorneys fees awarded to prevailing party will be paid by PACE.

7. **ENGLISH SPEAKERS OF OTHER LANGUAGES.**

- 7.1. PACE will include all of the information required to service English Language Learners (ELLs) e.g., language proficiency assessment data from IPT and/or ACCESS FOR ELLS 2.0 or other state approved assessment, level of language proficiency using the WIDA SCREENER and/or other state approved language assessment, home language survey, as applicable to PACE in the Sponsor's District Plan for English Language Learners (ELLs). Additionally, it will include all of the information required for students with disabilities and students of gifted.

7.2. Students at PACE who are of limited proficiency in English will be served by English to Speakers of Other Languages (ESOL)-certified personnel who will follow the Sponsor's District Plan for English Language Learners (ELLs). PACE shall attend the SCHOOL BOARD's ESOL Procedures Training each year and shall complete the ESOL Information Sheet and submit to the SCHOOL BOARD. The SCHOOL BOARD's state approved plan, meets the requirements of the League of United Latin American Citizens (LULAC) et al. v. State Board of Education Consent Decree.

8. FINANCIAL.

8.1. Pursuant to §1003.52, *Fla. Stat.*, the SCHOOL BOARD will pay PACE, as full compensation for the performance by PACE of PACE's obligations contained herein, a sum equal to Ninety-Five (95%) of the FEFP as provided by §1011.62, *Fla. Stat.* and the General Appropriations Act. Funding shall include, at a minimum:

8.1.1. Weighted program funding or the basic amount for current operation multiplied by the district cost differential as provided in s. 1011.62(2);

8.1.2. The supplemental allocation for juvenile justice education as provided in s. 1011.62(10);

8.1.3. A proportionate share of the district's exceptional student education guaranteed allocation, the supplemental academic instruction allocation, and the instructional materials allocation;

8.1.4. An amount equivalent to the proportionate share of the state average potential discretionary local effort for operations, which shall be determined as follows:

8.1.4.1. If the district levies the maximum discretionary local effort and the district's discretionary local effort per FTE is less than the state average potential discretionary local effort per FTE,

the proportionate share shall include both the discretionary local effort and the compression supplement per FTE. If the district's discretionary local effort per FTE is greater than the state average per FTE, the proportionate share shall be equal to the state average; or

8.1.4.2. If the district does not levy the maximum discretionary local effort and the district's actual discretionary local effort per FTE is less than the state average potential discretionary local effort per FTE, the proportionate share shall be equal to the district's actual discretionary local effort per FTE. If the district's actual discretionary local effort per FTE is greater than the state average per FTE, the proportionate share shall be equal to the state average potential local effort per FTE; and

8.1.5. A proportionate share of the district's proration to funds available, if necessary.

- 8.2. Juvenile justice education programs to receive the appropriate FEFP funding for Department of Juvenile Justice education programs shall include those operated through a contract with the Department of Juvenile Justice.
- 8.3. Consistent with the rules of the State Board of Education, district school boards shall request an alternative FTE survey for Department of Juvenile Justice education programs experiencing fluctuations in student enrollment.
- 8.4. FTE count periods shall be prescribed in rules of the State Board of Education and shall be the same for programs of the Department of Juvenile Justice as for other public school programs. The summer school period for students in Department of Juvenile Justice education programs shall begin on the day immediately following the end of the regular school year and end on the day

immediately preceding the subsequent regular school year. Students shall be funded for no more than 25 hours per week of direct instruction.

- 8.5. Each juvenile justice education program must receive all federal funds for which the program is eligible.
- 8.6. PACE shall report its student enrollment to the SCHOOL BOARD as required in Section 1011.62, Florida Statutes, and in accordance with the definitions in Section 1011.61, Florida Statutes, at the agreed upon intervals and shall use the reporting method required by the Florida Department of Education (if any) and the Florida Auditor General (if any) when reporting cost data by program. The SCHOOL BOARD shall include the PACES's enrollment in the SCHOOL BOARD's district report of student enrollment.
- 8.7. In order to facilitate the PACE's reporting requirements as reflected in the law and in order to provide continuous data for students participating in PACE, the parties agree that PACE will use the SCHOOL BOARD's electronic data processing facility and procedures for the processing of student enrollment, attendance, FTE collection, and assessment information. The SCHOOL BOARD will analyze the PACE's facility and develop a hardware/software solution which provides PACE with limited access to the SCHOOL BOARD's data processing facility. PACE will provide hardware and related infrastructure. There will be no cost to PACE for the related installation of software programs.
- 8.8. The SCHOOL BOARD will also provide training for PACE's personnel in the use of designated district applications necessary to respond to the requirements of §1008.345, Florida Statute, including the state/district required assessment program. The SCHOOL BOARD's support for this function will be provided within the administrative fee provided in the law. Access by PACE to additional data processing applications not required by law but available through the SCHOOL BOARD may be negotiated separately by the parties.

- 8.9. If PACE submits data relevant to FTE funding that is later determined through the audit procedure to be inaccurate, PACE shall be responsible for any reimbursement to the State for any errors or omissions for which PACE is responsible.
- 8.10. Access by PACE to materials and forms not required by law but available through the SCHOOL BOARD may be negotiated separately by the parties.
- 8.11. SCHOOL BOARD shall make certain that PACE receives timely distribution of all funding for which PACE is eligible. Payment will be made on or before the last day of each month. However, each payment shall be issued no later than ten (10) working days after SCHOOL BOARD receives a distribution of state or federal funds.
- 8.12. Total funding for PACE shall be recalculated during the year to reflect the revised calculations under the FEFP by the state and the actual WFTE students reported by PACE during the full-time equivalent survey periods designated by the Commissioner of Education. Funding for PACE shall be adjusted during the year to reflect the revised calculations.
- 8.13. In the event of a state holdback or a proration, which reduces or increases district funding, PACE's funding will be reduced or increased proportionately. The SCHOOL BOARD will not be responsible for any liabilities incurred by PACE in the event of a state holdback.
- 8.14. SCHOOL BOARD (Title 1-Part D) will provide PACE Title One funds based on PACE students' allocation.
- 8.15. PACE shall maintain a list of equipment and materials purchased with Title I, Exceptional Student Education, and/or any other SCHOOL BOARD funds. The list of equipment and materials shall be made available to SCHOOL BOARD for inspection upon request. Additionally, said equipment and materials shall remain the property of the SCHOOL BOARD and shall be returned to SCHOOL BOARD upon request.

9. **FACILITIES.**

9.1. SCHOOL BOARD shall provide the use of a portion of SCHOOL BOARD's educational facility commonly known as "The Renaissance Center" through a lease agreement pursuant to §1013.15, *Fla. Stat.*, as amended.

10. **TRANSPORTATION.**

10.1. The SCHOOL BOARD shall be responsible for the transportation of students to and from PACE's facility. PACE shall have appropriate personnel on hand at the time the school bus arrives and departs to assure that all students are properly supervised.

11. **FOOD SERVICES.**

11.1. The SCHOOL BOARD shall ensure that food for breakfast and lunch is transported from a nearby SCHOOL BOARD School and PACE will provide personnel for the serving of the meals. The SCHOOL BOARD's Food Service Department will process the PACE's free and reduced applications.

12. **INSURANCE AND INDEMNIFICATION.**

12.1. The CONTRACTING SCHOOL agrees to submit proof of insurance as required herein. Failure to submit a fully completed, original certificate of insurance signed by an authorized representative of the insurer providing such coverage will cause the CONTRACTING SCHOOL to be non-compliant with this Agreement. The insurance coverages and limits shall meet, at a minimum, the following requirements:

12.1.1. The following minimum coverages are required:

12.1.1.1. Commercial General Liability Insurance, endorsed to include Products and Completed Operations Liability Insurance, in an amount not less than \$1,000,000

combined single limit per occurrence for bodily injury and property damage.

12.1.1.2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the CONTRACTING SCHOOL, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

12.1.1.3. Workers' Compensation Insurance for all employees of the CONTRACTING SCHOOL as required by Florida Statutes.

12.1.1.4. Professional Liability Insurance with limits no less than \$1,000,000 per occurrence.

12.1.1.5. Where services to be performed under this Agreement are in the presence of students, an additional insured endorsement indicating sexual harassment and sexual molestation coverage shall be required of the CONTRACTING SCHOOL. Proof of such coverage shall be provided to the SCHOOL BOARD's Risk Manager prior to the CONTRACTING SCHOOL's commencement of the services required herein.

12.2. "The School Board of Citrus County, Florida and its members, officers and employees" shall be an additional insured on all liability coverages except Workers' Compensation Insurance and Professional Liability Insurance.

12.3. The Insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the CONTRACTING SCHOOL.

12.4. All insurance policies shall be issued by companies with either of the following qualifications:

12.4.1. The company must be (1) authorized by existing certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better according to the latest editions of Best's Key Rating Guide published by A.M. Best Company, or

12.4.2. With respect only to the Workers' Compensation Insurance, the company must be:

12.4.2.1. authorized as a group self-insurer pursuant to Florida Statutes; or

12.4.2.2. authorized as a commercial self-insurance fund pursuant to Florida Statutes.

12.4.3. Neither approval nor failure to disapprove the insurance furnished by the CONTRACTING SCHOOL to the SCHOOL BOARD shall relieve the CONTRACTING SCHOOL of the CONTRACTING SCHOOL's full responsibility to provide insurance as required under this Agreement.

12.4.4. The CONTRACTING SCHOOL shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the CONTRACTING SCHOOL. The certificate of insurance shall contain the provision that the SCHOOL BOARD be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, The CONTRACTING SCHOOL shall be responsible for submitting new

or renewed certificates of insurance to the SCHOOL BOARD at a minimum of fifteen (15) calendar days in advance of such expiration.

12.4.5. Unless otherwise notified the certificate of insurance shall be delivered to:

Citrus County School Board
c/o Director of Risk Management
1007 West Main Street
Inverness, Florida 34450

12.4.6. The name and address of Citrus County Schools, as shown directly above, must be the Certificate Holder on the certificate of insurance.

12.5. PACE agrees to indemnify SCHOOL BOARD and hold it harmless, to the extent permitted by law, from and against any loss or damage, claim or cause of action, and any attorneys' fees and court costs, arising out of: any failure of performance of PACE under this Agreement; or the negligence of PACE in the performance of its duties under this Agreement, or any act or omission on the part of PACE, its agents, employees, or servants; except for the SCHOOL BOARD's loss of funds from, or repayment due to the State Board of Education. PACE shall defend, indemnify, and save harmless the SCHOOL BOARD or any of their officers, agents, or servants and each and every one of them against and from all claims, suits, and costs of every kind and description, including attorneys' fees, and from all damages to which the SCHOOL BOARD or any of their officers, agents, or servants may be put by reason of injury to the persons or property of others resulting from the performance of PACE's duties under this Agreement, or through the negligence of PACE in the performance of its duties under this Agreement, or through any act or omission on the part of PACE, its agents, employees, or servants.

12.6. Nothing herein is intended to waive the Sponsor's sovereign immunity and/or the limits of liability set forth in §768.28 of the Florida Statutes regardless of whether any such obligations are based in tort, contract, statute, strict liability, and negligence, product liability or otherwise Notwithstanding the foregoing,

the School Board intends to avail itself of the benefits of Section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of \$200,000 per person or \$300,000 per occurrence. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

13. HUMAN RESOURCES.

- 13.1. PACE will utilize the services of the SCHOOL BOARD's Human Resources Department to provide drug screening for PACE job applicants. The SCHOOL BOARD is PACE's agent for this limited purpose and for no other purpose and participates in no other recruitment, interviewing or hiring procedure. The SCHOOL BOARD will review the results of the drug test and notify PACE of those results. The cost of the drug screening must be paid in advance to the SCHOOL BOARD by PACE or employee. Under no circumstances will PACE permit an applicant to volunteer or begin work at a school site until PACE has received satisfactory results of this test from the School Board's Human Resources Department. The results will be communicated in the form of an e-mail or faxed to the PACE. Oral confirmation is not valid.
- 13.2. PACE agrees that appropriate training will be obtained for the selected teachers to meet ESOL certification requirements as required by the State of Florida (SBR 6A-4.0244) for teachers instructing limited English proficient students. Further, all instructional personnel must sign Exhibit "A" entitled *ESOL Requirements for Instructional Personnel in Charter and Contracted Schools*.
- 13.3. PACE shall be staffed by qualified personnel as defined in Rule 6A-1.0503, FAC. Personnel will be certified or licensed in accordance with the standards established by the State. PACE shall adhere to all requirements and procedures in Exhibit "B" entitled *Instructional Hiring Process*. PACE will be responsible for implementation of the Federal Government's *Every Student Succeeds Act*. An

individual holding a current valid Florida teaching certificate must be employed by PACE CENTER to supervise all instructional activities and to assess and certify mastery of student performance objectives in those courses taken by students for credit toward a standard high school diploma. That individual will also be responsible for preparing all reports required by the SCHOOL BOARD or the State of Florida Department of Education in connection with the program and for communication with each student's "home school."

13.4. The SCHOOL BOARD will provide PACE with a schedule for professional development opportunities being offered to its employees. PACE employees may participate as space allows and at their own cost.

13.5. PACE understands that its employees will not participate in any employee benefits provided by the SCHOOL BOARD.

13.6. PACE represents and warrants to the SCHOOL BOARD that it will withhold income tax and social security tax for its employees and will maintain worker's compensation insurance for each employee.

14. MISCELLANEOUS.

14.1. Nothing in this Agreement shall constitute or be construed to be or to create a joint venture or partnership between PACE and the SCHOOL BOARD.

14.2. This is an Agreement for professional and specialized services and shall not be assigned by PACE in any manner or by operation of law.

14.3. PACE will at all times comply with local and state standards for health and safety of the Students, whichever are more stringent. PACE assures the SCHOOL BOARD that it does not discriminate on the basis of race, sex, marital status, national origin, religion, handicap or age in the operation of its business or provision of services.

- 14.4. If at any time an employee of PACE is aware of or suspects that child abuse or neglect has occurred, as defined in Chapter 39, Fla. Stat., that employee is required to immediately report such knowledge or suspected abuse or neglect to the Department of Children & Families by calling the Central Abuse Registry (1-800-86-ABUSE). Failure of PACE to immediately report known or suspected child abuse or neglect shall constitute a breach of contract and may result in termination.
- 14.5. This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all other negotiations (if any) made by and between the parties. This agreement may only be modified in writing signed by both parties hereto.
- 14.6. All of the terms and provisions of this agreement whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the party and their respective legal representatives, heirs, estates, successors and permitted assigns.
- 14.7. All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

As to SCHOOL BOARD:
Superintendent of School
Citrus County School District
1007 W. Main Street
Inverness, Florida 34450
Phone No. (352) 726-1931 ext. 2202 or 2206
Fax No. (352) 249-2112

As to PACE:

Phone No. _____
Fax No. _____

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

14.7.1.1. On the date delivered if by personal delivery,

14.7.1.2. On the date faxed if by fax, and

14.7.1.3. On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

14.8. This Agreement and all transactions contemplated by this Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws. Venue for any action arising from this Agreement shall only lie in Citrus County, Florida.

14.9. If any legal action or other proceeding is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

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

- 14.11. All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.
- 14.12. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
- 14.13. Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
- 14.14. A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of such right or remedy is contained in a writing signed by the party alleged to have waived his other rights or remedies.

14.15. **PUBLIC RECORDS NOTICE (MUST BE 14 PT BOLD):**

- 14.15.1. **IF PACE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PACE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, CERNICHC@CITRUS.K12.FL.US, AT 352-726-1931 ext. 2270, 1007 W. MAIN STREET,**

INVERNESS, FLORIDA 34450.

14.15.2. PACE is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract and will specifically:

14.15.2.1. Keep and maintain public records required by the School Board to perform the service.

14.15.2.2. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.

14.15.2.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if PACE does not transfer the records to the School Board.

14.15.2.4. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of PACE or keep and maintain public records required by the School Board to perform the service. If PACE transfers all public records to the School Board upon completion of the contract, PACE shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PACE keeps and maintains public records upon completion of the contract, PACE shall meet all applicable requirements for retaining

public records. All records stored electronically must be provided to the School Board, upon request of the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

14.15.2.5. The failure of PACE to comply with the provisions set forth herein shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

14.16. PACE and its subcontractors (if any), shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.

14.17. Each party will comply with all applicable federal and state laws, codes, rules, regulations, and SCHOOL BOARD policies in performing its duties, responsibilities, and obligations pursuant to this Agreement.

14.18. PACE CENTER represents and warrants to SCHOOL BOARD under this Agreement that:

14.18.1. PACE CENTER is not bound by any other contract, agreement, business relationship or another arrangement that would preclude it from entering into, or from fully performing, the services required under this Agreement;

14.18.2. PACE CENTER affirms and certifies that none of PACE CENTER'S agents, employees or officers have ever had his or her professional license or certification in the State of Florida, or of any other jurisdiction, either denied, suspended, revoked, terminated or voluntarily relinquished under threat of disciplinary action, or restricted in any way;

14.18.3. PACE CENTER affirms and certifies that it has not been convicted of a public entity crime as provided in § 287.133, Fla. Stats. (2018), to wit: A person or affiliate who has been placed on convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in § 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list;

14.18.4. PACE CENTER shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority over its business activities, including but not limited to Chapter 287, Florida Statutes (2018), and Fla. Admin. Code R. 60A. PACE CENTER shall further comply with Section 274A [8 U.S.C. 1324a] of the Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination. Violation by PACE CENTER of any laws, rules, codes, ordinances, or licensing requirements will constitute, on the date and time of any such violation, a material breach of this Agreement and serve as grounds for termination or nonrenewal of this Agreement;

14.18.5. The Parties must comply with the code of ethics for public officers and employees, Chapter 112, Fla. Stats. (2018)

14.19. Each party hereby irrevocably waives its rights to trial by jury in any Action or proceeding arising out of this agreement or the transactions relating to its subject matter.

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

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

THE SCHOOL BOARD OF CITRUS COUNTY, FL

Signature:

Print Name: _____

Title: Chairman

Date:

Signature:

Print Name:

Title:

Date:

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting

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

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

Document Title Pre-Qualification of Contractors for Educational Facilities Construction

Board Action Required:

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

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

October 2018

Assessment of Applications for Pre-qualification of Contractors

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

Assessment of Applications for Renewal of Pre-qualification Certificate

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

Assessment of Applications for Amended Pre-qualification Certificates

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

REQUESTS FOR SCHOOL BOARD AGENDA

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

Board Action Required

Presentation/Recognition _____ Information _____

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

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

Backup Materials: attached X available in district office _____ other _____

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

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: \$1,110.92

Amount Budgeted \$207,063 Additional Amount Requested _____

Funding Source: 4564

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

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

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



SEND THREE SIGNED AND SEALED COPIES TO:

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

F&C USE ONLY

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

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

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

ORIGINAL CONTRACT AMOUNT:	\$	<u>219,608.00</u>
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S):	\$	_____
CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER:	<u>See Page 2</u>	

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

- ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS 14 (Fourteen) Days CALENDAR DAYS
- FOR THESE CHANGES: (ADD TO DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF One Thousand One Hundred Ten Dollars and Ninety-Two Cents.

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

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

Signature: [Signature] Date: 9.20.2018

ACCEPTED: Signature: [Signature] Date: 9-20-18
 (CONTRACTOR)

APPROVED: Owner: _____ Date: _____
 (SUPERINTENDENT)

USE THIS SPACE FOR ADDITIONAL INFORMATION:

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

Work included is as follows:

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

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting
Requested by: Eric Stokes, Department of Facilities, Construction & Maintenance
Additional contact(s)/originator Jonny Bishop, Department of School Support Services
Document Title Change Order #2 for Inverness Primary School Partial Re-Roofing of Buildings 1A, 3 & 5.

Board Action Required:

Presentation/Recognition _____ Information _____

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

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

Backup Materials: attached X available in district office _____ other _____

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

Strategic Goals:

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

Other/Operational Activity

Strategies Include:

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

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

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

Funding Source: 4565

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07)

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



SEND THREE SIGNED AND SEALED COPIES TO:

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

F&C USE ONLY

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

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

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

ORIGINAL CONTRACT AMOUNT: \$ 779,600.00

* REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 498,465.73

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

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

* ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS Zero (0) CALENDAR DAYS

* FOR THESE CHANGES: (ADD TO DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF Twelve Thousand Eighty-Four Dollars and Nine Cents.

_____ \$ _____

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

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

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

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

APPROVED: Owner: _____ Date: _____
 (SUPERINTENDENT)

USE THIS SPACE FOR ADDITIONAL INFORMATION:

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

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

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

**PERSONNEL INFORMATION
(INSTRUCTIONAL)
SCHOOL BOARD MEETING October 23, 2018
(Rescheduled from October 9, 2018)**

APPOINTMENTS FOR 2018-2019:

*	Nancy Hatcher-CSE-Teacher (R)	10/08/18
*	Heather Kaiser-CRE- Teacher (R)	10/03/18
*	Nicholas Martone-CHS-Teacher (R)	10/03/18

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

		Certification Area	Out-of-Field Assignment
*	Leah Grady CRH	Certification Pending	World History AP World History World Geography
*	Kira Jirdinella FRE	Certification Pending	Elementary Ed
*	Heather Kaiser CRE	Certification Pending	PreK
*	Beth Penn CRH	Certification Pending	Health Sc Foundations Nursing 3 Health Science A&P
*	Robert Stack CRH	Driver Ed End. & Health K-12	Personal Fitness

LEAVE OF ABSENCE REQUESTS FOR 2018-2019:

	Karissa Guiste-CSE-Teacher	(Parenthood)	08/02/18-05/31/19
*	Alisa Jurascheck-LPS-Teacher	(Amendment)	08/09/18-02/12/19
*	Kaitlyn Miller-CRE-Teacher	(Parenthood)	10/15/18-12/18/18
	Cristina Staton-HER-Teacher	(Parenthood)	09/28/18-05/31/19

RESIGNATIONS FOR 2018-2019:

*	Richard Hilgert-Certified School Counselor	12/21/18
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RESIGNATIONS FROM DROP 2018-2019:

RETIREMENTS FOR 2018-2019:

RETIREMENTS TO DROP 2018-2019:

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

Citrus High:

- * Rachel Albrecht-Teacher-Assistant Girls' Soccer Coach
- * Benjamin Mogg-Teacher-Assistant Boys' Soccer Coach
- * Melvin Simmons-Community Member- Assistant Boys' Basketball Coach
- * Lauren Vickers-Teacher-Assistant Softball Coach

Crystal River High:

- * Katelyn Whited-Community Member-Varsity Cheerleading Coach

Lecanto High:

- * Faith Harper-Substitute-Assistant Weightlifting Coach
- * Allison Westmoreland-Community Member-Head Cheer Coach

Crystal River Middle:

- * Jessica MacRae-Teacher-Auxiliary Marching

Lecanto Middle:

- * Theodore Hopkins-Support-Head Football Coach
- * Theodore Hopkins-Support-Boys' Basketball Coach
- * Kolton Martin-Teacher-Girls' Basketball Coach
- * Christine Murin-Teacher-Boys' Tennis Coach
- * Mary Schirmer-Teacher-Intramural Cross Country Coach

SUSPENSIONS/TERMINATIONS 2018-2019:

LINE OF DUTY:

ADDITIONAL DAYS:

**PERSONNEL INFORMATION
(SUPPORT)
SCHOOL BOARD MEETING October 23, 2018
(Rescheduled from October 9, 2018)**

APPOINTMENTS FOR 2018-2019:

* Karrie Bennett-CRM-Custodian (R)	09/27/18
* Lisa Embry-DSC Food Service (R)	10/01/18
* Alexis Gearhart-ESE Aide (R)	10/03/18
* Debra Irving-DSC-Switchboard Operator-Change to DSC-District Secretary (R)	10/08/18
* Stephen Johnson-LEC Trans.- Line Mechanic (R)	10/09/18
* Verna Kale-LMS Food Service- Food Service Assistant (R)	09/27/18
* Mathew OQuinn-LEC Trans.-Bus Operator (R)	10/08/18
* Robyn Seawell-CRM-Teacher Aide 6 Hour (R)	10/03/18
* Karla Spivey-IMS-Teacher Aide, ESE-6 hour-TERM (N)	09/27/18
* Jeff Wolford-FRE-Custodian-Change to Maintenance- Maintenance Worker (R)	10/08/18

LEAVE OF ABSENCE REQUESTS FOR 2018-2019:

* Patsy Collett-Health Room Attendant (Personal)	10/02/18-05/30/19
* Debbie Hendrix-CRE-Teacher Aide-TERM (Health)	09/12/18-12/21/18
* Alison Johnston-HOM-Teacher Aide (Amendment)	08/10/18-05/30/19
* Jillian Prinner-Teacher Aide 6 Hour (Health)	08/16/18-10/01/18

RESIGNATIONS FOR 2018-2019:

Kyle Alexander-CR Trans.-Bus Operator	09/28/18
* Timothy Baker-WTC-Teacher Aide, Welding	10/12/18
* Kelly Barnes-WTC-Guidance Secretary	10/12/18
Daniel Gainer, Sr.-LEC Trans.-Bus Operator	12/21/18
* Ann Hammons-LHS-Teacher Aide	09/21/18
* Doreen Lauck-CSM-Teacher Aide- 6 Hour	10/10/18
* Dennis Melton-LMS-Custodian	10/09/18
* Sharon Paris-LEC Trans.-Bus Operator	10/12/18
* Tammy Segrest-DSC-District Secretary	10/05/18
Adryon Watson-INV Trans.-Bus Operator	09/28/18

RESIGNATIONS FROM DROP 2018-2019:

RETIREMENTS FOR 2018-2019:

RETIREMENTS TO DROP 2018-2019:

SUSPENSIONS/TERMINATIONS 2018-2019:

* Maria Courtney-LPS Food Service-Food Service Assistant-Recommendation for termination per Florida Statute 1012.40 (No Hearing Requested)

LINE OF DUTY:

* Tanya Nash-LHS-Teacher Aide (1 hour)

ADDITIONAL DAYS:

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.

Requested by Suzanne Swain SS, Department of Human Resources

Additional contact(s)/originator Jonny Bishop

Document Title Approval of the Affiliation Agreement with the University of West Florida (Internship)

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval X

Approval of the Affiliation Agreement with the University of West Florida (Internship)

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

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

Strategic Goals:

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

Other/Operational Activity

Strategies Include:

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

Financial Impact to the District: \$0

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____

Terms of Position
Michael P. Mullin

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07-original)

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

I. PARTIES

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

II. PURPOSE OF AGREEMENT

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

III. MUTUAL RESPONSIBILITIES

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

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

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

University agrees to work with Students, staff and administrators to insure that all individuals participating in the Program are made aware of their obligations to ensure other student confidentiality as well. Records of University and Affiliate will be subject to public access only to the extent required by Chapter 119, Florida Statutes.

D. Discipline. Affiliate reserves the right to request the University to withdraw any Student from its facilities whose conduct or work with others is not in accordance with the policies and procedures of the Affiliate or is detrimental to the mission of the Affiliate or others. In such event, the Student's participation in the Program at the Affiliate shall immediately cease. It is understood that only the University can dismiss a Student from the Program. The Affiliate will advise the University at the earliest possible time of any deficit noted in a Student's ability to progress toward achievement of the stated objectives of the experience. The Affiliate shall provide an orientation session/materials for Students and shall assure that all Students are made aware of those actions which may result in dismissal for cause.

IV. SPECIFIC RESPONSIBILITIES OF THE UNIVERSITY

A. Coordinator. The University shall designate a person or persons to coordinate and act as liaison with the appropriate Affiliate personnel. The University shall provide to the Affiliate the current curriculum, course objectives, and any syllabus of University's applicable educational Program, as well as all forms regarding practicum experience and instructions for completion of these forms. The University shall provide one or more faculty who will be responsible for instruction of the Students while participating in the Program and for evaluation of each participating Student. The University faculty has the responsibility of selecting, planning, and evaluating the work of the Students and such selecting, planning and evaluating shall be accomplished in accordance and consistent with the policies and programs of the Affiliate.

B. Student List. The University shall provide the Affiliate with a list of Students participating in the Program at least ten (10) days before each rotation is to start. There is no minimum number of Students required to be placed at the Affiliate.

C. Attendance. The University shall instruct each Student to attend all educational activities and adhere to applicable attendance policies of Affiliate where Student may be assigned.

D. Student Progress. The University agrees to communicate with the Affiliate's coordinator and Student to assess Student's progress as necessary.

V. SPECIFIC RESPONSIBILITIES OF THE AFFILIATE

A. Orientation. The Affiliate agrees to provide an appropriate orientation to Students concerning the facilities and the rules, policies and procedures of the Affiliate and other related material, such as scheduling information.

B. Educational Experience. The Affiliate agrees to provide adequate facilities and services for Students in accordance with the objectives of the program and assist in the evaluation of Student's learning experience.

C. Coordinator. The Affiliate agrees to designate a coordinator or preceptor from its staff to act as the liaison with University in this Agreement. The Affiliate coordinator has the responsibility of selecting, planning, and evaluating the work of the students and such selecting, planning and evaluating shall be accomplished in accordance and consistent with the policies and programs of the University coordinator.

VI. COORDINATORS. University and Affiliate shall designate a person (or persons) to coordinate and act as preceptor or liaison with the other party as set forth below:

Affiliate:

The School Board of Citrus County, Florida
1007 W. Main Street
Inverness, FL 34450

Attn: Superintendent of Schools

University:

University of West Florida
Teacher Education
11000 University Parkway
Building 85/Room 196
Pensacola, FL 32514

Attn: Field Placement Coordinator

VII. SPECIFIC RESPONSIBILITIES OF STUDENTS

The University agrees to advise each Student assigned under this Agreement to:

A. Compliance. Comply with the policies and procedures of the Affiliate, and with all state, local and federal regulations.

B. Confidentiality. Maintain the applicable confidentiality of all records and information exchanged in the course of the Program, including but not limited to, student educational records.

C. Transportation. Arrange for all transportation requirements necessary to participate in the Program.

VIII. GENERAL TERMS AND CONDITIONS

A. Term. This Agreement shall be for an initial term of two years and shall continue thereafter for additional one year periods unless terminated by either party as provided herein. This agreement may be modified or amended by mutual written consent of both parties at any time. Either party shall have the absolute right to terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party. However, any termination or expiration of this Agreement shall be effective only upon full completion of the Program curriculum for Students currently participating in a rotation with the Affiliate.

B. Independent Contractors. The relationship of the Parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture, or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with operations under this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.

C. Conflicts. Both parties agree that in the event conflicts or problems arise related to the rotation of any Student pursuant to this Agreement, Affiliate shall immediately contact the University's Coordinator. In the event that disagreements are not resolved by the Student involved, and the coordinators, such disagreements shall be resolved by the Chairperson of the Department at the University and the chief executive officer of Affiliate or his/her designee.

D. Integration. This Agreement, together with any applicable Addenda, represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements, negotiations, understandings and representations (if any) made by and between the Parties. The terms and provisions hereof may be amended, supplemented, waived or changed by a writing signed by each of the parties hereto.

E. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida.

F. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, the legality, validity and enforceability of the remaining provisions shall not be affected thereby.

G. Assignment. This Agreement may not be assigned, in whole or in part, by either party without the prior written consent of the other party.

H. Notices. Any notice to be given hereunder by either party to the other, unless otherwise provided for, must be in writing and may be effected either by personal delivery or by United States certified mail, return receipt requested, postage prepaid. Mailed notices shall be addressed to the parties at the addresses set forth in Section VI of this Agreement.

I. File Copies. Fully executed originals of this signed Agreement shall be placed on file at the University in the Office of Academic Affairs and the Affiliate.

J. Electronic Signatures. This Agreement may be executed by electronic or facsimile means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

SOVEREIGN IMMUNITY: Notwithstanding the foregoing, each party intend to avail itself of the benefits of Section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the either party's liability under this provision exceed the sum of \$200,000 per person or \$300,000 per occurrence. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

IF UNIVERSITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE UNIVERSITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE DIRECTOR OF RISK MANAGEMENT, EMAIL ADDRESS: CERNICH@CITRUS.K12.FL.US; TELEPHONE NUMBER: 352-726-1931 ext. 2270, ADDRESS: 1007 W. MAIN STREET, INVERNESS, FLORIDA 34450.

University is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract and will specifically:

- a. Keep and maintain public records required by the School Board to perform the service.
- b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the University does not transfer the records to the School Board.
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of University or keep and maintain public records required by the School Board to perform the service. If University transfers all public records to the School Board upon completion of the contract, University shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If University keeps and maintains public records upon completion of the contract, University shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request of the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.
- e. The failure of the University to comply with the provisions set forth herein shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board.

CONFIDENTIAL INFORMATION: Notwithstanding the foregoing, the Parties recognize that the School Board is subject to the provisions of the Florida Public Records Law, as codified in Chapter 119, Florida Statutes. In the event that the School Board is served with a request to disclose any or all of University Confidential Information pursuant to the requirements of applicable law, a judicial or governmental request, requirement or order or otherwise, the School Board will promptly notify University in order to provide University sufficient time to object to such request and pursue a court order protecting the disclosure of such information at University sole costs and expense. University shall notify the School Board, in writing, of its intent to seek protection of the Confidential Information within 10 days of receipt of the School Board's notification. University failure to notify the School Board of its intent to seek protection shall authorize the disclosure of the requested information and shall authorize the School Board to comply with the disclosure request. If University notifies the School Board of its intent to seek a court order protecting the disclosure of the information, then the School Board will take reasonable steps to cooperate with University in contesting such request, requirement or order or in otherwise protecting University rights prior to disclosure.

SIGNATURE PAGE FOLLOWS

IX. SIGNATURES TO AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA
(Name of Affiliate)

BY: _____
(Douglas A. Dodd, Chairman) Date

THE UNIVERSITY OF WEST FLORIDA
BY: _____
Dr. George Ellenberg, Provost/Senior Vice President Date

BY: _____
Dr. William Crawley Dean, College of Education and Professional Studies

*Signature page to
University of West Florida-_____ Affiliation Agreement.*

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.
Requested by Suzanne Swaine, Department of Human Resources
Additional contact(s)/originator Jonny Bishop
Document Title New Job Description for Maintenance Analyst

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval Approve New Job Description for Maintenance Analyst

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

The Maintenance Analyst is a new job description. The job description and position will replace the Energy Systems and Plans Room Manager job description and position (CCL07). The responsibilities will include assist in support of the district key/ID badge database, prepare check vouchers, requisitions and purchase orders, monitor subcontractor work records, and review, scan and control District Plans room information.

Strategic Goals:

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

Other/Operational Activity

Strategies Include:

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

Financial Impact to the District: \$37247.64 with benefits

Amount Budgeted \$37247.64 Additional Amount Requested \$0 _____

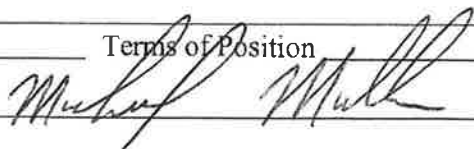
Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

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

SCHOOL DISTRICT OF CITRUS COUNTY JOB DESCRIPTION

Maintenance Analyst

QUALIFICATIONS:

- (1) High School Diploma or equivalent, additional post-secondary training (preferred)
- (2) High level of typing and computer efficiency required
- (3) Two (2) years of clerical and record keeping experience

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic accounting skills and processing payroll. Knowledge of office practices and procedures. Ability to make decisions in accordance with rules and regulations and to apply these to the work environment. Ability to maintain confidentiality. Ability to establish and maintain effective working relationships with other employees, architects, engineers, contractors, staff and the public. Ability to communicate effectively both verbally and in writing.

REPORTS TO:

Director of Maintenance

JOB GOAL

To support the maintenance department staff by performing various support responsibilities to ensure a consistent flow of operations. To perform all clerical duties in an efficient and professional manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Monitor subcontractor work records.
- (2) Review, scan and control District Plans room information.
- (3) Assist in support of the district key / ID badge database.
- (4) Monitor and schedule preventative maintenance.
- (5) Assist as backup for Office Dispatcher and Purchasing Agent.
- (6) Prepare and check vouchers, requisitions and purchase orders.
- (7) Assist as backup for processing payroll.
- (8) Type correspondence and prepare reports and tabulations.
- (9) Maintain all files in an orderly fashion.
- (10) Perform receptionist duties as required.
- (11) Answer incoming telephone calls and meet visitors in a professional and courteous manner.
- (12) Perform mathematical calculations with speed and accuracy.
- (13) Use effective, positive interpersonal communication skills.
- (14) Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.

Requested by Suzanne Swain, Department of Human Resources

Additional contact(s)/originator Jonny Bishop

Document Title Increase Pay Scale for Transportation- Shop Foreman

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval Approve to Increase Pay Scale for Transportation- Shop Foreman (This wording should be your actual motion to appear on the agenda)

Backup Materials: attached available in district office _____ other _____

Executive Summary / Highlights:

Transportation Shop Foreman is currently a pay grade Classified 03. The request is to upgrade the position to a pay grade Classified 01. Mrs. Farmer, Director of Transportation, compared the Shop Foreman salary to that of similar sized districts (see attached). The increase would be in line with that of similar sized districts.

Strategic Goals:

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

Other/Operational Activity

Strategies Include:

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

Financial Impact to the District: \$9811.07- Cost (including benefits) to upgrade the three positions.

Amount Budgeted \$0 for increase Additional Amount Requested \$9811.07

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07-original)

ALPHABETICAL ORDER

DISTRICT	Number of Students FY 16/17	Percent of students Transported	Position Title	Entry Level Pay Rate	Longevity Pay Rate
CITRUS	15,338	57.34%	Shop Foreman CURRENT CS-3 REQUESTED CS-1	\$15.98 \$17.37	\$22.28 \$23.69
Charlotte	15,923	40.41%	Foreman-Transportation	\$15.53	\$26.80
Columbia	10,062	42.92%	Lead Mechanic	\$19.73	\$27.16
Flagler	12,931	47.40%	Mechanic II	\$19.46	\$37.92
Hernando	22,293	50.51%	Shop Foreman	\$16.20	\$24.40
Highlands	12,311	44.10%	Head Mechanic (V)	\$14.96	\$24.06
Indian River	17,879	45.66%	Foreman	\$18.11	\$24.67
Martin	19,026	34.77%	Head Mechanic (VIII)	\$18.73	\$19.10
Nassau	11,546	50.09%	Lead Technician	\$25.57	\$30.76

LOWEST TO HIGHEST with CITRUS CURRENT RATES

Highlands	12,311	44.10%	Head Mechanic (V)	\$14.96	\$24.06
Charlotte	15,923	40.41%	Foreman-Transportation	\$15.53	\$26.80
CITRUS	15,338	57.34%	Shop Foreman CURRENT CS-3	\$15.98	\$22.28
Hernando	22,293	50.51%	Shop Foreman	\$16.20	\$24.40
Indian River	17,879	45.66%	Foreman	\$18.11	\$24.67
Martin	19,026	34.77%	Head Mechanic (VIII)	\$18.73	\$19.10
Flagler	12,931	47.40%	Mechanic II	\$19.46	\$37.92
Columbia	10,062	42.92%	Lead Mechanic	\$19.73	\$27.16
Nassau	11,546	50.09%	Lead Technician	\$25.57	\$30.76

AVERAGE \$18.26

LOWEST TO HIGHEST with REQUESTED RATES

Highlands	12,311	44.10%	Head Mechanic (V)	\$14.96	\$24.06
Charlotte	15,923	40.41%	Foreman-Transportation	\$15.53	\$26.80
Hernando	22,293	50.51%	Shop Foreman	\$16.20	\$24.40
CITRUS	15,338	57.34%	Shop Foreman REQUESTED CS-1	\$17.37	\$23.69
Indian River	17,879	45.66%	Foreman	\$18.11	\$24.67
Martin	19,026	34.77%	Head Mechanic (VIII)	\$18.73	\$19.10
Flagler	12,931	47.40%	Mechanic II	\$19.46	\$37.92
Columbia	10,062	42.92%	Lead Mechanic	\$19.73	\$27.16
Nassau	11,546	50.09%	Lead Technician	\$25.57	\$30.76

AVERAGE \$18.41

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.
Requested by Suzanne Swain, Department of Human Resources
Additional contact(s)/originator Jonny Bishop
Document Title New Job Description for Transportation Media Technician

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Approve the new job description for Transportation Media Technician (This wording should be your actual motion to appear on the agenda)

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

The Transportation Media Technician is a new job description and position in the transportation department. It will replace an open 181 day Trainer position, pay grade CCL06, in the transportation department. Job responsibilities include: install, maintain, and update computer hardware and software to allow workstations to connect to network video and radio servers and applications working with the Technology Resource Center, monitor video equipment health assessments and alerts and troubleshoot issues and Maintain current and archived video files and retrieve files as needed for authorized district, school and department personnel and authorities.

Strategic Goals:

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

Other/Operational Activity

Strategies Include:

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

Financial Impact to the District: \$29692.24 with benefits

Amount Budgeted \$29692.24 Additional Amount Requested \$0 _____

Funding Source: _____

Personnel:

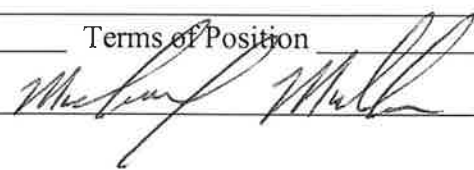
Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07-original)



**School District of Citrus County
Job Description**

TRANSPORTATION MEDIA TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience and Knowledge in computer media and/or related fields.
- (3) Possess/ability to possess a valid Florida CDL with school bus and air brake endorsements within the first year of employment.

KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of basic computer and network operations, equipment, procedures, and work flow. Ability to instruct individuals and groups. Ability to determine priorities and work independently. Ability to interpret and respond to computer, video, and radio related service and support requests. Ability to plan, organize, and coordinate work assignments. Ability to communicate technical information effectively verbally and in writing. Ability to establish and maintain effective working relationships with others.

REPORTS TO: Director of Transportation

JOB GOAL
To support transportation media systems and ensure that they are available for all users.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Install, maintain, and update computer hardware and software to allow workstations to connect to network video and radio servers and applications working with the Technology Resource Center.
- (2) Install and update district approved video and radio software on computer systems working with the Technology Resource Center.
- (3) Install, maintain, repair, and replace radio and video equipment on buses and in Transportation offices.
- (4) Monitor video equipment health assessments and alerts and troubleshoot issues.
- (5) Provide technical assistance and guidance to system users.
- (6) Respond to calls for assistance to ensure systems are functioning properly for users.
- (7) Assist authorized district, department, and school personnel with accessing bus videos.
- (8) Maintain current and archived video files and retrieve files as needed for authorized district, school and department personnel and authorities.
- (9) Perform light mechanical repairs as needed.
- (10) Fuel buses as needed.
- (11) Sustained focus and attention to detail for extended periods of time.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation and personnel.

Board Approved:

REQUESTS FOR SCHOOL BOARD AGENDA



Requested for October 9, 2018 School Board Meeting.
Requested by Chuck Dixon, Director, Department of Planning and Growth Mgt.
Additional contact(s)/originator Jonny Bishop, Assistant Superintendent of Support Services and Cheri Cernich, Director of Risk Management
Document Title Citrus County School District Continuity of Operations Plan (COOP)

Board Action Required:

Presentation/Recognition _____ Information X

Consideration/Approval _____

Citrus County School District Continuity of Operations Plan

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

The Continuity of Operations Plan (COOP) is a guide that provides a process to transition to interim facilities in the event of a disaster.

The COOP will be subject to regular updates as conditions and staffing levels change over time. The plan was developed in order to provide a basic guide for the continuity of District support operations if a single building is destroyed, or rendered unusable, by a storm event or other type of disaster.

Appendix I – Facility Relocation Plan for District Offices includes assignments for all district services (including those housed at the Lecanto Complex) to Building 700 at WTC. If more than one building is rendered unusable the tentative plan is to use temporary office space in addition to the space available in Building 700.

The COOP does not address the potential loss of a school building. The tentative plan for loss of a school building is to temporarily relocate students to portable classrooms or nearby schools based on the situation.

The COOP is not intended to be an exhaustive plan for any and all types of disaster scenarios. It is based on the most likely scenario of losing a single building in a wind event or fire.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: unknown – based on emergency event

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____

Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)

Jammy Wilson

Citrus County School District
Continuity of Operations Plan (COOP)

Section 1 – Introduction

A. Purpose

The purpose of the Citrus County School District Continuity of Operations Plan (**COOP**) is to provide concise guidance on where specific mission essential department staff would relocate to in the event of a disaster that rendered their individual building unusable for an extended period. The COOP also contains the process and procedures for transition to the interim facilities.

The COOP is designed to ensure that the Citrus County School District is prepared to respond to emergencies, recover from them, mitigate against their impact, and ensure that the District is prepared to provide critical support services in an environment that is threatened, diminished, or incapacitated.

B. Applicability and Scope

The COOP is applicable to the Citrus County School District support staff including all staff that is not based at a school site.

Continuance of school site based operations is beyond the scope of this Plan but tentative sites for the relocation of students and personal, as well as the installation of temporary buildings, can be completed in a timely manner if necessary based on data that is maintained in the Facilities and Planning Departments. This information changes from year to year based on student enrollment and construction projects.

Section 2 – Concept of Operations

A. Objective

The objective of the COOP is to ensure that adequate space is identified, and maintained, for the purpose of relocating District Support Staff in an emergency and to provide a concise guide to effectuate the necessary transition.

B. Planning Considerations

1. The COOP must be maintained for a high-level of readiness;
2. Must be capable of implementation both with and without warning;
3. Must be operational no later than three hours after activation;
4. Must maintain sustained operations for up to 30 days; and
5. Should take maximum advantage of existing Federal, State, and local government infrastructures.

C. COOP Execution

The Superintendent of Schools, or designated representative, shall assemble the relevant members of the Crisis Team at the District Services Center, or alternate location, and assess the damage to District Facilities and give direction to execute the necessary provisions of the Plan based on the damage assessment.

The Crisis Team includes the Superintendent of Schools and executive staff as well as the Director of Risk Management, Student Services, and other subordinate staff depending on the type of emergency and when it occurs.

D. Time Phased Implementation

The District Offices are located primarily in Inverness with some notable exceptions. The Technology Resource Center in Lecanto is the primary hub for the District Computer System and the District Student Services Center is also based in Lecanto. If damage is sustained at multiple sites it may be necessary to phase the Plan implementation to address the most critical needs in order of priority and determined by the Superintendent of Schools, or designated representative.

In the event of a major storm where damage is sustained at multiple facilities the priority for service recovery is as follows:

1. Maintenance Department – To assess and mitigate damage and make initial repairs as to ensure safety, secure property, and bring facilities on line for use.
2. Finance Department / Payroll Section – to facilitate payment to staff
3. Transportation Department – To bring fuel sites on line and transport people if needed.
4. Food Services – To provide food and mitigate damage to facilities as needed.
5. Technology Resource Center – Needed for overall coordination and school operations.
6. District Student Services/ Planning, Business Services, and District Staff housed at the District Services Center – Needed for school operations.

An alternative location for staff housed in each department is listed in Section 5.

Phasing of moving staff to alternative locations will be at the discretion of the Superintendent of Schools, or designated representative based on the priorities listed above.

E. Essential Staff

District staff who are displaced from their primary work location, and who are relocated to alternative facilities, must be able to continue the performance of mission essential functions for up to 30 days with resource support. Essential staff include the employees assigned to the departments listed in the order of priority.

F. Alternate Relocation Point

The determination of the alternative relocation point will be made at the time of activation by the Superintendent of Schools, or designated representative in consultation with the Crisis Team and will be based on the type and severity of the incident.

To ensure that the alternative facilities are adequate to accommodate the number of employees that may need to be relocated the Department of Risk Management shall review the needs annually and make sure that the designated space is sufficient.

G. Essential Functions

Once the department, or departments, is/are relocated to the alternative site(s) staff will ensure that mission essential functions can continue or resume as rapidly and efficiently as possible.

H. Warning Conditions

In most cases, such as the onset of a major storm event, warning will be given, and the Crises Team will convene and make advance preparations for the activation of the COOP as appropriate based on the projected severity of the event.

The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the event and other factors. Every reasonable effort shall be made to respond and execute the Plan with modifications if necessary.

I. Direction and Control

Authorized successors to the Superintendent of Schools are as follows:

1. Superintendent's Designee
2. Assistant Superintendent of School Operations
3. Assistant Superintendent of School Support Services

J. Operational Hours

During COOP contingencies, the Superintendent of Schools, or designated representative will determine the hours of work for the essential staff.

K. Alert and Notification

If the situation allows for warning, staff may be alerted prior to the activation of the COOP.

Standard operating procedure will be followed to use the District telephone call out system as well as e-mail notifications and social media if available.

Section 3 – Procedures

A. Information Systems Support

The District hub for telecommunications is located at the Technology Resource Center, TRC in Lecanto. The primary server for the Internet is located at this facility. Data is backed up weekly and stored at an offsite location. A total of 16 employees are based at the TRC.

The District has an alternate data center for business and student data, as well as the Microsoft Exchange System. The server is located at the District Service Center – Building 300 in Inverness. Data is backed up weekly and stored at an offsite location. A total of 11 employees are based in the 300 building.

B. Security and Access Controls

The Crises Team will ensure that the evacuation plan for each of the District facilities are complementary, and coordinated, if COOP activation is necessary. The Superintendent, or Superintendent's designee, will ensure that all necessary security and access controls are provided at the designated alternate facilities, the primary facility is secured, and that local law enforcement authorities are notified.

C. Student and Employee Records

Student and employee records are backed up weekly and copies are stored at an offsite location. These records can be accessed from any site with sufficient Internet access once the server infrastructure is restored at the primary location (TRC) or secondary location (DSC Building 300).

Section 4 – Activation

A. Alert and Notification Procedures

1. The alert and notification process will allow for a smooth transition of the essential staff to an alternate facility to continue the execution of mission essential functions.
2. Notification may be an alert to the essential staff that relocation is imminent, an announcement of a COOP activation that directs essential staff to an assembly site or designated relocation area.

B. Initial Actions

Based on the situation and circumstances of the event, the Superintendent, or Superintendent's designee, will evaluate the capability and capability levels required to support the mission and essential functions of the affected District Support Facilities.

1. The Superintendent, or Superintendent's designee, notifies the Director of Risk Management, or the Director of Risk Management's designee, to begin movement of the Crisis Team to an assembly site.
2. The Crisis Team deploys to the assembly site to assume mission essential functions.

3. The Director of Risk Management, or the Director of Risk Management's designee provides regular updates to the Superintendent, or Superintendent's designee.

Members of the School Board will be notified on the status of implementing the COOP.

4. After damages are assessed, the Director of Risk Management, or the Director of Risk Management's designee shall initiate contact, through the department directors, with all essential staff displaced by the event and direct them to report to an assembly site or to their designated alternative location.

C. Deployment and Departure Procedures – Time Phased Operations

Allowances for partial pre-deployment of any mission essential functions, which are critical to operations (such as maintenance and fuel site operations), will be determined by the Superintendent, or Superintendent's designee, at the time that the COOP is activated.

In addition, relocation to the alternative sites may be phased as deemed necessary by the Superintendent or Superintendent's designee, based on the extent of the impact to the District and the situation.

D. Transition to Alternative Locations

Following the activation of the COOP and the establishment of communication links between the Crisis Team and essential staff, the Superintendent, or Superintendent's designee, shall notify impacted Department heads to transition to the designated alternative locations.

Members of the School Board will be notified of the transition to alternative locations.

E. Site Support Responsibilities

Following notification that a relocation of one or more District facilities has been ordered or is in progress, the appropriate site based administrators and support staff will be notified to support the relocation if needed.

Section 5 – Alternate Operations

A. Execution of Mission Essential Functions

Upon activation, the Crisis Team will provide support for the following functions:

1. Monitor and assess the situation that required the relocation;
2. Monitor the status of personnel and resources;
3. Ensure that the Director of Risk Management, or the Director of Risk Management's designee has established and maintained contact with the Emergency Operations Center.
4. Plan and prepare for the restoration of operations at the District facility, or facilities that are damaged by the event.

B. Establishment of Communications

The site based administrator at the Technology Resource Center, TRC and the Director of Information Services shall ensure all necessary and preplanned communication systems are established, adequate, and functioning properly; and correct any faulty or inadequate communications system(s).

C. Relocation Group Responsibilities

Essential Staff Responsibilities: As soon as possible following their arrival at the designated alternative facility, the essential staff will begin providing support for the following functions:

1. The Department Director will disseminate administrative and logistics information to the essential staff. This information should cover the operational procedures for the next 30 days as applicable to the situation.
2. The essential staff will receive briefings and updates from the Director of Risk Management, or the Director of Risk Management's designee or the Department Director depending on the situation.
3. The essential staff will continue to perform the mission essential functions of the impacted facility, or facilities, as necessary.

D. Augmentation of Staff

If it becomes evident that the essential staff cannot ensure the continuous performance of mission essential functions, the Superintendent, or Superintendent's designee, will determine the positions necessary to ensure the continuous performance of mission essential functions.

E. Amplification of Guidance to Essential and Non-Essential Personnel

1. The Director of Human Resources, or the Director of Human Resource's designee will develop informative memorandum, or email, for dissemination to all employees regarding the duration of alternate operations, pertinent information on payroll, time and attendance, and duty assignments.
2. The Superintendent, or Superintendent's designee will approve this memorandum, or email, and it shall be distributed to all relocated personnel.

F. Development of Plans and Schedules for Reconstitution and Termination

1. The Crisis Team will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all functions, personnel, equipment, and records from the temporary alternate location to a new or restored facility.
2. The Superintendent, or Superintendent's designee, will approve the plans and schedules prior to the cessation of operations.

3. The Superintendent, or Superintendent's designee will oversee the Reconstitution and Termination process.

Section 6 – Reconstitution and Termination

A. Overview

Within 24 hours of emergency relocation, the Director of Risk Management, or the Director of Risk Management's designee will notify the Director of Facilities Construction and Maintenance or the Director of Facilities Construction and Maintenance designee, who will initiate operations to salvage, restore, and recover the affected facility, or facilities, after the approval the local and Federal law enforcement agencies involved. Reconstitution procedures will commence when the Director of Risk Management, or the Director of Risk Management's designee ascertains that the emergency has ended, and conditions are stable. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

1. Continue to perform mission essential functions at the designated alternate facility for up to 30 days.
2. Begin an orderly return to the affected facility and reconstitute full operations.
3. Begin to establish a reconstituted School District Facility in another facility such as a modular unit.

B. Procedures

Upon a decision by the Superintendent, or Superintendent's designee, that the impacted facility, or facilities, can be reoccupied or that a different facility will be established as a new Citrus County School District facility:

The Director of Risk Management, or the Director of Risk Management's designee, along with the department directors, will oversee the orderly transition of all School District Support Functions, personnel, equipment, and records from the alternate facility to a restored or new facility.

Prior to relocating back to the primary facility, or a new facility, the Director of Risk Management, or the Director of Risk Management's designee, along with the department directors will coordinate with the appropriate staff to ensure that the facilities are ready to be occupied.

When the necessary infrastructure and equipment is in place at the restored or new facility, the staff remaining at the alternate facility will transfer mission essential functions and resume normal operations.

C. After Action Review and Report

- D. An After-Action Review information collection process will be initiated prior to the cessation of operations at the alternate facility, or facilities. The information to be collected will, at a minimum, include information on the strengths and weaknesses of the process. A report will be prepared by the Director of Risk Management, or the Director of Risk Management's designee and provided to the Superintendent for consideration of ways to improve the process in the future.

**Citrus County School District
Continuity of Operations Plan (COOP)**

Appendix I – Facility Relocation Plan for District Offices

Current Facility/Department

District Service Center, DSC

From Building 100 at DSC:

Administration – 5 employees
 Conference Room – n/a
 Human Resources – 16 employees
 Risk Management – 5 employees
 Facilities and Construction – 4 employees
 Code Compliance – 2 employees
 Educational Services – 23 employees
 Educational Services Administration – 7 employees
 ESE Department – 35 employees
 ESE Administration – 2 employees

From Building 200 at DSC:

Finance – 25 employees
 Food Services – 8 employees

From Building 300 at DSC:

Transportation – 11 employees

From Building 400 at DSC:

Maintenance Building – 8 employees
 Bus Compound – 6 employees

From Building 500 at DSC:

Maintenance Shops. – 8 employees

Technical Resource Center, TRC

From TRC in Lecanto

Instructional Technology - 16 employees

District Student Services, DSS

Student Services – 10 employees
 Planning and Growth Management – 2 employees
 SRO Supervisor

Alternate Facility/Location

Withlacoochee Technical College, WTC

to Building 700 at WTC:

Room 713
 Room 714
 Room 709 and 710
 Room 711
 Room 712
 Room 712
 Room 705 and 706
 Room 715
 Room 707 and 708
 Room 715

to Building 700 at WTC:

Room 711, 713, 714, and 715
 Room 712

to Building 700 at WTC:

Room 713, 714, and 715

to Lecanto Complex

Lecanto Maintenance Facility
 Lecanto Bus Compound

to Lecanto Complex

Lecanto Maintenance Facility

Withlacoochee Technical College, WTC

to Building 700 at WTC:

Room 713, 714, and 715

to Building 700 at WTC:

Room 713, 714, and 715
 Room 712
 Room 711

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9th, 2018 School Board Meeting.
Requested by Cheri Cernich, Department of: Risk Management
Additional contact(s)/originator Jonny Bishop
Document Title: Settlement Agreement between Kristan Ward and the School Board of Citrus County, Florida.

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval X

Approval of:

Request the approval of the settlement agreement between Kristan Ward and the School Board of Citrus County, Florida regarding case #2016CA001053.

Backup Materials: attached _____ available in district office _____ other to be distributed

Executive Summary / Highlights:

Request the approval of the settlement agreement between Kristan Ward and the School Board of Citrus County, Florida regarding case #2016CA001053

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.

Requested by Cheri Cernich AKC, Department of: Risk Management

Additional contact(s)/originator Jonny Bishop

Document Title: 2018 – 2019 Agreement Between the School Board of Citrus County, Florida and the Citrus County Sheriff's Office for Sheriff's Security Services.

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval Request Board Approval of the 2018 – 2019 Agreement Between the School Board of Citrus County, Florida and the Citrus County Sheriff's Office for Sheriff's Security Services.

Approval of: the 2018 – 2019 Agreement Between the School Board of Citrus County, Florida and the Citrus County Sheriff's Office for Sheriff's Security Services.

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

The objective of this program is to facilitate and provide security at school sanctioned activities.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: \$117,450.00

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: Fund 4101 (Food Service) - \$20,500

Fund 1001 (General) – Project 00050 - \$91,450

School Internal Funds - \$5,500

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson

**2018-2019 AGREEMENT
BETWEEN
THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA
AND
THE CITRUS COUNTY SHERIFF'S OFFICE
FOR
SHERIFF'S SECURITY SERVICES**

PREAMBLE

It is in the best interest of Citrus County Schools and the Citrus County Sheriff's Office to work cooperatively to maintain the highest levels of safety for children and to maintain safe and secure schools. The program objective is to facilitate and provide security at school sanctioned activities.

THIS AGREEMENT, made and entered into between **THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA**, (hereinafter referred to as the "School Board"), and the **CITRUS COUNTY SHERIFF'S OFFICE**, (hereinafter referred to as the "Sheriff");

WITNESSETH:

- A. The School Board and the Sheriff's desire to provide children safety and security services to the public schools of Citrus County; and
- B. A Sheriff's Security Services has been proposed for the public school system of Citrus County, Florida, as hereinafter described; and
- C. The School Board and the Sheriff recognize the potential outstanding benefits of the Sheriff's Security Services to the citizens of Citrus County, Florida, and particularly to the students of the public school system of Citrus County, Florida; and
- D. It is in the best interests of the School Board, the Sheriff, and the citizens of Citrus County to establish this program;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the School Board and the Sheriff hereby agree as follows:

**ARTICLE I
ESTABLISHMENT**

Sheriff's Security Services Program is hereby established in the public school system of Citrus County, Florida from July 1, 2018, to June 30, 2019.

ARTICLE II

RIGHTS AND DUTIES OF THE SHERIFF

The Sheriff shall provide, at the request of the Superintendent, school principal or District staff, Deputies to provide security at school sanctioned events. The Superintendent, or his or her designee, shall determine the number of deputies needed for each event, after consultation with the Sheriff.

ARTICLE III

RIGHTS AND DUTIES OF THE SCHOOL BOARD

The School Board shall cooperate and communicate with the Sheriff to provide appropriate services for the assigned schools. The School District will make all appropriate effort to maintain equitable services and related costs with other law enforcement agencies. Nothing contained in this Agreement prevents or prohibits the School Board from using security services provided by other law enforcement agencies or private security firms.

ARTICLE IV

FINANCING OF THE SECURITY SERVICES PROGRAM

The School Board shall fund the School Security Program as follows:

1. For Sworn Deputies participating in the Sheriff's Security Service Program, the School Board will reimburse the Sheriff at the rate of:

7/1/18 to 9/30/18

\$25.00 per hour + \$1.91 (FICA tax) + \$1.67 (Work Comp) + \$2.00 (Admin Fee) = \$30.58 per hour

10/1/18-6/30/19

\$25.00 per hour + \$1.91 (FICA tax) + \$1.81 (Work Comp) + \$2.00 (Admin Fee) = \$30.72 per hour

2. Pursuant to the Sheriff's standard operating procedures, one supervisor will be required for each assignment of five or more deputies at a single event. In such case, the Sheriff will be reimbursed for the supervisor's assignment for a minimum of three hours at the rate of:

7/1/18-9/30/18

\$30.00 per hour + \$2.30 (FICA tax) + \$2.00 (Work Comp) + \$2.00 (Admin Fee) = \$36.30 per hour.

10/1/18-6/30/19

\$30.00 per hour + \$2.30 (FICA tax) + \$2.17 (Work Comp) + \$2.00 (Admin Fee) = \$36.47 per hour.

3. The School Board will reimburse the Sheriff at the assigned hourly straight rate + FICA + Work Comp + FRS for each School Resource Officer that is assigned to that school where the event is taking place.

In the event that more than one School Resource Officer is needed at an event, the School Board will reimburse the Sheriff at the following rate for the additional School Resource Officer or other sworn deputies participating in the Sheriff's Security Service Program.

7/1/18 to 9/30/18

\$25.00 per hour + \$1.91 (FICA tax) + \$1.67 (Work Comp) + \$2.00 (Admin Fee) = \$30.58 per hour

10/1/18-6/30/19

\$25.00 per hour + \$1.91 (FICA tax) + \$1.81 (Work Comp) + \$2.00 (Admin Fee) = \$30.72

4. Deposit details are broken down into the following clusters of schools:

Cluster 1	Citrus Springs Middle	Central Ridge Elem	Citrus Springs Elem	
Cluster 2	Forest Ridge Elem	Hernando Elem		
Cluster 3	Crystal River High	Crystal River Middle	Crystal River Primary	
Cluster 4	Rock Crusher Elem	Homosassa Elem		
Cluster 5	Lecanto Complex			
Cluster 6	Citrus High	Inverness Middle	Inverness Primary	WTC
Cluster 7	Floral City	Pleasant Grove	School Board	

The School Board will reimburse the Sheriff for one hour at the rate of:

7/1/18 to 9/30/18

\$25.00 per hour + \$1.91 (FICA tax) + \$1.67 (Work Comp) + \$2.00 (Admin Fee) = \$30.58 per deposit detail cluster.

10/1/18-6/30/19

\$25.00 per hour + \$1.91 (FICA tax) + \$1.81 (Work Comp) + \$2.00 (Admin Fee) = \$30.72 per deposit detail cluster.

5. If a school function requires that a School Resource Officer from both schools attend, (i.e. Inter-county high school football game), the non-hosting School Resource Officer may be paid at the assigned hourly rate if pre-approved by the Sheriff or designee.
6. The Sheriff or designee has the right to flex the School Resource Officer off within the pay period based on the needs of the agency.
7. Any School Board related overtime not flexed will be paid at the overtime rate and the costs to be divided equally between the School Board and

Sheriff at the end of the budget year.

Funds provided by the School Board during the term of the Agreement for the cost of the Sheriff's Security Services Program listed in the Agreement shall be billed every two weeks. All invoices must include dates and hours worked for each Deputy and each date and time must be signed by the appropriate school personnel.

ARTICLE V

EMPLOYMENT STATUS OF SHERIFF'S SECURITY SERVICES

Deputies shall remain employees of the Citrus County Sheriff's Office, and shall not be employees of the School Board of Citrus County. The Deputies will be under the direct supervision and control of the Citrus County Sheriff's Office. The Deputy shall remain responsive to the chain of command of the Citrus County Sheriff's Office.

ARTICLE VI

APPOINTMENT OF DEPUTIES

The Citrus County Sheriff's Office shall be responsible for the recruitment, interviewing, and appointment of Security Deputies.

ARTICLE VII

DISMISSAL/REPLACEMENT DEPUTIES

If the principal of the school to which the Security Deputy is assigned feels that the Deputy is not effectively performing his/her duties or responsibilities, the principal shall recommend to the superintendent that the Deputy be removed from the program at his/her school, and shall state the reasons in writing. Within a reasonable time after receiving the recommendation from the principal, the Superintendent or designee shall advise the Sheriff or his designee of the principal's request. If the Sheriff so desires, the Superintendent and Sheriff, or their designees, shall meet with the Deputy to mediate or resolve any problems which may exist. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or mediated, or in the event mediation is not sought by the Sheriff, then the Deputy shall be removed from the program at the school and replacement shall be obtained.

The Sheriff may dismiss or reassign a Deputy based upon Office Rules, Regulations, and/or general orders and when it is in the best interest of the people of Citrus County. In the event of the resignation, dismissal, reassignment or long-term absences by a Deputy, the Sheriff shall provide a temporary replacement for the Deputy.

ARTICLE VIII

TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon default or breach by the other party, if said party remains in default or breach after receiving written notice and fails to

cure such default or breach within thirty (30) days of such notice. This Agreement may be terminated without cause by either party upon ninety (90) days written notice. In the event this Agreement is terminated, compensation will be made to the Sheriff for all services performed to the date of termination. Termination of this Agreement may only be accomplished as provided herein.

ARTICLE IX

NOTICES

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid, and addressed as follows:

Superintendent of Schools
Citrus County Schools
1007 W. Main Street
Inverness, FL. 34450

Sheriff of Citrus County
Citrus County Sheriff's Office
1 Dr. Martin Luther King, Jr. Ave.
Inverness, FL, 34450-4994

ARTICLE X

GOOD FAITH

The School Board, the Sheriff, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the Sheriff, or their designees.

ARTICLE XI

MODIFICATION

This document constitutes the full understanding of the parties, and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

ARTICLE XII

NON-ASSIGNMENT

This Agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the School Board and the Sheriff is obtained.

ARTICLE XIII

SIGNATURES

We, the undersigned, have reviewed this Agreement for the provision of Security Officers for sanctioned activities, and express our concurrence with the methodologies and goals contained. Revisions to this Agreement must be mutually approved by the Superintendent of Schools and the Sheriff of Citrus County.

Superintendent of Schools

Citrus County Sheriff

Date

Date

Chairman of Citrus County Schools

Date

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.

Requested by Cheri Cernich *AKC* Department of Risk Management and

Additional contact(s)/originator *JJ* Employee Relations

Document Title 2018-2019 Best Practices Self-Assessment Report for School Safety &

Security

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval _____

Approve the 2018-2019 Best Practices Self-Assessment Report for School Safety & Security

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

Backup Material: attached _____ available in district office x other _____

Executive Summary/Highlights:

2018-2019 Best Practices Self-Assessment Report for School Safety & Security.

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary None hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: *Jammy Wilson*

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 23, 2018 School Board Meeting.

Requested by Cheri Cernich, Department of: Risk Management

Additional contact(s)/originator Jonny Bishop

Document Title: 2018 – 2019 annual findings and recommendations from the School Safety Specialist.

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Request Board Approval of the 2018 – 2019 annual findings and recommendations from the School Safety Specialist to the District School Board which identify strategies and activities that the District School Board should implement in order to improve school safety and security.

Approval of: the 2018 – 2019 annual findings and recommendations from the School Safety Specialist to the District School Board which identify strategies and activities that the District School Board should implement in order to improve school safety and security.

Backup Materials: attached _____ available in district office _____ other X (to be distributed)

Executive Summary / Highlights:

2018-2019 annual findings and recommendations from the School Safety Specialist to the District School Board which identify strategies and activities that the District School Board should implement in order to improve school safety and security.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: _____

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilson

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Laura Mason, Department of Citrus High School
Additional contact(s)/originator John Edel, Chorus Teacher
Document Title Request for Out-of-State Field Trip to Oahu, Hawaii

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Request approval to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute to Hawaii: Commemorating the 75th Anniversary of WWII and to enjoy the area's cultural and historical venues from June 5 – 10, 2019.

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

Request approval to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute to Hawaii: Commemorating the 75th Anniversary of WWII and to enjoy the area's cultural and historical venues from June 5-10, 2019. Students will also be visiting Pearl Harbor, Diamond Head, Dole Plantation, Polynesian Cultural Center and Waikiki Beach.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Jammy Wilson

(Form Board Approved 7/10/07-original)



Citrus High School

600 West Highland Boulevard • Inverness, Florida 34452-4697
Phone (352) 726-2241 • Fax (352) 249-2102

Laura Mason
Principal

Todd Goolsby
Assistant Principal

Shelby Kaskie
Assistant Principal

Robert Thompson
Assistant Principal

Larry Bishop
Activities Director

Mark Kahler
Dean

Kyler Kirby
Dean

September 5, 2018

Mrs. Sandra "Sam" Himmel
Superintendent of Schools
1007 West Main Street
Inverness, FL 34450

Dear Mrs. Himmel:

On behalf of the Citrus High School Choral Department, I am requesting permission for them to participate in an out-of-state field trip to Oahu, Hawaii for the purpose of performing at the American Musical Salute and to enjoy the area's cultural and historical venues. The trip is tentatively scheduled for June 5, 2019 through June 10, 2019.

All expenses for the trip will be paid through fundraisers and student contributions. Please consider this field trip for its' outstanding value and experience for these students.

Sincerely,

Laura Mason
Principal

SCHOOL LEVEL
FIELD TRIP REQUEST
CITRUS COUNTY SCHOOL BOARD

Class/Group/Club: Citrus HS Chorus

Purpose of trip: Spring Tour - 75th Anniversary WWII

Departure date: June 5 - 2019 Departure time: 6 A.M.

Return date: June 10 - 2019 Return time: 10 P.M.

Destination: Oahu, Hawaii

Type of transportation: School bus Private Carrier
If private carrier: DOT Number _____ Last Annual Vehicle Inspection Date _____
Insurance Company: Security Planning

Faculty member in charge: John Edel

Additional faculty involved: Lisa Edel, Augustine, Manfredi, Gould, Mayer, Neumann

Chaperones: See Above

Number of students: 40 - 50

Funding Source: Group Fundraisers / Out of pocket / Sponsorships

Requested by: [Signature] Date: 9/17/18
(Faculty Member/Sponsor)

Approved by: [Signature] Date: 9/6/18
(Principal/Designee)

Approved by: _____ Date: _____
(Superintendent/Designee)
(Out-of-state only)

Approved by: _____ Date: _____
(School Board)
(Out-of-state only)

Mrs. Laura Mason
Principal
Citrus High School
600 W. Highland blvd.
Inverness, FL 34452

Subject: 2019 Chorus Tour to Hawaii

Dear Mrs. Mason,

The Citrus High School Chorus has been invited to tour the island of Oahu for 6 days in June 2019. American Musical Salute will host the trip. Our contact is Chris Meeker, vice president of Historic Programs and American Musical Salute in Mesa, Arizona. Having gone on this same tour twice before, once in the summer of 2003, and again in the summer of 2009, I can say that it was amazing! Not only do the students get to perform at some of the great venues in Oahu, like Pearl Harbor, The Polynesian Cultural Center, and the Waikiki Shell, they will be immersed in a new culture and will experience a deeper understanding of the events that occurred on Dec. 7, 1941 that helped to shape our nation. This trip is to commemorate the 75th Anniversary of WWII and to give honor to those who paid the ultimate sacrifice in service of our nation. The performances, therefore, will be patriotic in nature, and will include repertoire from many of Hawaii's national songs. As performers for this event, our students would be serving as musical ambassadors representing Florida. Attached is a sample itinerary of the trip.

The total tour cost for six days in Hawaii is approximately \$1900.00 with flexibility for change in airline costs. The students are responsible for raising their own money for the trip. We have already started planning for this by doing fundraisers and generating a letter for business sponsors to donate funds. Also, many parents in our booster club have given financial support to those students who wish to participate and do not have the monetary resources to pay for it.

Please consider the performance value, and the incredible experience that this trip will provide our students when making your decision. If you have any further questions or need additional information, please let me know.

Mahalo,



John T. Edel
Chorus Director
Citrus High School
edelj@citrus.k12.fl.us
352-726-2241 x3506



American Musical Salute to Hawaii
Commemorating the 75th Anniversary of WWII

Dear Mr. Edel,

The attack on Pearl Harbor occurred December 7, 1941. This significant moment in world history not only marked the entry of the United States into World War II, but it set in motion events that would shape the course of history.



To remember the day “live in infamy,” and to honor all the veterans of WWII, Historic Programs would like to invite the **Citrus High School Choir** to represent **Florida** in the American Musical Salute to Hawaii: Commemorating the 75th Anniversary of WWII. This historic opportunity will take place throughout the spring and summer of 2019.



Each group will have the opportunity to pay a musical tribute to those whose service and sacrifice helped preserve the freedoms we hold dear. Your performance and visit to Pearl Harbor will provide your students with a deeper understanding of the events on December 7, 1941. They will also gain a tremendous appreciation for those who paid the ultimate sacrifice in service to a grateful nation.



In addition to your memorable performance opportunity, your group will be able to take in the rich history and culture of Hawaii. From the world famous beaches of Waikiki to the tropical beauty of the North Shore, your participation in the American Musical Salute to Hawaii will create memories your students will cherish throughout their lives.



Please let us know if you and your group might be in a position to attend as your state’s representative. Historic Programs would like to be able to notify the governor of your state before the end of September, that their office may issue a letter of recognition or proclamation to you and your program as an official representative to this event.



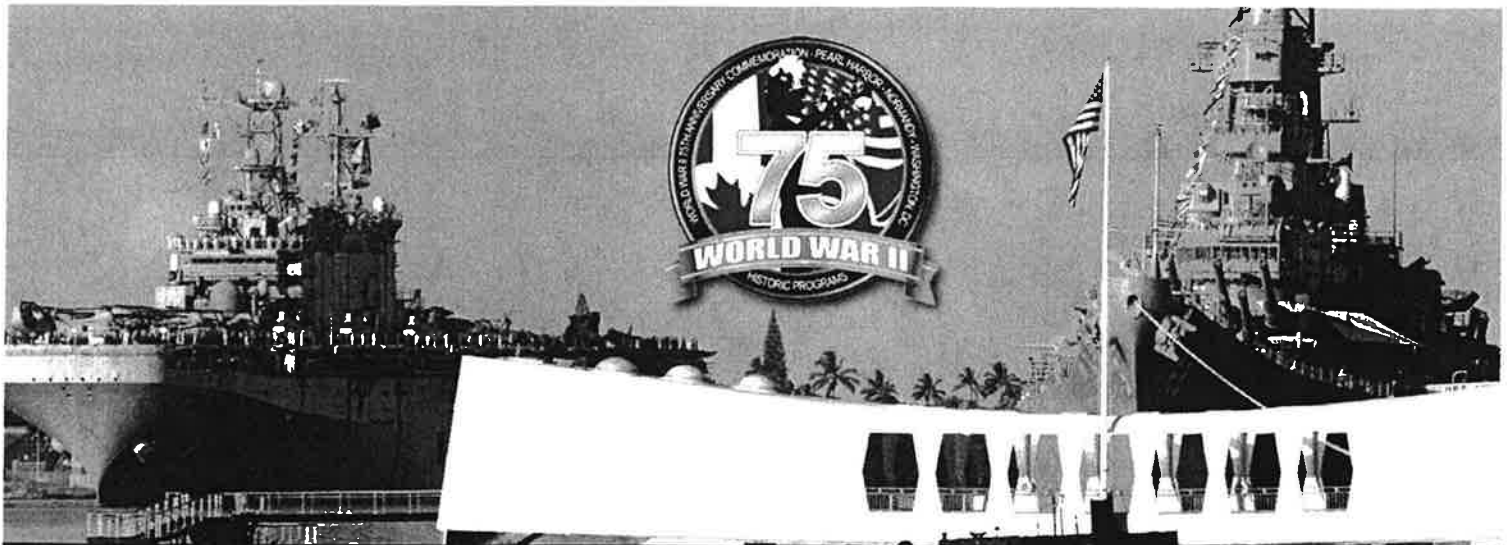
We look forward to hearing from you soon!

Mahalo,



Joel H. Biggs
President
Historic Programs & American Musical Salute





AMERICAN MUSICAL SALUTE - CITRUS HIGH SCHOOL CHOIR COMMEMORATING THE 75TH ANNIVERSARY OF WWII

DAY 1 - ARRIVAL

- AM Departure from Orlando – airline schedule TBD
- Afternoon arrival into **Honolulu**
- Meet your Local tour escort at the airport baggage claim
- Transfer via private motor coach to the hotel to check in – **Ohana East Hotel**
- Dinner provided followed by a relaxing evening on **Waikiki Beach**



DAY 2 – PEARL HARBOR VISIT

- Breakfast provided
- Depart to **Pearl Harbor**. Visit Museum, view 22 minute documentary, board Navy Launch to **USS Arizona Memorial**
- After tour of Pearl Harbor, board trolleys from the USS Bowfin to Ford Island
- Visit the **USS Missouri**
- **American Musical Salute Tribute Performance at the USS Missouri** Group Picture at Pearl Harbor
- Return to Hotel - Dinner provided then evening to explore the famous **International Market Place**



DAY 3 – MUSIC CLINIC/EXCHANGE

- Breakfast provided
- Afternoon to enjoy a variety of optional activities in Waikiki such as: **snorkeling, surfing, or boogie boarding**
- Depart for the Marine Base at Kaneohe Bay
- Optional afternoon workshop, music exchange at the University of Hawaii
- Return to Waikiki for dinner and an evening on the Waikiki Beach Walk
- Return to hotel for overnight



DAY 4 – ISLAND TOUR AND PCC

- Breakfast provided
- En route to the north shore enjoy an island tour where you will see **Diamond Head, Pali Lookout, Dole Plantation, North Shore Beaches** and the World famous **Banai Pipeline, Waimea Bay** and **Sunset Beach**
- Transfer to **Polynesian Cultural Center**. Enjoy the seven Polynesian villages
- **Pageant of the Long Canoes**
- Buffet Dinner at Polynesian Cultural Center
- **Choir Performance at the Polynesian Cultural Center**
- Spectacular **HA: The Breath of Life** evening show



DAY 5 – DEPART FOR HOME

- Breakfast provided
- Morning to enjoy any last minute sightseeing in Waikiki
- Lunch on own
- Meet bus for transfer to the airport
- Depart for the Mainland

DAY 6 – RETURN HOME

- Arrive back in Orlando and depart for the school
- Arrival home

COMMEMORATIVE PARTNERS





REGISTRATION

AMERICAN MUSICAL SALUTE – HAWAII GROUP INFORMATION

School/Group Name Citrus High School Chorus
 Directors Name John Edel Group Size 40-50
 School Address 600 W. Highland Blvd
 City Inverness State FL ZIP 34452
 Daytime Phone 352-726-2241 Evening Phone 352-287-1346
 Email Address v3506 edel@citrusk12.fl.us

SELECT EVENT PACKAGE AND OPTIONS (per person)

- Travel dates: Arrival date: 6-5-19 Departure date: 6-10-19
- Five days / four nights (Including round trip airfare) \$1899.00

Package price includes: 1st Class Hotel with breakfast – 4 dinners – Official recognition – Round trip airfare from Orlando to Honolulu – local motor coach transportation – Entrances as noted on the tour schedule – Polynesian Cultural Center – USS Missouri – Performance arrangements – On Site assistance by American Musical Salute representatives – Consumer Protection Insurance – 2 mil Liability Insurance – Group Recognition Award – 1 free trip for every 20 paid. Price based on four occupants per room**. Supplemental cost will apply to rooms with less than four occupants. *Transportation is included in program cost*

**Hotel supplemental charges: triple \$65, double \$200, single \$600

Signature  Date 8/13/19

Please return this registration by fax at: 480-654-2553
 or by mail at:
 American Musical Salute
 7255 E. Hampton Ave., Suite 127
 Mesa, AZ 85208

(800) 626-8590 ph – (480) 654-2553 fx – info@historicprograms.org

Payment Schedule/Cancellation Schedule

Payment Schedule as follows: Due immediately, Due 30 days after your acceptance - \$100 per person - \$200 due every 30 days - Final Payment due 30 days prior to your departure. If full payment is not received 30 days or more prior to departure, the group is subject to a \$500 late charge.
Cancellation penalty will be assessed as follows: \$50 per person if cancellation occurs after 30 days - 25% of tour cost 120 days prior to departure - 50% of tour cost 60 days prior to departure - 75% of tour cost 30 days prior to departure - 100% 14 days prior to departure

PRICE:

The price of the performance tour is based on rates in effect on May 1, 2018. Space is reserved for a minimum of 40 paying participants. If the group drops below 40 paying participants, a supplemental charge of \$10-30 will be added to the per person rate. Statements are adjusted as the group size increases or decreases reflecting rate changes caused by changing the number of participants. Rates of hotel, food cost, transportation cost, etc. are based on your total number traveling. We rely on you to keep us informed as these numbers change.

PAYMENT SCHEDULE: AMERICAN MUSICAL SALUTE has agreed on a deposit schedule with suppliers in your behalf, to provide the experience you expect at the price we have agreed upon. Prices and services are guaranteed only on the condition that deposits are received from you in accordance with the payment schedule above, and are otherwise subject to change. If you anticipate any delays, it is important to contact AMERICAN MUSICAL SALUTE immediately. Invoices will be sent regularly to remind you of payment amounts and due dates.

CANCELLATION SCHEDULE:

Deposits to suppliers, including hotels, bear cancellation penalties in their contracts with AMERICAN MUSICAL SALUTE. These cancellation penalties and certain administrative expenses result in cancellation penalties as indicated above. The percentages indicated are the percentages of gross billing. Cancellations must be made in writing and are effective on the date of receipt by AMERICAN MUSICAL SALUTE. The cancellation schedule applies unless modifications are authorized in writing by AMERICAN MUSICAL SALUTE management.

SUBSTITUTIONS AND CHANGES IN GROUP SIZE:

Substitutions will be allowed up to and including 30 days prior to departure at no additional charge. 60 Days prior to departure a name list including all travelers must be submitted to AMERICAN MUSICAL SALUTE this will certify the number for billing. In the event this name list is not received by AMERICAN MUSICAL SALUTE then the last number submitted to AMERICAN MUSICAL SALUTE in writing will be the number certified for billing. The cancellation of a person within 60 days of the departure date, with no substitution, will follow the cancellation schedule above. The addition of a new participant will be charged at the best price available at the time with all efforts being made by AMERICAN MUSICAL SALUTE to keep the new participant at the group rate.

AIRLINES AND SPECIAL EQUIPMENT:

In the event your air transportation is booked through AMERICAN MUSICAL SALUTE events additional deposits may be required to meet requirements of the Airline. In the event additional fees are incurred, including but not limited to security fees, fuel surcharges and additional taxes these will be passed through to the customer. Airlines have strict regulations on the transport of oversized or overweight equipment. Transportation of equipment, including musical instruments, above normal luggage capacity and the transportation for such equipment is not included in the price of the performance tour unless specifically stated in the list of "Tour Inclusions." Transportation of such equipment should be considered separately.

OTHER INFORMATION:

Capital Management Group, Inc., AMERICAN MUSICAL SALUTE, LLC and its and their employees, shareholders, subsidiaries, affiliates, officers, directors, agents and assigns (collectively "AMERICAN MUSICAL SALUTE") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground handlers, food service or entertainment providers, etc. As a result, AMERICAN MUSICAL SALUTE is not liable for any negligent or willful act or failure to act of any such person, or any other third party not under its control. Without limiting the foregoing, AMERICAN MUSICAL SALUTE accepts no responsibility for any risk or resulting injury, delay, inconvenience, damage, or death which results from criminal activity, weather or other acts of God, accidents, disease, epidemics, illness, the provision of inappropriate or no medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism, insurrection or revolt, or any other event beyond its direct control.

AMERICAN MUSICAL SALUTE in its sole discretion reserves the right to decline to accept any participant as a member of these trips. AMERICAN MUSICAL SALUTE reserves the right in its sole discretion to terminate any participant who does not abide by its rules and regulations, an/or whose conduct is deemed to be such as to endanger the participant, the success of the program or the welfare of other participants, staff members and/or third parties. In the event of such termination, the participant will be sent home at the expense of transporting the participant home shall be determined exclusively by AMERICAN MUSICAL SALUTE. In the event of such termination, there will be no refund whatsoever. The participant is personally liable to AMERICAN MUSICAL SALUTE for any damages caused by improper conduct. Each participant agrees to be video taped and/or photographed and authorizes AMERICAN MUSICAL SALUTE to use such material in any advertising in any form, and releases AMERICAN MUSICAL SALUTE from any claims for compensation based on the use of such material.

AMERICAN MUSICAL SALUTE may cancel any trip because of insufficient enrollment or for any other reason. In the event a trip is canceled by AMERICAN MUSICAL SALUTE, the participant shall have the option of either taking a complete refund of all deposits, and moneys paid, or of selecting an alternate program as full compensation. The terms forth in this agreement supersede any oral agreement or any information that may be found on the brochures, any amendment to this agreement must be made in writing and signed by both parties.

No refunds can be granted for features in the trip not utilized. The cost of replacing lost or stolen tickets is the responsibility of the passenger. If a flight or transfer by motorcoach or train is missed, participant is responsible to make his or her own arrangements and to pay all charges associated therewith.

ARBITRATION

Any dispute concerning this contract, the brochure or any other advertising material concerning the trip or the trip itself must be resolved exclusively by binding arbitration in Maricopa County, Arizona pursuant to the commercial rules of the American Arbitration Association then existent. In any such arbitration, substantive Arizona law will apply to all issues.

SELLERS OF TRAVEL

For certain states that require "sellers of travel" to register, The American Musical Salute by Capital Management Group, Inc. is registered in the following: California - 2046660-40; Florida - ST35424; Iowa - 743

Please sign below and return a copy of this page to AMERICAN MUSICAL SALUTE:

ACCEPTANCE OF CONTRACT: All of the terms of this contract are considered accepted by the group 30 days after AMERICAN MUSICAL SALUTE receives the first deposit, whether or not this Letter of Agreement is eventually signed by either party. I have read and consent to the terms found in the subsequent pages included in this Letter of Agreement:

American Musical Salute, LLC

Joel H. Biggs, President
7255 E. Hampton Ave. Suite 127
Mesa, AZ 85208

Date

Director

 8/13/18
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/1/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Security Planning & Insurance 1341 S State Street, Suite 209 Salt Lake City UT 84115		CONTACT NAME: Lisa Sallsbury PHONE A/C No.: 801-487-2285 E-MAIL ADDRESS: lisas@securityplanning.com PRODUCER CUSTOMER ID:		FAX A/C No.: 801-487-7663
INSURED		INSURER(S) AFFORDING COVERAGE		NAIC #
Capital Management Group Inc., dba American Musical Salute, Pearl Harbor Parade, Fame Events, Historic Programs 7255 E Hampton Mesa AZ 85208		INSURER A: Berkely Agency, LTD INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC			EOL5331336-09	06/15/2018	06/15/2019	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 1,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Richard Sallsbury

CITRUS COUNTY SCHOOLS
Request for Temporary Duty Assignment

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS *PRIOR* TO DEPARTURE

Date of Request: 9/17/18

1. I hereby request a temporary duty assignment at: (indicate the city/street and add miles if necessary)

Oahu, Hawaii
Accompanying Students Yes No

2. For the purpose of Citrus HS chorus spring tour

3. Expected date of departure June 5 - 2019 Expected date of return June 10 - 2019

Expected time of departure 6 A.M. Expected time of return 10 P.M.

Fund	Function	Object	Cost Center	Project #	Amount	Not to Exceed	Project Coordinator Approval (Approval is required <u>prior</u> to travel)

4. Anticipated expenses (for prior approval)

<u>Per Diem</u>	(or)	<u>Estimated Costs</u>
Registration Fee _____		Registration Fee _____
_____ Qtrs. @ \$20.00 = \$ _____		Hotel (add 15% to rate for taxes) _____ Night(s) @ \$ _____ = \$ _____
Miles _____ (Show round trip miles using established rates.)		Meal Supplement _____ Brkfst \$6 _____ Lunch \$11 _____ Dinner \$19 _____
Tolls & Misc. _____		Tolls & Misc _____ Miles _____ (Show round trip miles using established rates.)

Substitute Needed Yes No Number of Days _____

Approved by *Laura Mason* 9/16/18
Principal/Supervisor Date

Kristin Weumann
Employee Name
Kristin Weumann
Signature of Employee
11951
Employee ID Number
0031
Cost Center

Superintendent's Signature _____ Date _____

**Superintendent's signature is only required for travel out-of-state.
Attach a letter indicating uniqueness of opportunity.**

REQUEST FOR REIMBURSEMENT OF ALLOWABLE EXPENSES
(Complete for Processing Purposes)

Date	(From)	Destination	(To)	Time Left	Time Returned	Number of Miles	Per Diem Quarters	Meal Allowance
						@ .44.5¢	_____	_____
						\$ _____	_____	_____

I hereby certify that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of Florida Statute 112.061.

Signature of Employee _____ Date _____
Name of Substitute _____
Substitute's ID Number _____

INCIDENTALS (LIST BELOW AND ATTACH RECEIPTS)	
Registration	_____
Hotel	_____
Meals	_____
Mileage	_____
Tolls	_____
Per Diem	_____
Other	_____
Grand Total	_____

For Office Use Only		
RSN Code _____	Job # _____	Hrs/Days Worked _____

CITRUS COUNTY SCHOOLS
Request for Temporary Duty Assignment

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS PRIOR TO DEPARTURE

Date of Request: 8-17-18

1. I hereby request a temporary duty assignment at: (indicate the city/street and add miles if necessary)

Oahu, Hawaii

Accompanying Students Yes No

2. For the purpose of Citrus HS Chorus Spring Tour

3. Expected date of departure June 5, 2019 Expected date of return June 10, 2019

Expected time of departure 6 am Expected time of return 10pm

Fund	Function	Object	Cost Center	Project #	Amount	Not to Exceed	Project Coordinator Approval (Approval is required prior to travel)

4. Anticipated expenses (for prior approval)

Per Diem

(or)

Estimated Costs

Registration Fee _____

Registration Fee A

_____ Qtrs. @ \$20.00 = \$ _____

Hotel (add 15% to rate for taxes) _____ Night(s) @ \$ _____ = \$ _____

Miles _____ (Show round trip miles using established rates.)

Meal Supplement _____ Brkfst \$6 _____ Lunch \$11 _____ Dinner \$19

Tolls & Misc. _____

Tolls & Misc _____ Miles _____

(Show round trip miles using established rates.)

Substitute Needed Yes No Number of Days _____

Laurea Mason Approved by 9/6/18
Principal Supervisor Date
Superintendent's Signature Date

Alyssa Meyer Employee Name
Alyssa Meyer Signature of Employee
37861 Employee ID Number
0031 Cost Center

Superintendent's signature is only required for travel out-of-state.
Attach a letter indicating uniqueness of opportunity.

REQUEST FOR REIMBURSEMENT OF ALLOWABLE EXPENSES

(Complete for Processing Purposes)

Date	(From)	Destination	(To)	Time Left	Time Returned	Number of Miles	Per Diem Quarters	Meal Allowance

I hereby certify that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of Florida Statute 112.061.

INCIDENTALS (LIST BELOW AND ATTACH RECEIPTS)

Signature of Employee _____ Date _____
Name of Substitute _____
Substitute's ID Number _____

- Registration _____
- Hotel _____
- Meals _____
- Mileage _____
- Tolls _____
- Per Diem _____
- Other _____
- Grand Total _____

For Office Use Only

RSN Code _____ Job # _____ Hrs/Days Worked _____

CITRUS COUNTY SCHOOLS
Request for Temporary Duty Assignment

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS *PRIOR* TO DEPARTURE

Date of Request: 8-17-18

1. I hereby request a temporary duty assignment at: (indicate the city/street and add miles if necessary)
Oahu, Hawaii
Accompanying Students Yes No
2. For the purpose of Citrus HS Chorus Spring Tour
3. Expected date of departure June 5, 2019 Expected date of return June 10, 2019
Expected time of departure 6 am Expected time of return 10 pm

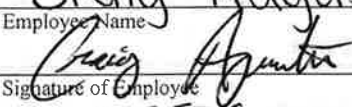
Fund	Function	Object	Cost Center	Project #	Amount	Not to Exceed	Project Coordinator Approval (Approval is required <i>prior</i> to travel)

4. Anticipated expenses (for prior approval)

Per Diem	(or)	Estimated Costs
Registration Fee _____		Registration Fee _____
_____ Qtrs. @ \$20.00 = \$ _____		Hotel (add 15% to rate for taxes) _____ Night(s) @ \$ _____ = \$ _____
Miles _____ (Show round trip miles using established rates.)		Meal Supplement _____ Brkfst \$6 _____ Lunch \$11 _____ Dinner \$19 _____
Tolls & Misc. _____		Tolls & Misc _____ Miles _____ (Show round trip miles using established rates.)
Substitute Needed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Days _____		

Approved by  9/6/18
Principal/Supervisor Date

Superintendent's Signature _____ Date _____

Craig Augustine
Employee Name

Signature of Employee
37576
Employee ID Number
0031
Cost Center

**Superintendent's signature is only required for travel out-of-state.
Attach a letter indicating uniqueness of opportunity.**

REQUEST FOR REIMBURSEMENT OF ALLOWABLE EXPENSES
(Complete for Processing Purposes)

Date	(From)	Destination	(To)	Time Left	Time Returned	Number of Miles	Per Diem Quarters	Meal Allowance
						@ .44.5¢	_____	_____
						\$ _____	_____	_____

I hereby certify that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of Florida Statute 112.061.

Signature of Employee _____ Date _____
Name of Substitute _____
Substitute's ID Number _____

INCIDENTALS (LIST BELOW AND ATTACH RECEIPTS)	
Registration	_____
Hotel	_____
Meals	_____
Mileage	_____
Tolls	_____
Per Diem	_____
Other	_____
Grand Total	_____

For Office Use Only		
RSN Code _____	Job # _____	Hrs/Days Worked _____

CITRUS COUNTY SCHOOLS
Request for Temporary Duty Assignment

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS PRIOR TO DEPARTURE

Date of Request: 6/17/18

1. I hereby request a temporary duty assignment at: (indicate the city/street and add miles if necessary) Oahu, Hawaii
- Accompanying Students Yes No
2. For the purpose of Citrus HS Chorus Spring Tour
3. Expected date of departure June 5, 2019 Expected date of return June 10, 2019
 Expected time of departure 8 am Expected time of return 10 pm

Fund	Function	Object	Cost Center	Project #	Amount	Not to Exceed	Project Coordinator Approval (Approval is required <i>prior</i> to travel)

4. Anticipated expenses (for prior approval)
- | | | |
|--|------|---|
| <u>Per Diem</u> | (or) | <u>Estimated Costs</u> |
| Registration Fee _____ | | Registration Fee _____ |
| _____ Qtrs. @ \$20.00 = \$ _____ | | Hotel (add 15% to rate for taxes) _____ Night(s) @ \$ _____ = \$ _____ |
| Miles _____ (Show round trip miles using established rates.) | | Meal Supplement _____ Brkfst \$6 _____ Lunch \$11 _____ Dinner \$19 _____ |
| Tolls & Misc. _____ | | Tolls & Misc _____ Miles _____ |
| | | (Show round trip miles using established rates.) |

Substitute Needed Yes No Number of Days _____

Approved by [Signature] Date 9/6/18
 Principal/Supervisor

Superintendent's Signature _____ Date _____

Employee Name John Edl
 Signature of Employee [Signature]
 Employee ID Number 27161
 Cost Center 0031

Superintendent's signature is only required for travel out-of-state.
 Attach a letter indicating uniqueness of opportunity.

REQUEST FOR REIMBURSEMENT OF ALLOWABLE EXPENSES
(Complete for Processing Purposes)

Date	(From)	Destination	(To)	Time Left	Time Returned	Number of Miles	Per Diem Quarters	Meal Allowance
						@ .44.5¢	\$20.00 per Qtr	
						\$ _____	\$ _____	

I hereby certify that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of Florida Statute 112.061.

Signature of Employee _____ Date _____
 Name of Substitute _____
 Substitute's ID Number _____

<u>For Office Use Only</u>		
RSN Code _____	Job # _____	Hrs/Days Worked _____

INCIDENTALS (LIST BELOW AND ATTACH RECEIPTS)	
Registration	_____
Hotel	_____
Meals	_____
Mileage	_____
Tolls	_____
Per Diem	_____
Other	_____
Grand Total	_____

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Laura Mason, Department of Citrus High School
Additional contact(s)/originator Reba Spivey, Ag Teacher
Document Title Request for Out-of-State Field Trip to Moultrie, GA

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Request approval to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Agricultural Exposition on October 17, 2018.

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

Request approval to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Agricultural Exposition on October 17, 2018. This expo will expose agriculture students to cutting edge topics in the agriculture field. Some items included in the expo will be dairy, equine, aquaculture and cattle seminars. These topics are covered in the agriculture curriculum standards and many are directly related to the career development events and supervised agricultural experiences in FFA.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position) _____

Financial Impact reviewed by: Sammy Wilson

(Form Board Approved 7/10/07-original)



Citrus High School

600 West Highland Boulevard • Inverness, Florida 34452-4697

Phone (352) 726-2241 • Fax (352) 249-2102

Laura Mason
Principal

Todd Goolsby
Assistant Principal

Shelby Kaskie
Assistant Principal

Robert Thompson
Assistant Principal

Larry Bishop
Activities Director

Mark Kahler
Dean

Kyler Kirby
Dean

September 5, 2018

Mrs. Sandra "Sam" Himmel
Superintendent of Schools
1007 West Main Street
Inverness, FL 34452

Dear Mrs. Himmel:

On behalf of the Citrus High School FFA, I am requesting permission for them to participate in an out-of-state field trip to Moultrie, GA for the Sunbelt Ag Expo. The trip will take place on October 17, 2018.

There will be 40 students attending and 3 chaperones accompanying them including Reba Spivey, CHS's Ag teacher. All expenses for the trip will be paid through the FFA Chapter and individual members. They will be traveling to and from the Expo on charter bus.

Please consider this field trip for its outstanding educational value and experience for these students.

Sincerely,


Laura Mason
Principal

SCHOOL LEVEL
FIELD TRIP REQUEST
CITRUS COUNTY SCHOOL BOARD

Class/Group/Club: Citrus High FFA

Purpose of trip: extend education

Departure date: 10/17/18 Departure time: 5:00AM

Return date: 10/17/18 Return time: 7:00PM

Destination: Southern Ag Expo Moultrie GA

Type of transportation: School bus Private Carrier
If private carrier: DOT Number _____ Last Annual Vehicle Inspection Date _____
Insurance Company: _____

Faculty member in charge: Reba Spivey

Additional faculty involved: _____

Chaperones: Lisa Smith, Jessica Hess

Number of students: 40

Funding Source: FFA Chapter

Requested by: Reba Spivey Date: 8/21/18
(Faculty Member/Sponsor)

Approved by: Laura Mason Date: 9/6/18
(Principal/Designee)

Approved by: _____ Date: _____
(Superintendent/Designee)
(Out-of-state only)

Approved by: _____ Date: _____
(School Board)
(Out-of-state only)

**Citrus High FFA Chapter
Citrus High School
600 W. Highland Blvd.
Inverness, FL 34452**

Hanna Carpenter, President

Reba Spivey, FFA Advisor

Dear Mrs. Mason,

In October the Southern Ag Expo is once again holding their student educational day. This is a great opportunity for us to learn through meeting the people who have hands on experience working in the industry. Several Colleges & Universities with Agricultural programs are also represented and discuss with our students the possibilities of higher education and the many career avenues within the industry.

The specific date for students is October 17, 2019. Every year that we attend I can see first-hand the fire that it ignites in my students as they discover agriculture in ways that just cannot be completely developed within the confines of the traditional classroom experience.

We would like to ask permission for our Agriculture students to attend. We would leave school Wednesday at 5:00AM and return sometime that evening at approximately 7:00PM.

Thank You



Reba K. Spivey- Agriculture Instructor CHS FFA


SUNBELT AGRICULTURAL EXPOSITION

290-G Harper Blvd. / Moultrie, Georgia 31788

Phone (229) 985-1968 / FAX (229) 890-8518

info@sunbeltexpo.com

MEMORANDUM

TO: FFA Chapter Advisors
FROM: 
Chip Blalock, Executive Director
SUBJECT: 2018 Sunbelt Agricultural Exposition
DATE: April 25, 2018

You and your FFA members are extended a special invitation to the Sunbelt Agricultural Exposition, October 16-18, 2018, where seeing is believing, and where education, innovation and higher expectations keep us all moving forward.

The Sunbelt Expo is regarded as the ideal gathering place for farmers, educators, students, families, agricultural enthusiasts, vendors and all those interested in the latest in Ag innovation that continues to help us feed, clothe, provide shelter and fuel the world. We look forward to you being able to bring your students to this year's show. **New** this year, the Sunbelt Expo is teaming up with the Georgia FFA to offer competitions in each CDE content area. All of the festivities will kick-off on Wednesday, October 17th in the RW Griffin Building. Additionally, we will soon feature a special page on our web site as a resource for groups wanting to visit other agricultural-based destinations while on the way to or from Moultrie. Please share one of the enclosed brochures with your principal – the Sunbelt Ag Expo is certainly educational. If you need any other supporting materials to justify the trip as educational, please contact us.

Expo presents the perfect opportunity for students to visit with many educational institutions on site. Our educational partnerships include; Abraham Baldwin Agricultural College, Auburn University, Clemson University, Florida A & M University, Fort Valley State University, University of Florida and University of Georgia. These institutions are prepared to talk with students about their programs and areas of expertise.

Group advanced discount ticket sales will be open online from August 1 through October 13 at midnight. School checks are accepted at the ticket booths. Tickets purchased at the gate will be \$10 each (no discount given).

We will mail you additional information on an as needed basis. However, free brochures and posters are available now – just fill out the enclosed card or phone (229) 985-1968, fax (229) 890-8518. You may also email your request to ora@sunbeltexpo.com.

We look forward to having you and your students at the 2018 Sunbelt Ag Expo. Thanks for your support.

Enclosures

CB/bt

cc Executive Board
Becca Turner

SCHEDULE OF EVENTS - 2018

Special Events

Tuesday, October 16

9:20 a.m.	Opening Ceremony for the 41 st Sunbelt Ag Expo	D-7	R. W. Griffin Stage
9:40 a.m.	Southeastern Hay Contest Awards Recognition	D-7	R. W. Griffin Stage
10:00 a.m.	Ribbon Cutting – Agri-Supply Company (Building Naming)	AB #3	North End
10:25 a.m.	Ribbon Cutting - Kentucky Spotlight State	B-6	South End
10:45 a.m.	Ribbon Cutting - Trinity Trailer (New Location)		
12 noon	Willie B. Withers Luncheon & Swisher Sweets Sunbelt Expo Southeastern Farmer of the Year Announcement (Invitation only)		Maule Hangar
2:30 p.m.	Cow Milking Contest featuring the Deans of the Ag Schools from Auburn University, Fort Valley State University, University of Florida and University of Georgia	F-7	Dairy Pavilion

Wednesday, October 17

8:45 a.m. – 1:45 p.m.	Youth Educational Challenges sponsored by Country Financial	D-7	R. W. Griffin
10:00 a.m.	Georgia Department of Highway Safety Event – “Improve Georgia’s Yield Behind the Wheel”		
11:00 a.m.	Youth Educational Opportunity - John Deere Opportunities	A-1	John Deere
11:00 a.m.	Georgia Department of Agriculture Dog and Cat Spay and Neuter Sterilization Grant Awards Presentation	GA Ag	Building
1:00 p.m.	Titan/Goodyear and Georgia FFA Foundation Tire Auction	A-3	
	Tires will range in application and include ATV, combine, small tractor and logging applications. All tires will be auctioned as single item; Option to buyer as either one or as a pair of tires. Terms include cash, check or credit card as approved. This is a real auction, with real auctioneer, bid paddles and real dollars. Once you purchase an item, it is yours to go home with. Please note: All items must wait until 5 p.m. to remove through exit gates. All proceeds from the auction will benefit the Georgia FFA (Future Farmers of America)		
1:00 p.m.	Young Farmer Terrell Weeks Spirit of Q’fest Site Judging	A-1	John Deere
1:30 p.m.	Youth Educational Opportunity - Precision Ag is Decision Ag	B-5	UGA CAES
2:00 p.m.	Advancing Georgia’s Leaders in Agriculture and Forestry Lemonade and Leadership Social; Agri-leaders and AGL alumni are encouraged to stop by and visit		
2:30 p.m.	Youth Educational Challenge Awards Ceremony sponsored by Country Financial	D-7	R. W. Griffin Stage

5:30 p.m.

Young Farmer Event
(only open to members of Young Farmer Association and their families)

Maule Hangar

Thursday, October 18

2:30 p.m.

Winner of Grand Prize and other major prize drawings will be announced from Farm Credit Roving Stage located at the Main Gate – Flight Tower.

Agri-Supply Prize Package

Carolina Cooker Prize Package

KDA Farm Safety Kits

Reinke Donation to 26.2 with Donna Cancer Foundation

Exhibit Area Seminars

Safety Demonstrations – South end of B-6

Kentucky Department of Agriculture Ag Safety Team will be demonstrating grain safety, tractor rollover safety, and PTO safety. Visit to register for a KDA Farm Safety Kit to be given to a Fire Rescue Department of your choosing.

8:30 a.m. – 5:00 p.m. Tuesday and Wednesday

8:30 a.m. – 4:00 p.m. Thursday

Beef and Cattle Management and Forage Seminars – Beef Pavilion, E-8

TUESDAY

9:40 a.m.

SE Hay Contest Winner Announcement **D-7 R.W. Griffin Stage**

10:30 a.m.

Beef Market Outlook / USDA Update

11:30 a.m.

Adding Value to Feeder Calves: Evaluation and Management

12:30 p.m.

Putting Your Checkoff Dollars to Work: Research Update

1:30 p.m.
2:30 p.m.

Good Pasture Management Builds Healthy Soils
Utilizing Technology in Beef Cattle Production

WEDNESDAY

9:30 a.m.
10:30 a.m.
11:30 a.m.
12:30 p.m.
1:30 p.m.
2:30 p.m.

Alfalfa in the Deep South: Yes it Can Happen!
Beef Market Outlook / USDA Update
Adding Value to Feeder Calves: Evaluation and Management
Putting Your Checkoff Dollars to Work: Research Update
Latest Buzz on the Bermudagrass Stem Maggot
Utilizing Technology in Beef Cattle Production

THURSDAY

9:30 a.m.
10:30 a.m.
11:30 a.m.
12:30 p.m.
1:30 p.m.
2:30 p.m.

Integrated Crop and Livestock Systems in the Southeast
Beef Market Outlook / USDA Update
Adding Value to Feeder Calves: Evaluation and Management
Putting Your Checkoff Dollars to Work: Research Update
Alternate Forage Options for the Southeast
Utilizing Technology in Beef Cattle Production

Dairy Seminars – F-7

Continuous: Dairy Specialists from the Universities of Georgia and Florida will be available to answer questions

TUESDAY

10:00 a.m.
10:30 a.m.
11:00 a.m.
11:30 a.m.
12:30 p.m.
1:00 p.m.
1:30 p.m.
2:00 p.m.
2:30 p.m.

Mobile Dairy Classroom
Mastitis Prevention and Control
Mobile Dairy Classroom
Basic Steps for Reducing Heat Stress
Calf Management Under Heat Stress Condition
Mobile Dairy Classroom
Heifer Reproductive Management and Economics
Mobile Dairy Classroom
Cow Milking Contest

WEDNESDAY

10:00 a.m. Mobile Dairy Classroom
10:30 a.m. Mastitis Prevention and Control
11:00 a.m. Mobile Dairy Classroom
11:30 a.m. Dairy Genetics
12:30 p.m. How to Raise a Homegrown Calf
1:00 p.m. Mobile Dairy Classroom
1:30 p.m. Mammary Immunity: Protecting the Udder from Infection
2:00 p.m. Mobile Dairy Classroom

THURSDAY

10:00 a.m. Mobile Dairy Classroom
10:30 a.m. Mammary Immunity: Protecting the Udder from Infection
11:00 a.m. Mobile Dairy Classroom
11:30 a.m. Basic Steps for Reducing Heat Stress
12:30 p.m. How to Raise a Homegrown Calf
1:00 p.m. Mobile Dairy Classroom
1:30 p.m. The Mammary Gland of a Dairy Cow
2:00 p.m. Mobile Dairy Classroom

Equine Demonstrations and Seminars – Priefert Horse Arena, E-11

TUESDAY

9:30 a.m. Welcome and Rodeo Royalty Introductions
10:00 a.m. Hands & Hearts for Horses – Celebrating Unique Gifts of Individuals through
Therapeutic Horsemanship and Human Relationships
11:00 a.m. Horse Master with Julie Goodnight
1:00 p.m. Horse Master with Julie Goodnight
2:00 p.m. Horse Master with Julie Goodnight

WEDNESDAY

9:30 a.m. Welcome and Rodeo Royalty Introductions
10:00 a.m. Hands & Hearts for Horses – Celebrating Unique Gifts of Individuals through
Therapeutic Horsemanship and Human Relationships

11:00 a.m. Julie Goodnight (Teaching Equine Skills to Winners of the 2018 4-H Essay Contest)
1:00 p.m. Julie Goodnight (Teaching Equine Skills to Winners of the 2018 4-H Essay Contest)
2:00 p.m. Julie Goodnight (Teaching Equine Skills to Winners of the 2018 4-H Essay Contest)

THURSDAY

9:30 a.m. Welcome and Rodeo Royalty Introductions
10:00 a.m. Hands & Hearts for Horwes – Celebrating Unique Gifts of Individuals through
Therapeutic Horsemanship and Human Relationships
11:00 a.m. Horse Master with Julie Goodnight
1:00 p.m. Horse Master with Julie Goodnight
2:00 p.m. Horse Master with Julie Goodnight

Fence Building Seminars – Bekaert – D-8

Bekaert Corporation will host daily seminars to demonstrate building braces, tying off your fence, proper tensioning techniques, and more during each session. Integral to the process, you will also learn how to start your build correctly and techniques for easier install.

TUESDAY

10:00 a.m.
2:30 p.m.

WEDNESDAY

10:00 a.m.
2:03 p.m.

THURSDAY

10:00 a.m.

Pond Management and Aquaculture Seminars –F-8

TUESDAY

All Day “Ask the Expert” booth
9:00 a.m. Managing Ponds for Great Fishing

10:00 a.m. Weed Management in Lakes and Ponds
10:45 a.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration
11:45 a.m. How to Fillet Fish
12:15 p.m. Take Your Photo with Captain Catfish – Sponsored by U.S. Farm-Raised Catfish
12:30 p.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration
1:30 p.m. Introduction to Aquaponics
2:30 p.m. Adapting Aquaponics for Commercial Sales

WEDNESDAY

All Day “Ask the Expert” booth featuring live, freshwater invertebrates
9:00 a.m. Managing Your Pond for Great Fishing
10:00 a.m. Take Your Photo with Captain Catfish – Sponsored by U.S. Farm-Raised Catfish
10:30 a.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration
11:30 a.m. How to Fillet Fish
12:00 p.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration
1:00 p.m. Common Water Creatures: Their Biology, Ecology, and Identification
2:00 p.m. Aquatic Weed Control for Private Ponds

THURSDAY

All Day “Ask the Expert” booth
9:00 a.m. Introduction to Aquaponics
10:00 a.m. Adapting Aquaponics for Commercial Sales
11:00 a.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration
12:00 p.m. Take Your Photo with Captain Catfish – Sponsored by U.S. Farm-Raised Catfish
12:30 p.m. Fantastic U.S. Farm-Raised Catfish Recipes: A Cooking Demonstration
1:30 p.m. Controlling Nuisance Pond Wildlife: Otters, Beavers, and Birds

Poultry Seminars – E-6

TUESDAY

10:00 a.m. Behavior of Backyard Flocks
2:00 p.m. Poultry Health Updates

WEDNESDAY

10:00 a.m. Starting a Layer Flock
2:00 p.m. Medicating Small Poultry Flocks

THURSDAY

10:00 a.m. Poultry Biosecurity
2:00 p.m. Nutrition and Feeding of Poultry

Sheep and Goat Seminars – North end of Block F-8

TUESDAY

9:00 a.m. Goat Milking Demonstration
10:00 a.m. Economics of Small Ruminant Production
10:45 a.m. Fencing for Small Ruminants
11:30 a.m. Shearing Demonstration
1:00 p.m. Health and Diseases including Demonstration of Animal Handling, Body Condition Scoring, Hoof Care/Trimming, Vaccinations, Deworming, and Drenching
2:00 p.m. Nutrition / Forages
3:00 p.m. Goat Milking Demonstration

WEDNESDAY

9:00 a.m. Goat Milking Demonstration
10:00 a.m. Economics of Small Ruminant Production
10:45 a.m. Fencing for Small Ruminants
11:30 a.m. Shearing Demonstration
1:00 p.m. Health and Diseases including Demonstration of Animal Handling, Body Condition Scoring, Hoof Care/Trimming, Vaccinations, Deworming, and Drenching
2:00 p.m. Nutrition / Forages
3:00 p.m. Goat Milking Demonstration

THURSDAY

9:00 a.m. Goat Milking Demonstration
10:00 a.m. Economics of Small Ruminant Production
10:45 a.m. Fencing for Small Ruminants
1:00 p.m. Health and Diseases including Demonstration of Animal Handling, Body Condition Scoring, Hoof Care/Trimming, Vaccinations, Deworming, and Drenching

2:00 p.m. Nutrition / Forages
3:00 p.m. Goat Milking Demonstration

Cooking Demonstrations

Georgia Grown and Georgia Department of Agriculture – GA Grown/GA Farm Bureau Bldg. at Main Gate

Cooking Demonstrations with Georgia Grown's Executive Chef, Holly Chute, and Farm to School Nutrition Coordinator, Misty Friedman

TUESDAY

11:00 a.m. School Lunch Favorites
1:00 p.m. School Lunch Favorites
3:00 p.m. School Lunch Favorites

WEDNESDAY

11:00 a.m. Apple Pecan Pancakes with Candied Bacon
1:00 p.m. Springer Mountain Farms Chicken and Grits
3:00 p.m. Springer Mountain Farms Wings Three Ways

THURSDAY

11:00 a.m. Sweet Potato and Sausage Hash Bowl

Lauri Jo's Southern Style Cooking Stage – Family Living

Cooking Demonstrations with Lauri Jo Bennett and Layne Varnedoe, joined by Paige Brown of Paige Brown Arts

TUESDAY, WEDNESDAY, THURSDAY

11:00 a.m. "Kiss the Cook" – Keep It Simple and Southern
1:00 a.m. "Kiss the Cook" – Keep It Simple and Southern

U.S. Farm-Raised Catfish - South end of F-8

Cooking Demonstrations with Chef Chris Wilton of Wilton's Catering in Opelika, Alabama

TUESDAY

10:45 a.m. Buttermilk Biscuits with Catfish Breakfast Sausage

12:30 p.m. Catfish Egg Rolls with Hot Dipping Sauce

WEDNESDAY

10:30 a.m. Catfish Boudin
12:00 p.m. Catfish Steam Buns

THURSDAY

11:00 a.m. Catfish Johnny Cakes with Caribbean Salsa
12:30 p.m. Grilled Catfish Tikki Masala

Other Events on Show Grounds

These **DAILY** events are highlights of the Expo that you shouldn't miss!

American Grand Finals Stock Dog Trials

8:30 a.m. - Stock Dog Trials
area

Field at north end of exhibit

Antique Tractor Parade

2:00 p.m. Watch machines from by-gone era roll through the show grounds.

WC-7 (begins and ends)

CHEVY – Official Courtesy Truck of Sunbelt Expo – Truck Test Track

Test Drive the newest models from CHEVY

C-13

EMCs of Georgia

9:00 a.m. Touchstone Energy Hot Air Balloon (weather permitting)
9:30 a.m. EMC High Voltage Demonstrations
11:30 a.m. EMC High Voltage Demonstrations
1:30 p.m. EMC High Voltage Demonstrations
3:30 p.m. EMC High Voltage Demonstrations
4:00 p.m. Touchstone Energy Hot Air Balloon (weather permitting) (Tues and Wed only)

Flyover
A-6
A-6
A-6
A-6
Flyover

Events in the Fields

Equipment Test Tracks and Demonstrations

Trams depart from the Tram Station (North of D-1) to take visitors directly to and from the Field Demos. See Field Demo Map in center of Show Program.

John Deere Gator and Compact Tractor Test Track

Test drive the newest Gator model – John Deere is Sunbelt Expo's Official Utility Vehicle

8:30 a.m. – 5:00 p.m. Tuesday and Wednesday

8:30 a.m. – 4:00 p.m. Thursday

Blue River Technology See & Spray System Demonstration

See & Spray looks at every plant in the field to determine if the plant is a weed and turns on the appropriate nozzles to only spray the weeds.

10:30 a.m., 1:00 p.m., and 2:30 p.m. daily

1:00 p.m.

2:30 p.m.

Harvesting and Tillage Demonstrations

Trams will depart 15 minutes prior to the posted Demo Time from the Tram Station (north of D-1) At the conclusion of the demo, trams will return directly to the Tram Station. Trams do not travel to any other areas of fields. For more information, see Field Demo Map in center of Show Program and article on page...

TUESDAY

10:00 a.m.

Tillage

11:00 a.m. Peanut Digging
12:30 p.m. Cotton Harvest
12:45 p.m. Peanut Harvest
1:30 p.m. Peanut Digging
2:00 p.m. Tillage
2:30 p.m. Cotton Harvest
2:45 p.m. Peanut Harvest

WEDNESDAY

10:00 a.m. Tillage
11:00 a.m. Peanut Digging
12:30 p.m. Cotton Harvest
12:45 p.m. Peanut Harvest
1:30 p.m. Peanut Digging
2:00 p.m. Tillage
2:30 p.m. Cotton Harvest
2:45 p.m. Peanut Harvest

THURSDAY

10:00 a.m. Tillage
11:00 a.m. Peanut Digging
12:30 p.m. Cotton Harvest
12:45 p.m. Peanut Harvest
1:30 p.m. Cotton Harvest
2:00 p.m. Tillage
2:45 p.m. Peanut Harvest

Hay Demonstrations

Trams will depart 15 minutes prior to the posted Demo Time from the Tram Station (north of D-1)
At the conclusion of the demo, trams will return directly to the Tram Station. Trams do not travel to any other areas of fields.
For more information, see Field Demo Map in center of Show Program

TUESDAY

10:00 a.m. Tedding
11:00 a.m. Cutting
11:30 p.m. Raking
12:30 p.m. Baling
1:30 p.m. Tedding
2:00 p.m. Raking
2:30 p.m. Baling
3:00 p.m. Cutting

WEDNESDAY

10:00 a.m. Tedding
11:00 a.m. Cutting
11:30 p.m. Raking
12:30 p.m. Baling
1:30 p.m. Tedding
2:00 p.m. Raking
2:30 p.m. Baling
3:00 p.m. Cutting

THURSDAY

10:00 a.m. Tedding
11:30 p.m. Raking
12:30 p.m. Baling
1:00 p.m. Cutting
1:30 p.m. Tedding
2:00 p.m. Raking
2:30 p.m. Baling

CITRUS COUNTY SCHOOLS
Request for Temporary Duty Assignment

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS PRIOR TO DEPARTURE

Date of Request: 8/21/18

1. I hereby request a temporary duty assignment at: (indicate the city/street and add miles if necessary)
Sunbelt Ag Expo Moultrie, GA
- Accompanying Students Yes No
2. For the purpose of _____
3. Expected date of departure 10/17 Expected date of return 10/17
Expected time of departure 10/17 5:00AM Expected time of return 7:00PM

Fund	Function	Object	Cost Center	Project #	Amount	Not to Exceed	Project Coordinator Approval (Approval is required prior to travel)

4. Anticipated expenses (for prior approval)
- | | | |
|---|------|--|
| <p>Per Diem</p> <p>Registration Fee _____</p> <p>_____ Qtrs. @ \$20.00 = \$ _____</p> <p>Miles _____ (Show round trip miles using established rates.)</p> <p>Tolls & Misc. _____</p> | (or) | <p>Estimated Costs</p> <p>Registration Fee _____</p> <p>Hotel (add 15% to rate for taxes) _____ Night(s) @ \$ _____ = \$ _____</p> <p>Meal Supplement _____ Brkfst \$6 _____ Lunch \$11 _____ Dinner \$19 _____</p> <p>Tolls & Misc _____ Miles _____</p> <p align="right">(Show round trip miles using established rates.)</p> |
|---|------|--|

Substitute Needed Yes No Number of Days 1

<p>Approved by <u>Karen Mason</u> <u>9/6/18</u> Principal/Supervisor Date</p> <p>_____ Superintendent's Signature Date</p> <p>Superintendent's signature is only required for travel out-of-state. Attach a letter indicating uniqueness of opportunity.</p>	<p><u>Reba Spivey</u> Employee Name</p> <p><u>R Spivey</u> Signature of Employee</p> <p><u>32457</u> Employee ID Number</p> <p><u>0031</u> Cost Center</p>
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REQUEST FOR REIMBURSEMENT OF ALLOWABLE EXPENSES
(Complete for Processing Purposes)

Date	(From)	Destination	(To)	Time Left	Time Returned	Number of Miles	Per Diem Quarters	Meal Allowance
						@ .44.5¢	\$20.00 per Qtr	
						\$ _____	\$ _____	

I hereby certify that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of Florida Statute 112.061.

INCIDENTALS (LIST BELOW AND ATTACH RECEIPTS)	
Registration	_____
Hotel	_____
Meals	_____
Mileage	_____
Tolls	_____
Per Diem	_____
Other	_____
Grand Total	_____

Signature of Employee _____ Date _____

Name of Substitute _____

Substitute's ID Number _____

For Office Use Only		
RSN Code _____	Job # _____	Hrs/Days Worked _____

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting
 Requested by Deirdre LaBelle Department of CRE/0035
 Additional contact(s)/originator Rusty Tennant-Hunter
 Document Title FAITC School Garden Grant

Board Action Required:

Presentation/Recognition _____ Information _____
 Consideration/Approval _____
 Approve \$500 Florida Agriculture in the Classroom grant for Central Ridge Elementary

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

Backup Material: attached XX available in district office _____ other _____

Executive Summary/Highlights:

The funds for this grant will be used to purchase plants, seeds, organic soil, and small garden tools for our 2nd grade students to do hands-on science and math activities in the school garden.

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: N/A

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilks

(Form Board Approved 7/10/07)

Tennant-Hunter, Rusty Marie

From: Becky Sponholtz <sponholtz@agtag.org>
Sent: Tuesday, August 21, 2018 11:08 AM
Cc: Becky Sponholtz
Subject: \$500 FAITC School Garden Grant

Hello School Garden Grant Applicants,

Congratulations you have been approved for Florida Agriculture in the Classroom's \$500 School Garden Grant. In order for you to receive your funds you must reply to this email and confirm that you understand all the information below.

Important Dates:

*December 14, 2018 – Online Progress Report must be completed. Email will be sent with the link the beginning of December.

*May 24, 2019 – Online Final Report must be completed. Email will be sent with the link the beginning of April. You will need photo release for all students whose faces are in the photos. You will need copies of all receipts and they must equal \$500 or more and must be your approved budget items.

What you can purchased?

*Your budget items have been approved if you received this grant.

*If you asked to purchase seeds or seedlings with grant funding those plants must be on the USDA's Specialty Crop list found at <https://www.ams.usda.gov/services/grants/schbp/specialty-crop>.

*If you need to change your budget you will need to send an email to me at sponholtz@agtag.org and get the updated budget approved.

*For your information there are only 10 commercially produced GMO products. These 10 are apple, potato, field corn, canola, alfalfa, soybean, rainbow papaya, cotton, sugar beet, sweet corn and summer squash. Please do not pay extra for Non-GMO seeds when there isn't a GMO version available.

Funding:

*\$500 checks will be written to the school with attention to the grant recipient and sent out next week unless you prefer the option below. I must be notified by Friday, August 24th if you prefer option 2.

*It was brought to our attention last year that school districts handle grant funding differently. This year we will REIMBURSE grant recipients personally for all approved items after you have spent the entire \$500 if that is easier than going through the school or school district. We will not do multiple reimbursements through the school year, all the funding must be reimbursed at one time. We will send the checks out in the same week we receive copies of receipts showing what items were purchased. If this is something you want more information on please email me at sponholtz@agtag.org or call the office 352-846-1391.

Recipe Contest:

*We are holding our first annual FAITC Recipe Contest and any school that has a school garden in Florida will be eligible to enter.

*There will be three categories; Elementary (K-5th), Middle School (6th-8th) and High School (9th-12th).

*There will be one overall winner for each category but every recipe is eligible to be put into our Recipe Book.

*Recipes must use at least one Specialty Crop that you grow in your school garden.

*Recipes will be due the end of January and templates will be available in September.

*More information will be coming in the fall newsletter.

Please let me know if you have any questions or concerns.



FLORIDA
Agriculture

School Garden Grants

Thank you for your interest in applying for one of Florida Agriculture in the Classroom's School Garden Grants!

The \$500 grants are meant to supplement FAITC's *Gardening for Grades*, *Gardening for Nutrition* and *STEMming Up Gardening*, three books that take Florida teachers through the process of developing a school garden, and includes lessons to help teachers use the garden to teach health, science, language arts, math, technology, engineering and other subjects.

The grants will be awarded on a first-come, first-serve basis to those who meet all of the grant requirements. The guidelines for the grant are below. Please note multiple teachers from the same school cannot apply for the grant, only one grant recipient per school.

APPROVED FRUIT, VEGETABLES AND HERBS TO BE USED IN GARDEN

GRANT INFORMATION, GUIDELINES, AND REQUIREMENTS

Florida Agriculture in the Classroom, Inc's School Garden Grant Program is designed to fund school garden projects that will educate Florida's students about the importance of agriculture and allow teachers to use a school garden to teach Florida standards.

Those who receive funding for a school garden project will need to request a free copy of *Gardening for Grades*, *Gardening for Nutrition* and/or *STEMming Up Gardening*, books for teachers to help them get the most out of their school gardens, including tips on securing funding

that teachers teach at least one lesson from one of the three school garden curricula.

GRANT TIMELINE

Grant applications must be submitted online beginning Wednesday, August 1, 2018. FAITC will accept online applications until our grants funds are depleted.

Announcement of awards will begin mid August 2018 and continue until the grant funds are depleted. We only have a limited number of grants.

Progress Report will be due to FAITC by December 14, 2018 via online form or email survey.

Final report will be due to FAITC by May 24, 2019.

ELIGIBLE APPLICANTS

Certified, general education and agriscience teachers in Florida engaged in classroom instruction at the pre-kindergarten through 12th grade level who wish to create fruit and vegetable school gardens to enhance students' understanding of agriculture.

FUNDING GUIDELINES

\$500 school garden grants will be awarded.

Grant money must be used to grow Florida fruits and vegetables. View the list of approved fruits, vegetables and herbs.

Because of food safety concerns, animal waste is not to be used on edible plants.

Grant money cannot be used for transportation.

Grant money cannot be used for salary or compensation.

Grant money cannot be used for clothing, promotional items or giveaway items.

Grant money can only be used for the following list of acceptable items:

- Seeds (fruits and vegetables)
- Soil
- Plants (fruits and vegetables)
- Fertilizer
- Raised bed materials
- Greenhouse materials
- Hydroponics materials
- Irrigation/watering system materials

Grant check will be made payable to the school, not to an individual.

Grant checks not cashed within 60 days after receipt will become null and void.

GRANT REQUIREMENTS

Students must be directly involved in project.

The use of a lesson from *Gardening for Grades*, *Gardening for Nutrition* and/or *STEMming Up Gardening* must be demonstrated in the application and final report.

Students must keep a food diary through project. At the end of the project the teacher will summarize the changes in students' eating habits and attitudes about food. Teacher can decide how to best incorporate it into curriculum, there is no set format.

A DETAILED budget and timeline must be included with your application.

Some amount of in-kind or monetary contributions must be secured before receiving the grant, this can be in the form of volunteer time.

Only one grant will be awarded per school.

Gardening for Grades, *Gardening for Nutrition* and/or *STEMming Up Gardening* (available for free from Florida Agriculture in the Classroom) must be used. A pre- and post-test for each lesson used must be administered to the students participating in the project. Pre- and post-test results must be included in the final report. Pre- and post-tests can be found at the end of each lesson, but teachers can create their own tests as long as they coordinate with the lesson.

If any changes in project or budget are made throughout the project recipients must send an email with changes to sponholtz@agtag.org.

A final report is due (online) to FAITC office no later than May 24, 2019.

2018 SCHOOL GARDEN \$500 GRANT APPLICATION

Title of school garden project

Ridgeback Patch

School Name

Central Ridge Elementary

School Mailing Address

185 W. Citrus Springs Blvd.
Citrus Springs, FL 34434

Citrus

Contact person for school garden grant

Rusty Tennant-Hunter

Contact person's grade level and subject area taught

Prek-5th Physical Education

Contact person's email

tennant-hunterr@citrus.k12.fl.us

Contact person's phone number

3523443833

I have permission from school officials to use school property for a school garden?

Yes

Name of above official

Deirdre LaBelle

Email of above official

labelled@citrus.k12.fl.us

Have you participated in a Florida Ag in the Classroom Workshop?

No

If yes, what date and location?

If you have not attended a FAITC workshop, or have not attended in the last 3 years, it is strongly encouraged to find one to attend or request we host a workshop in your area.

Do you have a copy of one of our school garden curricula? (hold the shift key to select more than one)

Gardening for Grades

Gardening for Nutrition

STEMming Up Gardening

A requirement of this grant is to use a FAITC lesson from one of these books. If you do not have a copy you need to request a free copy from our teaching resources

I understand that students participating in the school garden grant project must be given a pre and post test from at least one FAITC school garden lesson and results must be included in the final report.

Yes

I understand that a final report is due online to FAITC no later than May 24, 2019. Signed copies of photo release forms must be included for every student whose face is shown in photo. School release form is sufficient.

Yes

I understand that only Florida specialty fruit and vegetables can be grown in the grant funded garden. I understand that because of food safety concerns no animal waste shall be used in the school garden containing edible plants.

Yes

Purpose of project

Our goal is to teach our 2nd grade students where their food comes from by showing them how to plan, plant, and care for a garden. By the end of the project students will also be able to identify parts of a plant and its function.

Description of project

plants that will be planted, and a garden plan and map will be created. After planting, students will learn how to tend and care for their crops. By combining the hands-on experience with engaging instructional activities we believe our students will have a

This grant requires your students to keep a food diary. Briefly describe how you will incorporate students diaries into your curriculum.

The student food diaries will be incorporated into morning work as well as our writing curriculum. Students will have time in the morning before the final bell rings to update their food diary, and/or a lesson will be incorporated into writing involving their

Detailed timeline of your project throughout the school year. Outline how you plan to accomplish your project; garden preparation, lessons, planting, harvesting, etc.

Research, planning, and preparation, planting, and map show spring garden beds. Weather permitting, planting will begin during the end of February or beginning of March. Beds will be cared for and maintained, and post-tests will be administered during March and April. In May harvesting will take place and pizza and salsa will be

Please do not tell me you will enter at the beginning of the school year, end end of the

With a budget of \$500 please list below which items you will purchase and the cost of each item. Approved items to purchase are; seeds, soil, plants, fertilizer, raised bed materials, greenhouse materials, hydroponics materials, irrigation/watering systems and garden tools.

List any in-kind donations (donated time, discounts or donated items) you will be receiving for this project.

Our PTA has donated sand for the bottom of our raised beds.
A local blueberry farm has donated several blueberry plants.
PTA and staff have donated their time to the garden project.
Local landscaping company has donated mulch.

List academic subjects taught and standards incorporated into your garden project.

Science - SC.2.L.17.1, SC.N.1.1
Math - MA.2.A.2.4, MA.2.G.3.1, MA.2.G.3.2
ELA - 2.W.3.8, 2.SL.1.2
Physical Education - PE.2.L.2.11

Projected number of students reached with garden project.

120

Ages/Grade levels of students reached

2nd grade, 7-8 years old

Projected outcomes and measurable impacts

Is this an existing project?

Yes

If yes, identify how the requested funds will improve or expand your current program.

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
 Requested by Michelle McHugh Department of Principal Forest Ridge Elementary
 Additional contact(s)/originator Kelly Johnson, Bookkeeper
 Document Title Donation for School Supplies

Board Action Required:

Presentation/Recognition _____ Information _____
 Consideration/Approval _____

Approval of \$500 donation from VFW Auxillary Post 10087 to be used for school supplies at Forest Ridge Elementary

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

Backp Material: attached X available in district office _____ other _____

Executive Summary/Highlights:

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District:

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Jammy White

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.

Requested by Chris Bosse, Principal, Department of Hernando Elementary

Additional contact(s)/originator _____

Document Title: **Donation**

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval: Approve \$1000.00 donation to Hernando Elementary from

Keller Williams Realty

Backup Materials: attached available in district office _____ other _____

Executive Summary / Highlights:

Donation to Adopt A Class to be disbursed to 10 classrooms for the purchase of classroom supplies and materials as well as student incentives and rewards.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy White

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Vicki Lofton, Principal Department of Lecanto Primary School
Additional contact(s)/originator Dolores Ramos, Bookkeeper
Document Title Award

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval _____

Approve James Patterson /Scholastic book club giveaway award of \$500 credit deposited into teacher online scholastic account.

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

Backup Material: attached x available in district office _____ other _____

Executive Summary/Highlights:

To enhance classroom reading library

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: n/a

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Jammy White

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
 Requested by Vicki Lofton, Principal Department of Lecanto Primary School
 Additional contact(s)/originator Dolores Ramos, Bookkeeper
 Document Title Donation

Board Action Required:

Presentation/Recognition _____ Information _____
 Consideration/Approval _____
 Approve donation of Bristlebot kits for a value of \$510.00 from DonorsChoose.org.

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

Backup Material: attached x available in district office _____ other _____

Executive Summary/Highlights:

To enhance student learning in STEM

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: n/a

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Jammy White

(Form Board Approved 7/10/07)

Mrs. Paprzycki has a new project! Donate to Healthy Heroes to help her classroom.

\$

Give

Build momentum for your project. Share it with your friends and family!

Build momentum for your project. Share it with your friends and family!

Share via email

Share on Facebook

Share on Twitter

Upload a classroom photo

Bristlebot Builders

My students need Bristlebots for a great STEM experience. They will build a simple circuit with a battery, a motor, and a head of a toothbrush.

My Students

The third, fourth, and fifth grade students at our school come from a variety of backgrounds, however the vast majority come from economically challenged homes. Our very rural town limits the types of experiences our students are able to have.

Even with all of those challenges, our students are full of passion, creativity, and an eagerness to learn.

Our STEM/Makerspace classroom provides them with a place to foster a growth mindset and explore their passion. Our students have active minds and active bodies. They deserve the very best learning space possible.

My Project

These materials will make a difference in my students' learning by providing them with a hands-on engineering experience. The students are required to learn about simple circuits. Building their own Bristlebot will allow them to explore open and closed circuits in an engaging way.

Mrs. Paprzycki

Grades 3-5



Lecanto Primary School

Lecanto, FL

More than half of students from low-income households

Craig Newmark
Philanthropies

This classroom project was brought to life by Craig Newmark Philanthropies and one other donor.

Mrs. Paprzycki has a new project! Donate to Healthy Heroes to help her classroom.

\$

Once their bot is created, they will have various STEM challenges to complete using the engineer design process. One challenge will be to design an obstacle course for the bot to go through. Learners will experiment with cause/effect by changing the orientation of the pipe cleaners and observing the bots behavior as it navigates through the course.

This project will reach 400 students.

Lecanto, FL Grades 3-5

More than half of students from low-income households

Applied Sciences

SHARE MRS. PAPRZYCKI'S PROJECT



Where Your Donation Goes

MATERIALS	COST	QUANTITY	TOTAL
BRISTLEBOT KIT - 25 PACK • WARD'S SCIENCE	\$85.00	6	\$510.00
Materials cost			\$510.00
Vendor shipping charges			FREE
State sales tax			\$0.00
3rd party payment processing fee			\$7.65
Fulfillment labor & materials			\$30.00
Total project cost			\$547.65
Suggested donation to help DonorsChoose.org reach more classrooms			\$96.64
Total project goal			\$644.29
Still needed View calculation			\$0.00

Our team works hard to negotiate the best pricing and selections available.

^
Show less

Project Activity

AUG 28 **Dot**, a staff member at DonorsChoose.org, purchased the **resources** for Mrs. Paprzycki's classroom and notified the school principal of delivery

AUG 28 **Mrs. Paprzycki** posted an update

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
 Requested by Zac Leonard Department of Academy of Environmental Science
 Additional contact(s)/originator _____
 Document Title Donation from Fero & Sons Insurance for AES SCUBA Program

Board Action Required:

Presentation/Recognition _____ Information _____
 Consideration/Approval Approve \$675.00 donation from Fero & Sons Insurance for AES
SCUBA Program

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

Backup Material: attached x available in district office _____ other _____

Executive Summary/Highlights:

Donation from Fero & Sons Insurance for \$675.00 to be used for AES SCUBA program

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: _____

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy White

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Zac Leonard Department of Academy of Environmental Science
Additional contact(s)/originator _____
Document Title Donation from Network for Good (Facebook) for AES SCUBA Program

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Approve \$935.00 donation from Network for Good for AES
SCUBA Program

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

Backup Material: attached x available in district office _____ other _____

Executive Summary/Highlights:

Donation from Network for Good for \$935.00 to be used for AES SCUBA program

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: None

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____

Terms of Position
Michael P. Mullin

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Zac Leonard Department of Academy of Environmental Science
Additional contact(s)/originator _____
Document Title Donation from Save Crystal River, Inc. for AES SCUBA Program

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Approve \$500.00 donation from Save Crystal River for AES
SCUBA Program

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

Backup Material: attached x available in district office _____ other _____

Executive Summary/Highlights:

Donation from Save Crystal River, Inc. for \$500.00 to be used for AES SCUBA program

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: _____ None _____

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____

Terms of Position
Michael P. Muller

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Gloria Bishop, Director Department of Withlacoochee Technical College
Additional contact(s)/originator Karen Davis
Document Title Donation of \$10,000.00 from Crystal River Eagles Aerie 4272, Inc.

Board Action Required:

Presentation/Recognition _____
✓ Consideration/Approval Requesting approval of \$10,000.00 donation from
Crystal River Eagles Aerie 4272, Inc.
(This wording should be your actual motion to appear on the agenda)

Backup Materials: attached ✓ available in district office _____ other _____

Executive Summary / Highlights:

We would like to request approval for a donation of \$10,000.00 from Crystal River Eagles Aerie 4272, Inc.

This donation will be used as follows:

\$5,000.00 – to equip the WTC Practical Nursing Simulation Lab

\$5,000.00 – for Practical Nursing and Patient Care Assistant scholarships (Tuition and lab fees only)

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: No Financial Impact

Amount Budgeted _____ Additional Amount Requested _____

Funding Source _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Sammy Wilk

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 09, 2018 School Board Meeting.
 Requested by Tammy Wilson, Director of Finance Department of Finance
 Additional contact(s)/originator Eric Stokes, Director of Facilities, Construction and Maintenance
 Document Title ITB 2015-07 Commercial Paint Labor Services

Board Action Required:

Presentation/Recognition _____ Information _____
 Consideration/Approval Approve renewal of ITB 2015-07 Commercial Paint Labor Services to
Lamphier Company d/b/a Lamphier & Company
 (This wording should be your actual motion to appear on the agenda)

Backup Materials: attached available in district office other

Executive Summary / Highlights:
Commercial Paint Labor Services - District wide.

Original Contract Period:	10/14/2014	through	10/13/2017 (3 yrs)	Expense to date	\$488,316.59
1st Renewal Period	10/14/2017	through	10/13/2018 (1 yr)	Expense to date	\$ 58,891.18
2nd renewal	10/14/2018	through	10/13/2019		

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District \$200,000.00
 Amount Budgeted \$200,000.00 Additional Amount Requested _____
 Funding Source Project Project 43000

Personnel:

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

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



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

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

*Purchasing Department
Christine Jernigan, Purchasing Manager*

- THOMAS KENNEDY
DISTRICT 1
- VIRGINIA BRYANT
DISTRICT 2
- DOUGLAS A. DODD
DISTRICT 3
- SANDRA COUNTS
DISTRICT 4
- LINDA B. POWERS
DISTRICT 5

September 6, 2018

Lamphier Company d/b/a Lamphier & Company
 PO Box 471057
 Lake Monroe, FL 32747
 E-Mail: Lamphier1@aol.com
 Phone: 407-330-1628
 Fax: 407-330-0068

URGENT

ATTN: Robert W. Lamphier

RE: BID 2015-07 Commercial Paint Labor Services

Dear Robert W. Lamphier


The above referenced Bid is scheduled to expire October 13, 2018. Your services have been appreciated and we would be pleased to present the bid for renewal to the Citrus County School Board for an additional one (1) year. We look forward to a positive response to continuing our contract.

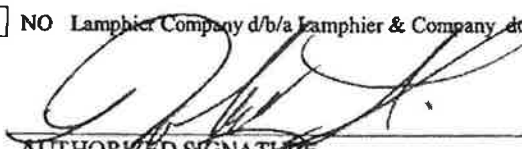
Please advise if you wish to renew this item by signing below and returning by fax (352-249-2124) or email (GerlachT@Citrus.K12.FL.US) as soon as possible.

If you do not wish to renew this bid for an additional contract period, please indicate this below as well by signing below and returning by fax (352-249-2124) or email (GerlachT@Citrus.K12.FL.US) as soon as possible.

Thank you in advance for your assistance in this bid renewal.

Sincerely,


 Buyer, Purchasing Dept.
 Citrus County School Board
gerlacht@citrus.k12.fl.us
 352-726-1931 x 2466

<input checked="" type="checkbox"/>	YES Lamphier Company d/b/a Lamphier & Company is in agreement for renewal of the above referenced bid at the latest agreed upon bid prices. Period of agreement shall be from 10/14/2018 through 10/13/2019
<input type="checkbox"/>	NO Lamphier Company d/b/a Lamphier & Company does not wish to renew the above referenced bid.
 _____ AUTHORIZED SIGNATURE	9-6-18 _____ DATE

ITB 2015-07
 COMMERCIAL PAINT LABOR SERVICES
 Non mandatory pre bid. Thursday, August 28, 2014@11:00am
 Opening: Thursday, September 11, 2014@2:00pm

Contract period: Three years
 10/14/2014 thru 10/13/2017
 R1 10/14/2017 thru 10/13/2018
 R2 10/14/2018 thru 10/13/2019

		Lamphear Company Jay Bee Painting		
Item	Preparation and Misc. Service	Unit of Measure	Price (\$)	Price (\$)
1	Abrasive Blast SSPC-SP-6 Nace #3 Commercial Blast Cleaning	Sq. Ft.	0.60	1.60
2	High Pressure Water Cleaning with Chlorine. Vendor supplies chlorine.	Sq. Ft.	0.07	0.09
3	SSPC-SP1 Solvent Cleaning	Sq. Ft.	0.15	0.08
4	SSPC-SP2 Hand Tool Cleaning	Sq. Ft.	0.20	0.20
5	SSPC-SP3 Power Tool Cleaning	Sq. Ft.	0.35	1.10
6	Patching Masonry	Sq. Ft.	0.80	6.00
7	Patching "EIFS"	Sq. Ft.	0.50	7.50
8	Patching Drywall	Sq. Ft.	0.20	4.75
9	Caulking Acrylic - 1/2 inch wide	LF	0.30	0.30
10	Caulking Urethane - 1/2 inch wide	LF	0.60	0.90
11	Caulk Removal	LF	1.25	0.75
12	Accent Strip	LF	1.00	1.00
13	Sanding	Sq. Ft.	0.25	0.20
			6.27	24.47

PRICE SHEET continued

SECTION 2		Lamphter Company			Jay Bee Painting		
Item	Application Method	Column A Spray / SF	Column B Brush/Roll per SF	Column C Spray & Back Roll per SF	Column A Spray / SF	Column B Brush/Roll per SF	Column C Spray & Back Roll per SF
Primo, Stain & Seal Coats:							
14	Prime Coat Interior Architectural Coating	0.15	0.16		0.10	0.11	
15	Stain Kill Int./Ext.	0.15	0.16	0.20	0.13	0.14	0.12
16	Prime Coat Exterior Architectural Coating	0.15	0.15	0.19	0.12	0.12	0.12
17	Prime Coat Int./Ext. Epoxy Coatings	0.17	0.20		0.18	0.18	
18	Sealing Ext. Masonry Clear Penetrating Sealer	0.15			0.10	0.11	
19	Stain Interior Trim		0.20			0.16	
20	Intermediate Clear Coat Stain Interior Component	0.20	0.20		0.14	0.16	
Finish Coat - Interior Walls / Ceilings							
21	Architectural Coatings 1 Component	0.16	0.16	0.19	0.11	0.11	0.11
22	Epoxy Coatings	0.16	0.18	0.19	0.17	0.18	0.18
Finish Coat - Exterior Walls / Ceilings							
23	Architectural Coatings 1 Component	0.17	0.18	0.19	0.14	0.14	0.13
24	Epoxy Coatings	0.17	0.20	0.20	0.18	0.18	0.18
25	Elastomeric Coatings		0.20	0.22	0.16	0.18	0.17
26	Stain Exterior Trim	0.17	0.18		0.13	0.14	
Totals		1.80	2.17	1.38	1.66	1.91	1.01

PRICE SHEET continued
SECTION 3

May include mechanical and portable doors.
 Architectural / I component coatings will be utilized.

Item	Lamphier Co. Unit Price per Coat	Jay Bee Painting Unit Price per Coat
27	14.00	12.00
Per Coat Per Side: Per Door 3-0 X 7-0		
28	14.00	10.00
Per Coat Per Side: Per Frame 3-0 X 7-0		
29	18.00	13.00
Per Coat Per Side: Per Frame with transom. (2 ft. above door)		
30	16.00	25.00
Per Coat Per Side: Per Louvered Mech. Door 3-0 X 7-0		
	62.00	60.00

SECTION 4

	Lamphier Co. Per Man Hour	Jay Bee Painting Per Man Hour
31	38.00	38.00
Hourly Rate Per Man Hour for other services not listed above		

120 Notifications
 2 Bids

It is the intent of the Purchasing Dept. to recommend award to Lamphier Company as the lowest, most responsive bidder.
 Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security
 required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.
 Posted: Monday, September 22, 2014@11:15pm

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for the October 9, 2018 School Board Meeting.

Requested by Tammy Wilson, Finance Director

Additional contact(s)/originator Barbara Leritz, Senior Finance Accountant

Document Title: Active Surplus Property List

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval: Disposal of Active Surplus Property

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

Items on this list are no longer useful to the District. They will be disposed of in accordance with approved procedures.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District:

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

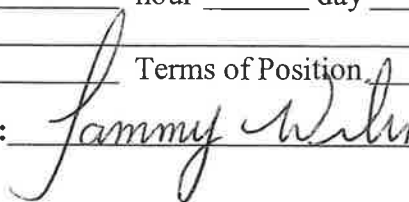
Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: _____

(Form Board Approved 7/10/07)



SURPLUS FOR OCTOBER 9, 2018 BOARD MEETING

Tag Number	Serial Number	Item Description	Location	Reason	Date Purchased	Purchase Price	Current Value	
046343	GCHV2L5DHLF9	Apple Ipad 5 32GB Space Gray	CHS	Bent, not repairable	8/14/2017	294.00	240.10	
074767	DMRMVDV8F182	Apple Ipad 4 16GB Black	CHS	Bent, not repairable	9/11/2014	379.00	88.43	
077412	DMQQ34D6FK10	Apple Ipad 4 16GB Black	CHS	Bent, not repairable	8/14/2015	374.00	155.83	
079535	DMPRRN7PG5VJ	Apple Ipad 2 16GB Black	CHS	Bent, not repairable	7/15/2016	349.00	209.40	
079616	DMQRW8XUG5VJ	Apple Ipad 2 16GB Black	CHS	Bent, not repairable	7/15/2016	349.00	209.40	
079873	DMQRW8W5G5VJ	Apple Ipad 2 16GB Black	CHS	Bent, not repairable	7/15/2016	349.00	209.40	
Citrus High Sub Total							2,094.00	1,112.56
082914	18H59P1	Dell Optiplex 780	Crest	Used for Parts	10/6/2011	946.34	0.00	
083032	2L7Z8P1	Dell Optiplex 780	Crest	Used for Parts	10/6/2011	1,015.66	0.00	
Crest Sub Total							1,962.00	0.00
079028	DMPQ32KWK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079029	DMPQ32P7FK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079030	DMPQ328FK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079031	DMPQ32PP5FK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079032	DMPQ32RGFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079033	DMPQ32P7FK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
079034	DMPQ32DZFK10	Apple Ipad Air 16GB Space Gray	CRP	Item lost/stolen	8/14/2015	374.00	155.83	
060393	28BBZP1	Dell Latitude 2120 Laptop	CRP	Item lost/stolen	5/12/2011	599.68	0.00	
Crystal River Primary Sub Total							3,217.68	1,090.81
043382	84D11601	Rochwell Circular Saw	LHS	No longer works correctly, missing safety features	6/27/1984	1,848.98	0.00	
046132	GCHV2P9RHLF9	Apple Ipad 5 32GB Space Gray	LHS	Not Repairable	8/14/2017	294.00	240.10	
048339	GCHV2KD1HLF9	Apple Ipad 5 32GB Space Gray	LHS	Not Repairable	8/14/2017	294.00	240.10	
077621	DMQQ34AKFK10	Apple Ipad 4 16GB Black	LHS	Not Repairable	8/14/2015	374.00	155.83	
Lecanto High School Sub Total							2,810.98	636.03
082365	1BN19P1	Dell Optiplex 780 Computer	LMS	Beyond economical repair	8/10/2011	946.34	0.00	
086967	18079P1	Dell Optiplex 780 Computer	LMS	Beyond economical repair	11/4/2011	946.34	0.00	
Lecanto Middle School Sub Total							1,892.68	0.00

SURPLUS FOR OCTOBER 9, 2018 BOARD MEETING

Tag Number	Serial Number	Item Description	Location	Reason	Date Purchased	Purchase Price	Current Value
055020	SG516SJOB	HP Procurve Switch 2824	TRC	Beyond Economical Repair	6/28/2005	1,312.00	0.00
056162	None	Modular Workstation	TRC	Pieces of workstation no longer used	3/14/2006	5,228.25	0.00
060030	4X1L0M1	Dell E6500 Laptop	TRC	Not cost effective to repair	6/30/2010	1,074.60	0.00
075099	B66YX32	Dell Latitude 3450 Laptop	TRC	Was at PGE Not cost effective to repair	5/14/2015	484.53	177.65
075103	D56YX32	Dell Latitude 3450 Laptop	TRC	Was at PGE Not cost effective to repair	5/14/2015	484.53	177.65
TRC Sub Total						8,583.91	355.30
060669	CLVQB1	Dell Optiplex 780	WTC	Not economical to repair, used for parts	3/15/2011	885.54	0.00
062109	DYTHJXE7DJ8R	Apple Ipad 3 32GB Black	WTC	Screen broken, not worth repairing	5/14/2012	599.00	0.00
Withlacoochee Technical College Sub Total						1,484.54	0.00
Grand Total						\$22,045.79	\$3,194.70

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for the October 9, 2018 School Board Meeting.

Requested by Tammy Wilson, Finance Director

Additional contact(s)/originator Barbara Leritz, Senior Finance Accountant

Document Title: Reactivated Surplus Property List

Board Action Required:

Presentation/Recognition _____ Information _____

Consideration/Approval: Approve Reactivation of Previously Surplused Property

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

Request to amend March 13, 2018 Surplus List – WTC to use two previously surplused buses for High School Carpentry Academy: Bus 2001-34 (Tag #051290) and Bus 2001-35 (Tag #051289). Current Value for both buses is zero dollars.

Buses will be deleted from Surplus List and inventory records updated.

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District:

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Tammy Wilson

(Form Board Approved 7/10/07)

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Tammy Wilson, Director Department of Finance
Additional contact(s)/originator Lanette Strickland, Internal Auditor
Document Title 2017-2018 Annual Financial Report

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval _____
Approve the 2017-2018 Revised Annual Financial Report

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

Backup Material: attached _____ available in district office other _____

Executive Summary/Highlights:

This year marks the transition from GASB Statement 45 to GASB Statement 75 for OPEB (Other Post Employment Benefits) liabilities in the Annual Financial Report. Because of this transition, the updated figures were completed by the actuary and received by CCSB on September 20, 2018. The Annual Financial Report therefore had to be updated with these figures and a revised copy approved by the Board.

Strategic Goals:

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

Strategies include:

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

Financial Impact to the District: _____

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: _____

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay Grade/Level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Tammy Wilson

(Form Board Approved 7/10/07)

MM

REQUESTS FOR SCHOOL BOARD AGENDA

Requested for October 9, 2018 School Board Meeting.
Requested by Mike Mullen, Department of School Operations
Additional contact(s)/originator _____
Document Title Resolution Affirming Participation in the Small School District Council Consortium

Board Action Required:

Presentation/Recognition _____ Information _____
Consideration/Approval Resolution Affirming Participation in the Small School District Council Consortium

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

Backup Materials: attached X available in district office _____ other _____

Executive Summary / Highlights:

Participation in the 2018-2019 Small School District Council Consortium

Strategic Goals:

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

Strategies Include:

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

Financial Impact to the District: \$2,850.00

Amount Budgeted _____ Additional Amount Requested _____

Funding Source: General Funds

Personnel:

Estimated Salary _____ hour _____ day _____ annual _____

Pay grade/level _____

Benefits _____ Terms of Position _____

Financial Impact reviewed by: Mike Mullen

(Form Board Approved 7/10/07)

**RESOLUTION
AFFIRMING PARTICIPATION IN THE
SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM**

WHEREAS, the _____ County School Board believes there is a need to have educational information, interpretation, and consultation on issues relating to small and rural communities that is not independently available, and

WHEREAS, the cost of providing such services independently for the School Board would make the cost prohibitive, and

WHEREAS, the needed services are provided through the Small School District Council Consortium, and

WHEREAS, the _____ County School District has participated in the consortium in previous years by official action of the Board and payment of the annual fee,

NOW THEREFORE BE IT RESOLVED that the _____ County School Board authorizes the participation in the Small School District Council Consortium for fiscal year 2018-2019 and as such agrees to pay \$2,850.00 to the designated Fiscal Agent upon invoice for participation fees.

BE IT FURTHER RESOLVED that this resolution shall authorize the _____ County School District participation in the SSDCC in future years contingent upon the approval of the SSDCC Annual Invoice for Participation Fees as part of a regularly scheduled School Board meeting.

BE IT FURTHER RESOLVED that the SSDCC Fiscal Agent shall be the contracting agent for the employment and payment of consulting services and associated program costs.

Adopted by the _____ County School Board in Regular Session at _____, Florida on the ____th day of _____, 2018.

BY:

Chairperson, _____ County School Board

ATTEST:

Superintendent, _____ County School District

A Workshop and Special Meeting were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, August 28, 2018. Present: Sandra "Sam" Himmel – Superintendent; Douglas A. Dodd – Chairman, Thomas Kennedy – Vice Chairman, School Board Members: Virginia Bryant, Sandra Counts, Linda B. Powers and R. Wesley Bradshaw, School Board Attorney.

WORKSHOP

Chairman Dodd opened the Workshop at 9:00 a.m. He explained the protocol for citizen comments. He asked Pastor Doug Alexander to open the Workshop with a prayer followed by the Pledge of Allegiance to the Flag of the United States of America.

TOPICS:

A. Citrus County School Board Police Department

Cheri Cernich, Director of Risk Management, gave an overview of the development of the Citrus County School Board Police Department. Mrs. Cernich explained that the District had since developed a job description for a Police Chief and Police Officer that would be presented to the Board for approval. Superintendent Himmel stated that the School District valued and respected all School Resource Officers (SRO), and that the discussions and decisions made were not about replacing the SRO program, it was about enhancing school security. Suzy Swain, Director of Human Resources, provided a copy of the job descriptions to the Board. Board members asked Ms. Swain for clarification of the qualifications of each job description. Discussion ensued. Chairman Dodd asked Wes Bradshaw, School Board Attorney, what the next process was for the Citrus County School Board Police Department. Mr. Bradshaw explained what the next process was if the District decided to move forward with the Police Department or if they intended to put it on hold. Discussion ensued.

C. Health Insurance Update

Steve Baumer, Coordinator of Risk Management, presented a power point with a Health Insurance update showing claims data since January 2018 and the breakdown between medical and pharmacy costs. Mr. Baumer stated that the premium revenue is higher this year than last year. He called attention to the utilization percentage at the Wellness Centers in Beverly Hills and Inverness, and stated he would like to see the utilization higher, which would help keep the claims down. Mr. Baumer shared that the "no shows" dramatically decreased from last year. He also presented a PowerPoint with an overview of the 2019 Health Insurance plans and the proposed changes. Discussion ensued regarding the cost of the plans and a possible increase in Board match.

B. Marjory Stoneman Douglas Security Report – Time Certain: 10:00 a.m.

Chairman Dodd shared a video, which he explained was a portion of the Marjory Stoneman Douglas Security Commission. He gave an overview of the discussion on the video and called attention to the attendees and speakers involved. After the video, Chairman Dodd asked for any comments. Sandra Counts shared her appreciation of Mr. Dodd spending many hours serving on the Marjory Stoneman Douglas Security Commission and for sharing the video. Linda Powers spoke about a portion of the video where the Commission discussed the role of a School Resource Officer and shared her thoughts regarding other options to enhance the safety and security of the schools. Thomas Kennedy shared his opinion and stated he believed Guardians should be a part of the future in the schools. Discussion ensued regarding a Guardian Program. Chairman Dodd expressed his appreciation to the community members present that came to listen to the report and the issues of the Commission. He stated he spoke with Sheriff Prendergast and shared his thoughts on the Guardian Program and hoped the Sheriff would change his view. Superintendent Himmel asked if it was the intent of the Board to ask the Sheriff to reconsider the Guardian Program. Thomas Kennedy suggested the Board consider making a statement and a resolution on the Guardian Program on where it stands. He proposed sharing it with Legislators letting them know this is a District that supports the Guardian Program and needs assistance on how to implement it. Discussion ensued regarding enhancing security in the schools.

Chairman Dodd thanked everyone for attending and adjourned the Workshop.

ADJOURNMENT

Chairman Dodd adjourned the Workshop at 11:04 a.m.

SPECIAL MEETING

Chairman Dodd opened the Special Meeting at 11:23 a.m.

ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT

Ginger Bryant moved to adopt the agenda as recommended by the Superintendent; seconded by Thomas Kennedy and carried unanimously.

CITIZEN COMMENTS

None

SCHOOL SUPPORT SERVICES, JONNY BISHOP

- A. Human Resources, Suzy Swain
 - 1) Approved Instructional and Support Recommendations (copy in supplemental file)

Sandra Counts moved to approve the Instructional and Support Recommendations; seconded by Thomas Kennedy and carried unanimously.

- 2) Approved New Job Description for District Police Chief (copy in supplemental file)

Virginia Bryant moved to approve the New Job Description for District Police Chief; seconded by Linda Powers. Discussion ensued. A vote was taken, and the motion passed 4 to 1: For: Virginia Bryant, Sandra Counts, Thomas Kennedy, Linda Powers. Against: Chairman Dodd

- 3) Approved New Job Description for District Police Officer (copy in supplemental file)

Sandra Counts moved to approve the New Job Description for District Police Officer; seconded by Linda Powers. A vote was taken, and the motion passed 4 to 1: For: Virginia Bryant, Sandra Counts, Thomas Kennedy, Linda Powers. Against: Chairman Dodd

- 4) Approved New Job Description for Public Information and Communications Officer (copy in supplemental file)

Thomas Kennedy moved to approve the New Job Description for Public Information and Communications Officer; seconded by Linda Powers and carried unanimously.

B. Risk Management, Cheri Cernich

- 1) Approved the School Safety Funding Agreement between the School Board of Citrus County, Florida and Citrus County, Florida for the 2018-2019 school year (copy in supplemental file)

Virginia Bryant moved to approve the School Safety Funding Agreement between the School Board of Citrus County, Florida and Citrus County, Florida for the 2018-2019 school year; seconded by Sandra Counts and carried unanimously.

- 2) Approved the 2018-2019 Agreement between the School Board of Citrus County and the Citrus County Sheriff's Office for the School Resource Officer Program (copy in supplemental file)

Thomas Kennedy moved to approve the 2018-2019 Agreement between the School Board of Citrus County and the Citrus County Sheriff's Office for the School Resource Officer Program; seconded by Linda Powers and carried unanimously.

ATTORNEY, LEGAL MATTERS

None

CITIZENS COMMENTS

Major Linhart, Citrus County Sheriff's Office, provided public input regarding the School Resource Officer (SRO) program. Questions were asked by Superintendent Himmel and the Board regarding the role of the SRO Supervisors, communication, and other concerns. Discussion ensued.

ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD

Virginia Bryant shared she attended the CREST SAEC meeting and had a great time.

Linda Powers shared how the Crystal River High School SAEC meeting was very energized.

Thomas Kennedy shared how he would like to have information on the Multi-tier System of Support (MTSS) brought to a future Workshop. He visited some schools with Rep. Ralph Massullo, who shared that he wanted to work on Alternative Pathways to High School Graduation bills. He also suggested other topics to discuss at a future workshop.

Chairman Dodd shared information regarding the 9/11 Day of Remembrance Exhibit at the Valerie Theater on the morning of September 11th and a Freedom Walk in the afternoon.

ADJOURNMENT

Chairman Dodd adjourned the Special Meeting at 12:11 p.m.

Douglas A. Dodd
Chairman

Sandra Himmel
Superintendent

A Regular Meeting and Public Hearing were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, September 11, 2018. Present: Sandra "Sam" Himmel – Superintendent; Douglas A. Dodd – Chairman, Thomas Kennedy – Vice Chairman, School Board Members: Virginia Bryant, Sandra Counts, Linda B. Powers and R. Wesley Bradshaw, School Board Attorney.

ADMINISTRATIVE HEARING

Cancelled

REGULAR MEETING

Chairman Dodd opened the Regular Meeting at 4:04 p.m. He reviewed protocol for citizens comments and requested a moment of silence in remembrance of the lives lost on 9/11, their families and Law Enforcement Officers. Virginia Bryant had opening exercises and introduced John Edel, Chorus Instructor at Citrus High School. Mr. Edel reflected on a field trip when he took a group of his Chorus students to New York City to perform for the 10-year commemoration of 9/11 and shared the experience they had when they sang the National Anthem at Ground Zero. He then introduced a group of his students who sang the National Anthem followed by the Pledge of Allegiance to the Flag of the United States of America.

ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT

Linda Powers moved to adopt the agenda as recommended by Superintendent; seconded by Thomas Kennedy and carried unanimously.

CITIZEN COMMENTS

None

APPROVE CONSENT AGENDA – (Recognition of donations)

Virginia Bryant moved to approve the Consent Agenda; seconded by Linda Powers and carried unanimously. The Executive Secretary to the School Board read the donations into the record.

PRESENTATIONS

- A. Recognition of local Lions Clubs for sponsoring the Citrus County Nurse's memberships to the National Association of School Nurses

Pamela Carnevale, Student Health Specialist, recognized local Lions Clubs for sponsoring school district nurse memberships to the National Association of School Nurses. The memberships allow the nurses to order vouchers that give eligible students free vision exams and glasses. Mrs. Carnevale presented the Kings Bay Lions Club, Crystal River Lions Club, Inverness Lions Club, and Homosassa Lions Club with certificates.

- B. Recognition of the Homosassa Lions Club for their donations of monetary funds and time to Citrus County students

Pam Carnevale recognized the Homosassa Lions Club for their continued support of the District/State required vision screening where they attended all the scheduled vision rescreens. They provided equipment that quickly and easily detects vision issues. In addition, the Homosassa Lions Club also donated money to Student Services which went towards clothing and hygiene items for disadvantaged students.

EDUCATIONAL SERVICES, SCOTT HEBERT

- A. Approved the 2018-2019 School Health Service Plan (copy in supplemental file)

Dr. Scott Hebert, Chief Academic Officer, asked for approval of the 2018-2019 School Health Service Plan. Thomas Kennedy moved to approve the 2018-2019 School Service Plan, seconded by Virginia Bryant. Linda Powers inquired about the District's access to Epi Pens, and Pam Carnevale, School Health Specialist, explained she had been in contact with the Health Department and together have been working on finding a way to get the Epi Pens in the schools. Discussion ensued. Chairman Dodd asked for information regarding the HPV vaccination and the Meningitis vaccination the Health Department provides to the schools. Ernesto Rubio, Citrus County Health Department, explained that the HPV and Meningitis vaccinations are not required, so there must be parental permission. He shared the process in place for obtaining the permission forms from parents to ensure no errors are made. Sandra Counts wanted to know the number of students that received the two specific vaccinations. Mrs. Carnevale provided an estimated number of students and said she had received positive feedback from the State during an audit stating it was an awesome service provided, one that they don't see in other districts. Chairman Dodd expressed his appreciation for the emails Mrs. Carnevale sends out to the District on the prevention of heat related illnesses. Discussion ensued regarding the different trainings required by the Florida High School Athletic Association in regard to the heat and the processes in place to meet the requirements. After discussion, a vote was taken and carried unanimously.

- F. 2019-20 Calendar Timeline/Process (copy in supplemental file)

Amy Crowell, Director of Research and Accountability, presented a power point (copy in supplemental file) outlining the process and time line for developing the school calendar. She explained that the Calendar Committee is made of representatives from each school level, SAC, PTA, CCEA, a School Board member, Sandra Counts, administrators, and parents. Mrs. Crowell pointed out a list of things that are considered when developing the calendar, such as the Assessment schedules, half days, the County Fair and the first day of school, which can be no sooner than August 10th. She explained that the committee develops two or three calendar options that the District votes on. The votes are then tallied, and the winning calendar is brought back before the Board for final approval.

SCHOOL SUPPORT SERVICES, JONNY BISHOP

- B. Human Resources, Suzy Swain
Approved Instructional and Support Recommendations (copy in supplemental file)

Virginia Bryant moved to approve the Instructional and Support Recommendations; seconded by Sandra Counts and carried unanimously.

- C. Planning and Growth Management, Chuck Dixon
 - (7) Approved request to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation (copy in supplemental file)

Chuck Dixon, Director of Planning and Growth Management, asked for approval for the request to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation. He explained the contents of the policy and the revisions. Chairman Dodd asked for clarification of the verbiage in the policy regarding compensation for overtime. Discussion ensued and Mr. Bradshaw, School Board Attorney, provided information clarifying the revision to the policy.

Thomas Kennedy moved to approve the request to advertise for Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation; seconded by Linda Powers and carried unanimously.

FINANCE, MIKE MULLEN

- R. Approved Budget Amendment #10 June 2018 (copy in supplemental file)

Tammy Wilson, Director of Finance, provided the Board with the documents which reflected the changes. This was the final budget amendment for the 2017-2018 fiscal school year.

Thomas Kennedy moved to approve Budget Amendment #10 June 2018; seconded by Virginia Bryant and carried unanimously.

- S. Approved the 2017-2018 Annual Financial Report (copy in supplemental file)

Ms. Wilson asked approval for the 2017-2018 Annual Financial Report and gave a quick overview of the report and provided answers to questions from the Board. Chairman Dodd paused the discussion for the time certain Citizen Comments.

CITIZEN COMMENTS – 5:15 pm

Raymond Baumes provided public input regarding notification to parents from the District of any threats to the schools.

Chairman Dodd recessed the Regular Meeting at 5:21 p.m.

Chairman Dodd opened the Public Hearing at 5:35 p.m.

PUBLIC HEARING: 5:30 P.M.

- A. Approved/Adopted the 2018-2019 Millage Rates, the Final Five-Year Work Plan and the Final Budget of the Citrus County School Board (copy in supplemental file)

Chairman Dodd announced the purpose of the meeting was to adopt the Final Millage Rate, the 5 Year Work Plan and the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year. The millage rates are 4.838, which includes .011 prior period adjustment for Operating Purposes, and 1.500 for Capital Outlay Purposes or a Total of 6.338 mills. The Final Budget for Fiscal Year 2018-2019 totals \$231,117,537.65.

Chairman Dodd called for public input as to the millage levy, the 5-year work plan or the budget proposed for the 2018-2019 fiscal year. There was no public input.

Chairman Dodd requested a motion to include the supplemental millage rate of .748 mills and the capital outlay millage rate of 1.50 mills in the Resolution determining Revenues and Millages Levied, as required by law.

Virginia Bryant made a motion to include the supplemental millage rate of .748 mills and the Capital Outlay millage rate of 1.50 mills in the Resolution Determining Revenues and Millages Levied, as required by law; seconded by Linda Powers. Chairman Dodd asked if there was any discussion on the motion. Attorney Bradshaw read the Resolution Determining Revenues and Millages Levied, as required by law. (Copy in supplemental file)

Chairman Dodd asked, having heard the Resolution, and a motion on the floor, was there any discussion? There being none, the vote was taken and carried unanimously.

Chairman Dodd requested a motion to adopt the Final Proposed 5-Year Work Plan as the Final Adopted 5-Year Work Plan of the Citrus County School Board for the 2018-2019 Fiscal Year.

Sandra Counts made a motion to adopt the Final Proposed 5-Year Work Plan as the Final Adopted 5-Year Work Plan of the Citrus County School Board for the 2018-2019 Fiscal Year; seconded by Thomas Kennedy. Chairman Dodd asked if there was any discussion on the motion. There being none, a vote was taken and carried unanimously.

Chairman Dodd requested a motion to adopt the final proposed budget as the Final Adopted Budget of the Citrus County School Board for the 2018-2019 fiscal year.

Linda Powers made a motion to adopt the final proposed budget as the Final Adopted Budget of the Citrus County School Board for the 2018-2019 fiscal year; seconded by Sandra Counts. Chairman Dodd asked if there was any discussion on the motion. There being none, a vote was taken and carried unanimously.

Attorney Bradshaw read the Resolution Adopting the Final Budget:

A RESOLUTION OF THE CITRUS COUNTY SCHOOL BOARD ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018-2019.

WHEREAS, the School Board of Citrus County, Florida, did, pursuant to Chapters 200 and 1011, Florida Statutes, approve final millage rates, final 5-year work plan and a final budget for the fiscal year July 1, 2018 to June 30, 2019; and

WHEREAS, the School Board of Citrus County set forth the appropriations and revenue estimates for the budget for fiscal year 2018-2019; and

WHEREAS, at the public hearing and in full compliance with Chapter 200, Florida Statutes, the School Board of Citrus County adopted the final millage rates, final 5-year work plan and the final budget in the amount of \$231,117,537.65 for fiscal year 2018-2019.

NOW THEREFORE, BE IT RESOLVED:

That the attached budget of the School Board of Citrus County, including the millage rates as set forth therein, is hereby adopted by the School Board of Citrus County as the final budget for the categories indicated for the fiscal year July 1, 2018 to June 30, 2019.

Chairman Dodd requested a motion to approve the Resolution Adopting the Final Budge of the Citrus County School Board for the 2018-2019 Fiscal Year.

Thomas Kennedy made a motion to approve the Resolution Adopting the Final Budge of the Citrus County School Board for the 2018-2019 Fiscal Year; seconded by Linda Powers. Chairman Dodd asked, having heard the Resolution, was there any discussion on the motion? There being none, a vote was taken and carried unanimously.

- B. Approved the Addendum to the 2018-2019 Citrus County Code of Student Conduct (copy in supplemental file)

Kit Humbaugh, Director of Student Services, asked for approval of the Addendum to the 2018-2019 Citrus County Code of Student Conduct. Linda Powers had questions about the language in the addendum regarding mental health. Attorney Bradshaw explained that the language regarding mental health now reflects what is written in Florida Statute. Mrs. Powers requested an addition to the addendum. Mr. Bradshaw explained that nothing could be added to the addendum at that time, but after the addendum was approved, Ms. Humbaugh could bring back to the

Board an amendment to the addendum. Thomas Kennedy moved to approve the addendum and restatement to the 2018-2019 Citrus County Code of Student Conduct; seconded by Sandra Counts and carried unanimously.

Chairman Dodd adjourned the Public Hearing at 5:54 p.m.

Chairman Dodd reconvened the Regular Meeting at 5:54 p.m.

REGULAR MEETING – (continued)

FINANCE, MIKE MULLEN

S. Approved the 2017-2018 Annual Financial Report – (continued)

Chairman Dodd invited Ms. Wilson to the podium and she provided answers to questions he had regarding some of the line items on the Annual Financial Report. Discussion ensued regarding a decrease in revenue to the District.

Sandra Counts moved to approve the 2017-2018 Annual Financial Report; seconded by Linda Powers and carried unanimously.

BUDGET UPDATE

Tammy Wilson, Director of Finance, provided an update on the budget and shared that the fund balance at the end of 2018 was 3.62% of undesignated fund balance percent of revenue which kept the District in compliance. She stated the District was moving in the right direction to increase the fund balance. Discussion ensued regarding the property value and low millage rates.

ATTORNEY, LEGAL MATTERS

None

APPROVE MINUTES

Virginia Bryant moved to approve the minutes of the Special Meeting and Workshop of July 31, 2018, the Public Hearing of July 31, 2018, the Special Meeting of August 6, 2018, and the Administrative Hearing and Regular Meeting of August 14, 2018; seconded by Thomas Kennedy and carried unanimously.

CITIZEN COMMENTS

None

ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD

Discussion and Approval of Guardian Program

Chairman Dodd stated that he didn't believe one School Resource Officer in a school was enough and he believed the Board should continue to look at possible options to make schools safer. He talked about the Guardian Program and the duties of a Guardian. Mr. Dodd explained that Guardians are not sworn officers, they do not have the power to make arrests, take a child into custody on a Baker Act, or write

reports. They are solely to protect students should there be an active assailant or an incident of violence. He stated he would like the Board to support the Guardian Program as an option for future school needs and formally request the Sheriff to train and certify school guardians should the option be exercised. Superintendent Himmel clarified a misconception the public had. She stated the Board did not create a Police Department to put 22 officers in the schools as a replacement for SROs, it was to enhance what the District currently had with the SRO program. Discussion ensued regarding writing a Resolution to the Sheriff to start a Guardian Program under the current law as an option to enhance security and a Resolution to the Legislature to change the law so that the District has the option to create its own Guardian Program. Attorney Bradshaw will bring two Resolutions to the September 25th Special meeting for approval.

Linda Powers shared that she attended the International Baccalaureate (IB) ceremony in Lecanto and that there were a tremendous number of Juniors in the IB program along with Seniors. She mentioned what a marvelous job Mr. Buettner does with that program. Mrs. Powers shared that she also attended a meeting regarding mental health.

Sandra Counts mentioned she attended a Rock Crusher Elementary School's SAEC meetings and was very impressed. She also attended the League of Women's Voters meeting and heard their discussion on Amendment 1 and Amendment 8.

Thomas Kennedy congratulated Linda Powers for her win at the primary elections. He shared that he and Ginger Bryant will be attending the Florida School Board Association Leadership Conference. He also thanked Superintendent Himmel for the Parent Counsel she had started and shared that he heard positive feedback regarding that Counsel at a SAEC meeting he attended.

Chairman Dodd asked if any of the Board members would be willing to serve on the Threat Assessment Review. He shared that Kit Humbaugh, Director of Student Services, had a committee together and thought the Board would like to have representation on the Threat Assessment Manual. Linda Powers expressed her desire to be a part of the Threat Assessment Review. Mr. Dodd shared he had heard positive feedback regarding ALICE drills. He mentioned "Dads Take Your Child to School Day" will be on September 26th and Inverness Primary School's PTA will doing "Muffins for Moms"

ADJOURNMENT

Chairman Dodd adjourned the Regular Meeting at 6:53 p.m.

Douglas A. Dodd
Chairman

Sandra Himmel
Superintendent

ATTACHMENT – A

Educational Services, Scott Hebert

- B. Approved the 2018-2019 funding for the Federal Title II Program (copy in supplemental file)
- C. Approved the Carl D. Perkins, Career and Technical Education Grant for Cypress Creek, Division of Juvenile Justice (DJJ) (copy in supplemental file)
- D. Approved the Carl D. Perkins Secondary, Section 131 Continuation Grant (copy in supplemental file)
- E. Approved the 2018-19 District Testing Calendar for Citrus County Schools (copy in supplemental file)
- G. Other Sites:
Approved the Carl D. Perkins Post-Secondary Entitlement Grant, 2018-2019 (copy in supplemental file)

School Support Services, Jonny Bishop

- A. Facilities, Construction & Maintenance, Eric Stokes
 - 1) Approved Pre-Qualification of Contractors for Educational Facilities (copy in supplemental file)
 - 2) Approved the Educational Plant Survey (5.18) Recommendation to Remodel/Renovate Building 1, Room 112C of the Technology Resource Center (copy in District Office)
 - 3) Approved the Professional Service Agreement for the Lecanto Middle School Partial Re-Roof, Buildings 1 & 2 (copy in supplemental file)
 - 4) Approved the Professional Service Agreement for the Floral City Elementary School Partial Heating, Ventilating, and Air Conditioning Replacement & Intercom System Upgrade (copy in supplemental file)
 - 5) Approved to Advertise to Bid for the Withlacoochee Technical College Café and Serving Area Renovation & Remodeling Project (copy in supplemental file)
 - 6) Approved the Change Order #2 for Lecanto Middle School Partial HVAC Replacement (copy in supplemental file)
 - 7) Approved acceptance contingent upon the architect's or engineer's and building official's certifications: (copy in supplemental file)
 - 1) Lecanto Middle School Partial HVAC Replacement
 - 2) Inverness Primary School Partial Re-roof of Buildings 1A, 3, & 5
 - 3) Hernando Elementary School Kitchen Renovation/Remodel
- C. Planning and Growth Management, Chuck Dixon
 - 1) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.22 Teaching Out of Field (copy in supplemental file)
 - 2) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.804 Authenticator Management (copy in supplemental file)

- 3) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.806 Disposal of Physical Media (copy in supplemental file)
- 4) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.816 Remote Access (copy in supplemental file)
- 5) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.817 Wireless Restrictions and Review of Wi-Fi Logs (copy in supplemental file)
- 6) Approved the Agreement with the Citrus County Property Appraiser for the use of property tax collections to fund exemption audit services (copy in supplemental file)

D. Risk Management, Cheri Cernich

Approved Renewal of self-funded health insurance rates for the plan year 2019. Total premium cost per month to increase by 4.5% (copy in supplemental file)

Finance, Mike Mullen

- A. Approved Out-of-State Travel for approximately 50 Crystal River High School, Naval Junior Reserve Officers Training Corps (NJROTC) cadets, 2 instructors and 3 approved chaperones to Marine Corps Recruit Depot, Parris Island, South Carolina, October 15, 2018 – October 18, 2018 (copy in supplemental file)
- B. Approved the \$5,000 donation to Citrus High School from Varnadore Financial LLC (copy in supplemental file)
- C. Approved the \$500 donation to the Academy of Environmental Science (AES) from Kings Bay Rotary Club (copy in supplemental file)
- D. Approved the \$500 donation to the Academy of Environmental Science (AES) from Crystal Chevrolet (copy in supplemental file)
- E. Approved the \$1,000 donation to the Academy of Environmental Science (AES) from Howard and Maureen Russ (copy in supplemental file)
- F. Approved the \$675 donation to Academy of Environmental Science (AES) from Suncoast Dermatology and Skin Surgery Center (copy in supplemental file)
- G. Approved the \$1,350 donation to the Marine Science Station from the University of Florida (copy in supplemental file)
- H. Approved the \$30,000 donation to Inverness Middle School from the U.S. Family Foundation (copy in supplemental file)
- I. Approved the \$1,000 donation to Homosassa Elementary from the Homosassa Game Fish Club (copy in supplemental file)
- J. Approved the \$6,478.64 Grant to Lecanto Primary School from Sugar Mill Woods Rotary Club (copy in supplemental file)
- K. Approved the donation of miscellaneous tools and equipment valued at \$2,000 to Withlacoochee Technical College (WTC) from a private owner (copy in supplemental file)

- L. Approved the \$625 donation to Withlacoochee Technical College (WTC) from the Horatio Alger Association of Distinguished Americans, Inc. (copy in supplemental file)
- M. Approved the \$2,000 donation to Withlacoochee Technical College (WTC) from the Citrus Hills Women's Club, Inc. (copy in supplemental file)
- N. Approved the two donations of \$1,000 each to Withlacoochee Technical College (WTC) from the King's Bay Rotary Charitable Foundation, Inc. (copy in supplemental file)
- O. Approved Award of BID 2019-04P Piggyback of Manatee Schools 18-0002-CC Banking Services: Treasury – Epayables – Credit – Procurement Card to JP Morgan (copy in supplemental file)
- P. Approved the Disposal of Citrus Springs Middle School Active Surplus Property (copy in supplemental file)
- Q. Approved Disposal of Active Surplus Property (copy in supplemental file)

Informational Items

- A. July 2018 Cash and Investment Report (copy in supplemental file)