

Hearing Officer Review, if necessary, will be held at 5:30 p.m. in the Large Personnel Conference Room to be followed by Business Portion of Meeting at 6:00 p.m.

Indian River County District School Board
Business Meeting Agenda
August 23, 2011 at 6:00 p.m.

It is hereby advised that if a person decided to appeal any decision made by the Board with respect to any matter considered at this meeting, he/she will need to ensure that a verbatim record is made which includes the testimony and evidence upon which the appeal is to be made.

- I. **Call Meeting to Order – Chairman McCain**
(Announcement: Please turn off all cell phones. Cell phones, even when set to a silent mode, can cause loud disturbances within the rooms audio enhancement system.)
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE TO THE FLAG
- IV. ADOPTION OF AGENDA
- V. PRESENTATIONS
 - A. Certificate of Achievement for Excellence in Financial Reporting (CAFR) for Fiscal Year Ending June 30, 2010 – Dr. Adams**
- VI. CITIZEN INPUT
- VII. CONSENT AGENDA
 - A. Approval of Minutes – Dr. Adams**
 - 1. Legislative Priorities Discussion held 7/28/2011
 - 2. Special Meeting held 7/28/2011
 - 3. Osceola Magnet Workshop held 8/9/2011
 - 4. Round Table Discussion held 8/9/2011
 - 5. Regular Business Meeting held 8/9/2011Superintendent recommends approval.
 - B. Approval of Personnel Recommendations – Mrs. Lannon**
Attached is a list of personnel recommendations, which includes personnel additions, terminations, and/or changes. Also attached are revised and new job descriptions. Superintendent recommends approval.
 - C. Approval of Out of County Student Admissions to Charter Schools – Mrs. D’Albora**
Parents have requested permission for their children to attend school in Indian River County. Approvals to attend Imagine Charter School are attached along with release letters from Osceola County. Superintendent recommends approval.

D. Approval of Donation – Mr. Morrison

Rosewood Magnet School received a grant for Art in the amount of \$2,000 from Target (Black and White Photography). The funds were deposited into Rosewood Magnet School's internal funds account entitled, Target Grant for Art. Superintendent recommends approval.

E. Approval of Students Leaving Indian River County – Mrs. D'Albora

Parents reside in Indian River County and are requesting permission for their children to attend schools in Brevard County (4) and St. Lucie County (1). Superintendent recommends approval.

F. Approval of Out of County Student Admissions – Mrs. D'Albora

Parents have requested permission for their children to attend school in Indian River County. The approved out-of-county requests were signed by the Principals of the requested schools and release letters from the student's home county are attached. Of the six students, five are currently attending schools in the District. Four are children of employees. There is one new student and one who moved to Brevard. Superintendent recommends approval.

G. Approval of the District Contractual Agreement for State-Approved Supplemental Education Services (SES) Providers – Mrs. D'Albora

Contractual Agreements for State-Approved Supplemental Education Services (SES) Providers are presented for approval for 2011-2012. Supplemental Education Services are offered to eligible students to provide tutoring by a State approved independent contractor, which is then paid for with federal Title I funds set aside for this purpose. The District is required to enter into an Agreement with the State approved independent contractor(s) for the provision of Supplemental Education Services detailing the terms of the service. These State approved providers have elected to provide Supplemental Education Services in the School District and have signed the District Agreement to that effect. All individual agreements are available in the School Board Office. Attached are the template and a list of all SES Providers for Board approval. Superintendent recommends approval.

H. Approval of 2011-2012 Transportation Routes – Mrs. Lannon

Approval is requested for the 2011-2012 Bus Transportation Routes for the Indian River County Schools. Routes will be available for review in the Board Office prior to the meeting. *Bus routes are subject to change throughout the school year depending upon student utilization of services.* Superintendent recommends approval.

VIII. ACTION AGENDA

A. Approval of District School Board's 2012 Legislative Priorities – Mrs. Disney-Brombach

Legislative priorities were discussed at a School Board Workshop held July 28, 2011, and at the Round Table held 8/9/2011. Upon Board approval, the priorities will be submitted to the Florida School Boards Association, the Local Legislative Delegation, as well as other individuals and interest groups. Superintendent recommended approval.

B. Approval of Revised Inter-Instructional Articulation Agreement with Indian River State College – Mrs. D'Albora

Attached is a contract with Indian River State College. The contract that was approved on June 28, 2011, is being replaced with this newly revised contract which reflects the statutory changes that became effective on July 1, 2011. Superintendent recommends approval.

IX. SUPERINTENDENT'S REPORT

X. DISCUSSION
No Discussion items

XI. SCHOOL BOARD MEMBER MATTERS – Chairman McCain

XII. INFORMATION AGENDA

A. Financial Report for Month Ending May 2011 – Mr. Morrison

Attached is the Financial Report for month ending May 31, 2011.

B. Monthly Facilities Report – Mr. Morrison

Attached is the monthly Facilities Report.

XIII. SUPERINTENDENT'S CLOSING

XIV. ADJOURNMENT – Chairman McCain

Anyone who needs a special accommodation for this meeting/workshop may contact the School District's American Disabilities Act Coordinator, at 564-3060 (TTY 564-8507) at least 48 hours in advance of meeting. NOTE: Changes and amendments to the agenda can occur 72 hours prior to the meeting. All business meetings will be held in the Teacher Education Center (TEC) located in the District Central Offices at 1990 25th Street, Vero Beach, unless otherwise specified. Meetings may broadcast live on Comcast Ch. 28 and may be replayed on Wednesday's and Friday's at 7 p.m. and on Saturday's at 9 a.m. The agenda can be accessed by Internet at <http://www.indianriverschools.org>.

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The Indian River County District School Board met on Thursday, July 28, 2011, at 4:00 p.m. The discussion was held in the Teacher Education Center located at the Central Administrative Offices, 1990 25th Street, Vero Beach, Florida. School Board Members attending were: Vice Chairman Carol Johnson and Board Members: Karen Disney-Brombach, Claudia Jiménez, and Jeffrey Pegler. Dr. Frances J. Adams, Superintendent of Schools, was also present. Chairman Matthew McCain and School Board Attorney Usher "Larry" Brown were not present.

Note: Chairman McCain was not able to attend due to a family emergency.

2012 Legislative Priorities Discussion

- I. Meeting was called to order by Vice Chairman Johnson.
- II. Purpose of the Discussion Session – Dr. Adams
Dr. Adams said that the purpose of the Discussion Session was to review the 2012 Legislative Priorities. Mrs. Disney-Brombach and Mr. Morrison prepared a "draft" to present to the Board. She turned the session over to them.
- III. Presentation of Proposed 2011 Legislative Priorities – Mrs. Disney-Brombach/Mr. Morrison
Mrs. Disney-Brombach said that Mr. Morrison deserved the credit for preparing the draft. She requested to add a statement to the beginning of the document that the funding issue was paramount; however, the real issue was no more mandates. Ms. Jiménez said that she requested a list of the District's unfunded mandates to inform our Legislators of this issue. She and Mr. Pegler said that they supported the suggestion to add a statement to the draft. Vice Chairman Johnson requested that Mr. Morrison prepare the language for the statement and add it to the draft for Board review and approval.

State Issues

Chairman Johnson brought up the fact that traditional schools were no longer receiving PECO funds to build/repair school facilities. Rewording suggested was: Reinstate and adequately fund traditional school system and charter schools on a fair and equitable basis.

Ms Jiménez suggested that the language for Prekindergarten be quantified by placing a dollar figure for the 7% funding loss to clearly show the impact to the District. Board Members agreed. Dr. Adams said that the District currently had students on a waiting list. Pelican Island was not able to offer a Voluntary Prekindergarten class, again, this year due to funding. Ms. Jiménez added that it was not clear the way it was written that the District did not have a decline in participation but, rather, a decline in funding.

Federal Issues

Mrs. Disney-Brombach suggested that the Board wait until after hearing from Mr. Crawford on Friday and after receiving more information from Washington over the next two weeks. She suggested discussing it at length at the August 9 Round Table. Ms. Jiménez brought up No Child Left Behind that philosophically focusing on the bottom half and should be focusing on every child. She also talked about discouraging punitive, unproven sanctions and to instead provide onsite, improvement assistance in schools. Ms. Jiménez also spoke of the whole child approach to education for each student. Dr. Adams stated that a lot of time was spent monitoring and compliance on how federal funds were spent. She was concerned that in the future the District's Title I Schools may end up losing funding because the schools were doing well. Dr. Adams said that she supported more local and State control over federal funds.

V. Next Steps – Mrs. Disney-Brombach

Mrs. Disney-Brombach said that within the next few days, we would have the edit of the State portion in draft form for the Board to look over and before the August 23 business meeting the Board would have the entire draft. Vice Chairman Johnson asked about the timeline for the meeting with the Local Legislation to go over items to be discussed. Ms. Jiménez asked if sharing success stories would be included in the August 25 information Session with the Local Legislative Delegation. Mrs. Disney-Brombach said, "Yes". Mr. Morrison was asked to prepare a list of unfunded mandates before August 25. Ms. Jiménez encouraged Board Members to attend the September 28th meeting with the Local Delegation Meeting at the County Commission Office. Vice Chairman Johnson said that we could find out where we were on the Agenda. Dr. Adams said that they could speak as a group regarding unfunded mandates and budget cuts. Chairman Johnson said that they needed to know that for those of us that have been doing what needed to be done were going to miss out on funding. They all agreed that PECO funds were a great example. Mr. Pegler said that it was not right that Legislature was cutting State funds and forcing local School Boards to levy taxes to cover the loss.

VI. ADJOURNMENT – Vice Chairman Johnson

Vice Chairman Johnson thanked Mrs. Disney-Brombach for representing the District on both the state and federal levels.

With no further items, the discussion adjourned at approximately 4:29 p.m.

The Indian River County District School Board met on Thursday, July 28, 2011, at 6:00 p.m. The business meeting was held in the Teacher Education Center located at the Central Administrative Offices, 1990 25th Street, Vero Beach, Florida. School Board Members attending were: Vice Chairman Carol Johnson, and Board Members: Karen Disney-Brombach, Claudia Jiménez, and Jeffrey Pegler. Dr. Frances J. Adams, Superintendent of Schools also attended. Chairman Matthew McCain and School Board Attorney Usher "Larry" Brown were not present.

Note: Chairman McCain was not able to attend due to a family emergency. Vice Chairman, Mrs. Johnson, chaired the meeting in his absence.

**Public Hearing to Adopt
Tentative 2011-2012 Budget & Millage Rates
And to Adopt Business Item**

- I. Meeting was called to order by Vice Chairman Johnson.
- II. Purpose of Meeting – Dr. Adams
Dr. Adams stated that the purpose of the meeting was for the Board to adopt millage rates and then to adopt a tentative budget for the 2011-2012 school year after receiving public input. Truth in Millage (TRIM) advertisements were placed according to the specifications of law. TRIM required that the proposed taxes be the first issue discussed and adopted after the Public Hearing. The Board would make two separate motions before completing their task. The first one would set all millage rates. The second motion would adopt the budget. Major issues on taxes would be reviewed, followed by input from the public prior to the Board motions.
- III. Discussion of Millage Rates – Mr. Morrison
Mr. Morrison referenced page 9 of the Tentative Budget Book. He stated the purpose for each type of millage and explained the Roll Back Calculation. He also gave an example of taxes based on a private residence, with a home valued at \$200,000, with a \$25,000 Homestead Exemption.

MILLAGE RATES	2011-2012
Required Local Effort	5.396
Discretionary	0.748
Discretionary Critical Needs - Operating	0.250
Capital Projects	1.500
Debt Service	0.350
Total Millage	8.244
Millage Subject to Rollback	7.894

Roll Back Calculation (to generate the same amount as last year)

Average Residential Tax Scenarios

A residential home, assuming no increase or loss in value, assessed at \$200,000 with a \$25,000 Homestead would pay \$1,442.70 that equated to -\$1.05 less than last year. The second scenario would be for a \$200,000 assessed valued residence, assuming a 6.36% decrease in assessed value to \$187,280 with a \$25,000 Homestead that would equate to \$1,337.84 in school taxes for a decrease of -\$105.91. Mr. Morrison stated that the public should be aware that their individual tax bill would be based on the Assessment received from the Indian River County Tax Collector's Office.

Mr. Morrison stated that the millage rates would be posted on the web site tomorrow. He said that the newspaper advertisement was published on Saturday, July 23, 2011.

IV. Public Hearing on Millage Rates – Vice Chairman Johnson

Public Hearing

Vice Chairman Johnson asked the Superintendent if the Public Hearing was properly advertised in accordance with State Statutes. Dr. Adams said, "Yes, we have." Vice Chairman Johnson recessed the meeting to conduct the Public Hearing.

Vice Chairman Johnson announced that the Public Hearing was in session. She asked Dr. Adams if there were any written responses to be read. Dr. Adams said, "No." The public was invited to address this issue.

Hearing no requests to speak, Vice Chairman Johnson announced that the Public Hearing was conducted pursuant to notice and that ample opportunity to address this issue was provided to all. The Board meeting was reconvened.

V. Motions for the Setting of Millage Rates – Vice Chairman Johnson

Vice Chairman Johnson called for a motion. Mrs. Disney-Brombach moved to approve the millage rates as advertised for 8.244 mills representing Required Local Effort, Basic Discretionary, Critical Operating Needs Millage, Debt Service, and Capital Outlay. Ms. Jiménez seconded the motion. Hearing no requests to speak Vice Chairman Johnson called for a roll call vote.

Karen Disney-Brombach	aye
Ms. Jiménez	aye
Mr. Pegler	aye
Vice Chairman Johnson	aye

The roll call vote was unanimous in favor of the motion, with a 4-0 vote.

- VI. Discussion of Budget – Mr. Morrison
Mr. Morrison referenced the budget summary on page 4. He gave a brief review of budget highlights.

Tentative Budget

Fund	Description	2011-2012	Difference
100	General Operating	\$134,782,430	\$8,391,286
200	Debt Service	\$19,928,450	\$1,216,707
300	Capital Projects	\$105,823,407	(\$3,577,840)
400 FS	Food Service	\$9,660,998	\$336,400
400 Other	Federal	\$12,062,131	(\$7,848,817)
700	Group Insurance	\$24,121,192	\$2,140,573
900	Enterprise	\$1,113,319	(\$170,179)
Totals		\$307,491,927	\$488,130

- VII. Public Hearing on the Proposed Budget – Vice Chairman Johnson

Public Hearing

Vice Chairman Johnson asked the Superintendent if the Public Hearing was properly advertised in accordance with State Statutes. Dr. Adams said, "Yes". Vice Chairman Johnson recessed the meeting to conduct the Public Hearing.

Vice Chairman Johnson announced that the Public Hearing was in session. She asked Dr. Adams if there were any written responses to be read. Dr. Adams said, "No." The public was invited to address this issue.

Hearing no requests to speak, Vice Chairman Johnson announced that the Public Hearing was conducted pursuant to notice and that ample opportunity to address this issue was provided to all. The Board meeting was reconvened.

- VIII. Motion for the Adoption of the Budget and Setting the Date and Time for the Final Public Hearing – Vice Chairman Johnson

Vice Chairman Johnson called for a motion. Ms. Jiménez moved approval to adopt the tentative budget as presented at this hearing, and to establish the Final Public Hearing for 6:00 p.m. on Thursday, September 6, 2011. Mr. Pegler seconded the motion. Hearing no requests to speak, Vice Chairman Johnson called for a roll call vote.

Karen Disney-Brombach aye
Ms. Jimenez aye
Mr. Pegler aye
Vice Chairman Johnson aye

The roll call vote was unanimous in favor of the motion, with a 4-0 vote.

- IX. Motion on Personnel Recommendation – Mrs. Lannon
Vice Chairman Johnson called for a motion to approve the Personnel Recommendation. Mr. Pegler moved approval of the Personnel Recommendations as presented. Mrs. Disney-Brombach seconded the motion and it carried unanimously, with a 4-0 vote.
- X. Closing Comments – Dr. Adams
Dr. Adams thanked everyone for their hard work. She said that they spent a lot of hours going over this and she was looking forward to the upcoming school year.
- XI. Adjournment – Vice Chairman Johnson

With no further business, the meeting adjourned at approximately 6:16 p.m.

The Indian River County District School Board met on Tuesday, August 9, 2011, at 9:00 a.m. The workshop was held in the Teacher Education Center located at the Central Administrative Offices, 1990 25th Street, Vero Beach, Florida. School Board Members attending were: Chairman Matthew McCain, Vice Chairman Carol Johnson, and Board Members: Karen Disney-Brombach, Claudia Jiménez, and Jeffrey Pegler. Dr. Frances J. Adams, Superintendent of Schools, and Suzanne D'Agresta, School Board Attorney, were also present.

Osceola Magnet School Replacement Workshop

I. Workshop was called to order by Chairman Matthew McCain.

II Purpose of the Workshop – Dr. Adams

Dr. Adams said that the purpose of the workshop was to clarify and discuss the Osceola Magnet School relocation to Pointe West. She said that before they began, they wanted to honor the request of Chuck Mechling, President of Pointe West Community, to speak to the Board on behalf of Pointe West. Mrs. Johnson called a “point of clarification” to state that since this was a Board called workshop, other people may also be called upon to speak as well. She also added that the Board would have the option to ask the speaker questions. It was agreed that for future Board called workshops, Board Members would be notified ahead of time that they had the option to invite speakers.

In summary, Mr. Mechling talked about the original concept of the Pointe West community that was to have a school that the children of their community would be able to attend. He stated that they utilized the footprint for the Liberty Magnet agreement to create one for Pointe West, with some modifications. Mr. Mechling stated that Pointe West spent \$1.3 million on improvements for the school site. He said that they were looking for common consideration for the agreement.

III. Osceola Magnet School Replacement Workshop – Dr. Adams/Mr. Morrison/Mrs. D'Albora/Mrs. Roberts

Dr. Adams presented information and gave a brief history of the agreement and the timeline to date. She said that it all began on May 4 of 2000, with the Option to Purchase Agreement to build an elementary school on the site. Dr. Adams spoke of the condition of the current Osceola Magnet School. She talked about their meetings with parents and staff of Osceola Magnet, the issuance of a QSCB in December 2010 to fund the rebuild; and ensuing Board Workshops, meetings with Pointe West, and telephone calls made in order to work out the details.

Mrs. D'Albora presented the unique characteristics of magnet schools. The guidelines for enrollment being racial balance, sibling preference, and a lottery selection process for kindergarten positions. Mrs. D'Albora stated that there were currently 199 students on the waiting list. She talked about the

opportunities for enrollment for Point West students. Mrs. D'Albora said that their goal was to honor the magnet school concept and the currently enrolled students and to give opportunities to the Pointe West students to attend Osceola Magnet School as well. She explained the enrollment opportunities presented to Pointe West.

Dr. Adams said, in summary, that Pointe West wanted new families moving into the community to be assured that their children would attend Osceola Magnet that could mean that we would have to ask current children to leave.

Board Members were given an opportunity to ask questions and offer suggestions. The Board had questions as to the purchase of 300,000 sq. ft. of additional retention property, additional retention property required for Vero Beach Elementary rebuild, being involved in discussions before hand, budget estimate, access for all students, minority students on waiting list, additional classroom rather than a Prekindergarten class, moving another elementary to Pointe West other than a Magnet School, need for compromise, and the need for student generation rates. Mrs. D'Agresta explained the need to go back to reapprove the Option Agreement to include the current owner's name and clear up other issues such as the additional retainage and student and road access in order to address everything at once.

IV. Next Steps – Chairman McCain

District School Board directed staff to complete the due diligence. Mr. Mechling spoke in regard to retainage, student access, site plan, assurance that all Pointe West students would have the option to attend, and the need to go back to the Bank for a change in egress.

The next steps would be to reapprove the Option to Purchase contract, with the property owner, and with a second agreement between the parties to include such items as,

- Rebuild Osceola Magnet (Elementary) School
- Negotiate a fair dollar figure for the additional 150,000 sq. ft. retainage
- Negotiate other site plan agreements; i.e., ingress and egress and roadway agreement
- Negotiate Pointe West student enrollment considering class size, then racial balance, then siblings, then 25% Pointe West students, and then open to other new enrollees—ensuring no seated students were asked to leave the school

With no further discussion, the workshop adjourned at approximately 11:12 a.m.

The Indian River County District School Board met on Tuesday, August 9, 2011, at 1:00 p.m. The discussion was held in the Teacher Education Center located at the Central Administrative Offices, 1990 25th Street, Vero Beach, Florida. School Board Members attending were: Chairman Matthew McCain, Vice Chairman Carol Johnson, and Board Members: Karen Disney-Brombach, Claudia Jiménez, and Jeffrey Pegler. Dr. Frances J. Adams, Superintendent of Schools, and School Board Attorney Suzanne D'Agresta were also present.

Round Table Discussion

- I. Discussion was opened by – Chairman McCain
- II. Items Placed on Agenda by Board Members – Chairman McCain
 - A. Ms. Jiménez**
 1. Unified Dress Code Status on Middle and High School Unified Dress Codes for Future - Dr. Adams stated that Mrs. Gielow was putting together a committee and would report back to the Board after the first semester.
 2. Revised Grading Practices Status - Deleted
 3. Insurance & Casualty Coverage Status – Board agreed to hold a workshop to discuss a new RFP for Workman's compensation insurance and for a Presentation of Information regarding a District Employee Wellness Center to be held on Tuesday, September 13, at 9 a.m.
 4. Employee Wellness Center Status – See item 3
 5. Smoking & Wellness Policy Status – Dr. Adams said that she would bring back a draft policy to the Round Table on October 11.
 - B. Mr. Pegler**
 1. Suspensions with pay. Mrs. D'Agresta explained all aspects and stated why the Superintendent would be the one to make recommendations to the Board on a case-by-case basis.
 2. RFP for Engineering Services. Dr. Adams said that Mr. Chuma was in the process of doing a new RFP.
 3. Osceola Magnet. Dr. Adams would prepare a binder to include the budget being prepared by Mrs. Olson, a copy of the agreement with Pointe West, and with everything Mr. Morrison would like included.
 - C. Chairman McCain**

No items
 - D. Mrs. Johnson**
 1. Board Members agreed to hold their next Information Session with the Superintendent on October 4 from 8:30 a.m. until 2 p.m., with the place to be announced.
 2. Mrs. Johnson requested an elevation map for the Osceola Magnet School.

E. Mrs. Disney-Brombach

1. 2012 Legislative Priorities – Mrs. Disney reviewed the “draft”. The Board also discussed federal issues as well as State issues. The “draft” would be presented for Board approval on August 23.
2. Information Session – Board Members discussed what to present at the Local Legislative Delegation Information Session to be held August 25 at 9:30 a.m. in the Teacher Education Center.
3. The Board agreed to set aside Friday, September 30 from 10 a.m. until 2 p.m. to attend the Treasure Coast Work Group Meeting. Mrs. Disney said that she would ask Mr. Crawford to do a wrap-up of new/revised legislation.
4. Dr. Adams said that she would look into the vacated Ag buildings on the Transportation site.

III. Items Place on Agenda by Superintendent – Dr. Adams

A. Tentative Workshop Dates

Dr. Adams reviewed a list of tentative dates for workshops during the 2011-2012 school year.

IV. Committee Reports – Chairman McCain
No reports

V. ADJOURNMENT – Chairman McCain

With no further items, the discussion adjourned at approximately 2:33 p.m.

The Indian River County District School Board met on Tuesday, August 9, 2011, at 6:00 p.m. The business meeting was held in the Teacher Education Center located at the Central Administrative Offices, 1990 25th Street, Vero Beach, Florida. School Board Members attending were: Chairman Matthew McCain, Vice Chairman Carol Johnson, and Board Members: Karen Disney-Brombach, Claudia Jiménez, and Jeffrey Pegler. Dr. Frances J. Adams, Superintendent of Schools, and Suzanne D'Agresta, School Board Attorney, were also present.

Business Meeting

- I. Meeting was called to order by Chairman Matthew McCain.
- II. Invocation was given by Rev. Willie Richardson, Macedonia Missionary Baptist Church
- III. PLEDGE OF ALLEGIANCE TO THE FLAG
- IV. ADOPTION OF AGENDA
Chairman McCain called for the adoption of the Orders of the Day. Mr. Pegler moved approval of the Orders of the Day as presented. Mrs. Johnson seconded the motion and it carried unanimously, with a 5-0 vote.
- V. PRESENTATIONS
No presentations
- VI. CITIZEN INPUT
Dr. Harry Hurst requested to speak on concerns facing the School Board.
- VII. CONSENT AGENDA
Chairman McCain called for a motion to adopt the Consent Agenda as presented. Mrs. Johnson moved approval of the Consent Agenda as presented. Mrs. Disney-Brombach seconded the motion and it carried unanimously, with a 5-0 vote.
 - A. Approval of Minutes – Dr. Adams**
 1. Special Meeting Advertise Budget/Millage held 7/21/2011
 2. Regular Business Meeting held 7/21/2011Superintendent recommended approval.
 - B. Approval of Personnel Recommendations – Mrs. Lannon**

Attached was a list of personnel recommendations, which included personnel additions, terminations, and/or changes. Superintendent recommended approval.
 - C. Approval to Dispose of Surplus Property – Mr. Morrison**

This was a request approval to dispose of surplus property in accordance with Florida Statutes 274.05 and 274.06. The attached lists represented property to be deleted from various inventories and/or for items that were declared

surplus. After Board approval, property would be recycled and/or auctioned. Superintendent recommended approval.

D. Approval of Donations – Mr. Morrison

A donation in the amount of \$2,050 was received from Mrs. Margaret Sue Lyon (\$2,000) and Mary Beth Lyon (\$50.00) in memory of Keenan Lyon Stewart, a former Beachland student. The funds were deposited in the Keenan Lyon Stewart Respite internal account. Superintendent recommended approval.

E. Approval of New Petty Cash & Change Funds for FY 2011/2012 – Mr. Morrison

Attached was the list of newly assigned individuals who would be authorized to obtain petty cash for the General Operating Fund and Food Service Fund for FY 2011/2012. Superintendent recommended approval.

F. Approval of Corrected Confidential Managerial Salary Schedule – Mrs. Lannon

Attached was a corrected 2011-2012 Confidential Managerial 196-day through 220-day Salary Schedule. Superintendent recommended approval.

G. Approval of 2011-2012 Master Inservice Plan – Mrs. D’Albora

Pursuant to Sections 1011.22, 1012.98, 1011.62 of the Florida Statutes and Board of Education Rule 6A-5071, each District shall develop and maintain an inservice education and training program for all employees based on an assessment of training needs in the District and local schools. This year’s plan included four, new components. All proposed changes and additional components were attached. A copy of the entire plan was available in Curriculum and Instruction Department. Superintendent recommended approval.

H. Approval of Community Volunteer Appointment to Land Use and Acquisition Committee – Dr. Adams

Due to an open position on the Committee, Ms. Jiménez recommended Amy Thoma as her community volunteer representative on the Committee. Please note that the duration of the position coincided with the School Board Member’s term. Superintendent recommended approval.

VIII. ACTION AGENDA

A. Approval of Agreement to Terminate Commercial Lease with the City of Vero Beach – Mr. Morrison

Approval was recommended to terminate the Commercial Lease Agreement between the City of Vero Beach and School Board of Indian River County. This Agreement was originally entered into January 15, 2008, for a term of 5 years commencing on January 1, 2008, and ending on December 31, 2012, for the property located at the Vero Beach Municipal Airport commonly identified as Out-Parcel OP-2, and was described in Attachment “A” of the Agreement. As per this Agreement, the Termination Effective Date would be July 31, 2011. The District was responsible for the balance of the accrued rent due through July 31, 2011, to the City in the amount of \$10,391.32. In

addition, the District was obligated to reimburse the City for the cost of procuring an updated Phase I Environmental Assessment in the amount of \$400.00, which had been completed. The total cost to the District was \$10,791.32. Superintendent recommended approval.

Mrs. Disney-Brombach moved approval of the agreement to terminate the Commercial Lease Agreement between the City of Vero Beach and School Board of Indian River County. Ms. Jiménez seconded the motion and it carried unanimously, with a 5-0 vote.

B. Public Hearing for Approval of Revisions to School Board Policy #2.29 Pediculosis Capitis – Dr. Adams

On June 28, 2011, the Board moved approval to set the Public Hearing date for revisions to #2.29 Pediculosis Capitis. The purpose of the revisions was to bring the policy into compliance with Florida Statute 1002.20. The policy change process was followed in accordance with Florida Administrative Procedures Act, Statute Statutes, and School Board Policy #1.06. Superintendent recommended approval.

Public Hearing

Chairman McCain asked the Superintendent if the Public Hearing was properly advertised in accordance with State Statutes. Dr. Adams said, "Yes, it was". Chairman McCain recessed the meeting to conduct the Public Hearing.

Chairman McCain announced that the Public Hearing was in session. He asked Dr. Adams if there were any written responses to be read. Dr. Adams said, "No, there were not". The public was invited to address this issue.

Hearing no requests to speak, Chairman McCain announced that the Public Hearing was conducted pursuant to notice and that ample opportunity to address this issue was provided to all. The Board meeting was reconvened.

Mrs. Disney-Brombach moved approval of revisions to School Board Policy #2.29 Pediculosis Capitis. Mr. Pegler seconded the motion.

Mrs. Gielow requested to change the word treatment medication to, proper treatment procedures. Mrs. D'Agresta stated that the change would be significant and would require that the policy adoption process start over. Dr. Adams requested to remove Action B from the agenda. Mrs. Disney-Brombach removed her motion from the floor. Mr. Pegler removed his second to the motion.

C. Public Hearing for Approval of Revisions to School Board Policy #5.21 Assisting Students with Medication – Dr. Adams

On June 28, 2011, the Board moved approval to set the Public Hearing date for revisions to #5.21 Assisting Students with Medication. The purpose of the revisions was to bring the policy into compliance with Florida Statute 1006.062 and 1002.20. The policy change process was followed in accordance with Florida Administrative Procedures Act, Statute Statutes, and School Board Policy #1.06. Superintendent recommended approval.

Public Hearing

Chairman McCain asked the Superintendent if the Public Hearing was properly advertised in accordance with State Statutes. Dr. Adams said, "Yes, it was". Chairman McCain recessed the meeting to conduct the Public Hearing.

Chairman McCain announced that the Public Hearing was in session. He asked Dr. Adams if there were any written responses to be read. Dr. Adams said, "No, there were not". The public was invited to address this issue.

Hearing no requests to speak, Chairman McCain announced that the Public Hearing was conducted pursuant to notice and that ample opportunity to address this issue was provided to all. The Board meeting was reconvened.

Mr. Jiménez moved approval of revisions to School Board Policy #5.21 Assisting Students with Medication. Mr. Pegler seconded the motion. Board Members were given an opportunity to ask questions. The motion carried with a 5-0 vote.

D. Public Hearing for Approval of New School Board Policy #5.40 Teen Dating Violence or Abuse – Dr. Adams

On June 28, 2011, the Board moved approval to set the Public Hearing date for a new Board Policy #5.40 Teen Dating Violence or Abuse. The purpose of the new policy was to comply with Florida Statute 1006.148. The policy change process was followed in accordance with Florida Administrative Procedures Act, Statute Statutes, and School Board Policy #1.06. Superintendent recommended approval.

Public Hearing

Chairman McCain asked the Superintendent if the Public Hearing was properly advertised in accordance with State Statutes. Dr. Adams said, "Yes, it was". Chairman McCain recessed the meeting to conduct the Public Hearing.

Chairman McCain announced that the Public Hearing was in session. He asked Dr. Adams if there were any written responses to be read. Dr. Adams said, "No, there were not". The public was invited to address this issue.

Hearing no requests to speak, Chairman McCain announced that the Public Hearing was conducted pursuant to notice and that ample opportunity to address this issue was provided to all. The Board meeting was reconvened.

Ms. Jiménez moved approval of new School Board Policy #5.40 Teen Dating Violence or Abuse. Mrs. Johnson seconded the motion. The Board was given an opportunity to ask questions. The Board voted unanimously in favor of the motion with a 5-0 vote.

E. Approval to Terminate Instructional Employee – Mrs. Lannon

The Superintendent recommended termination of instructional employee, Raquel Wright. The grounds for this recommendation were contained in the attached Charging Letter. If the employee timely requested a hearing, the recommendation would be changed to suspension, without pay, pending a hearing. Superintendent recommended approval.

Dr. Adams announced that the employee, Raquel Wright, contacted the School District to request a hearing. Dr. Adams stated that as a result of her request, it was necessary to amend Action E as follows:

“The Superintendent recommended suspension without pay pending a hearing of the instructional employee, Raquel Wright, since the employee timely requested a hearing. The grounds for this recommendation were contained in the Charging Letter. Superintendent recommended approval.”

Mrs. D’Agresta explained that the employee would be suspended without pay, pending a hearing. She said that the Board had the option to sit as the Hearing Body or refer the hearing to an Administrative Hearing Judge. If the decision was to send the case to the Administrative Hearing Judge, the Board would vote on the Judge’s recommendation in a public meeting. Mrs. D’Agresta explained the requirements and the timeline.

Mrs. Johnson moved approval to suspend the instructional employee without pay, pending a Hearing. Mr. Pegler seconded the motion and it carried unanimously, with a 5-0 vote.

Mrs. Johnson moved approval that the Board and the District refer this issue to the Department of Administration Hearings (DOAH). Ms. Jiménez seconded the motion. Board Members were given an opportunity to speak to the motion. The Board voted unanimously in favor of the motion, with a 5-0 vote.

IX. SUPERINTENDENT'S REPORT

Dr. Adams reported on the Educational Training Extravaganza, the Principal training on the New Teachers' Appraisal, and the Principal training on hurricane preparedness.

X. DISCUSSION

No discussion items

XI. SCHOOL BOARD MEMBER MATTERS – Chairman McCain

Mrs. Johnson talked about Dr. Adam's participation in the community.

Ms. Jiménez talked about the Educational Training Extravaganza, Connected4Kids new directory, and St. Lucie School District's International RFQ \$11 million initiative to set up a parent academy.

Mr. Pegler talked about the need to educate the community on research showing birth through 5 years as being critical years for learning and the importance of the District's Voluntary Prekindergarten.

Mrs. Disney-Brombach talked about the legislative platform. She also talked about Secretary Duncan's quote about the importance of the unique relationship between students and their teacher being a key to their success.

XII. INFORMATION AGENDA

No information items

XIII. SUPERINTENDENT'S CLOSING

Dr. Adams talked about the Learning Alliance's research that urged all parents read to their children for ten minutes every day. She also spoke about the relationships in the classroom. Dr. Adams also touched on the goal to have 90% of children reading by the end of 3rd grade. She also talked about Gifford Middle School's PTSA Award, Oslo Middle School's Five-Star School Award for community involvement, Vero Beach High School's Advanced Placement test scores above State and Global scores. Dr. Adam's also congratulated the La Crosse Team's ranking of 5th in the Nation, with Courtney Swan as player of the year.

XIV. ADJOURNMENT – Chairman McCain

With no further business, the meeting adjourned at approximately 6:59 p.m.

CONSENT AGENDA 8/23/11

Personnel Recommendations

1. Instructional Changes
Banack, Lynn – VBE, from .6 Title 1 Teacher to .6 4th Grade Teacher 8/16/11
2. Instructional Leaves
Azab, Jaime – Dodgertown, 8/16/11-6/4/12
Evans, Sarah – Dodgertown, 8/16/11-10/9/11
Glaser, Shannon – Wabasso, 8/16/11-6/4/12
Harris, Lisa – Thompson Learning Center, change to 8/15/11-11/6/11
Hatcher, Nancy – VBE, 9/12/11-9/23/11
Lugo, Megan – VBHS, ~~8/2/11~~ 8/1/11-9/18/11
Thornton, Nan – Citrus, Charter School Leave, 2011-2012 school year
Verola, Jamie – Rosewood, 8/16/11-6/4/12
3. Instructional Promotions
Good, Christine – from Substitute Teacher to VBE .4 4th Grade Teacher 8/16/11
Jones, Carisa – from Extended Day Worker to Citrus 3rd Grade Teacher 8/19/11
Pinto, Jennifer – from Substitute Teacher to Sebastian Elementary Art Teacher 8/22/11
Ramos, Stacy – from Substitute Teacher to Treasure Coast .5 4th Grade Teacher and .5 5th Grade Teacher 8/17/11
Shetler, Melissa – from Substitute Teacher to Citrus 3rd Grade Project Child Teacher 8/19/11
Sindone, Kari – from Substitute Teacher to Sebastian Elementary 3rd Grade Teacher 8/16/11
Valencia, Ana – from Substitute Teacher to SRMS Guidance Counselor 8/10/11
4. Instructional Transfers
Digby-Bryant, Leanne – from Sebastian Elementary ESE Teacher to Pelican Island ESE Teacher 8/22/11
Falvey, Amy – from VBHS Language Arts Teacher to Oslo Middle Language Arts Teacher 8/16/11
Gawler, Sally – from Sebastian Elementary Art Teacher to SRHS Art Teacher 8/16/11
~~**Murphy, Christine – from SRMS Reading Teacher to Glendale Library Media Specialist 8/16/11**~~
O'Brien, Crystal – from Glendale Library Media Specialist to Storm Grove Library Media Specialist 8/16/11
Palmer, Rebecca – from Citrus 2nd Grade Teacher to Treasure Coast 2nd Grade Teacher 8/16/11
Patsche, Jacqueline – from Gifford Middle Reading Teacher to SRMS P.E. Teacher 8/16/11

Rae, Kristie – from Sebastian Elementary ESE Teacher to Pelican Island ESE Teacher 8/16/11
Rosier, Brittany – from Dodgertown 5th Grade Teacher to VBE 4th Grade Teacher 8/16/11
Walker, Kelly – from Liberty Magnet ESE Teacher to Pelican Island ESE Teacher 8/22/11

5. Instructional Separations

Culver, Jill – Treasure Coast, resignation 6/9/11
Giraud, Alicia – Highlands, resignation 8/16/11
Guthrie, Marissa – Substitute Teacher and Storm Grove Volleyball Coach, resignation 8/16/11
Hambidge, Aimee – Osceola Magnet, resignation 8/5/11
~~Hubbard, Laura – Wabasso, non-renew 6/8/11~~
Linatsas, Sandi – VBHS, resignation 8/16/11
Lunt, Kelly – Substitute Teacher, resignation 8/9/11
Miller, Kelly – Substitute Teacher, resignation 8/12/11
Morgan, Sandra – Substitute Teacher, resignation 8/9/11
Murphy, Christine – Glendale, resignation 8/19/11
Regan, Kelli – Rosewood Magnet, resignation 8/16/11

6. Instructional Employment

Ange, Gray – Storm Grove, Science Teacher 8/24/11
Gammell, Carrie – Storm Grove, Reading Teacher 8/24/11
Hofer, Michael – Oslo Middle, Math Teacher 8/24/11
Kendall, Leonard – VBHS, Media Technology Teacher 8/24/11
Martin, John D. – VBHS, Science Teacher 8/24/11
Rose, Roni Sue – Highlands, 2nd Grade Teacher 8/24/11

7. Support Staff Changes

Bucknor, Wanda – from Citrus ESE Teacher Assistant to ~~Pelican Island Beachland~~ Food Service Worker 8/22/11
Gallagher, Rita – ~~from non-renew due to budget to Gifford Middle Switchboard Operator 8/16/11~~ Substitute Clerical Worker 8/15/11
Melchiori, Nicholas – reinstated as Treasure Coast School Computer Lab Assistant 8/22/11
Renuart, Ana – Citrus, from Library Media Assistant to ESE ESOL Teacher Assistant 8/22/11
Stranzin, Samuel – reinstated as Pelican Island School Computer Lab Assistant 8/22/11

8. Support Staff Leaves

Bohannon, Cynthia – Fellsmere, 8/29/11-10/23/11
Hamel, Ann Marie – VBHS, extend to 8/22/11-10/2/11
Montgomery, Zoraida – Storm Grove Middle, ~~5/6/11-6/7/11~~ 8/22/11-9/2/11
Perret, Angela – Glendale, 8/22/11-6/1/12
Vereen, Barbara – Treasure Coast, 8/22/11-9/18/11

- Woodard, Lois – VBHS, 8/22/11-10/2/11
9. Support Staff Promotions
 Behymer, Lisa – from Gifford Middle Media Assistant to Oslo Middle Senior Secretary I 8/9/11
Pasten, Amalia – from Substitute Para Professional to Treasure Coast ESOL Teacher Assistant 8/22/11
Santos, Manuel – from Substitute Custodian to Gifford Middle Head Custodian 8/8/11
10. Support Staff Transfers
Brunicardi, Cathy – from Treasure Coast Computer Lab Assistant to Wabasso ESE Teacher Assistant 8/22/11
 Caldwell, William – from Gifford Middle Custodian to Thompson Learning Center Custodian 7/18/11
 Cook, Rebecca – from Sebastian Elementary ESE Teacher Assistant to Pelican Island ESE Teacher Assistant 8/22/11
Corchado, Luz – from VBE ESOL Teacher Assistant to Glendale ESOL Teacher Assistant 8/22/11
Germano, Doreen – from Dodgertown ESE Teacher Assistant to Thompson Learning Center Pre-K Teacher Assistant 8/22/11
 Hazzard, Travis – from Sebastian Elementary ESE Teacher Assistant to Pelican Island ESE Teacher Assistant 8/22/11
 Johnson, Victoria – from Dodgertown ESE Teacher Assistant to Wabasso ESE Teacher Assistant 8/22/11
Real, Lisette – from Oslo Middle ESOL Teacher Assistant to Dodgertown ESOL Teacher Assistant 8/22/11
 Renninger, Cathy – from Highlands ESE Teacher Assistant to Citrus ESE Teacher Assistant 8/22/11
 Sentence, Amber – from SRHS ESE Teacher Assistant to VBHS ESE Teacher Assistant 8/22/11
11. Support Staff Separations
 Bohannon, Cynthia – Fellsmere, retirement, exiting DROP 10/22/11
 Brashear, Janet – ESE, retirement 6/15/12
Drisdorn, Kayla – Gifford Middle, resignation 8/15/11
 Heaton, Bridget – Substitute Health Assistant, resignation 8/10/11
McGinty, Elaine – Student Services, resignation 8/16/11
 Pfund, Tara – Beachland, resignation 6/8/11
 Sumner, Joyce – VBHS, resignation 8/22/11
Thomas, Margaret – SRHS, resignation 8/22/11
12. Support Staff Employment
Bolton, Cheryl – Substitute Food Service Worker 8/22/11
Colletti, Christine – Fellsmere, Student Monitor 8/24/11
 Doty, Betty – Treasure Coast, Extended Day Coordinator 8/22/11
Drisdorn, Kayla – Substitute Food Service Worker and Substitute Bus Assistant 8/15/11
Mills, Laporsche – Rosewood Magnet, Student Monitor 8/23/11

**Tanner, Jaime – ESE, District Wide Student Support Specialist
8/24/11**

Tarrats, Jessmarie – Fellsmere, Student Monitor 8/24/11

13. Administrative Separations
14. Administrative Employment
15. Approval is recommended for the following new job descriptions:
Network Administrator and Systems Administrator.
16. Approval is recommended for changes to the following job descriptions: Computer Operator, Computer Programmer, Digital Media Specialist, Educational Technology Specialist, FTE Coordinator-Training Technician, Instructional Technology Specialist, Operations Analyst, Programmer Analyst, Systems Analyst, Webmaster.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

NETWORK ADMINISTRATOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in Computer Science, Electronic Engineering, or related field from an accredited college or university and two (2) years of relevant experience or Associate's degree in Computer Science or a related field and four (4) years of relevant experience or graduation from a Technical Institution and six (6) years relevant experience in the design, installation and maintenance of network communications
- (2) Successful supervisory experience
- (3) Valid Florida driver's license.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of network and server operating systems and network management applications. Extensive troubleshooting skills to provide fast and accurate repairs. The ability to effectively use problem-solving skills and to identify important issues or problems in area of responsibility. Ability to provide positive leadership and supervision to subordinates. The ability to maintain proficiency and adapt to new technologies. The ability to determine priorities and work independently. Knowledge of School Board policies, procedures and regulations as they relate to computer operations and technology support. Ability to project and prepare a budget. Knowledge of pertinent federal and state statutes and laws. The skill to review information and formulate alternative solutions to problems. The ability to effectively communicate technical information verbally and in writing. The ability to establish and maintain effective working relationships with others. The ability to work under pressure with minimum supervision on several projects simultaneously.

REPORTS TO:

Executive Director of Instructional and Information Technology

JOB GOAL

To provide leadership and timely professional and technical support and service to all customers while minimizing down time and constantly improving systems and processes.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Assign, supervise, and monitor the work of assigned support personnel.
- (2) Plan and manage department staffing, development and organization to ensure assigned duties are performed in accordance with established methods and procedures.

NETWORK ADMINISTRATOR (Continued)

- (3) Assist in administration of the departmental budget.
- (4) Review all purchases of network hardware and software to ensure compatibility with the infrastructure design.
- (5) Plan, organize and monitor the operations of all communications and network equipment.
- (6) Provide system design recommendations, detailing requirements for wide area and local area networks, related hardware and software and general system enhancements
- (7) Prepare integration plans, upgrade paths and system specifications for the entire district.
- (8) Manage the repair and maintenance of all district WAN and LAN equipment.
- (9) Oversee the equipment repair activities for computers and related equipment.
- (10) Upgrades, installs and troubleshoots networks, networking hardware devices and software
- (11) Maintains inventory of equipment and parts as well as documentation of vendor activities
- (12) Develops and documents system standards for computer and network devices
- (13) Maintain proficiency and currency with network systems design and technology.
- (14) Develop standards and procedures for systems & networking to enhance performance and efficiency.
- (15) Coordinate system upgrades and enhancements with vendors and users.
- (16) Develop and implement system security procedures.
- (17) Develop and test disaster recovery plans.
- (18) Train other staff on network system standards and procedures.
- (19) Design or monitor the design and installation of all retrofit projects and new construction relating to networks and communications devices.
- (20) Coordinate and design network security systems.
- (21) Provide technical coverage for the acquisition, installation, and operation of all wide area, local area and microcomputer networks.
- (22) Coordinate and schedule the repair and relocation of microcomputer and network support equipment.

Employee Qualities/Responsibilities

- (23) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- (24) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (25) Ensure adherence to good safety standards.
- (26) Maintain confidentiality regarding school/workplace matters.
- (27) Model and maintain high ethical standards.
- (28) Maintain expertise in assigned area to fulfill position goals and objectives.
- (29) Participate successfully in training programs offered to increase skill and proficiency related to assignment.
- (30) Assign duties to the technical support staff for the day to day operations of the network.
- (31) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

Inter/Intra-Agency Communication and Delivery

- (32) Serve as technical liaison between users, data center staff and other Regional Data Centers.
- (33) Exercise service orientation when working with others.
- (34) Keep supervisor informed of potential problems or unusual events.

NETWORK ADMINISTRATOR (Continued)

- (35) Use effective, positive interpersonal communication skills.
- (36) Respond to inquiries and concerns in a timely manner.
- (37) Serve on school/district committees as required or appropriate.

System Support

- (38) Exhibit interpersonal skills to work as an effective team member.
- (39) Follow federal and state laws as well as School Board policies, rules and regulations.
- (40) Demonstrate support for the school district and its goals and priorities.
- (41) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (42) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (43) Participate in cross-training activities as required.
- (44) May be required to work beyond the 40 hour week.
- (45) Perform other 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.

Job Description Supplement 12

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade P7 244 days worked per year (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

SYSTEMS ADMINISTRATOR

JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Bachelor's degree in Computer Science, Information Systems, or related field from an accredited college or university and two (2) years of relevant experience or Associate's degree in a related field and four (4) years of relevant experience or graduation from a Technical Institution and six (6) years relevant experience in information systems and data processing.
- * (2) Successful supervisory experience
- * (3) Valid Florida driver's license.
- * (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of COBOL programming language and experience with the IBM AS/400 or iSeries computer systems. Knowledge of and skill in computer systems and systems integration. The ability to effectively use problem-solving skills and to identify important issues or problems in area of responsibility. Ability to provide positive leadership and supervision to subordinates. The ability to maintain proficiency and adapt to new technologies. The ability to determine priorities and work independently. Knowledge of School Board policies, procedures and regulations as they relate to computer operations and technology support. Ability to project and prepare a budget. Knowledge of pertinent federal and state statutes and laws. The skill to review information and formulate alternative solutions to problems. The ability to effectively communicate technical information verbally and in writing. The ability to establish and maintain effective working relationships with others. The ability to work under pressure with minimum supervision on several projects simultaneously.

REPORTS TO:

Executive Director of Instructional and Information Technology

JOB GOAL

To provide leadership in facilitating the information and data necessary for the efficient and effective operation of the School District.

SUPERVISES:

Assigned Personnel

SYSTEMS ADMINISTRATOR (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Assign, outline and coordinate the work of all programming staff.
- (2) Assist in administration of the departmental budget.
- (3) Oversee the management of computer operations.
- (4) Maintain security of enterprise data.
- (5) Manage quality control and all application programming activities.
- (6) Assist in the development and implementation of departmental policies and procedures.
- (7) Assist in the development, coordination, scheduling, and testing of disaster recovery plans.
- (8) Assist in departmental staffing, development, and organization.
- (9) Ensure compliance with all DOE regulatory reporting requirements.
- (10) Provide leadership to the District in establishing project priorities for the development and implementation of an educational information system.
- (11) Facilitate the evaluation and selection of hardware and software.
- (12) Consult with and advise other departments with regards to feasibility and procedures for programming needs.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

Employee Qualities/Responsibilities

- (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (16) Ensure adherence to good safety standards.
- (17) Maintain confidentiality regarding school/workplace matters.
- (18) Model and maintain high ethical standards.
- (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

Inter/Intra-Agency Communication and Delivery

- (22) Serve as technical liaison between users, data center staff and other Regional Data Centers.
- (23) Exercise service orientation when working with others.
- (24) Keep supervisor informed of potential problems or unusual events.
- (25) Use effective, positive interpersonal communication skills.
- (26) Respond to inquiries and concerns in a timely manner.
- (27) Serve on school/district committees as required or appropriate.

System Support

- (28) Exhibit interpersonal skills to work as an effective team member.
- (29) Follow federal and state laws as well as School Board policies, rules and regulations.

SYSTEMS ADMINISTRATOR (Continued)

- (30) Demonstrate support for the school district and its goals and priorities.
- (31) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (32) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (33) Participate in cross-training activities as required.
- (34) May be required to work beyond the 40 hour week.
- (35) Perform other 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.

Job Description Supplement 12

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade P7 244 days worked per year (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

COMPUTER OPERATOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Associate degree or equivalent training in technology preferred.
- (3) College level coursework in data processing preferred.
- (4) Two (2) years successful experience in computer operation and data processing.
- (5) An equivalent combination of training and experience may be substituted for minimum qualifications.
- (1) Associate's degree in Computer Science or related field from an accredited institution or high school diploma and two (2) years successful experience in computer operation and data processing.
- (2) Valid Florida's driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with computer systems and data processing functions. Ability to read and interpret technical manuals and other written materials. Knowledge of district report names and content in order to offer assistance when school personnel are unsure of what to order. Ability to analyze, troubleshoot and provide solutions. Ability to prioritize and use time efficiently. Ability to communicate orally and in writing.

REPORTS TO:

Operations Analyst

JOB GOAL

To provide support to programmers, analysts and users of the district computer system.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Operate the district central computer and related peripheral equipment.
- (2) Maintain equipment and peripherals related to the district central computer system.
- (3) Compile data and prepare reports as directed.
- (4) Assist programmers when requested in organizing and developing procedures.
- (5) Maintain production schedules and recommend schedule changes where feasible.
- (6) Prepare and process data input as directed by the supervisor.
- (7) Perform required data backups according to established schedules and procedures.
- (8) Maintain an up-to-date inventory of supplies for computer room and prepare warehouse orders and purchase orders for supervisor's approval.

COMPUTER OPERATOR (Continued)

- (9) Maintain activity logs and required process documentation according to established procedures.
- (10) Plan, compile, update and distribute report card calendar packet.
- (11) Run programs to maintain enrollment record changes.
- (12) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- (13) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- (14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (15) Ensure adherence to good safety standards.
- (16) Maintain confidentiality regarding school/workplace matters.
- (17) Model and maintain high ethical standards.
- (18) Maintain expertise in assigned area to fulfill position goals and objectives.
- (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- (20) Exercise service orientation when working with others.
- (21) Keep supervisor informed of potential problems or unusual events.
- (22) Use effective, positive interpersonal communication skills.
- (23) Respond to inquiries and concerns in a timely manner.
- (24) Serve on district committees as required or appropriate.

System Support

- (25) Exhibit interpersonal skills to work as an effective team member.
- (26) Follow federal and state laws as well as School Board policies, rules and regulations.
- (27) Demonstrate support for the school district and its goals and priorities.
- (28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (30) Participate in cross-training activities as required.
- (31) Perform other 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.

Job Description Supplement 12

TERMS OF EMPLOYMENT:

Support Personnel Pay Grade 10 250 days worked per year (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
COMPUTER PROGRAMMER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in Computer Science or a related field from an accredited educational institution and two (2) years successful experience in computer programming
or
Associate's degree and three (3) years successful experience in computer programming
or
High school diploma or equivalent and five (5) years successful experience in computer programming.
- (1) Bachelor's degree in Computer Science or a related field from an accredited institution or Associate's degree in Computer Science or a related field from an accredited educational institution and two (2) year of relevant experience or high school diploma and four (4) years successful experience in computer programming.
- (2) Valid Florida driver's license
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of programming language. Ability to operate IBM AS/400 computers. Ability to interpret specifications, flow charts and tables. Ability to interpret and understand the needs of the customer. Ability to analyze data and solve problems. Ability to communicate orally and in writing. Ability to work effectively and cooperatively with a variety of people.

REPORTS TO:

Chief Information Officer
Systems Administrator or Systems Analyst

JOB GOAL

To provide district and school administrators, teachers and support staff effective computer programs to enhance decision making and better serve the district's and students' needs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- (1) Write programs to accommodate state and district data systems.
- (2) Maintain documentation of programs.
- (3) Test, debug and implement computer programs.
- (4) Write and generate reports from print layouts and specifications.

COMPUTER PROGRAMMER (Continued)

- (5) Revise and update current programs as necessary.
- (6) Update the system using periodic vendor updates.
- (7) Assist in writing job standardizations used to describe complete in-house jobs.
- (8) Operate computer and related equipment as necessary.
- (9) Perform control work in editing incoming and outgoing data.
- (10) Provide operator documentation and assistance.
- (11) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- (12) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- (13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (14) Ensure adherence to good safety standards.
- (15) Maintain confidentiality regarding school/workplace matters.
- (16) Model and maintain high ethical standards.
- (17) Maintain expertise in assigned area to fulfill position goals and objectives.
- (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- (19) Provide training and technical support as required.
- (20) Exercise service orientation when working with others.
- (21) Keep supervisor informed of potential problems or unusual events.
- (22) Use effective, positive interpersonal communication skills.
- (23) Respond to inquiries and concerns in a timely manner.
- (24) Serve on department/district committees as required or appropriate.

System Support

- (25) Exhibit interpersonal skills to work as an effective team member.
- (26) Follow federal and state laws as well as School Board policies, rules and regulations.
- (27) Demonstrate support for the school district and its goals and priorities.
- (28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (30) Participate in cross-training activities as required.
- (31) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade P3-P4 244 days worked per year (12 months)

COMPUTER PROGRAMMER (Continued)

Pay Grade P4 requires five (5) years experience including one (1) year experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

DISTRICT TELEVISION PRODUCTION COORDINATOR

DIGITAL MEDIA SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution with emphasis in TV production, communications, public relations, or a related field. Equivalent experience can be substituted for the college degree based upon a minimum of four years full-time verifiable experience in the occupational area.
- (2) A minimum of three years experience in television, broadcast journalism or television programming, preferably in an educational environment.
- (1) Bachelor's degree from an accredited educational institution with emphasis in TV production, communications, public relations, or a related field or Associate's degree from an accredited educational institution in a related field and two (2) years of relevant experience or high school diploma or equivalent and four (4) years experience in television, broadcast journalism or television programming, preferably in an educational environment.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of on-air broadcast equipment; switch, satellite, in-house, fiber and multiple audio/video input systems. Ability to produce and broadcast professional quality, live, videotaped and scrolling text video productions. Knowledge of software applications for television production. Knowledge of maintaining broadcast and television production equipment with skills in computer aided video editing, electronic field production, multi-camera directing and production organization. Ability to record or transmit broadcasts by down-linking from satellite systems. Knowledge of statutes, guidelines and regulations that relate to school and government access on a cable system. Ability to find and use outside resources to enhance stations goals. Ability to work a flexible schedule including evening hours and occasional weekends. Strong interpersonal and communications skills and the ability to work effectively with a wide range of constituencies in an educational setting.

REPORTS TO:

Executive Director of Instructional & Information Technology

JOB GOAL

Plan, develop, and implement district and community goals for television programming on the Government and Education cable access channels, to include producing televised school board meetings, creating original programming, scheduling of traffic from multiple sources, and the training of teachers and students. Assist the Superintendent, Communications Specialist, and

Board Approved: 5/23/06

Revised: 07/28/09

DIGITAL MEDIA PRODUCTION SPECIALIST (Continued)

district staff in clearly communicating essential information to district personnel, the public, and members of the press in a timely manner. Provide digital media services to help enhance student learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Implement the district and community goals for television programming on the Government and Education Channels
- (2) Work with Television Production/Digital Media teachers to identify and create specific intended learning opportunities and outcomes for television production students both in the studio and in the field.
- ~~(3) Plan and supervise television production activities which require students to work together in autonomous teams in the television studio and in the field~~
- (4) Use appropriate material, technology, and other resources to help meet learning needs of all students in the studios and in the field.
- (5) Maintain a positive, organized and safe learning environment in the studio and during fieldwork.
- (6) Research and acquire new multi-media products for use in the district and in the classroom
- (7) Record various satellite programs daily as needed and prepare for cablecast or live cablecast. Update staff on new programs as needed.
- (8) Make available to all district staff all programming via tape, DVD, video over IP, web or cablecast.
- (9) Maintain and update all broadcast equipment housed at the District TV studio that relates to the on-air signal of the Education and Government channels. This includes: digital video servers, video over IP, Satellite reception, analog and digital, tape based programming, web streaming, web site design and broadcast schedule updates.
- (10) Assist with maintenance and updating of School site CCTV studios using the latest fiber optic, video over IP, and MPEG distribution.
- (11) Assist with design of future CCTV studios in the school district.
- (12) Assist with on-going training of all personnel with CCTV responsibilities in the School District.
- (13) Create technical specifications for new and renovated classrooms in regard to multi-media equipment
- (14) Record and produce bi-weekly School Board meetings for cablecast on the access channel and also make available to staff and available for download via district website.
- (15) Record /produce school related special events as requested and as resources allow.
- (16) Record and produce regularly scheduled television and radio programs highlighting school district news for the Education Channel, to include but not limited to "Notebook", "School Report", "Education Forum".

Board approved 04/10/07
Revised: 07/28/09

DIGITAL MEDIA PRODUCTION SPECIALIST (Continued)

- (17) Collaborate with school district telecommunications department to maintain Assist in the maintenance of fiber optic audio and video distributions systems throughout the district.
- (18) Plan and prepare budgets for the Digital Media Services Department as a whole for yearly expenses and upgrades and maintenance of all district broadcast systems.
- (19) Provide support, maintenance, and training for all other district multi-media applications.

Inter/Intra- agency Communication and Delivery:

- (20) Implement the district and community goals for television programming on the Government and Education Channels.
- (21) Act as liaison between school district and other agencies to facilitate programming and scheduling for the Government and Education Channels.
- (22) Record and produce County Government meetings on a weekly and monthly basis using trained Television Production students from VBHS for broadcast on cable access channel.
- (23) Record and produce monthly Indian River County Hospital district meetings using trained Television Production students from VBHS for broadcast on cable access channel.
- (24) Record and produce special programs to be broadcast on the access Education channel as resources allow.
- (25) Collaborate with Indian River County Emergency Management and local cable company and radio stations to produce emergency information on both access the Education channels and local radio stations during times of emergencies.

Inter/Intra- agency Communication and Delivery (continued):

- (26) Develop government channel broadcast schedules and update the TV Guide Channel and web updates.

Employee Qualities/Responsibilities:

- (27) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- (28) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (29) Ensure adherence to good safety standards.
- (30) Maintain confidentiality regarding school/workplace matters.
- (31) Model and maintain high ethical standards.
- (32) Maintain expertise in assigned area to fulfill position goals and objectives.
- (33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment
- (34) Perform other 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.

Job Description Supplement 12

TERMS OF EMPLOYMENT:

Professional / Technical
months)

Pay Level 4 Grade P3-P4

244 days worked per year (12

Board approved 04/10/07
Revised: 07/28/09

DIGITAL MEDIA PRODUCTION SPECIALIST (Continued)

Pay grade P4 requires five (5) years experience including one (1) year experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

EDUCATIONAL TECHNOLOGY SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's degree from an accredited educational institution in Computer Science or related field, or graduation from an accredited Technical Institution in a relevant training program, or high school diploma and three (3) years of relevant experience.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of all current workstation and file server operating systems, WAN, LAN, popular application software, telecommunication switches and voice sets. Ability to communicate clearly and precisely, orally and in writing. Ability to establish and maintain effective working relationships with a variety of people. Ability to analyze, troubleshoot and provide solutions. Knowledge of School Board policies, procedures and regulations as they relate to computer operations and technology support. Ability to project and prepare a budget. Knowledge of pertinent federal and state statutes and laws.

REPORTS TO:

Network Analyst Administrator or School Principal

JOB GOAL

To enhance students' ability to learn using technology by providing superior technical support and expertise.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Maintain and monitor the operations of network equipment.
- (2) Perform installations and setup of workstations including but not limited to the following: format hard drives, load operating systems, load and unload software, IP address, email accounts, network logon account, network printer commands, and peripheral equipment.
- (3) Troubleshoot, repair and replace internal and external CPU components and other peripheral equipment.
- (4) Create and maintain mail and network user accounts on servers.
- (5) Troubleshoot network connectivity issues including the positioning and replacement of network patch cables.
- (6) Install, configure and maintain school based curriculum applications.
- (7) Support teachers in the use of workstations and peripheral equipment.

EDUCATIONAL TECHNOLOGY SPECIALIST (Continued)

- (8) Work with district staff in the implementation and support of audio/video streaming.
- (9) Troubleshoot basic television and projector problems.
- (10) Troubleshoot basic telephone equipment problems.
- (11) Evaluate, research and recommend new hardware and software.
- (12) Manage the repair and maintenance of school based LAN equipment.
- (13) Plan, organize and monitor the operation of the computer and peripheral data processing equipment.
- (14) Plan and manage department staffing, development and organization to ensure assigned duties are performed in accordance with established methods and procedures.
- (15) Manage an inventory of computer parts, paper, toner and miscellaneous supplies.

Inter/Intra-Agency Communication and Delivery

- (16) Exercise service orientation when working with others.
- (17) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- (18) Respond to inquiries and concerns in a timely manner.
- (19) Keep supervisor informed of potential problems or unusual events.
- (20) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- (21) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- (22) Provide technical assistance, training and development to school staff as needed.
- (23) Maintain a network of peer contacts through professional organizations.
- (24) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- (25) Maintain expertise in assigned areas to fulfill project goals and objectives.
- (26) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

- (27) Represent the district in a positive and professional manner.
- (28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (29) Demonstrate support for the school district and its goals and priorities.

Leadership and Strategic Orientation

- (30) Provide computer operations and technical support to users at assigned schools.
- (31) Provide leadership and direction for assigned areas of responsibility.
- (32) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- (33) Assist in implementing the district's goals and strategic commitment.
- (34) Exercise proactive leadership in promoting the vision and mission of the district.
- (35) Set high standards and expectations and promote professional growth for self.
- (36) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- (37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

EDUCATIONAL TECHNOLOGY SPECIALIST (Continued)

- (38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (39) Promote a sense of team among department personnel.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

Job Description Supplement 12

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade ~~P1~~ P1-P2 244 days worked per year (12 months)

Pay grade P2 requires five (5) years experience including one (1) year experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

FTE COORDINATOR - TRAINING TECHNICIAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years experience working with FTE surveys, data collection, data verification and submission of surveys to the Department of Education.
- (1) Associate's degree in Computer Science, Information Technology or a related field from an accredited educational institution or high school diploma and two (2) years experience working with FTE surveys, data collection, data verification and submission of surveys to the Department of Education.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state polices, procedures and regulations and School Board policies relating to FTE compliance and reporting. Ability to handle detail accurately. Ability to set priorities and work with minimal supervision. Ability to design, coordinate and conduct training programs. Knowledge of district's student reporting system. Ability to provide assistance with patience and tact. Ability to communicate effectively orally and in writing. Ability to use basic computer hardware and software. Ability to schedule time, work efficiently, and meet deadlines. Ability to exercise independent judgment in assigned duties. Ability to work with individuals and groups for the purpose of instruction on the use of computer software. Ability to conduct research and compile information.

REPORTS TO:

Chief Information Officer
Systems Administrator or Systems Analyst

JOB GOAL

To coordinate the reporting requirements of the full time equivalent (FTE) program for the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Coordinate the collection, editing, and transmission of FTE data to the Department of Education (DOE).
- (2) Verify and correct DOE reports listing edit errors and exceptions.
- (3) Work with school-based and district FTE contacts to correct or change edits.
- (4) Verify that all schools have certified and signed off on final FTE reports before submission.

FTE COORDINATOR - TRAINING TECHNICIAN (Continued)

- (5) Complete all school start-up procedures related to FTE reporting including, but not limited to, roll-ups and feeder schools data, pre-scheduling and scheduling, and calendar/bells.
- (6) Complete all end-of-year runs and documentation.
- (7) Complete all summer school responsibilities including setting up courses and calendar/bells.
- (8) Review and update DOE manual.
- (9) Download reports from the DOE as required.

Inter/Intra-Agency Communication and Delivery

- (10) Keep administrators and FTE contacts informed of DOE updates and changes.
- (11) Use effective and positive interpersonal skills.
- (12) Exercise service orientation when working with others.
- (13) Communicate effectively with the staff members, administrators and other contact persons using tact and good judgment.
- (14) Keep supervisor informed of potential problems or unusual events.

Professional Growth and Improvement

- (15) Assist district personnel with software, application and reporting systems, train new users, as needed.
- (16) Plan and conduct training classes and p[prepare training manual on software applications and reporting systems used within the district.
- (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Systemic Functions

- (19) Follow attendance, punctuality and proper dress rules.
- (20) Ensure adherence to good safety standards.
- (21) Maintain confidentiality regarding school/workplace matters.
- (22) Represent the district in a positive and professional manner.
- (23) Respond to inquiries and concerns in a timely manner.
- (24) Serve on school/district committees as required or appropriate.
- (25) Exhibit interpersonal skills as an effective team member.
- (26) Demonstrate support for the school district and its goals and priorities.
- (27) Assist in the development of policies and procedures.
- (28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (29) Prepare all required reports and maintain all appropriate records.
- (30) Participate in cross-training activities as required.

Leadership and Strategic Orientation

- (31) Model and maintain high ethical standards.
- (32) Demonstrate initiative in the performance of assigned responsibilities.
- (33) Provide leadership and direction for assigned areas of responsibility.
- (34) Assist in implementing the district's goals and strategic commitment.
- (35) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- (36) Perform other tasks consistent with the goals and objectives of this position.

FTE COORDINATOR - TRAINING TECHNICIAN (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade ~~P3~~ P2-P3 244 days worked per year (12 months)

Pay Grade P3 requires five (5) years experience including one (1) year experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
CURRICULUM SPECIALIST
INSTRUCTIONAL TECHNOLOGY SPECIALIST & DATA ANALYST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree or higher in Education, Instructional Technology, Computer Science or related field.
- (2) Masters degree from an accredited educational institution preferred
- (3) Three (3) years teaching/professional educational experience preferred
- (1) Masters degree from an accredited educational institution in Education, Instructional Technology, Computer Science or a related field and three (3) years teaching/professional educational experience. or Bachelor's degree from an accredited educational institution in Education, Instructional Technology, Computer Science or related field and three (5) years teaching/professional educational experience.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Knowledge of School Board policies and practices as they relate to teaching and educational accountability. Working knowledge of instructional technology, data analysis and instructional software applications. Knowledge of current trends, research and best practices related to education. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing. Ability to plan, establish priorities and implement activities for maximum effectiveness. Understanding and knowledge of current technologies. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Assistant Superintendent of Curriculum and Instruction
 Executive Director of Instructional & Information Technology

JOB GOAL

To provide leadership in the planning, development, implementation and evaluation of instructional technology and provide support to schools in the analysis and interpretation of instructional data.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- (1) Coordinate the planning, implementation and evaluation of instructional technology. .

Instructional Technology Specialist (Continued)

- (2) Develop and maintain guidelines for the use, training, and security of the District's instructional data analysis software.

Administrative/Management

- (3) Use technology resources effectively.
- (4) Align instructional technology with the District mission and school improvement plans.
- (5) Facilitate the development of school and district plans related to instructional technology.
- (6) Manage and maintain curriculum software contracts and renewals.
- (7) Manage materials and equipment effectively.
- (8) Establish and maintain effective and efficient record keeping procedures.
- (9) Assist in the preparation of required reports to the state.
- (10) Use time effectively

Assessment/Evaluation

- (11) Assist and support schools with the implementation of instructional software.
- (12) Interpret data for diagnosis, instructional planning and program evaluation.
- (13) Assist schools in collecting, analyzing and interpreting data that relates to the School Improvement Process.
- (14) Communicate, in understandable terms, student progress to parents and professional colleagues.

Intervention/Direct Services

- (15) Assist and support schools with the implementation of instructional software.
- (16) Serve as the administrator of the district's data analysis software.
- (17) Create, manipulate, save, transfer, export and import data between various applications, including database, spreadsheet and word processing programs.
- (18) Serve on the District Technology Cabinet.

Collaboration

- (19) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- (20) Collaborate with the Departments of Staff Development, Information Services, Computer Services and Curriculum and Instruction.
- (21) Serve as a technical liaison between outside vendors of data analysis software.
- (22) Collaborate with peers and other professionals to enhance student learning.

Staff Development

- (23) Assess training needs for district schools in regard to instructional technology and data analysis.
- (24) Develop inservice components for needed training activities related to instructional technology and data analysis.
- (25) Conduct or schedule training in the areas of instructional technology or data analysis. Engage in a continuing improvement of professional skills and knowledge.
- (26) Learn new and emerging technologies and software applications that relate to data analysis and the integrated use of technology in the classroom.

Instructional Technology Specialist (Continued)

Professional Responsibilities

- (27) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- (28) Demonstrate attention to punctuality and regular attendance.
- (29) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- (30) Maintain confidentiality of student and other professional information.
- (31) Comply with policies, procedures and programs.
- (32) Exercise appropriate professional judgment.
- (33) Support school improvement initiatives.
- (34) Assist schools to ensure that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification.
- (35) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade P7 244 days (8 hrs) worked per year (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

OPERATIONS ANALYST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree in Computer Science, Business Administration or related area.
- (2) Three (3) years responsible experience in computer operations or technical support of a medium scale computer system, including one year at the supervisory level.
- (1) Bachelor's degree in Computer Science or related field from an accredited educational institution or Associate's Degree in Computer Science or a related field from an accredited educational institution and two (2) years of relevant experience or high school diploma and five (5) years successful experience in computer operations/technical support of a medium scale computer system.
- (2) Successful supervisory experience
- (3) Valid Florida driver's license.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent interpersonal skills. Ability to work effectively with users that have a broad range of technical skills. Ability to analyze a diverse range of technical problems. Ability to select and implement technical support systems. Ability to develop departmental technical procedure manuals. In-depth knowledge of sound operational practices for both the central and remote work sites. Knowledge of the appropriate computer systems and supporting operating systems as they relate to operational activities. Knowledge of data base structure design and normalized data bases. Ability to setup and use remote terminal control programs. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Chief Information Officer
Systems Administrator

JOB GOAL

To supply administrative and school use reports and forms in an accurate and timely manner.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

©EMCS

Board Approved: 4/25/06

Revised: 07/28/09

Revised: 01/25/11

OPERATIONS ANALYST (Continued)

- (1) Establish written procedures for computer operations and daily functions.
- (2) Maintain supplies inventory and plan for upcoming events.
- (3) Organize work schedules.
- (4) Oversee backup of computer systems and prepare alternative methods of performing critical functions in case of equipment failure.
- (5) Oversee routine and preventive maintenance of computer equipment.
- (6) Maintain the District's report writing/data extraction software and train District departments on its use.
- (7) Assist the Programming Department in a backup capacity for the Payroll/HR Systems.
- (8) Maintain and support the District's electronic forms software for the printing of payroll checks, accounts payable checks, report cards and various other forms.
- (9) Maintain communication with other area school district computer departments for emergency support and compatibility of systems.
- (10) Oversee physical security of sensitive material and documents.
- (11) Research and recommend equipment for use by the IS Department.
- (12) Work with users, IS and programming teams to determine the level of service needed.
- (13) Recommend procedures to improve the level of service.
- (14) Find and implement systems to improve technical support capabilities.
- (15) Assist in the development of departmental technical procedure manuals.
- (16) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- (17) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- (18) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (19) Ensure adherence to good safety standards.
- (20) Maintain confidentiality regarding school/workplace matters.
- (21) Model and maintain high ethical standards.
- (22) Maintain expertise in assigned area to fulfill position goals and objectives.
- (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- (24) Exercise service orientation when working with others.
- (25) Keep supervisor informed of potential problems or unusual events.
- (26) Use effective, positive interpersonal communication skills.
- (27) Respond to inquiries and concerns in a timely manner.
- (28) Serve on school/district committees as required or appropriate.
- (29) May be required to work beyond the 40 hour week.

System Support

- (30) Exhibit interpersonal skills to work as an effective team member.
- (31) Follow federal and state laws as well as School Board policies, rules and regulations.
- (32) Demonstrate support for the school district and its goals and priorities.
- (33) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

OPERATIONS ANALYST (Continued)

- (35) Participate in cross-training activities as required.
Perform other 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.

Job Description Supplement 12

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade ~~P5-P6~~ P4-P5 244 days worked per year (12 months)

Pay grade ~~P6~~ P5 requires eight (8) years experience including two (2) years experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
PROGRAMMER ANALYST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) ~~Bachelor's degree from an accredited educational institution and three (3) years successful experience in computer programming~~
or
~~Associate's degree from an accredited educational institution and four (4) years successful experience in computer programming.~~
- (1) Bachelor's degree in Computer Science or related field from an accredited educational institution or Associate's Degree in Computer Science or related field from an accredited educational institution and two (2) years of relevant experience or high school diploma and four (4) years successful experience in a data processing function.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of programming language consistent with the district information services plan. Working knowledge of the IBM IS series computers. Ability to interpret and understand the needs of the customer. Ability to communicate orally and in writing. Ability to work effectively and cooperatively with a variety of people. Knowledge of the information processing functions of a school system.

REPORTS TO:

Chief Information Officer
Systems Administrator or Systems Analyst

JOB GOAL

To ensure the information processing functions are operated to the maximum benefit of the school district and all programs are properly documented and stored.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- (1) Develop solutions and design systems through an analytical process involving coding, testing, production and documentation.
- (2) Write programs to accommodate state and county data systems; perform flow-charting and documentation of programs.
- (3) Design database layouts; design print layouts for reports.
- (4) Revise and update current programs as necessary; write special one-time or recurring local programs as required.
- (5) Compile reference files of jobs performed and set-up systems program library.

PROGRAMMER ANALYST (Continued)

- (6) Assist in writing of job standardizations used to describe complete in-house jobs.
- (7) Operate computer and related equipment as necessary.
- (8) Perform control work in editing and correcting incoming and outgoing data.
- (9) Conduct follow-up review of systems.
- (10) Provide operator documentation and assistance for implementing new/revised programs in regular production.
- (11) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- (12) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- (13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (14) Ensure adherence to good safety standards.
- (15) Maintain confidentiality regarding school/workplace matters.
- (16) Model and maintain high ethical standards.
- (17) Maintain expertise in assigned area to fulfill position goals and objectives.
- (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- (19) Provide technical assistance and documentation for users.
- (20) Exercise service orientation when working with others.
- (21) Keep supervisor informed of potential problems or unusual events.
- (22) Use effective, positive interpersonal communication skills.
- (23) Respond to inquiries and concerns in a timely manner.
- (24) Serve on department/district committees or task teams as required or appropriate.

System Support

- (25) Exhibit interpersonal skills to work as an effective team member.
- (26) Follow federal and state laws as well as School Board policies, rules and regulations.
- (27) Demonstrate support for the school district and its goals and priorities.
- (28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (30) Participate in cross-training activities as required.
- (31) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade P4-P5 244 days worked per year (12 months)

Pay grade P5 requires eight (8) years experience including ~~one (1)~~ two (2) years experience with the School District of Indian River County and the recommendation of the immediate supervisor.

PROGRAMMER ANALYST (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
SYSTEMS ANALYST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) ~~Bachelor's Degree in Computer Science, or related field, or, an Associate's Degree in Computer Science or appropriate experience to satisfy former training requirements and demonstrate skill currency.~~
- (2) ~~Five (5) years successful experience in a data processing function, preferably within a school system.~~
- (1) Bachelor's degree in Computer Science or related field from an accredited educational institution or Associate's Degree in Computer Science or a related field from an accredited educational institution and three (3) years of relevant experience or high school diploma and five (5) years successful experience in a data processing function.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of programming language and data processing functions. Ability to organize, prioritize and implement activities and projects. Ability to communicate orally and in writing. Ability to troubleshoot problems and implement corrective action. Ability to work cooperatively with a variety of people. Ability to meet deadlines. Ability to multi-task. Ability to learn new systems and technology.

REPORTS TO:

Chief Information Officer
Systems Administrator

JOB GOAL

To ensure the information processing functions are designed and operating to the maximum benefit of the school district and all systems are properly implemented, documented and stored.

SUPERVISES:

N/A
Assigned Personnel

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- (1) Analyze, design, code, test, implement and maintain complex computer programs involving major impact to the school system.
- (2) Analyze and solve program or systems problems and communicate modifications to end users and the IS staff.

SYSTEMS ANALYST (Continued)

- (3) Monitor systems, files and programs for production and development based systems.
- (4) Plan, organize and control activities of analysts and programmers on projects under their direction.
- (5) Recommend, develop and enforce programming and operational standards within the district.
- (6) Serve as a user contact with regard to information services activities and user needs.
- (7) Consult with users at all levels; collect and assess user requirements to prepare functional specifications.
- (8) Code, debug, test and document application programs.
- (9) Evaluate and make recommendations concerning data processing equipment and software.
- (10) Monitor short- and long-range systems plans.
- (11) Supervise parallel runs and conversions.
- (12) Prepare system and program documentation.
- (13) Conduct system testing.
- (14) Monitor operational systems to determine, in conjunction with user personnel, the efficiency of the system and need for modifications and enhancements.
- (15) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- (16) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- (17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (18) Ensure adherence to good safety standards.
- (19) Maintain confidentiality regarding school/workplace matters.
- (20) Model and maintain high ethical standards.
- (21) Maintain expertise in assigned area to fulfill position goals and objectives.
- (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- (23) Assist in training users of systems.
- (24) Exercise service orientation when working with others.
- (25) Advise coordinator and other appropriate individuals of program problems and/or changes.
- (26) Use effective, positive interpersonal communication skills.
- (27) Respond to inquiries and concerns in a timely manner.
- (28) Serve on department/district committees as required or appropriate.

System Support

- (29) Exhibit interpersonal skills to work as an effective team member.
- (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- (31) Demonstrate support for the school district and its goals and priorities.
- (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (34) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

SYSTEMS ANALYST (Continued)**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical Pay Grade P5-P6 244 days worked per year (12 months)

Pay grade P6 requires eight (8) years experience including ~~one (1)~~ two (2) years experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

WEBMASTER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Associate's degree in internet service technology, information technology or related field preferred.
- (3) Three (3) years experience in web development.
- (4) Satisfactory criminal background check and drug screening.
- (1) Bachelor's degree from an accredited educational institution in Web Design or related field or Associate's degree from an accredited educational institution in a related field and two (2) years of relevant experience or high school diploma and four (4) years of successful experience in web development.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of web development and web authoring. Knowledge of image processing and web animation. Knowledge of document conversion. Knowledge of illustration, graphics, digital photography and multimedia. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Public Information Officer/Community Relations
Executive Director of Instructional & Information Technology

JOB GOAL

To design, produce and manage the district's internet and web sites as effective communication tools for parents, students, employees and community residents.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Design and maintain the web pages for the school district.
- (2) Assist individual schools and departments with web development.
- (3) Monitor the usage of the district's web pages and maintain relevant resource links that enhance the district's web pages.

WEBMASTER (Continued)

- (4) Oversee the technical management of the district's web sites, including approval and integration of content on the sites, file management and site maintenance, database management and coordination of retrieval of pertinent information from the site to end-users, archiving and record management.
- (5) Develop appropriate web pages to fulfill high demand information requirements of departments.
- (6) Design web-based forms for data collection via the district's web pages.
- (7) Maintain and export data collected from the web pages to the district's database.
- (8) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- (9) Meet and deal effectively with staff members using tact and good judgment.
- (10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (11) Ensure adherence to good safety standards.
- (12) Maintain confidentiality regarding school/workplace matters.
- (13) Model and maintain high ethical standards.
- (14) Maintain expertise in assigned area to fulfill position goals and objectives.
- (15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- (16) Exercise service orientation when working with others.
- (17) Keep supervisor informed of potential problems or unusual events.
- (18) Use effective, positive interpersonal communication skills.
- (19) Respond to inquiries and concerns in a timely manner.
- (20) Serve on school/district committees as required or appropriate.

System Support

- (21) Exhibit interpersonal skills to work as an effective team member.
- (22) Follow federal and state laws as well as School Board policies, rules and regulations.
- (23) Demonstrate support for the school district and its goals and priorities.
- (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (26) Participate in cross-training activities as required.
- (27) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical

Pay Grade P3-P4

244 days worked per year (12 months)

WEBMASTER (Continued)

Pay grade P4 requires five (5) years experience including one (1) year experience with the School District of Indian River County and the recommendation of the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Rosewood Magnet School

3850 16th Street ☘ Vero Beach, FL 32960

(772) 564-3840 ☘ Fax (772) 564-3888

"A Rich Tradition, A Bright Future"

An Honor Roll School

Deborah Dillon
Principal

8/10/11

August 8, 2011


TO: School Board Members

FROM: Deborah J. Dillon

Regarding: Request for Approval for Grant

A grant for Art in the amount of \$2,000.00 was received from Target (Black and White Photography). The funds are to be used for art supplies.

These funds were deposited into Rosewood Magnet School's internal funds account entitled Target Grant – Art.

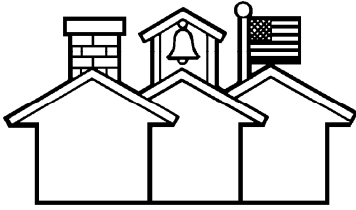

Deborah J. Dillon
Principal



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This document includes a sample contract for Florida DOE approved Supplemental Education Services providers as developed by the School District of Indian River County. The list below are those providers that have met the Indian River County School District criteria necessary for Board Approval on August 23, 2011.

- ~~!A + Tutor You~~ !A + Tutor U, LLC
- 1 to 1 Tutor LLC
- A Quantum Leap Educational Services, LLC
- ~~A Smart Place to Be~~ VMRW Enterprises, LLC dba A Smart Place to Be
- Academic Excellence Tutoring
- Advanced Learners Private Tutoring LLC
- After School Programs Inc.
- Amar Educational Services Inc.
- ~~ATS Project Success~~ Accuracy Temporary Services, Inc. dba ATS Project Success
- Kairos Management Consultants Inc.
- ~~Mobile Minds Tutoring~~ Mobile Minds Tutoring, Inc.
- Smart Start Tutoring Inc.
- Stuart Educational Services, Inc. DBA Club Z!
- Students Opting 4 Success
- Sylvan Learning Center
- UTM Outreach International, Inc.
- Wee Wuns Primary Preparatory and Developmental Learning Center, Inc.
- Who Got Game



**SCHOOL DISTRICT OF INDIAN RIVER COUNTY
District Contractual Agreement
for State-Approved
Supplemental Educational Services (SES)
Providers
2011-2012 School Year**

This Agreement is entered into this 23rd day of August 2011, by and between the SCHOOL BOARD OF INDIAN RIVER COUNTY, hereinafter referred to as "BOARD" and _____, hereinafter referred to as "PROVIDER" for the purpose of providing Supplemental Education Services (SES) to eligible students.

WHEREAS, BOARD is authorized by state and federal law to enter into an agreement with the state-approved Supplemental Educational Services PROVIDER for the aforementioned purpose; and

WHEREAS, No Child Left Behind Act, 20 U.S.C. Section 6316(e) outlines the requirements for Supplemental Educational Services; and

WHEREAS, PROVIDER is state-approved, specially trained and possesses the necessary skills, experience, education and competency and licenses or credentials to perform the required services if selected by the parent/guardian of eligible students; and

WHEREAS, PROVIDER desires to enter into this Agreement with respect to its services to the BOARD, upon the terms and conditions hereinafter set forth; and

WHEREAS, PROVIDER is financially sound and otherwise capable of fulfilling its requirements to BOARD, Eligible Students, and Parents during the term of this Agreement.

DEFINITIONS

- **SES Eligible Student** – Students from low-income families, as determined by the school district, who are attending a Title I funded school that is in year two or beyond of school improvement, corrective action, or restructuring.
- **Student Learning Plan(SLP)** – NCLB requires each school district to enter into an agreement with the state-approved PROVIDER selected by a parent. This agreement is recognized in Florida as the SLP and must be developed in consultation with the student's parents and the PROVIDER. The plan must include a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's Individualized Education Plan (IEP) under Individuals with Disabilities Education Act (IDEA) or the student's section 504 plan. The SLP must also describe how the student's parents and teachers will be regularly informed of the student's progress.
- **Parent/Guardian** – For the purpose of this agreement, a parent is the natural or adoptive parent, legal guardian, or surrogate parent as indicated by the judicial system.

NOW, THEREFORE, for and in consideration of the mutual benefits accruing to both parties to this Agreement, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the BOARD hereby retains PROVIDER for the purpose of providing Supplemental Education Services (SES) to Eligible students and agrees as follows:

1. TERM

- A. The term of this Agreement shall commence no earlier than August 23, 2011 and shall remain in force until June 30, 2012.

2. PROVIDER CERTIFICATIONS AND GUARANTEES

- A. PROVIDER certifies and guarantees that it is on the Florida Department of Education's current list of state-approved SES Providers for Indian River County.
- B. PROVIDER certifies and guarantees that it shall abide by all assurances provided to the Florida Department of Education in the PROVIDER's State-Approved Supplemental Educational Services Application and will notify the BOARD immediately if at any time the PROVIDER can no longer certify or meet these assurances.
- C. PROVIDER certifies and guarantees that it has a record of effectiveness in increasing the academic achievement of students in subjects relevant to meeting the state's academic content and student achievement standards.
- D. PROVIDER certifies and guarantees that it is capable of providing SES that are consistent with the instructional program of the School BOARD and the State in both content and achievement standards.
- E. PROVIDER certifies and guarantees that it has the capacity and resources to provide SES and is ready, willing and able to begin providing SES within twenty calendar days of receipt of their School District approved student enrollment list and will meet the timelines as specified in Exhibit A.
- F. The PROVIDER certifies and guarantees that it will provide SES for a minimum number of _____ School District of Indian River County students per site. Each one of the identified Title I schools eligible for SES is defined as a site.

3. RESPONSIBILITIES OF THE BOARD

- A. BOARD shall enter into a District/Provider Agreement with state-approved PROVIDERS for delivery of SES and meet the terms set forth in said Agreement.
- B. BOARD shall ensure that services are consistent with the District/Provider Agreement.
- C. BOARD shall identify students eligible for SES and notify parents of eligible students annually about the availability of services.
- D. BOARD shall make copies of the SES student enrollment forms freely available to the PROVIDER and parents prior to the start of the school year and during the school year.
- E. BOARD shall provide parents with a list of PROVIDERS approved by the state, contracted with BOARD and approved by the School Board of Indian River County to serve students in the school district, with a brief description of the services of each PROVIDER and the Provider's Record of Effectiveness.
- F. BOARD shall assist parents, if requested by them, in obtaining additional information regarding state-approved SES PROVIDERS that are available to serve their child(ren).
- G. BOARD shall host Provider Fair(s) on the schedule as identified in Exhibit A and invite all contracted PROVIDERS and eligible families for the purpose of facilitating the parents/guardians choice of PROVIDER.
- H. BOARD shall notify the PROVIDER of the student's name, school, and address and telephone of record at least twenty (20) days prior to the start date for SES and will allow the PROVIDER to initiate contact with the student's parents/guardians for the provision of SES, once a parent/guardian selects a PROVIDER for their child(ren).
- I. BOARD shall make available to PROVIDER all appropriate student academic performance and benchmarking information that will assist in the development of the SLP and with initiation of services to the student in a timely fashion.
- J. BOARD shall be the only entity that may register and enroll eligible students for services with the PROVIDER. BOARD will hold open student enrollment for SES unless or until it has obtained a written election to receive or reject services from Parents, or until the per student allocation is exhausted. If current funds are insufficient to serve all eligible students, BOARD will prioritize SES to the lowest achieving students.
- K. BOARD shall notify the PROVIDER as to the status of their enrollment per site in regards to the minimum numbers of children to be served as set by the PROVIDER.
- L. BOARD shall reassign students to another PROVIDER for the remainder of the student's funding allocation if the PROVIDER's services do not begin by the specified timelines, if the PROVIDER's district/PROVIDER Agreement is terminated, or if the PROVIDER is removed from the state-approved list.
- M. BOARD shall facilitate the development of the Student Learning Plan (SLP) in collaboration with the PROVIDER and the parents/guardians, which shall include:
 - 1) Specific achievement goals for the student
 - 2) A description of how the student's progress will be measured
 - 3) A description of how the student's parents and teachers will be regularly informed of progress
 - 4) A timetable for improving the student's achievement
 - 5) Total hours of the prescribed program and schedule of services
 - 6) For students with disabilities ensure the plan is consistent with the student's Individual Education Plan(IEP) or the student's section 504 plan.
- N. BOARD shall provide compensation to the PROVIDER upon receipt of a proper invoice as described in Section 10 C below at a rate of \$52.80 per hourly session for each student of Large Group Instruction, Small Group or Individual tutoring and not to exceed the state-approved Indian River County SES amount as described in Section 11 A below.
- O. BOARD shall purchase, implement and facilitate training for the Supplemental Services Tracker software system, which will be the required format for reporting attendance, progress, pre/post-test results, invoicing, SLPs and all written electronic communication between PROVIDER and BOARD.
- P. BOARD shall maintain student and PROVIDER records.
- Q. BOARD shall monitor and evaluate the performance of the PROVIDER as it relates to the provisions of SES, to the SLP as well as the completed terms of this Agreement.
- R. BOARD assumes no liability related to the provision of services by PROVIDER beyond reimbursement to PROVIDER for services as identified in this Agreement.
- S. BOARD shall terminate the Agreement if the PROVIDER fails to meet the goals and the timelines as noted in the Agreement.

4. RESPONSIBILITIES OF THE PROVIDER

- A. PROVIDER shall be a state-approved PROVIDER of SES and will enter into an Agreement with the BOARD for the provision of SES and will meet the complete terms of said Agreement.
- B. PROVIDER shall provide highly qualified instructors as required in the PROVIDER proposal approved by the Florida Department of Education.
- C. PROVIDER shall maintain all appropriate licenses that are required to provide SES and inform the BOARD immediately if any licenses are revoked or suspended.
- D. During the term of this Agreement, PROVIDER shall comply with all applicable School BOARD Rules, federal, state, and local statutes, laws ordinances, rules and regulations relating to the provision of SES, including securing and maintaining in force such permits,

certificates of occupancy, and/or licenses as are required by law in connection with the furnishing of services pursuant to this Agreement;

- E. PROVIDER shall comply with the laws and polices as indicated in Section 18 and provide evidence of such as required and/or requested by the BOARD.
- F. PROVIDER shall furnish to the BOARD a valid copy of the most recent adopted partnership Agreements or bylaws of the corporation and also a complete and accurate list of the Governing BOARD of Directors (or Trustees or Partners) on the schedule as identified in Exhibit A and agrees to timely update said information as changes in such governance occur.
- G. PROVIDER shall identify at least one (1) employee to be trained in the Supplemental Services Tracker (SST) software system, and shall utilize SST as the required format for reporting attendance, progress, pre/post-test results, invoicing, SLPs, and all electronic communication.
- H. PROVIDER shall submit a list of materials to be used by the tutors prior to the start of tutoring on the schedule as identified in Exhibit A.
- I. PROVIDER shall submit a copy of the pre/post assessment, title of pre/post assessment and a brief description of pre/post assessment on the schedule as identified in Exhibit A.
- J. PROVIDER will ensure that programs and materials used are research-based, specifically designed to increase the academic achievement of eligible students as measured by the No Child Left Behind Act of 2001 under the state's assessment system, enabling eligible students to make reasonable progress, given their academic skills when services began, toward attaining proficiency in meeting state academic achievement standards, secular, neutral, and non-ideological.
- K. PROVIDER shall participate in all PROVIDER Fairs on the schedule as identified in Exhibit A. A representative of PROVIDER company must attend all scheduled PROVIDER Fairs or the contract will be terminated as there is no "cure" for this "default".
- L. PROVIDER will provide SES for the eligible and enrolled students as long as the minimum numbers of children to be served as set by PROVIDER are met.
- M. PROVIDER shall not enroll students in the SES program and are prohibited from duplicating, altering, completing, distributing or submitting enrollment forms on behalf of PARENT.
- N. PROVIDER shall initiate contact with the parent/guardians of the identified students who have selected them as their child's PROVIDER.
- O. PROVIDER shall participate in the development of the Student Learning Plan (SLP) in collaboration with the BOARD and the parents/guardians, and shall be responsible and accountable for the implementation of the SLP, which shall include:
 - 1) Specific achievement goals for the student
 - 2) A description of how the student's progress will be measured
 - 3) A description of how the student's parents and teachers will be regularly informed of progress
 - 4) A timetable for improving the student's achievement
 - 5) Total hours of the prescribed program and schedule of services
 - 6) For students with disabilities ensure the plan is consistent with the student's Individual Education Plan (IEP) or the student's section 504 plan.
- P. PROVIDER will begin delivering SES for eligible and district enrolled students within twenty calendar days of receipt of the district approved enrollment list and within twenty calendar days of receiving any subsequent enrollments. If PROVIDER does not initiate services within the 20 day requirement, PROVIDER will be deemed to be in default of this Agreement as per section 15 G and this Agreement will be cancelled with 5 days written notice.
- Q. PROVIDER shall have served at least 80% of assigned students with SES no later than October 15, 2011 or PROVIDER shall be deemed to be in default of this Agreement as per section 15 G and this Agreement will be cancelled with 5 days written notice.
- R. PROVIDER is responsible for their instructors to attend tutoring sessions at the scheduled times, being on time to tutoring sessions, and remaining with the students until the end of the scheduled tutoring session.
- S. PROVIDER shall provide parents and the BOARD with information on the student's progress using the BOARD required Progress Report, Option 4 of the Supplemental Services Tracker (SST) software system, at least on a monthly basis in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language that the parents can understand; provided, however, that communication in Spanish shall always be "practicable". If requested by the BOARD or a Parent, PROVIDER shall give these reports in the following languages: English, Spanish, and Creole. Failure to submit said reports in a timely manner may delay the processing of the monthly invoices and, at the discretion of the BOARD, constitute "good Cause" for termination of this Agreement.
- T. PROVIDER shall provide the district with all required employment documentation for all tutors prior to initiating services and on the schedule as identified in Exhibit A, and shall report monthly with the invoice any changes in personnel.
- U. PROVIDER will inform any tutors who are currently employed by BOARD that they are not to tutor any student they presently have in their class and that they are not to commence tutoring until their workday is completed. Any violation of the above may subject the employee to disciplinary action.
- V. PROVIDER shall invoice the BOARD for payment for services as identified in Section 11 below.
- W. PROVIDER shall maintain records as identified in Section 12 below.
- X. PROVIDER shall provide BOARD with access to all SES related records and services.
- Y. PROVIDER must not defame BOARD in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and/or parent conferences.
- Z. PROVIDER shall ensure that it does not disclose the identity of any student eligible for or receiving SES to the public without written consent of the student's parent.
- AA. PROVIDER shall provide the BOARD with the following required documents when the executed Agreement is submitted to the BOARD

- 1) Insurance certificate with satisfactory evidence of compliance with all insurance coverage indicated in Insurance Section 19 C of this Agreement.
 - Y. Provider agrees that its records are subject to Chapter 119, Florida Statutes where applicable, to the fullest extent required by law; and that the PROVIDER creates and maintains records related to its performance of the contract on behalf of the School District of Indian River County. And, notwithstanding this provision, Provider will ensure that student confidentiality and will comply with Section 1002.22, Florida Statutes, to the same extent as Board is subject to that law.
5. **TECHNOLOGY REQUIREMENTS**
- A. VPN access to SST database. This requires a person with the technical knowledge to download and install VPN software. PROVIDER must provide all information specific to their program to complete the required fields of the SST database.
 - B. PROVIDER must have PC computer with 40 MB free space, Pentium III class processor, 128 MB RAM and Internet Explorer 6.0 or later.
 - C. PROVIDER's computer must be connected to internet with high speed connection (DSL or cable modem).
 - D. PROVIDER must have a quality printer for printing daily attendance rosters (recommend laser printer).
6. **SUPPLEMENTAL SERVICES TRACKER SOFTWARE SYSTEM (SST)**
- A. PROVIDER shall designate at least one (1) staff person to attend the mandatory training in the Supplemental Educational Services SST on-line technology process prior to implementation of any other elements of the project.
 - B. PROVIDER shall use the BOARD's Supplemental Services Tracker (SST) software system and appropriately follow all procedures including: generate attendance rosters, document tutoring locations, develop the Student Learning Plan, record attendance every two weeks, complete of attendance and invoicing forms and any additional form requested by SST to enable the BOARD and the State of Florida to verify with the PROVIDER or parent that services have been rendered.
 - C. BOARD has contracted for two (2) hours of technical assistance via phone support. Payment for any additional support time on the part of the PROVIDER shall be the responsibility of the PROVIDER. BOARD shall notify the PROVIDER of the hourly rate and deduct any expenses for the additional technical assistance from the PROVIDER's monthly invoice payment.
7. **MARKETING REQUIREMENTS**
- A. All marketing materials must be reviewed and approved by School District of Indian River County personnel, prior to distribution and according to Procedure #2.27 (01). All marketing materials distributed to parents must include the following in 12 point type and as written below:
 - *In order for your child to be eligible for free tutoring, your child must attend a Title I School in its second year of school improvement AND be eligible for Free or Reduced Price Lunch for the 2011-2012 school year."*
 - *DISTRIBUTION DOES NOT IMPLY ENDORSEMENT OR RECOMMENDATION BY THE SCHOOL DISTRICT OF INDIAN RIVER COUNTY.*
 - B. Flyers to be displayed MUST state that the business is licensed and insured
 - C. PROVIDER may list the eligible SES school sites where PROVIDER will be providing SES.
 - D. Requests must be received by the Peggy Poysell at least two (2) weeks prior to distribution. BOARD shall notify PROVIDER in writing of either approval or disapproval of marketing materials no later than five (5) days from receipt by BOARD.
 - E. Failure to comply with all marketing requirements will result in this contract becoming null and void
8. **SUPPLIES, EQUIPMENT AND FACILITIES**
- A. PROVIDER shall be solely responsible for the provision of all appropriate supplies, equipment and facilities for a student as required in his/her Student Learning Plan and as outlined in the PROVIDER's state-approved application.
 - B. PROVIDER shall notify the BOARD and provide the address of the location, and any change in location, along with all required permits, certificates of occupancy, or other approvals as may be required for the intended facility, in which it will provide SES to eligible students. on the schedule as identified in Exhibit A
 - C. A PROVIDER who desires to use the school district's facilities must make a separate application for use of facilities through the district's Facilities Use Procedures, which outlines a facilities use fee, which is the sole responsibility of the PROVIDER, and is at the discretion of the site based administrator. BOARD may deny an applicant's request provided such denial is based upon clearly stated BOARD policy that is uniformly enforced for all similar groups requesting use of BOARD facilities. BOARD facilities may not be available during non-student days. PROVIDER using BOARD's facilities will not have access to the BOARD's computers, supplies, or equipment. All tutoring sites must be maintained in a clean and safe condition and be located in an area that is safe and secure. IF the PROVIDER is permitted to use a BOARD school, the PROVIDER must inform the principal's designee immediately upon arriving on the campus and just before vacating the campus for each tutoring session.
9. **TRANSPORTATION**
- A. Transportation arrangements and costs for students receiving services under this Agreement are between the PROVIDER and the eligible student's parents.
 - B. BOARD has no obligations to provide transportation in connection with the PROVIDER's responsibility to provide services under this contract.
 - C. Neither BOARD nor Parents shall be charged an additional fee for transporting students.

10. SUPERVISION OF STUDENTS

- A. Students shall be supervised at all times. PROVIDER, while providing services, shall be responsible for the control and safety of all students from the time the student arrives for services until the student is placed under the control of the parent/guardian or other approved designee, at the end of the service.
- B. PROVIDER must escort all students to the proper caregiver or approved means of transportation at the end of service. The PROVIDER must check the ID of the person picking up the child to make sure it matches an individual allowed to care for that child if the person is unknown to the PROVIDER.
- C. PROVIDER agrees that supervision of students is a material term of this Agreement and understands and agrees that the PROVIDER's failure to meet this requirement is cause for immediate termination and removal of the PROVIDER's name from the BOARD's PROVIDER list indefinitely.
- D. PROVIDER agrees to indemnify and hold harmless the BOARD, its officers, agents and employees from any liability in the form of physical injury, death, or damage resulting from the PROVIDER's failure to comply with the requirements of this section.
- E. If the tutoring services are to be provided to the students at a facility, PROVIDER is responsible for providing direct and appropriate supervision upon the student's arrival, through the end of the tutoring session and until the student is dismissed to the parent/guardian or authorized designee at the conclusion of such services.
- F. If the tutoring services are to be provided to the students on-line or in the student's home, a parent must be present during the tutoring sessions.
- G. A parent/guardian or their designee must sign the student in to and out of the tutoring sessions and any changes to any information (ie. Date, time, student name, etc...) on the parent sign-in/out sheet must be initialed by the parent.

11. COMPENSATION

- A. BOARD shall pay the PROVIDER the maximum sum of \$1,056.00 per student, for a minimum of 20 hours of Large Group Instruction, Small Group or Individual tutoring, which is based upon the hourly rate schedule and is not to exceed the per hour rate as identified in the state-approved application.
- B. BOARD agrees to pay the PROVIDER for educational services only. Any services beyond educational services, including but not limited to: assessing students, homework help, supervision of students, transportation and/or provision of facilities, is the responsibility of the PROVIDER. PROVIDER may not charge BOARD for students who do not attend tutoring session(s) as scheduled.
- C. PROVIDER shall print an invoice from the SST on-line system provided by the BOARD. Completed invoice and all required documentation shall be submitted to District TITLE I staff and received by the 10th of each month in accordance with the Invoice Calendar Schedule included herein as Exhibit C. Payment for invoices received after the stipulated due date will be delayed until the following month. Final invoices must be submitted within 30 days after the PROVIDER's ending date of service.
- D. BOARD shall process payments to the PROVIDER on the Invoice Calendar Schedule dates only.
- E. Failure to submit said invoices to BOARD in a timely or correct manner may result in the delay of processing of the monthly invoices and, at the discretion of the BOARD, constitute "good cause" for termination of this Agreement.
- F. The BOARD reserves the right to examine billing records before and after payment. Payment of an invoice shall not foreclose the BOARD's right to recover erroneous, excessive or illegal payments.
- G. Invoices must include the following attachments:
 - 1) The most current and updated list of tutors names, tutors social security number, the assigned students to be tutored and the location and schedule of services
 - 2) The "original" SST "Daily Attendance Rosters" with Time-in/Time-out which includes tutors names for assigned students listed, student name and parent/guardian full signatures provided for that month. Any changes to the Time-In/Time-out information on submitted documentation must be initialed by the parent or payment will be denied. PROVIDER should keep a copy of the Attendance Roster in their files.
 - 3) Two copies of the required monthly progress report and any additional reports on each child receiving services that month or post-tests at end of service. PROVIDER should keep copy of Progress Reports and Pre/Post-assessment results on file.
- H. No payment will be made unless and until the BOARD verifies that all services for which payment is requested have been fully and satisfactorily performed and all required documentation is attached to the invoices. Verification will be the responsibility of the District TITLE I staff.
- I. PROVIDER is paid only for those students who have an active and signed SLP with PROVIDER.
- J. BOARD will not pay for any services rendered by ineligible employees who lack required documentation.
- K. BOARD will not pay the PROVIDER for any services provided to students prior to the date the SLP has been approved by the District TITLE I staff and signed by all parties.
- L. BOARD will not pay PROVIDER for the administration of pre or post testing of student.
- M. BOARD will not pay the PROVIDER for services provided to students who transfer from an eligible school for SES to an ineligible school.
- N. BOARD will not pay the PROVIDER in advance.
- O. BOARD will not pay for any absences. Absences in excess of two (2) consecutive sessions of the contracted days will result in termination of the services.
- P. BOARD will not pay for any tutoring that extends beyond six (6) hours per week.

- Q. BOARD will not pay the PROVIDER for any initial invoices submitted more than 60 days after the services are rendered. BOARD will not pay the PROVIDER for any denied charges that are resubmitted more than 60 days after the initial invoice.
- R. BOARD may withhold payment to PROVIDER, with a written notice of such withholding, when in the opinion of BOARD, PROVIDER is not in compliance with this Agreement.
- S. If BOARD gives notice of intent to withhold, PROVIDER shall have fourteen (14) calendar days from the day of receipt of said notice to correct such deficiency and/or may invoke the dispute resolution provision herein. If deficiency is not corrected within fourteen (14) calendar days, the BOARD will give written notice to terminate this Agreement.
- T. BOARD reserves the right to withhold final payment on this Agreement until all required services so stated have been provided, e.g., pre/post test results of students receiving service, evaluation reports, etc.

12. RECORDS

- A. PROVIDER shall provide access to all records or reports, or other matter relating to this Agreement upon request to the BOARD and/or the parent/guardian of BOARD's student.
- B. PROVIDER shall maintain fiscal records for five (5) years and shall keep them available for audit upon twenty-four (24) hours notice.
- C. All student records shall be kept in a secure location preventing access by unauthorized individuals.
- D. PROVIDER shall maintain an access log delineating date, time agency, and identity of any individual accessing student records who is not in the direct employ of the PROVIDER.
- E. PROVIDER shall not forward to any person other than parent or the BOARD any student record including, but not limited to, the student's identity, without the written consent of the parent and BOARD.
- F. PROVIDER shall maintain a monthly student sign-in sheet. The student sign-in sheet must include the name of each student, name of the PROVIDER, the PROVIDER employee who rendered the service, the amount of time of such serve and the date of service, and the student's signature and the parent/guardian signature or the parent/guardian designee. PROVIDER is paid only for sessions student attend. All records of attendance shall be maintained on the BOARD's SES software and must be kept up to date within two (2) weeks of the tutoring sessions.
- G. If a parent requests that the PROVIDER withdraw a student from the program, the PROVIDER must notify the BOARD in writing through the BOARD's SES software program stating the reason(s) for the request.
- H. If a student fails to attend two (2) consecutive tutoring sessions, the PROVIDER must contact the parent prior to the next tutoring session. If PROVIDER is unable to contact the parent after three (3) attempts, the PROVIDER must notify the district immediately.
- I. If PROVIDER determines that a student is not going to be able to be tutored in compliance with the terms set forth in the SLP, the PROVIDER must initiate a revision of the SLP and receive written approval from the parent and the BOARD.
- J. Upon completion or termination of a student's SLP, or termination of this Agreement, PROVIDER shall turn over to the BOARD all student records of the BOARD's eligible students to whom the PROVIDER has provided services under this Agreement.
- K. The Monthly Attendance Roster must include the name of each student, the name of the PROVIDER, the employee who rendered the service, and the start time and end time of such service and be from Cayen System's Supplemental Services Tracker program. The parent or authorized supervising adult taking charge of the student after the tutoring session must sign their full name and print their full name on the attendance sheet at the end of each session the student attends. Any changes to any of the information must be initiated by the parent/guardian or parent/guardian designee.
- L. All student Progress Reports shall be on the BOARD provided Monthly Progress Report form. PROVIDER must monthly notify each student's parents and teachers of the student's progress. If requested by the BOARD or a parent, the PROVIDER must give these reports in the home language, which can include English, Spanish, and Creole.

13. START OF TUTORING

- A. PROVIDER must be able to provide services to eligible students no later than October 15, 2011, contingent upon receipt of the BOARD approved student enrollment list being provided at least twenty (20) days prior to the start date.
- B. Tutoring must commence within twenty (20) calendar days of PROVIDER receiving student contact information. If PROVIDER fails to start tutoring with at least 80% of student that the BOARD has assigned to the PROVIDER, the BOARD will reassign any students that have not started tutoring within twenty (20) calendar days and PROVIDER will not receive any incoming students from BOARD's future enrollment periods. PROVIDER will be given an additional fifteen (15) calendar days to begin services with the remaining 20% of the enrolled students. Failure to start tutoring with the remaining 20% of students will result in BOARD reassigning the un-served students within twenty (20) calendar days to a new company.
- C. PROVIDER may not initiate services for any student until all parties (district, parent and provider) have signed the student's SLP. Signed SLPs must be submitted to the BOARD at least three (3) business days prior to the start date of tutoring services.

14. TUTORING SERVICES

- A. PROVIDER must deliver services in compliance with PROVIDER's state-approved application.
- B. Tutoring sessions must be related to each student's goals as identified on the signed and approved SLP. If it is found that tutoring is not in conformity with the PROVIDER's state-approved application, the student's SLP or the student's monthly Attendance Roster, then that tutoring session will not be paid for by the BOARD and the PROVIDER must submit a written plan to the BOARD SES Coordinator to revise the tutoring sessions to meet the needs of the individual students before tutoring may resume.
- C. PROVIDER shall limit tutoring to six (6) hours per week.

- D. SES instruction shall be provided beyond the regular school day and begin no later than 7:00 P.M.
- E. A schedule of tutoring services shall be provided to the BOARD for every enrolled student. This schedule shall include the student's name, the PROVIDER name, the employee rendering the services, the location of the services, dates and times of the services and the instructional delivery model for the services (i.e. individual tutoring, small group tutoring, on-line tutoring, etc...).
- F. PROVIDER shall enter student attendance into Cayen System's Supplemental Services Tracker system every two (2) weeks.
- G. PROVIDER must continue to provide SES to eligible student who are receiving such services until June 30, 2012 or until exhaustion of BOARD funds per student allocation amount as determined and published by the Florida Department of Education.

15. PRE/POST ASSESSMENT AND REPORTING

- A. PROVIDER shall provide BOARD with the name of the assessment to be used, a description of the assessment to be used and a copy of pre/post assessment to be used by PROVIDER as identified in their state-approved application and on the schedule as indicated in Exhibit A.
- B. PROVIDER shall notify BOARD of the scheduled administration of the pre and post assessment. This notification shall include when the assessment is to be administered, where the assessment is to be administered and by whom the assessment is to be administered. At least two (2) days prior notice is required for the pre-assessment and at least ten (10) days prior notice is required for the post assessment.
- C. PROVIDER shall enter the pre and post assessment results in the Cayen systems Supplemental Services Tracker System within five (5) days of administration date.
- D. PROVIDER shall provide a report of the pre and post assessment results to BOARD and PARENT with the required progress report for the month the assessment is administered.

16. MONITORING AND EVALUATION

- A. BOARD reserves the right to conduct unannounced on-site review inspection of the operations of the PROVIDER, including but not limited to all pertinent records for the purpose of financial audits and state/federal regulations regarding signed SLPs, signed students attendance rosters and pre/post-test results.
- B. PROVIDER shall allow access to its facilities for periodic monitoring of each student's instructional program by BOARD representatives and shall be invited to participate in any review of each student's progress by the BOARD representative. BOARD representatives shall have access to observe each student at work, observe the instructional setting, interview the PROVIDER and tutor, review each student's progress and observe the administration of the post-assessment.

17. INSPECTION AND AUDIT

- A. PROVIDER shall provide access to records or reports, or other matters relating to the Agreement, upon request by BOARD or appropriate federal agency. During the term of this Agreement, and for five years thereafter, the PROVIDER shall maintain detailed records of all the services rendered pursuant to this contract, including student eligibility information, employee records, progress reports, lesson plans, invoices, and all other documentation associated with providing SES to eligible students in the district.
- B. The BOARD, its auditors and representatives, auditors and representatives of the state education department, and ESDE shall have the right to examine and inspect such records at any time. The PROVIDER shall cooperate with any and all reasonable requests to inspect records.

18. RETURN OF DOCUMENTS

- A. Upon completion or termination of a student's SLP, or termination of this Agreement, the PROVIDER shall provide all SES student records under its custody or control to the BOARD.

19. COMPLIANCE WITH POLICIES AND LAWS

PROVIDER will ensure that, during the term of this Agreement, they will comply with all federal, State Board of Education, and local statutes, laws, ordinances, rules and regulations relating to the provision of SES including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to the Agreement and shall comply with BOARD policies related to health, safety, and civil rights, including but not limited to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and with Individuals with Disabilities Act (IDEA). PROVIDER shall comply with all current BOARD policies. BOARD's policies are located at: <http://www.indianriverschools.org/sites/SchoolBoard/Board%20Policies/Forms/AllItems.aspx> and are incorporated herein. It shall be PROVIDER's responsibility to comply with all School BOARD Policies as they may be modified from time to time during the term of this Agreement. PROVIDER shall abide by all applicable federal, state and local laws.

A. PROVIDER EMPLOYEES

1) QUALIFICATIONS

- (1) PROVIDER employees will meet the minimum qualifications for Title I paraprofessionals, and/or as specified in the PROVIDER state-approved application for SES.

2) CODE OF ETHICS

- (1) All teachers who are employed by PROVIDER remain subject to the Code of Ethics of the Education Profession in Florida. PROVIDERs may not request that teachers engage in any activity that is not permitted under the Code of Ethics of the Education Profession in Florida.

- (2) Recruitment of students on behalf of PROVIDER by BOARD employees is strictly prohibited. BOARD employees shall not be offered incentives and bonuses for recruiting students for the PROVIDER.
 - (3) As reflected in the Assurances Section of the PROVIDER's state-approved application, PROVIDER agrees to adhere to the SES Provider Code of Ethics of the Education Industry Association (EIA) as revised January 8, 2008, a copy of which is attached to this Agreement as Exhibit E
- 3) **CONFLICT OF INTEREST**
- (1) PROVIDER shall furnish to the BOARD a valid copy of the most recently adopted partnership agreements, Articles of Incorporation, or bylaws of the corporation and a complete and accurate list of the Governing Board of Directors (or Trustees or Partners) on the schedule as indicated in Exhibit A and agrees to update said information in a timely manner as changes in such governance occur.
 - (2) PROVIDER shall avoid any actual or potential conflict of interest on behalf of itself or its employees providing services hereunder, including but not limited to, employment with the BOARD.
 - (3) Any employees of PROVIDER that are also employees of the BOARD shall be immediately disclosed to the BOARD, with such disclosure to be in writing to the SES PROVIDER/School BOARD and on the schedule as indicated in Exhibit A.
 - (4) Such employment by PROVIDER of School BOARD employees must be in accordance with School Board Rule.
 - (5) School BOARD employees hired by the PROVIDER must sign and submit BOARD Expectations and Guidelines form Exhibit D and on the schedule as indicated in Exhibit A.
- 4) **CONDUCT OF PROVIDER EMPLOYEES**
- (1) All employees of PROVIDER are to be dressed in a manner appropriate to teaching young students and conduct themselves as is appropriate for a person supervising children.
 - (2) BOARD reserves the right to refuse to allow a PROVIDER employee to provide SES for the BOARD for inappropriate conduct or dress.
- 5) **FINGERPRINT/BACKGROUND CHECK**
- (1) The BOARD and PROVIDER shall be governed by §1012.32 and § 1012.465, Florida Statutes.
 - (2) PROVIDER employees shall submit to a background check and fingerprinting as follows:
 - (a) All individuals who are permitted access on school grounds when students are present, individuals who will have direct contact with children or any student of the School District, or who will have access to or control of school funds, must meet Level 2 screening requirements as described in §1012.32, Florida Statutes.
 - (b) PROVIDER agrees for all employees to undergo a background check and fingerprinting if he/she is an individual who meets the above conditions and to require that all individuals in the organization who meet any of the above conditions to submit to a background check, including fingerprinting by the School District's Personnel Department, at the sole cost to the PROVIDER or employee.
 - (c) Screening must be completed and credentials issued by the BOARD prior to the screened individual having access to students or to the school grounds and submitted to the BOARD on the schedule as indicated in Exhibit A.
 - (d) If PROVIDER can demonstrate that it is not practicable to have the fingerprinting done by the School District's Personnel Department, PROVIDER will be permitted to have the fingerprinting and clearance done by another appropriate agency, with the report of the results to be immediately transmitted to the School District's Personnel Department which shall be the sole determiner of clearance.
 - (e) PROVIDER employee shall not begin providing services contemplated by this Agreement until PROVIDER receives notice of clearance by the BOARD.
 - (f) BOARD, nor its members, officers, employees, or agents, shall not be liable under any legal theory for any kind of claim whatsoever for the rejection of PROVIDER (or discontinuation of the PROVIDER's services) on the basis of these compliance obligations.
 - (g) PROVIDER agrees that neither PROVIDER, nor any employee, agent or representative of PROVIDER, who has been convicted or who is currently under investigation for a crime delineated in Florida Statutes § 435.04, will have contact with children or any student of the School District nor will they enter onto any school site.
 - (h) BOARD will not reimburse any SES provided by PROVIDER employee prior to the date of fingerprinting/background clearance
 - (i) BOARD reserves the right to prohibit any PROVIDER employee from having contact with students on BOARD property if the BOARD has reason to believe that the safety or health of the students might be in jeopardy.
 - (j) PROVIDER employees already listed in the Vendor Clearance Database and existing BOARD employees will not need to be re-fingerprinted as they are already in the background clearance database.
 - (k) If PROVIDER hires a BOARD employee or someone already listed on the Vendor Clearance Database, they will need to submit the name of the employee to Nicki Blanton, Finger Print Specialist for verification of clearance.
 - (l) PROVIDERS shall keep and submit a current list of all employees to the BOARD on a monthly basis in the invoice packet.
- 6) **DRUG SCREENING**
- (1) PROVIDER agrees to conduct general drug screening on all employees who are permitted access on school grounds when students are present, individuals who will have direct contact with children or any student of the School District, or who will have access to or control of school funds, in the manner set forth in School BOARD Rule.

- (2) PROVIDER agrees that employees will not initiate SES until BOARD receives documentation of drug screening clearance as indicated on the schedule in Exhibit A.
- (3) BOARD will not reimburse any SES provided by PROVIDER employee prior to the date of drug screening clearance.
- (4) BOARD reserves the right to terminate any PROVIDER employee who has not passed drug screening clearance with BOARD from an earlier date, if applicable.

7) ID BADGES

- (1) All PROVIDER employees must wear BOARD ID badges only if services are to be provided on BOARD campuses with the employees name and picture prominently displayed at all times while on BOARD property.

8) TUTOR TRAINING

- (a) PROVIDER must submit the Tutor Training Log to the BOARD SES Coordinator prior to allowing a tutor to provide tutoring to any student(s).
- (b) PROVIDER must sign the Tutor Training Log verifying that all tutors have been trained in the procedures listed below and have received the appropriate tutoring materials necessary to implement the PROVIDER's SES program as documented on the PROVIDER's stat-approved application.
- (c) The Tutor Training Log must then be submitted to the BOARD so that the Board can verify that the trained tutor has been cleared through a Level 2 Background Check and has passed the Drug Screening.
- (d) Upon such verification, the BOARD will approve the tutor to begin tutoring.
- (e) If a tutor begins tutoring prior to BOARD approval, the tutoring time will not be paid for by BOARD.
- (f) The PROVIDER must train the tutor in the administration of the PROVIDER's SES program, BOARD SES procedures (which shall be made available to provider at Provider Agreement Meeting) and PROVIDER procedures. The training must include, but is not limited to:

(i) ACCIDENT/INCIDENT REPORT

1. PROVIDER must train all tutoring personnel in appropriate procedures for handling and reporting accidents or incidences when a pupil has suffered an injury, injured another individual or has been involved in an activity requiring notification of law enforcement or emergency personnel.
2. PROVIDER shall notify the BOARD within twenty-four (24) hours of an accident or incident when a pupil has suffered an injury, or injured another individual, or has been involved in an activity requiring notification of law enforcement or emergency personnel.
3. PROVIDER agrees to submit a written summary report of the occurrence to the School BOARD within three (3) days of original notification

(ii) CHILD ABUSE REPORTING

1. PROVIDER assures the BOARD that all PROVIDER staff members, including volunteers, are familiar with and agree to adhere to child abuse and/or missing children reporting obligations and procedures as required by state law including but not limited to Florida Statutes 39.201.
2. PROVIDER agrees to provide annual training to all its employees regarding mandated reporting of child abuse and missing children and will provide BOARD with a copy of the Agenda and the sign-in sheet as documentation.
3. PROVIDER agrees that all staff members will abide by such laws in a timely manner.
4. PROVIDER shall submit by facsimile and make, within twenty-four (24) hours an accident/incident report to appropriate authorities with a copy to the BOARD when it becomes aware of circumstances including but not limited to: allegations of molestation, child abuse, missing children under the PROVIDER's supervision

9) EMPLOYEE BENEFITS

- (1) PROVIDER represents and warrants to BOARD that it will withhold income tax and social security tax for its employees and will maintain Worker's Compensation Insurance for each employee.
- (2) PROVIDER understands that its employees will not participate in any employee benefit provided by the BOARD during hours of employment by PROVIDER.

10) INDEPENDENT CONTRACTOR

- (1) PROVIDER is for all purposes arising under this Agreement, an Independent Contractor.
- (2) Provider and its officers, agents or employees may not, under any circumstances, hold themselves out to anyone as being officers, agents, or employees of the BOARD.
- (3) No officer, agent or employee of the BOARD or the PROVIDER shall be deemed an officer, agent, or employee of the other party.
- (4) Neither the PROVIDER nor the BOARD nor any officer, agent or employee thereof shall be entitled to any benefits to which employees of the other party are entitled, including but not limited to, overtime, retirement benefits, worker's compensation benefits, injury leave, or other leave benefits.

B. CONFIDENTIALITY AND NON-DISCLOSURE

- 1) PROVIDER is subject to all School District obligations relating to compliance with student records confidentiality laws. By signing this Agreement, the PROVIDER acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records.
- 2) PROVIDER agrees and signs the required School District of Indian River County Non-Disclosure Agreement (Exhibit B).

C. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

- 1) If PROVIDER is a State of Florida, or an agency or political subdivision of the State as defined by Section 768.28, Florida Statutes, PROVIDER shall furnish the BOARD, written verification of liability protection in accordance with Section 768.28, Florida Statutes.
- 2) At the time of executing this Agreement, PROVIDER shall furnish a certificate of insurance naming the School Board of Indian River County, Florida as a certificate holder and additional insured on all policies (except Worker's Compensation and Employee Liability). Certificates of coverage shall include adequate information to determine adequacy of coverage including but not limited to:
 - (a) Confirmation of deductibles for each policy and coverage
 - (b) Copy of additional insured endorsement.
 - (c) Copy of the endorsement providing thirty (30) day notice to the BOARD for cancellation, non-renewal, or major coverage change.
 - (d) Copy of endorsement providing waiver of subrogation
- 3) In the event PROVIDER pays insurance premiums more frequently than annually, PROVIDER shall promptly upon the making of each premium payment provide evidence thereof to BOARD
- 4) At all times during the Agreement Term, PROVIDER(s) shall, at its sole cost and expense, procure and maintain in full force and effect, with insurance carriers duly authorized to do business in the state of Florida, with a general Best's rating of "A-" or better and a financial size category of "IV" or better according to the A.M. Best rating Guide and acceptable to the BOARD, the following types of insurance:
 - a) **Commercial General Liability Insurance**
 - 1) Except as otherwise provided, the commercial General Liability Insurance provided by PROVIDER(s) shall conform to the requirements hereinafter set forth:
 - 2) PROVIDER's Insurance shall cover the PROVIDER(s) for those sources of Liability (Including but not by way of limitation, coverage for operations, Products/Completed Operations, independent contractors, and liability contractually assumed) which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office;
 - 3) The minimum limits to be maintained by PROVIDER(s) (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per occurrence/\$3 million annual aggregate;
 - 4) Except with respect to coverage for Property Damage Liability, the Commercial General Liability coverage shall apply on a first dollar basis without any application of a deductible or a self insured retention. The coverage for Property Damage Liability shall be subject to a maximum deductible of \$1,000 per occurrence; and
 - 5) PROVIDER(s) shall include the BOARD and its members, officers and employees as "additional insured" on the required Commercial General Liability Insurance. The coverage afforded such Additional Insured shall be no more restrictive than that which would be afforded by adding the BOARD as Additional Insured using the latest Additional insured Owners, Lessees or Contractors (Form B) Endorsement (ISO Form CG 20 10). The Certificate of insurance shall be clearly marked to reflect "The School BOARD of Indian River County, Florida, its members, officers, employees and agents as additional insured."
 - b) **Automobile Liability Insurance**
 - 1) The Automobile Liability Insurance shall conform to the following requirements:
 - 2) PROVIDER's Insurance shall cover the PROVIDER(s) for those sources of liability which would be covered by section II of the latest occurrence edition of the standard Business Auto Policy (ISO Form CA 00 01), including coverage for liability contractually assumed, as filed for use in the state of Florida by the Insurance Services Office;
 - 3) Coverage shall be included on all owned, non-owned and hired autos used in connection with his agreement; and
 - 4) The minimum limits to be maintained by PROVIDER(s) (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per occurrence/ and if subject to an annual aggregate, \$3 million annual aggregate.
 - c) **Workers' Compensation/Employers' Liability**
 - 1) The Workers' Compensation/Employers' Liability Insurance provided by PROVIDER(s) shall conform to the following requirements:
 - 2) PROVIDER's insurance shall cover the PROVIDER(s) (and to the extent its sub-contractors and sub-subcontractors are not otherwise insured), for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable federal or state law; and
 - 3) Subject to the restrictions found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standard Workers' Compensation Policy shall be: EL Each Accident: \$500,000; EL Disease- Policy Limit: \$500,000; EL Disease- Each Employee: \$500,000.
 - d) **Professional Liability Insurance**
 - 1) The Professional Liability Insurance provided by the PROVIDER(s) shall conform to the following requirements:
 - 2) PROVIDER's Professional Liability insurance shall be on a form acceptable to the BOARD and shall cover those sources of liability typically insured buy Professional Liability Insurance, arising out of or the rendering or failure to render

professional services in the performance of this agreement, including all provisions of indemnification which is part of this agreement;

- 3) The insurance shall be subject to a maximum deductible not to exceed \$25,000;
- 4) If on a claims-made basis, the PROVIDER(s) shall maintain without interruption, the Professional Liability Insurance until (3) years after this agreement; and
- 5) The minimum limits to be maintained by PROVIDER(s) (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per claim/annual aggregate.
- 6) By appropriate rider or endorsements to such policies, BOARD shall be included as an additional insured under such policies, which endorsements or riders shall further provide that coverages thereunder shall be primary without right of contribution of any insurance carried by the BOARD.
- 7) Prior to commencement of services hereunder, PROVIDER(s) shall provide to BOARD's office of Risk and Benefits Management copies of the riders or endorsement described above.
- 8) Each insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the BOARD and the Students by reason of any payment under such policy and shall provide that such insurance carriers shall notify the BOARD in writing at least (30) days prior to any cancellation, termination, non-renewal or modification to the PROVIDER's Policy(ies) required under this agreement.
- 9) Upon the execution of this agreement, PROVIDER(s) shall furnish to BOARD's Office of Risk and Benefits Management with Certificates of Insurance evidencing the PROVIDER's insurance coverage is consistent with the terms of the agreement.
- 10) PROVIDER(s) shall also provide copies of the policies to the BOARD.
- 11) PROVIDER(s) shall also provide the BOARD with renewal or replacement Certificates of Insurance no less than (30) days prior to cancellation, termination or modification.
- 12) PROVIDER(s) shall be in material breach of this agreement if PROVIDER(s) fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the BOARD may terminate this agreement without further liability to the PROVIDER(s). Additionally the PROVIDER(s) shall be liable to the BOARD for any and all damages incurred due to the PROVIDER's failure to perform the agreement terms;

D. NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS

- 1) In the performance of work under this Agreement, PROVIDER shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap, which shall include, but not be limited to the following:
 - a) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.
 - b) PROVIDER will post in conspicuous places, available for employees of PROVIDER and applicants for employment notices setting forth the provisions of the non-discriminatory clause.
- 2) PROVIDER shall meet all applicable federal, state, and local health, safety, and civil rights laws, and School BOARD Rules, including but not limited to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act;
- 3) Where applicable, PROVIDER will provide multiple language materials to students and to parents/guardians.

E. INDEMNIFICATION/HOLD HARMLESS

- 1) PROVIDER shall, in addition to any other obligation, indemnify the Indian River County School BOARD and to the fullest extent permitted by law without waiving the School BOARD's sovereign immunity, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the PROVIDER, or anyone directly or indirectly employed by them, or of anyone for whose acts any of them may be liable in the performance of the work; or violation of law or statute, ordinance, governmental administration order, rule or regulation in the performance of the work; claims or actions made by the PROVIDER or other party performing the work.
- 2) The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the PROVIDER under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.
- 3) Any costs or expenses, including attorney's fees, incurred by the School District of Indian River County to enforce this Agreement shall be borne by the PROVIDER.
- 4) PROVIDER recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant for good and valuable consideration provided by the BOARD in support of the indemnifications in accordance with the laws of the State of Florida.
- 5) This article will survive the termination of this Agreement.

F. COPYRIGHT AND PATENT INFRINGEMENT LAWS

- 1) All materials used by PROVIDER are subject to federal law regarding copyrights and patents.

G. PROHIBITED PRACTICES

- 1) PROVIDER is prohibited from offering any incentives to eligible students and/or their families to entice a student or a student's parent to choose a PROVIDER.

- 2) PROVIDER may award student incentives for performance or attendance, the total value of which may not exceed \$50.00 per student per year, after the PROVIDER has been chosen by the parent and enrolled by the BOARD.
- 3) Incentives must be earned by achievement or attendance.
- 4) PROVIDER may not use the availability of achievement or attendance incentives in its marketing efforts prior to student sign-up. Only student enrolled with a PROVIDER may be informed of achievement or attendance incentives.
- 5) PROVIDER shall not provide parent incentives.
- 6) PROVIDER must not disclose to the public the identity of any student eligible for or receiving Supplemental Educational Services without the written permission of the parent/guardian of such student.
- 7) PROVIDER must not defame the BOARD in any way or at any time, including but not limited to recruiting, advertising, presentations, publications, and parent conferences.
- 8) No funds made available shall be used in any way for lobbying or fundraising activities.

20. MUTUAL AGREEMENTS OF THE BOARD AND THE PROVIDER

A. STUDENT LEARNING PLAN

- 1) A Student Learning Plan (SLP) shall be developed by the District TITLE I staff and PROVIDER in consultation with parents/guardians for each eligible student whose parent/guardian elects to receive SES from the PROVIDER.
- 2) SLP will be based on academic performance data and can include a thorough assessment conducted by the state-approved SES PROVIDER. SLP must state the level of the student prior to the start of SES. The goals set forth in the SLP must address the specific deficiencies of the student. Each goal must state the timetable for improving the student's performance, the specific, measurable goal that the student will be working towards and the measure of growth that the student will achieve. All goals must be related to the Sunshine State Standards and/or Next Generation Standards and be consistent with the student's IEP or 504 plan, if applicable. SLP shall include at least two (2) goals for each student. PROVIDER agrees to submit two (2) copies monthly of the student's progress report to the BOARD which shall be included with the monthly invoice for services. The SLP shall also contain the description of how the parent will be informed monthly of the student's progress. The SLP must be signed by the parent, the PROVIDER and by the BOARD before tutoring services can begin. PROVIDER and BOARD agree to make at least three (3) documented attempts to obtain parent's signature on the SLP.
- 3) Changes in any student SLP may only be made with the written consent of the BOARD in consultation with parents/guardians. Any changes to the SLP must be agreed upon and approved by all parties and a new SLP developed and signed by all parties. In the event that there is disagreement on the changes, BOARD reserves the right to make the final determination
- 4) PROVIDER, BOARD or parents/guardians may request a review of a student's SLP.
- 5) PROVIDER shall not unilaterally terminate any SLP. PROVIDER shall obtain written authorization from the BOARD before terminating any SLP. A student's SLP shall terminate if the student ceased to be enrolled in the School District of Indian River County or if the student transfers to a non-Title I school site within the district.
- 6) The parents/guardians shall not be charged for any services rendered under the SLP unless such services and charges are clearly identified in writing, are agreed upon in advance and signed by the parents/guardians. In no event shall the agreed upon charges to the parent obligate the BOARD financially, nor shall the BOARD incur any obligation or expense in excess of the state/federal reimbursement amount as identified in Section 10 A above.
- 7) BOARD shall facilitate the development of the SLP in collaboration with PROVIDER and PARENT.
- 8) BOARD shall have the authority to identify the subject area(s) and benchmark(s) to be addressed in the SLP.
- 9) In collaboration with BOARD and PARENT, PROVIDER shall develop the specific goals for the student related to the identified benchmark and the specific timetable for improving the student achievement.
- 10) PROVIDER shall identify percentage of progress toward each goal and report progress monthly for each goal.
- 11) BOARD may terminate this Agreement if the PROVIDER fails to meet the student progress goals and timetables.
- 12) SLP must be approved and signed by all parties before services can begin. BOARD will not compensate for any services provided prior to parent signature date on the SLP.

B. SOURCE OF FUNDS AND LIMITATIONS

- 1) Nothing in this Agreement shall be construed to require the BOARD to meet its financial obligations with funds or sources of funding that are not specifically provided pursuant to, and available for expenditure under, the No Child Left Behind Act of 2001.
- 2) Nor does this Agreement create a multiple fiscal year obligation, and any financial commitment on the part of the BOARD contained in this Agreement is subject to annual appropriation by the BOARD, federal and or state governments, as applicable, and the Parties agree that the School BOARD has no obligation to fund the financial obligations under this Agreement other than for the then-current year of the Agreement term and subject to the requirements of the No Child Left Behind Act of 2001, or until the Agreement is terminated, if terminated during the term of the Agreement.

C. AMENDMENT

- 1) This Agreement may be modified or amended only with the mutual consent of both parties
- 2) All amendments must be in writing, executed by both parties and approved by the BOARD.
- 3) No change in this Agreement or in the SLP shall result in BOARD financial obligation to PROVIDER in excess of the State/Federal reimbursement rate per student per year to BOARD.

D. INDEPENDENT CONTRACTOR

- 1) This Agreement is by and between two independent agents and is not intended to and shall not be construed to create an agent, servant, employee, partnership, joint venture, or association relationship between the parties hereto.
- 2) PROVIDER understands and agrees that it shall be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage, and all other benefits of any kind, as required by law for its own employees, and assumes the full responsibility for the acts, and/or omissions of his/her employees or agents as they relate to the services to be provided under this Agreement.
- 3) The parties shall in no event be construed to be partners, joint venturers or associates of the other in the conduct of each party's business, nor shall the BOARD be liable for the debts of the PROVIDER in the conduct of the PROVIDER's business.
- 4) PROVIDER and any person working for or on behalf of the PROVIDER shall at all times be, and be regarded as, independent contractors, and are in no manner employees, servants, or agents of the School BOARD.
- 5) PROVIDER and any person working for or on behalf of the PROVIDER shall provide all necessary materials to effectively perform their duties.
- 6) PROVIDER agrees to comply with all applicable laws, including but not limited to state, federal and local tax laws; local and state laws concerning the licensing and operation of a business of the nature contemplated herein; local and state laws relating to health and safety; state and federal laws relating to nondiscrimination in employment; workers' compensation laws; and state and federal wage and hour laws;

E. SUBCONTRACT AND ASSIGNMENT

- 1) Neither PROVIDER nor BOARD may sub-contract, assign or transfer any interest in this Agreement without the prior written consent of the other party.
- 2) Such approval shall be attached and made part of this Agreement.
- 3) Subcontracts may be entered into only with PROVIDERS certified by the Florida Department of education.
- 4) Any sub-contractor assignee shall be bound by all of the terms of this Agreement, including the insurance and indemnification provisions.

F. DEFAULT

- 1) Failure on the part of PROVIDER to comply with or fulfill any term, condition, or timeline as specified in this Agreement, or the Student Learning Plan, will be sufficient to place the PROVIDER in Default of its obligations under this Agreement.
- 2) If BOARD determines that the PROVIDER is in Default as described, above BOARD shall notify the PROVIDER in writing immediately and shall have the right to withhold payment of outstanding invoices.
- 3) PROVIDER shall have seven (7) calendar days from receipt of Default Notification from the BOARD to respond in writing with a plan to cure said Default.
- 4) If the Default is not cured within fifteen (15) calendar days of BOARD, notification to PROVIDER, BOARD may, at its sole discretion terminate the Agreement.
- 5) If the Agreement is terminated under this Default provision, BOARD shall only be liable for payment for services provided through the termination date, at the sole discretion of BOARD. In no event shall PROVIDER be paid for any work not actually performed or for lost profits.
- 6) If the Agreement is terminated under this Default provision and in the event that BOARD then determines to have the Agreement completed by another PROVIDER, PROVIDER shall be liable for any costs of completion in excess of that called for in this contract.
- 7) If it is determined that the cause of the Default will endanger the health, safety, or welfare of students of Indian River County Public Schools receiving SES from PROVIDER, then this Agreement may be terminated immediately;

G. TERMINATION

- 1) The Agreement terminates automatically upon payment of the total amount for supplemental services or as of the close of business on the specified ending date of the Agreement, unless the Agreement has been terminated under the terms listed below.
- 2) BOARD shall retain the right to terminate this Agreement with or without cause upon twenty (20) calendar days prior written notice. PROVIDER may also elect to terminate this contract upon twenty (20) days written notice; however, in no event shall PROVIDER's exercise of its right to terminate this Agreement alleviate the PROVIDER of its responsibilities to complete any existing SLP's.
- 3) Should PROVIDER terminate this Agreement or withdraw from providing services after signing this Agreement and when the minimum number of children to be served has been met, the BOARD will report the PROVIDER to the Florida Department of Education and PROVIDER will be removed from the state-approved list for the current school year for the School District of Indian River County.
- 4) Upon termination that is not occasioned by the PROVIDER's default, BOARD shall pay, without duplication, for all services satisfactorily performed up to the date of termination. In consideration of this payment, PROVIDER waives all rights to any further payment from the BOARD;
- 5) In the event that it is determined that a termination for cause was unjustified, the termination shall be deemed a termination for convenience and PROVIDER shall be entitled to payment only for work actually performed prior to the termination and to any additional sums.
- 6) Notwithstanding part G(2) of this Section, the Board may terminate this contract with Providers immediately if there is any breach or action by Provider that is reasonably perceived by the School District of Indian River personnel, to create an unreasonable risk of harm or is detrimental to the interest of the students.

H. NON-EXCLUSIVITY

- 1) This Agreement does not grant to PROVIDER any exclusive privileges or rights; BOARD may contract with other PROVIDERs for the procurement of comparable services.
- 2) BOARD makes no commitment to request from PROVIDER any minimum or maximum amount of services hereunder, except as otherwise set forth in this Agreement.

I. SEVERABILITY

- 1) If any provision of this Agreement is held in whole or in part to be unenforceable or invalid by BOARD for any reason, the remainder of that provision and of the entire Agreement shall be severable and remain in full force and effect

J. DISPUTE RESOLUTION

- 1) Disputes between BOARD and PROVIDER concerning the interpretation of, requirements, or performance of the Agreement shall be submitted in writing and delivered in person or by certified mail to Cynthia Rountree, Director of Instructional Support, School District of Indian River County, 1990 – 25th Street, Vero Beach, FL 32960.
- 2) PROVIDER shall have the right to submit written documentation concerning the dispute and BOARD shall conduct a fair and thorough investigation concerning the dispute.
- 3) The determination shall be made by the Superintendent's designee, and shall be made in writing. If the determination of the BOARD results in termination of this contract, PROVIDER will be given ten (10) calendar days written notice and may appeal the decision to the FDOE, which shall be responsible for rendering a final written determination that will be binding on the parties

K. GOVERNING LAW

- 1) This Agreement shall be construed in accordance with the laws of the State of Florida.
- 2) PROVIDER agrees to be bound by any amendments to any State or Federal laws referenced in this Agreement or which impact the SES described herein upon the effective date of such amendments.
- 3) Any dispute with respect to this Agreement is subject to the laws of Florida, venue shall be exclusively in Indian River County, Florida.

L. ENTIRE AGREEMENT

- 1) This Agreement represents the entire agreement between the parties. No other promises or agreements have been made other than those in the Agreement.
- 2) This Agreement supersedes any prior agreements, understandings, promises, or representations, whether claimed to be oral or in writing. The parties have incorporated into this Agreement their entire understanding of the requirements under this agreement.
- 3) Each party acknowledges that it has read this Agreement carefully, fully understands the meaning of the terms of this Agreement, and is signing this Contract knowingly and voluntarily.
- 4) The failure of either party to insist in any one or more instances upon the strict performance of any one or more of the provisions of this Agreement shall not be construed as a waiver or relinquishment for the failure of any such term or provision, and the same shall continue in full force and effect.
- 5) No waiver or relinquishment of any rights or privileges established by this Agreement shall be deemed to have been made by either party unless in writing and signed by the parties; and

M. NOTICES

- 1) Every notice, approval, or consent authorized or required by this Contract shall not be effective unless same shall be in writing and sent postage prepaid by Unites States Certified Mail, directed to the other party at the address hereinafter provided or such other address that from time to time either party may designate upon notice and agreement of both parties in accordance herewith shall be directed to the parties at their respective address as follows:

As to the PROVIDER:

Signed and effective this _____ day of _____, 20 ____

Name of Supplemental Educational Service PROVIDER: _____

Tax Identification Number: _____

Signature of Supplemental Educational Service PROVIDER Authorized Representative: _____

As to the School BOARD:

Superintendent of Schools

School District of Indian River County
 1990-25th Street
 Vero Beach, FL 32960

Signed and effective this _____ day of _____, 20____ by the

SCHOOL BOARD OF INDIAN RIVER COUNTY

By:

Chairperson

Attested By:

Superintendent

DRAFT

The School Board of Indian River County, Florida
2012 Legislative Priorities

Florida Legislative Priorities

Position Statement

School districts are currently overburdened by the impact of new and established Federal and State Legislative mandates. The cost of these mandates are draining scarce resources away from the classroom. Any additional mandates at this time will have a detrimental impact and further impair the ability of school districts to continue to provide excellent service to students.

Adequate Funding

Allocate sufficient state dollars with flexibility to enable school districts to support: guaranteed continuation budgets that provide for enrollment growth, inflationary increases, competitive salaries and benefits for teachers and other personnel, and quality program improvements. Fund education consistent with Article IX, Section 1 of the Florida Constitution which states, “*the education of children is a fundamental value of the people of the State of Florida. It is, therefore, a paramount duty of the state to make adequate provision for the education of all children residing within its borders.*” Use state revenue to provide for these continuation budgets as opposed to the State relying on increases in local property tax revenues as the source of additional funds.

Class Size

Fully fund Class Size Reduction (CSR), pursuant to the constitutional amendment, but not at the expense of the basic FEFP. Provide full State funding for the cost of building additional schools and classrooms to meet the State’s responsibility under the current CSR amendment; and distribute the funds based on the school district’s utilization needs.

In order to provide a level playing field, provide traditional schools the same level of flexibility for class sizes at the school average, similar to that of charter schools.

Capital Outlay & School Construction

Amend F.S. 1011.71(2) to replace the capital outlay millage to its original and full 2.0 mills as provided in the law prior to July 1, 2008. Oppose any further reduction in the capital outlay millage below the current 1.5 mills in place as of July 1, 2010 and provide flexibility to the locally controlled school boards to transfer funds received under this subsection to the operating fund for non-capital expenditures deemed critical by those school boards.

ESE

Reinstate the funding for levels 251, 252, 253, and gifted students on a per student basis to the system in place prior to July 2001 to provide adequate funding for the level of services required for traditional public school ESE students. Allow for the funding for program needs to follow the student.

0.25 Critical Operating Needs Millage

During the 2011-2012 Legislative Session, section 1011.62 was amended to repeal the provision of this statute that authorized school districts to levy an additional 0.25 mills for critical capital outlay or critical operating needs subject to a local voter referendum for a period not to exceed two years. Reinstate this provision of the statute to authorize school districts to continue to ask its local citizenry via referendum to continue its investment in the local public educational system.

Public Educational Capital Outlay Funds (PECO)

During the 2011-2012 Legislative Session, approximately \$55.2 million in PECO funds were available for distribution to the K-12 public school system. All funds were allocated to charter schools and none to the traditional public school system most of which are in need of upkeep and maintenance. Reinstate and adequately fund the traditional school system and charter schools equitably.

Voluntary Prekindergarten

Reinstate the base student allocation amounts for the Voluntary Pre-Kindergarten program to 2010-2011 funding levels. During the 2011-2012 Legislative Session, the base student allocations for the school year and summer programs were reduced by approximately 7%. These reductions amounted to \$179 per student for the regular school year program and \$153 per student decrease for summer school program.

Teacher Lead Allocation

During the 2011-2012 Legislative Session approximately \$31.8 million was allocated to the Teacher Lead Program per F.S. 1012.71. Repeal this section of statute and incorporate these funds into the base student allocation (BSA).

INTER-INSTITUTIONAL ARTICULATION AGREEMENT
Indian River State College
And
Indian River County School District

Whereas, Section 1007.235, **Florida Statutes**, requires state colleges and school districts to develop comprehensive inter-institutional articulation agreements, the **District Board of Trustees for Indian River State College**, hereinafter referred to as the **TRUSTEES**, and the **Indian River County School Board**, hereinafter referred to as the **BOARD**, have made the following determinations:

- A) Terms of this Agreement shall commence July 1, 2011 and end June 30, 2012 unless terminated as hereinafter provided.
- B) Annual meetings shall take place between representatives from both institutions to review this Agreement to assure both parties that it continues to serve their mutual interests and provide student opportunities.
- C) Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.
- D) The parties through this Agreement recognize that as provided under Section 1007.235, F. S. and SBE Rule 6A-14.064, accelerated mechanisms such as Dual Enrollment/Early College and advanced (college-level) instructional programs for qualified students from the Indian River County School District enhance learning opportunities and are required to be made available for those students.
- E) The parties will adopt an Agreement as provided in Section 1007.235, F.S. and SBE Rule 6A-14.064 , including:
 - 1. College Credit Dual Enrollment
 - 2. Vocational Credit Dual Enrollment
 - 3. College Credit Early Admission
 - 4. Vocational Credit Early Admission

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. Ratification of Existing Agreements: All existing agreements between the TRUSTEES and the BOARD are hereby modified to conform with the terms of this agreement and the appendices of this document.

ARTICLE II. Program Description: In accordance with Section 1007.271, F.S. and SBE Rule 6A-14.064, the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward both high school completion and a career certificate or an associate degree. Dual enrollment, an articulated accelerated mechanism offered jointly by the TRUSTEES and the BOARD, shall broaden the scope of curricular options available to students and increase the depth of study available for a particular subject by offering college credit and post-secondary vocational courses to eligible high school students as provided

in the Dual Enrollment Inter-Institutional Articulation Agreement. Stipulations regarding course content, program requirements, student evaluation, faculty credentials, college environment, and strategic planning for dual enrollment courses are covered in the SBE Ruled 6A-14.064 rules adopted May 18, 2010 by the State Board of Education and included as an appendix to this Agreement, along with the IRSC Dual Enrollment Course list.

Beginning with students entering grade 9 in the 2006-07 school year, Section 1007.271, F.S. requires school districts to “weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems that discriminate against dual enrollment courses are prohibited.”

Course Lists: Any college credit course comprising 3 credits or higher and/or any vocational clock hour course comprising 75 hours or higher that is listed in the State Common Course Numbering System (SCNS) for postsecondary credit can be considered for Dual Enrollment. Courses that meet high school graduation requirements are listed in the DUAL ENROLLMENT COURSE EQUIVALENCY LIST. All high schools shall accept these postsecondary courses toward meeting the requirements of Section 1003.43, F.S.

Physical Education, College Preparatory courses, and private music lessons are excluded from this Agreement. Any changes necessary during the academic year will be mutually agreed upon by the articulation representatives of Indian River State College and the School District. Approval of courses for dual enrollment does not guarantee applicability toward satisfaction of eligibility requirements for Florida Bright Futures scholarships. Those requirements should be checked with the Bright Futures Office.

Course Credit: According to Section 1107.271 (2), F.S., students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer. Students who complete a three (3), four (4), or five (5) credit dual enrollment course at IRSC with a passing grade will earn at least one-half (1/2) credit in the designated subject towards the high school diploma unless credit is otherwise assigned by the DUAL ENROLLMENT EQUIVALENCY LIST.

College Guidance:

- 1) Dual enrollment students will be assigned an IRSC advisor during their first term of enrollment. They will meet with their advisor to create an advising plan based upon their academic and career goals. This plan will then be used by the student and the high school counselor in subsequent semesters to determine appropriate dual enrollment courses to be taken.
- 2) Dual enrollment students will be able to access their educational plan online via the IRSC website where it can be utilized to search for available classes each semester.
- 3) This plan will ensure that dual enrollment students remain “on-track” for a college degree as well as high school graduation.
- 4) IRSC provides high school counselors with online access to:
 - The student’s advising plan

- Transcript of grades
- Student degree audit, test scores and placement values
- Academic planning comments
- Student class schedule
- Email links to the student's IRSC counselor/advisor
- Electronic notification of student withdrawals and drops from IRSC Dual Enrollment classes.

This system helps to facilitate supportive communication between the high schools and college counselors regarding dual enrollment students.

Notice to Participate: Students, parents, and school counselors will be notified by IRSC on the opportunities to participate in Dual Enrollment classes by:

- 1) Providing information sessions to be held at all IRSC campuses during the Spring Semester of each academic year.
- 2) The Office of Enrollment Management at IRSC, local Provost, or other IRSC representatives visiting each high school to provide enrollment support and information to the high school guidance counselors.
- 3) Enrollment Management coordinating efforts to answer questions, provide materials, and direct inquiries from students and parents interested in dual enrollment.
- 4) Sending students and/or parents a letter informing them of the student options to participate in dual enrollment.
- 5) Hosting a guidance counselor conclave in the fall semester each year to update and inform area high school counselors of dual enrollment opportunities for students as well as other opportunities at IRSC.

Student Eligibility: High school students/parents interested in dual enrollment must fulfill the requirements to participate identified under Section 1007.231 (3), F.S. and SBE Rule 6A-14.064 and provided further, all eligible students:

- 1) Must be enrolled in grades 10, 11 or 12 in a Florida public secondary or in a Florida non-public secondary school which is in compliance with Section 1002.42 (2) or enrolled in home-education programs pursuant to Section 1002.01 (1).
- 2) Must hold a minimum of 3.0 unweighted GPA for college credit courses and a minimum of 2.0 unweighted GPA for technical education courses and/or Student Life Skills (SLS) courses. Recommended students with a GPA lower than the requirements above for dual enrollment may enroll pending documentation of approval from school district officials and the college administration.
- 3) Must show college coursework readiness by successfully achieving the scores established by the Florida College System for placement into college-level math, reading, and English courses as stated in Section 1008.30, F.S. During the academic year of 2011/12, the state of Florida will begin to use the new Postsecondary Education Readiness Test (PERT) exam instead of the College Placement Test (CPT).

- 4) May substitute the appropriate scores from a state-approved standardized test (ex. Enhanced ACT or SAT Recentered) to qualify for specific college credit dual enrollment courses.
- 5) Who have accumulated twelve (12) college credit hours and have not yet demonstrated proficiency in all of the basic competency areas of reading writing and mathematics must be advised in writing by the School District of the requirements for Associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286 F.S.
- 6) Must complete dual enrollment application/permission forms with all appropriate signatures.
- 7) Must complete course registration forms with all appropriate signatures.
- 8) Must complete any applicable vocational assessment (i.e. TABE).

Student Support: High school counselors and IRSC educational service staff members will work together to ensure that each student meets the academic eligibility requirements for dual enrollment courses.

High school guidance counselors are responsible for:

- 1) Assisting the student to identify college courses that also meet high school graduation requirements; see Dual Enrollment Course Offerings in the appendix of this Agreement.

IRSC Educational Services and advising staff will:

- 1) Make sure dual enrollment students are properly identified as such in the Mariner system.
- 2) Provide the school district with the student's grades at the end of the term electronically through the state FASTER system.
- 3) Provide Dual Enrollment students with the use of all of IRSC academic support resources. Students are encouraged to utilize services such as: Career Planning, Academic Support Centers (ASC), and Libraries.
- 4) Students may also access the IRSC website for detailed information on degrees, programs, and resources.

STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), F.S., and 20 U.S.C.A. 1232g Each party further agrees to comply with Section 1002.22, F.S., and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

Instructional Quality and Evaluation: The TRUSTEES shall accept the responsibility for all courses and certification of faculty as prescribed in SBE Rule 6A-14.064 (Appendix) and by the Southern Association of Colleges and Schools (SACS).

- 1) The President or designee, for the TRUSTEES, shall assign the instructors for all classes offered in accordance with this agreement.
- 2) If the parties agree to utilize instructors employed by the BOARD, those instructors shall meet the same IRSC certification qualifications for as other instructors employed by the TRUSTEES.
- 3) All instructors must be certified by the TRUSTEES.

- 4) A passing grade in a dual enrollment course indicates mastery of the performance standards for the course.
- 5) Those classes offered in a high school setting will maintain a collegial atmosphere with minimum interruptions in instructional time as established by SBE Rule 6A-14.064.
- 6) IRSC shall provide all instructors teaching dual enrollment courses with the approved course plans, objectives, competencies and final exams. Completed, scored exams will be returned to IRSC and held on file for at least one (1) year.
- 7) All instructors teaching dual enrollment courses shall provide a copy of the course syllabus to the appropriate IRSC Department Chair prior to the start of each term.
- 8) All full-time and adjunct faculty teaching dual enrollment courses shall be provided with a copy of the IRSC Faculty or Adjunct Faculty Handbook and a copy of the IRSC Student Handbook.

Responsibilities:

- 1) Students enrolled in dual enrollment classes in accordance with this Agreement are exempt from payment of registration, matriculation, and laboratory fees.
- 2) Insurance fees will be paid by the student unless BOARD provides appropriate insurance for coverage.
- 3) Students and/or the BOARD are responsible for transportation to and from dual enrollment classes.
- 4) The President or designee, for the TRUSTEES, shall have the responsibility for selection of textbook and courses materials in accordance with this Agreement.
- 5) The BOARD is responsible for providing instructional materials used in courses offered in accordance with this Agreement. The President or designee, for the TRUSTEES, and the Superintendent or designee, for the BOARD, shall mutually approve and agree upon procedures and conditions for the purchase, resale, and any reimbursement for instructional materials.
- 6) All textbooks and reusable course materials become property of the BOARD at the end of the course and must be returned to the school by the student using the course materials.
- 7) The TRUSTEES shall pay for instructional time rendered by an instructor employed by the TRUSTEES and in accordance with the current AAUP contract.
- 8) The BOARD shall be responsible for payment of instructors employed by the BOARD for courses offered in accordance with this agreement.
- 9) Class size, locations and time of course offerings will be approved by the President or designee, for the TRUSTEES.
- 10) Academic policies including grading, course withdrawals and repeats, and attendance will be in accordance with the College Catalog for Indian River State College and SBE Rule 6A-14.064.
- 11) Students and parents shall sign acknowledgement of the following college course-level expectations:
 - a. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements of SBE Rule 6A-10.030 F.A.C.; however, all grades are calculated into a student's GPA and will appear on the college transcript.

- b. All grades, including “W” for withdrawal, become part of the student’s permanent college transcript and may affect subsequent postsecondary admission.
 - c. College course materials and class discussions may reflect topics not typically included in secondary courses. College courses will not be modified to accommodate variations in student age and/or maturity.
 - d. Courses will be selected to meet degree/certificate requirements in order to minimize student and state costs for excess hours.
 - e. The inclusion of dual enrollment course plans in the student’s Electronic Personal Educational Planner (ePEP) as required by Section 1003.413(3)(i), F.S.
- 12) Grades awarded by IRSC are not subject to change by the BOARD or its representatives, including a “W”. State Board Rule 6A-1.09941, F.A.C., *State Uniform Transfer of High School Credits*, establishes uniform procedures related to the high school’s acceptance of transfer credit for students in Florida’s public schools.

ARTICLE III. Promotion of Mechanisms and Strategies to Address Student Academic Needs:

The BOARD and TRUSTEES will employ cooperative strategies for strengthening preparation of high school graduates in mathematics, science, reading, and writing. These strategies will include, but are not limited to, the following:

- 1) Sharing information on curricula, learning objectives, and innovative teaching techniques including the application of technology and recognition of student learning styles.
- 2) Providing in-service opportunities for teachers of math, science, reading, and writing instruction through services of the college.
- 3) Leading efforts to support the curricula of special academies in the high schools that align with college programs.
- 4) Providing access for students to the Academic Support Centers at each campus.
- 5) Collaborating on the transition of the PERT to be administered by the School District to all high school juniors who attain state-established FCAT scores.
- 6) Supporting the quality and alignment of secondary-level College Success courses (Math for College Success, Mathematics for College Readiness, Writing for Success, and Reading for College Success) offered in accordance with the requirements of SB1908, HB 1255, and associated SBE Rules and Technical Assistance papers issued by the Florida Department of Education. The purpose of these courses is to reduce the number of incoming state college students who require remediation.

ARTICLE IV. Career and Technical Programs: The Career Pathways and Tech Prep programs of study will be promoted by the TRUSTEES and the BOARD through various means including, but not limited to, the following:

- 1) Distribution of program brochures describing coursework and articulation to students.
- 2) Annual informational updates for high school counselors.
- 3) Articulation agreements in specific curricula providing students advanced standing credit toward completion of college programs.

ARTICLE V. Teacher Preparation Plan: The preparation and development of elementary, middle, and high school teachers will be improved by strategies including, but not limited to, the following:

- 1) Field Experience for students in education courses taught at IRSC, both through the EPI program and Bachelor of Science in Education programs.
- 2) Regular information exchanges between Indian River State College faculty and staff and the Indian River County School District faculty and staff.
- 3) Cooperative development of training opportunities.
- 4) Provision of Clinical Education Training to prepare district teachers to supervise pre-service educational practical and internships.
- 5) Cooperative grant writing in the field of Math and Science (STEM).
- 6) Electronic Distribution of Training Opportunities and Courses.

ARTICLE VI. Evaluation of the Agreement: This agreement shall be renewed annually unless both parties request a change or termination, in which case a change or termination will be given in writing by either party with ninety (90) days prior to such change or termination taking place. Evaluation of the Agreement will take place throughout the school year and include identifying problems, taking corrective actions, new strategies, and associated costs to implement those strategies. New courses will be added to the *DUAL ENROLLMENT EQUIVALENCY LIST* once approved by the DOE.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated there under. The parties expressly agree to maintain records in compliance with the Federal public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations.

IN WITNESS WHEREOF, the parties have caused this instrument to be signed in their respective names by their proper official, under these official seals, the day and year written below:

THE DISTRICT BOARD OF TRUSTEES
OF INDIAN RIVER STATE COLLEGE

SCHOOL BOARD OF
INDIAN RIVER COUNTY

Chair

Chair

Date: _____

Date: _____

Attest: _____

Dr. Edwin R. Massey
President

Attest: _____

Dr. Fran Adams
Superintendent

INTER-INSTITUTIONAL ARTICULATION AGREEMENT
Indian River State College
And
Indian River County School District

Appendix

State Board of Education
Rule: 6A-14.064 College Credit Dual Enrollment

List of Dual Enrollment Courses

DEPARTMENT OF EDUCATION

State Board of Education

RULE NO: RULE TITLE

6A-14.064: Dual Enrollment/Early College Programs

6A-14.064 College Credit Dual Enrollment.

(1) To be eligible to receive college credit through dual enrollment:

(a) Students must meet the grade point average (GPA) requirements, as specified in Section 1007.271, Florida Statutes, for the degree or certificate program selected. Procedures for determining exceptions to the GPA requirements on an individual student basis must be noted in the District Interinstitutional Articulation Agreement as required by Section 1007.235, Florida Statutes.

(b) Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), Florida Statutes, and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

(c) For joint dual enrollment and Advanced Placement (AP) courses, as authorized in Section 1007.272, Florida Statutes, students must comply with the add/drop policies and deadlines of the postsecondary institution. A student who elects to enroll in an AP course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.

(d) In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial eligibility unless otherwise noted in the District Interinstitutional Articulation Agreement.

(e) Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural guidelines and district-college responsibilities delineated in the District Interinstitutional Articulation Agreement.

(f) Districts and colleges may agree to extend dual enrollment participation in Student Life Skills (designated as SLS course prefix in the Statewide Course Numbering System) courses to students who do not meet the statutory eligibility requirements, if alternate eligibility requirements are delineated in the District Interinstitutional Articulation Agreement.

(g) In order to be considered a full-time dual enrollment early admission student, the student must enroll in a minimum of twelve (12) college credit hours but may not be required to enroll in more than fifteen (15) college credit hours.

(2) The following requirements shall apply to faculty providing instruction in college credit dual enrollment courses:

(a) All full-time or adjunct faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline, which is hereby incorporated by reference. The document may be accessed at <http://www.sacscoc.org/pdf/2010principlesofaccreditation.pdf>. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding credit shall ensure faculty teaching dual enrollment courses meet these qualifications.

(b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with the postsecondary institution, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.

(c) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in the District

(d) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(e) The postsecondary institution shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.

(f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at that institution.

(g) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

(h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with the college's discipline chair or department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

(3) The following curriculum standards for content, syllabi, exams, and grades shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, sections 2.7.4 and 3.5.1, which are hereby incorporated by reference. The document may be accessed at <http://www.sacscoc.org/pdf/2010principlesofaccreditation.pdf>. Assessments shall be provided to the high school campus dual enrollment course instructor by the college in a timely manner to ensure availability prior to scheduled administration dates. Completed,

scored exams will be returned to the postsecondary institution and held on file for a period of one (1) year.

(b) Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other postsecondary courses at the postsecondary institution with the same course prefix and number. The postsecondary institution will advise the school district of instructional material requirements as soon as that information becomes available, but no later than one term prior to a course being offered.

(c) Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe postsecondary institution procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.

(d) Policies relating to dual enrollment course withdrawals and repeats shall be determined by the college and must be clearly delineated in the District Interinstitutional Articulation Agreement.

(4) The following environmental standards shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.

(b) Dual enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, Florida Statutes.

(c) A formalized process between the high school counselor and the college must be delineated in the District Interinstitutional Articulation Agreement for informing students and parents or guardians of college course-level expectations, including, but not limited to the following:

1. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their college transcript.

2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.

3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

4. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

5. The inclusion of dual enrollment course plans in their Electronic Personal Educational Planner (ePEP) using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org, as required by Section 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.

(5) The following accountability and assessment standards shall apply to college credit dual enrollment:

(a) Postsecondary institutions shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

(b) High schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the college and the high school.

(c) Any course-, discipline-, college-, or system-wide assessments that a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

(d) Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, local school district, the college president, and the Department of Education.

Rulemaking Authority 1001.02(2), (6), 1007.271(3), (9) FS. Law Implemented 1007.271 FS. History—New _____.

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
ACG	2001	Financial Accounting I	Pract. Arts Career Ed.	0.5
ACG	2011	Financial Accounting II	Pract. Arts Career Ed.	0.5
ACG	2071	Managerial Accounting	Pract. Arts Career Ed.	0.5
ACR	V041	HVAC/R 1	Pract. Arts Career Ed.	1
ACR	V042	HVAC/R 2	Pract. Arts Career Ed.	1
ACR	V043	HVAC/R 3	Pract. Arts Career Ed.	1
ACR	V044	HVAC/R 4	Pract. Arts Career Ed.	1
ACR	V045	HVAC/R 5	Pract. Arts Career Ed.	1
ACR	V046	HVAC/R 6	Pract. Arts Career Ed.	1
ACR	V047	HVAC/R 7	Pract. Arts Career Ed.	1
ACR	V048	HVAC/R 8	Pract. Arts Career Ed.	1
ACR	V049	HVAC/R 9	Pract. Arts Career Ed.	1
ACR	V100	Basic Air Conditioning II	Pract. Arts Career Ed.	1
ACR	V523	Basic Air Conditioning I	Pract. Arts Career Ed.	1
ACR	V525	Basic Air Conditioning III	Pract. Arts Career Ed.	1
ACR	V548	Basic Air Conditioning IV	Pract. Arts Career Ed.	1
ACR	V607	Basic Air Conditioning V	Pract. Arts Career Ed.	1
ACR	V701	Basic Air Conditioning VI	Pract. Arts Career Ed.	1
ACR	V930	Special Topics in HVAC	Pract. Arts Career Ed.	1
ACR	V984	Air Conditioning Applications I	Pract. Arts Career Ed.	0.5
ACR	V985	Air Conditioning Applications II	Pract. Arts Career Ed.	0.5
ADV	2000	Advertising & Sales Promotion	Elective	0.5
AEB	2104	Principles of Agricultural Economics	Pract. Arts Career Ed.	0.5
AER	1081C	Introduction to Automotive Technology	Pract. Arts Career Ed.	0.5
AER	1198	Auto Engine Repair and Testing	Pract. Arts Career Ed.	0.5
AER	1498	Steering, Suspension and Alignment	Pract. Arts Career Ed.	0.5
AER	1598	Automotive Brake Systems	Pract. Arts Career Ed.	0.5
AER	1694C	Introduction to Automotive Electrical Systems	Pract. Arts Career Ed.	0.5
AER	2298	Automatic Transmissions and Transaxles	Pract. Arts Career Ed.	0.5
AER	2398	Manual Drive Trains and Axles	Pract. Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
AER	2695C	Advanced Automotive Electric Systems	Pract. Arts Career Ed.	0.5
AER	2758	Automotive Air Conditioning and Heating	Pract. Arts Career Ed.	0.5
AER	2895C	Advanced Engine Performance	Pract. Arts Career Ed.	0.5
AER	2898C	New Engine Performance	Pract. Arts Career Ed.	0.5
AER	V014	Automotive Services Assistor 1	Pract. Arts Career Ed.	0.5
AER	V015	Automotive Services Assistor 2	Pract. Arts Career Ed.	0.5
AER	V110	Engine Repair Technician	Pract.Arts Career Ed.	0.5
AER	V172	Auto Heat and A/C	Pract. Arts Career Ed.	0.5
AER	V257	Auto Automatic Transmission/Transaxles	Pract. Arts Career Ed.	1
AER	V274	Manual Transmission/Transaxles	Pract. Arts Career Ed.	1
AER	V418	Auto Brake Systems	Pract. Arts Career Ed.	1
AER	V453	Auto Steering and Suspension	Pract. Arts Career Ed.	1
AER	V499	Automotive Suspension & Steering Tech	Pract. Arts Career Ed.	0.5
AER	V691	Automotive Electricity/Electronics I	Pract. Arts Career Ed.	1
AER	V692	Automotive Electricity/Electronics II	Pract. Arts Career Ed.	1
AER	V891	Auto Engine Performance I	Pract.Arts Career Ed.	0.5
AER	V892	Auto Engine Performance II	Pract. Arts Career Ed.	.5
AMH	1070	History of Florida	Elective	0.5
AMH	2010	American History: Discovery - Reconstruction	American History (Social Studies)	0.5
AMH	2020	American History: Reconstruction - Present	American History (Social Studies)	0.5
AML	2010	American Literature To 1865	English	1
AML	2020	American Literature After 1865	English	1
ANT	2140	Intro To Biological Anthropology & Archaeology	Elective	0.5
ANT	2410	Cultural Anthropology	Elective	0.5
ARC	1301C	Architectural Design I	Performing Fine Arts	0.5
ARC	1302C	Architectural Design III	Performing Fine Arts	0.5
ARC	1701	Architectural History I	Performing Fine Arts	0.5
ARC	1702	Architectural History II	Performing Fine Arts	0.5
ARC	2201	Architectural Theory	Performing Fine Arts	0.5
ARC	2303	Architectural Design III	Performing Fine Arts	0.5

Indian River State College
Dual Enrollment Courses

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
ARC	2304	Architectural Design IV	Performing Fine Arts	0.5
ARC	2461	Architectural Materials And Methods	Performing Fine Arts	0.5
ARC	2501	Architectural Structures	Performing Fine Arts	0.5
ARH	1000	Art Appreciation	Performing Fine Arts	0.5
ARH	2050	History of Art: Prehistoric to Gothic	Performing Fine Arts	0.5
ARH	2051	History of Art: Renaissance through Modern	Performing Fine Arts	0.5
ARR	V101	Automotive Collision Repair & Refinishing I	Pract. Arts Career Ed.	1
ARR	V102	Automotive Collision Repair & Refinishing II	Pract. Arts Career Ed.	1
ARR	V103	Automotive Collision Repair & Refinishing III	Pract. Arts Career Ed.	1
ARR	V104	Automotive Collision Repair & Refinishing IV	Pract. Arts Career Ed.	1
ARR	V105	Automotive Collision Repair & Refinishing V	Pract. Arts Career Ed.	1
ARR	V106	Automotive Collision Repair & Refinishing VI	Pract. Arts Career Ed.	1
ARR	V107	Automotive Collision Repair & Refinishing VII	Pract. Arts Career Ed.	1
ARR	V108	Automotive Collision Repair & Refinishing VIII	Pract. Arts Career Ed.	1
ARR	V109	Automotive Collision Repair & Refinishing IX	Pract. Arts Career Ed.	1
ART	1201C	Color & Design I	Performing Fine Arts	0.5
ART	1203C	Color and Design II	Performing Fine Arts	0.5
ART	1300C	Drawing I	Performing Fine Arts	0.5
ART	1301C	Drawing II	Performing Fine Arts	0.5
ART	1701C	Introduction to Sculpture I	Performing Fine Arts	0.5
ART	1750C	Ceramics	Performing Fine Arts	0.5
ART	2500C	Painting I	Performing Fine Arts	0.5
ART	2501C	Painting II	Performing Fine Arts	0.5
ASL	1140	American Sign Language I	Elective	1
ASL	1150	American Sign Language II	Elective	1
ASL	2160	American Sign Language III	Elective	1
ASL	2200	American Sign Language IV	Elective	1
AST	1002/L	General Astronomy w/Lab Course	Science	1
BCN	1214	Materials & Methods of Construction Basic Structure	Pract. Arts Career Ed.	0.5
BCN	1250	Basic Drafting Principles	Pract. Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
BCN	1272	Plans Interpretation	Pract. Arts Career Ed.	0.5
BCN	1765	Codes & Regulations	Pract. Arts Career Ed.	0.5
BCN	2251	Architectural Drafting: Residential	Pract. Arts Career Ed.	0.5
BCN	2275	Plans Interpretation-Commercial	Pract. Arts Career Ed.	0.5
BCN	2440	Concrete Construction & Methods	Pract. Arts Career Ed.	0.5
BCT	1940	Professional Practice	Pract. Arts Career Ed.	0.5
BSC	1005/L	Life Science w/Lab Course (General Biology)	Science	1
BSC	1009	The Living World (Introduction to Biology)	Science	0.5
BSC	1084	Survey of the Human Body	Science	0.5
BSC	1254	Tropical Marine Ecology	Science	1
BSC	1421L	Introduction to Biotechnology with Lab	Science	1
BSC	2010/L	General Biology I with Lab	Science	1
BSC	2011/L	General Biology II with Lab	Science	1
BSC	2093/L	Anatomy & Physiology I with Lab	Science	1
BSC	2094/L	Anatomy & Physiology II with Lab	Science	1
BSC	2426/L	Biotechnology I with Lab	Science	1
BSC	2435	Introduction to Bioinformatics	Science	1
BUL	2241	Business Law I	Pract. Arts Career Ed.	0.5
BUL	2242	Business Law II	Pract. Arts Career Ed.	0.5
CCJ	1600	Deviant Behavior	Pract. Arts Career Ed.	0.5
CCJ	2020	Introduction to Criminal Justice	Pract. Arts Career Ed.	0.5
CEN	2940	Computer Science Internship	Elective	0.5
CET	1112C	Logic Circuits I	Elective	0.5
CET	1113C	Logic Circuits II	Elective	0.5
CET	1178	A+ Certification I	Pract. Arts Career Ed.	0.5
CET	1179C	A+ Certification II	Elective	0.5
CET	2123C	Microprocessors I	Elective	0.5
CET	2127C	Microprocessors II	Elective	0.5
CGS	1522	Microsoft PowerPoint	Pract. Arts Career Ed.	0.5
CGS	1000	Introduction to Computer Usage	Elective	0.5

Indian River State College
Dual Enrollment Courses

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
CGS	1060	College Computing	Elective	0.5
CGS	1064	Introduction to Internet	Elective	0.5
CGS	1100	Computer Applications in Business	Elective	0.5
CGS	1540	Introduction to Access	Elective	0.5
CGS	1700	Introduction to Operating Systems	Elective	0.5
CGS	1821	Web Site Development	Pract. Arts Career Ed.	0.5
CGS	1822	Web Page Design with Expression Web	Elective	0.5
CGS	1843	Introduction to E-Commerce	Elective	0.5
CGS	1871	Introduction to Multimedia	Elective	0.5
CGS	1876	Web Animation	Elective	0.5
CGS	2172	E-Commerce Design	Elective	0.5
CGS	2878	Multimedia Programming	Elective	0.5
CHD	1220	Introduction to Child Development	Pract. Arts Career Ed.	0.5
CHI	1120	Elementary Chinese I	Elective	1
CHI	1121	Elementary Chinese II	Elective	1
CHM	1020	Introduction to Chemistry (Chemical Science)	Science	0.5
CHM	1045/L	General Chemistry I with Lab	Science	1
CHM	1046/L	General Chemistry II with Lab	Science	1
CHM	2210/L	Organic Chemistry with Lab	Science	1
CHM	2211/L	Organic Chemistry II with Lab	Science	1
CIS	1000	Introduction to Information Technology	Elective	0.5
CIS	2321	Computer Systems Design	Elective	0.5
CJC	2000	Introduction to Corrections	Pract. Arts Career Ed.	0.5
CJC	2162	Probation and Parole	Pract. Arts Career Ed.	0.5
CJD	1940	Internship in Criminal Justice	Pract. Arts Career Ed.	0.5
CJE	1000	Introduction to Law Enforcement	Pract. Arts Career Ed.	0.5
CJE	2300	Police Organization and Administration	Pract. Arts Career Ed.	0.5
CJE	2600	Criminal Investigation I	Pract.Arts Career Ed.	0.5
CJE	2640	Introducation to Criminalistics I	Pract.Arts Career Ed.	0.5
CJE	2002	Juvenile & Law	Pract.Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
CJL	1000	Fundamentals of the Law	Pract. Arts Career Ed.	0.5
CJL	2062	Constitutional Law	Pract. Arts Career Ed.	0.5
CJL	2100	Criminal Law	Pract. Arts Career Ed.	0.5
CJL	2130	Rules of Evidence	Pract. Arts Career Ed.	0.5
CJL	2403	Criminal Procedure	Pract. Arts Career Ed.	0.5
CJL	2500	Introduction to the Courts	Pract. Arts Career Ed.	0.5
CLP	2140	Abnormal Psychopathology	Elective	0.5
COP	1332	Visual Basic Programming	Pract. Arts Career Ed.	0.5
COP	1800	Java Programming	Pract. Arts Career Ed.	0.5
COP	1830	Web Programming	Pract. Arts Career Ed.	0.5
COP	2000	Introduction to Computer Programming I	Elective	0.5
COP	2001	Introduction to Computer Programming II	Elective	0.5
COP	2334	C++ Programming	Elective	0.5
COP	2700	Data Base Programming	Elective	0.5
COP	2841	Advanced Web Programming CGI/PERL	Pract. Arts Career Ed.	0.5
COS	V080	Cosmetology I	Pract. Arts Career Ed.	1
COS	V081	Cosmetology II	Pract. Arts Career Ed.	1
COS	V082	Cosmetology III	Pract. Arts Career Ed.	1
COS	V083	Cosmetology IV	Pract. Arts Career Ed.	1
COS	V084	Cosmetology V	Pract. Arts Career Ed.	1
COS	V085	Cosmetology VI	Pract. Arts Career Ed.	1
COS	V086	Cosmetology VII	Pract. Arts Career Ed.	1
COS	V087	Cosmetology VIII	Pract. Arts Career Ed.	1
COS	V350C	Shaving	Pract. Arts Career Ed.	1
COS	V351C	Mustache And Beard Design	Pract. Arts Career Ed.	1
COS	V500C	Introduction to Barbering	Pract. Arts Career Ed.	1
COS	V510C	Barber Styling	Pract. Arts Career Ed.	1
COS	V520C	Creative Accents And Business Management	Pract. Arts Career Ed.	1
COS	V530C	Chemical Processed of Hair	Pract. Arts Career Ed.	1
COS	V550C	Technology, Specialties and Florida Law	Pract. Arts Career Ed.	1

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
CPO	2002	Comparative Politics Introduction	Elective	0.5
CRW	2001	Creative Writing I	Elective	0.5
CRW	2002	Creative Writing II	Elective	0.5
CSP	V010	Manicure, Pedicure, Nail Extensions I	Pract. Arts Career Ed.	1
CSP	V011	Manicure, Pedicure, Nail Extensions II	Pract. Arts Career Ed.	1
CSP	V100	Esthetics	Pract. Arts Career Ed.	2
CSP	V240C	Chemical and Skin Treatments	Pract. Arts Career Ed.	1
CTE	1401	Introduction to Textiles	Elective	0.5
CTS	1104	Windows Professional	Elective	0.5
CTS	1205	Excel I	Pract. Arts Career Ed.	0.5
CTS	1334	Windows Server	Elective	0.5
CTS	1650	CCNA1: NETWORKING BAS	Elective	0.5
CTS	2106	UNIX / LINUX	Elective	0.5
CTS	2304	Windows Network Infrastructure	Elective	0.5
CTS	2310	Network Security	Elective	0.5
CTS	2651	CCNA2: Router Technology	Elective	0.5
CTS	2652	CCNA3: Advanced Routers	Elective	0.5
CTS	2653	CCNA4: WAN Technologies	Elective	5
DEP	1002	Child and Adolescent Psychology	Elective	0.5
DEP	2004	Human Development	Elective	0.5
DIE	2201	Survey of Diet Modifications	Pract. Arts Career Ed.	0.5
DIG	1000	Introduction to Digital Media	Pract. Arts Career Ed.	0.5
DIG	1115	Adobe Photoshop	Pract. Arts Career Ed.	0.5
DIG	2116	Photoshop Level II	Pract. Arts Career Ed.	0.5
DIG	2030	Digital Video Production I	Pract. Arts Career Ed.	0.5
DIG	2430	Digital Story Development for Film and Gaming	Pract. Arts Career Ed.	0.5
DIM	1001	Introduction to Diesel Engines	Pract. Arts Career Ed.	0.5
DSC	1860	Introduction to Public Safety Careers	Pract. Arts Career Ed.	0.5
ECO	2000	Introduction to Economics	Economics (Social Studies)	0.5
ECO	2013	Principles of Economics - Macro	Economics (Social Studies)	0.5

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
ECO	2023	Principles of Economics - Micro	Economics (Social Studies)	0.5
EDF	2005	Introduction to the Teaching Profession	Pract. Arts Career Ed.	0.5
EDF	2085	Introduction to Diversity & Exceptionalities for Educators	Pract. Arts Career Ed.	0.5
EDP	2002	Introduction to Educational Psychology	Elective	0.5
EET	1015C	DC Circuits	Pract. Arts Career Ed.	0.5
EET	1025C	AC Circuits	Pract.Arts Career Ed.	0.5
EET	1215C	Introduction to Electronics	Pract. Arts Career Ed.	0.5
EET	1724C	Electronic Design Software Tools	Pract.Arts Career Ed.	0.5
EET	2141C	Electronic Devices I	Pract. Arts Career Ed.	0.5
EET	2142C	Electronic Devices II	Pract. Arts Career Ed.	0.5
EEX	2010	Introduction To Special Education	Pract. Arts Career Ed.	0.5
EEX	1013	Special Needs In Early Childhood Education	Pract.Arts Career Ed.	0.5
EGS	1001	Introduction to Engineering	Pract. Arts Career Ed.	0.5
EGS	1110	Engineering Graphics II	Pract. Arts Career Ed.	0.5
EME	2040	Introduction to Technology for Educators	Pract. Arts Career Ed.	0.5
EMS	1059C	First Responder	Pract. Arts Career Ed.	0.5
EMS	1119C	Fundamentals of Emergency Technician	Pract. Arts Career Ed.	1
ENC	1101	English Composition I	English	1
ENC	1102	English Composition II	English	1
ENC	1107	Advanced College Writing	English	1
ENC	2200	Business Communications	Elective	0.5
ENC	2210	Technical Communications	English	0.5
ENG	1123	History of Film I	English	1
ENG	1.124	History of Film II	English	1
ENL	2012	English Literature to 1798	English	1
ENL	2022	English Literature after 1798	English	1
ESC	1000	Earth Science	Science	0.5
EST	2542	Programmable Logic Controllers I	Pract. Arts Career Ed.	0.5
EST	2544	Programmable Logic Controllers II	Pract. Arts Career Ed.	0.5
EST	2676	Introduction to Robotics	Pract. Arts Career Ed.	0.5

**Indian River State College
Dual Enrollment Courses**

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
ETC	2521	Hydraulics and hydrology	Pract. Arts Career Ed.	0.5
ETD	1320	Introduction To AUTOCAD	Pract. Arts Career Ed.	0.5
ETD	1812	QUARKXPRESS	Pract. Arts Career Ed.	0.5
ETD	1817	Adobe Illustrator	Pract. Arts Career Ed.	0.5
ETD	1842	3D Studio VIZ Level I	Pract. Arts Career Ed.	0.5
ETD	2340	Autocad Level II	Pract. Arts Career Ed.	0.5
ETD	2350C	AUTOCAD Level 3	Pract. Arts Career Ed.	0.5
ETD	2377	3D Digital Animation I	Pract. Arts Career Ed.	0.5
ETD	2378C	3D Digital Animation II	Pract. Arts Career Ed.	0.5
ETD	2395	CAD Architectural	Career Ed.	0.5
ETD	2816C	Digital Video Post Production	Pract. Arts Career Ed.	0.5
ETI	1091	Introduction to Emerging Technologies	Pract. Arts Career Ed.	0.5
ETI	1634	Introduction to Industrial Design	Pract. Arts Career Ed.	0.5
ETI	1932	Introduction to Technology	Pract. Arts Career Ed.	0.5
EUH	2000	Western Civilization: Origins to 1485	Elective	0.5
EUH	2001	Western Civilization: 1485 to 1815	Elective	0.5
EUH	2002	Western Civilization: 1815 to the Present	Elective	0.5
FAS	1010	Introduction to Aquaculture	Pract. Arts Career Ed.	0.5
FFP	1000	Introduction and Orientation to Fire Fighting	Pract. Arts Career Ed.	0.5
FFP	1040	Private Fire Brigade	Pract. Arts Career Ed.	0.5
FIL	1030	History of Film	Performing Fine Arts	0.5
FIN	2001	Introduction to Finance	Pract. Arts Career Ed.	0.5
FRE	1120	Elementary French I	Elective	1
FRE	1121	Elementary French II	Elective	1
GCO	1400	Turf Grasses for Golf & Landscaping	Pract. Arts Career Ed.	0.5
GCO	1402	Turf Grass Science	Pract. Arts Career Ed.	0.5
GCO	1450	Integrated Pest Management for Golf Courses	Pract. Arts Career Ed.	0.5
GCO	1611	Golf Shop Management	Pract. Arts Career Ed.	0.5
GCO	1942	Field Training-Turf Equipment Management	Pract. Arts Career Ed.	0.5
GCO	1947	Golf Course Design Concepts	Pract. Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
GCO	2601	Material Calculations for Golf Course	Pract. Arts Career Ed.	0.5
GCO	2632	Golf Course Organization Administration	Pract. Arts Career Ed.	0.5
GCO	2944	Golf Course Internship	Pract. Arts Career Ed.	0.5
GEA	2000	World Geography	Elective	0.5
GEB	1011	Introduction to Business	Pract. Arts Career Ed.	0.5
GEB	1350	Introduction To International Business	Pract. Arts Career Ed.	0.5
GEB	1931	Introduction to Business Technology	Pract. Arts Career Ed.	0.5
GER	1120	Elementary German I	Elective	1
GER	1121	Elementary German II	Elective	1
GEY	1000	Issues of Aging	Elective	0.5
GIS	1041	Introduction to GIS & GPS Applications (Requires GIS1060)	Elective	0.5
GIS	1060	GIS/Geographic Information Systems w/ARC View	Elective	0.5
GIS	2080	AUTOCAD, ADE, AND MAP	Elective	0.5
GIS	2081	GIS Creation w/ARCCAD	Elective	0.5
GIS	2350	GIS and Wetlands/Water Resources	Elective	0.5
GIS	2410	GIS And Land Planning	Elective	0.5
GLY	1010	Introduction To Geology	Science	0.5
GRA	1129	Visualization Basics		
GRA	1206	Typography	Pract. Arts Career Ed.	0.5
GRA	2111C	Graphics	Pract. Arts Career Ed.	0.5
GRA	2152	Illustrator Level 2	Pract. Arts Career Ed.	0.5
GRA	2160	Adobe Animation I	Pract. Arts Career Ed.	0.5
GRA	2161	2D Digital Animation	Pract. Arts Career Ed.	0.5
GRA	2170	Introduction To Advertising Design and Graphics	Pract. Arts Career Ed.	0.5
GRA	2714	Digital Video Production II	Pract. Arts Career Ed.	0.5
HCP	V122	Nursing Assistant - Classroom and Lab	Pract. Arts Career Ed.	0.5
HEV	V110	Early Childhood Education I	Pract. Arts Career Ed.	1
HEV	V130	Early Childhood Education II	Pract. Arts Career Ed.	1
HEV	V137	Early Childhood Education III	Pract. Arts Career Ed.	1
HEV	V158	Early Childhood Education IV	Pract. Arts Career Ed.	1

Indian River State College
Dual Enrollment Courses

(as of August 2011.)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
HFT	1000	Introduction to Hospitality and Tourism	Pract. Arts Career Ed.	0.5
HIM	1000	Health Information Management I	Pract. Arts Career Ed.	0.5
HIM	1510C	Healthcare Data Analysis	Pract. Arts Career Ed.	0.5
HLP	1081	Personal Wellness	Physical Education	0.5
HOS	1010	Fundamentals of Horticulture	Pract. Arts Career Ed.	0.5
HSC	1001	Introduction to Health Professions	Pract. Arts Career Ed.	0.5
HSC	1802	Health Science Seminar & Supervised Work Exper.	Pract. Arts Career Ed.	0.5
HSC	2100	Personal & Community Health	Physical Education	0.5
HSC	2400	First Aid & Safety	Pract. Arts Career Ed.	0.5
HSC	2531	Medical Terminology I	Pract. Arts Career Ed.	0.5
HSC	V003	Introduction to Healthcare	Pract. Arts Career Ed.	0.5
HUM	1541	Humanities Literature	Elective	0.5
HUM	1533	Humanities Philosophy	Elective	0.5
HUM	2512	Humanities Fine Arts	Elective	0.5
HUN	1201	Nutrition	Elective	0.5
HUS	1001	Introduction to Human Services	Elective	0.5
HUS	1200	Group Dynamics	Elective	0.5
HUS	1400	Introduction to Drugs of Abuse	Elective	0.5
HUS	2111	Introduction to Interpersonal Behavior	Elective	0.5
HUS	2301	Counseling Techniques	Elective	0.5
HUS	2302	Techniques Of Interviewing and Intervention	Elective	0.5
HUS	2401	Substance Abuse and Personality Development	Elective	0.5
HUS	2500	Introduction To Ethics In Human Services	Elective	0.5
HUS	2820	Internship in Human Services	Elective	0.5
IDS	1110	Pursuit of Knowledge (pre-requisite: admission to IRSC Honors)	Elective	0.5
IND	1020	Principles of Interior Design	Pract. Arts Career Ed.	0.5
IND	1462	Introduction to Architectural CAD	Pract. Arts Career Ed.	0.5
IND	2100	History of Interiors	Pract. Arts Career Ed.	0.5
IND	2940	Interior Design Practicum I	Pract. Arts Career Ed.	0.5
INR	2002	International Relations	Elective	0.5

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
IPM	1323	Application of Pesticides	Pract. Arts Career Ed.	0.5
JOU	1100	News Reporting and Writing	Elective	0.5
LIN	2670	Linguistics and English Grammar (Writing and Grammar)	English	0.5
LIS	2005	Intro To Electronic Information	Elective	0.5
LIT	2110	World Literature I	English	1
LIT	2120	World Literature: The Enlightenment to the Present	English	1
LIT	2330	Introduction to Children's Literature	Elective	0.5
MAC	1105	College Algebra	Mathematics	1
MAC	1114	Trigonometry	Mathematics	1
MAC	1140	Precalculus Algebra	Mathematics	1
MAC	2233	Calculus for Business I	Mathematics	1
MAC	2311	Calculus I with Analytic Geometry	Mathematics	1
MAC	2312	Calculus II	Mathematics	1
MAC	2313	Calculus III	Mathematics	1
MAN	2021	Principles of Management	Pract. Arts Career Ed.	0.5
MAN	2300	Human Resource Management	Pract. Arts Career Ed.	0.5
MAP	2302	Differential Equations	Mathematics	1
MAR	2011	Principles of Marketing	Pract. Arts Career Ed.	0.5
MAS	2103	Linear Algebra	Mathematics	1
MAT	1033	Intermediate Algebra	Mathematics	0.5
MCB	2010/L	Microbiology w/Lab Course (Requires BSC2010/L)	Science	1
MEA	V231	Anatomy & Physiology	Science	0.5
MET	1001	Weather and Climate	Science	0.5
MGF	2106	Liberal Arts Mathematics I	Mathematics	1
MGF	2107	Liberal Arts Mathematics II	Mathematics	1
MKA	1303	Mid Mgmt Seminar & Work Experience I	Pract. Arts Career Ed.	0.5
MKA	1313	Mid Mgmt Seminar & Work Experience II	Pract. Arts Career Ed.	0.5
MKA	1351	Business Seminar & Supervised Work Experience I	Pract. Arts Career Ed.	0.5
MKA	1352	Business Seminar & Supervised Work Experience II	Pract. Arts Career Ed.	0.5
MKA	2021	Salesmanship	Pract. Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
MKA	2041	Retail Management	Pract. Arts Career Ed.	0.5
MKA	2104	Principles of Visual Merchandising	Pract. Arts Career Ed.	0.5
MKA	2323	Mid Mgmt Seminar & Work Experience III	Pract. Arts Career Ed.	0.5
MKA	2333	Mid Mgmt Seminar & Work Experience IV	Pract. Arts Career Ed.	0.5
MMC	1000	Survey of Mass Communication	Elective	0.5
MNA	1162	Customer Service Technology	Pract. Arts Career Ed.	0.5
MNA	1821	Electronic Commerce	Pract. Arts Career Ed.	0.5
MNA	2100	Interpersonal Relations in Business	Pract. Arts Career Ed.	0.5
MNA	2345	Supervision	Pract. Arts Career Ed.	0.5
MTG	2204	Elementary Geometry (Informal Geometry)	Mathematics	1
MUL	2010	Survey of Music Literature	Performing Fine Arts	0.5
MUL	2012	Survey Music Theater	Performing Fine Arts	0.5
MUN	2240	String Orchestra	Elective	0.5
MUT	1001	Fundamentals of Theory	Performing Fine Arts	0.5
MUT	1111	Theory of Music I	Performing Fine Arts	0.5
MUT	1112	Theory of Music II	Performing Fine Arts	0.5
MUT	2116	Theory Of Music III	Performing Fine Arts	0.5
MUT	2117	Theory of Music IV	Performing Fine Arts	0.5
MUY	2100	Humanities: Music & Music Therapy	Performing Fine Arts	0.5
OCB	1000/L	Introduction to Marine Biology with Lab	Science	1
OCB	1630/L	Marine Ecology with Lab	Science	1
OCE	2001/L	Introduction to Oceanography with Lab	Science	1
ORH	2841	Landscape Installation	Pract. Arts Career Ed.	0.5
ORH	2859	Landscape Design and Maintenance	Pract. Arts Career Ed.	0.5
ORI	1001	Oral Interpretation	Pract. Arts Career Ed.	0.5
OST	1713	Microsoft Word	Pract. Arts Career Ed.	0.5
OST	2401	Office Practice	Pract. Arts Career Ed.	0.5
OST	2611	Medical Transcription I	Pract. Arts Career Ed.	0.5
OST	2821	Desktop Publishing		
OTA	V005	Office Skills Training I	Pract. Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
OTA	V006	Office Skills Training II	Pract. Arts Career Ed.	0.5
OTA	V001	Office Support Technology I	Pract. Arts Career Ed.	0.5
OTA	V002	Office Support Technology II	Pract. Arts Career Ed.	0.5
OTA	V100	Data Entry I	Pract. Arts Career Ed.	0.5
OTA	V425	Data Entry II	Pract. Arts Career Ed.	0.5
OTA	V031	Computer Applications I	Pract. Arts Career Ed.	0.5
OTA	V032	Computer Applications II	Pract. Arts Career Ed.	0.5
OCA	V312	Office Communications I	Pract. Arts Career Ed.	0.5
QCA	V313	Office Communications II	Pract. Arts Career Ed.	0.5
PCB	1030	Introduction to Ecology	Science	0.5
PGY	1800	Principles of Digital Photography	Elective	0.5
PHI	1010	Introduction to Philosophy	Elective	0.5
PHI	1103	Critical Thinking	Elective	0.5
PHI	1635	Ethical Issues in Health Care	Elective	0.5
PHI	1639	Ethics in the Electronic Frontier	Elective	0.5
PHI	1801	Philosophy of Art	Elective	0.5
PHI	2100	Introduction to Logic	Elective	0.5
PHI	2630	Introduction to Ethics	Elective	0.5
PHY	1020	Principles of Physics	Science	0.5
PHY	2048/L	Physics for Engineers with Lab	Science	1
PHY	2049/L	Physics for Engineers II with Lab	Science	1
PHY	2053/L	College Physics I with Lab	Science	1
PHY	2054/L	College Physics II with Lab	Science	1
PLA	1104	Legal Research and Writing I	Pract. Arts Career Ed.	0.5
PLA	1610	Real Estate and Property Law	Pract. Arts Career Ed.	0.5
PLA	1763	Law Office Management	Pract. Arts Career Ed.	0.5
PLA	2003	Introduction to Paralegal Studies	Pract. Arts Career Ed.	0.5
PLA	2058	Survey of Law	Pract. Arts Career Ed.	0.5
PLA	2114	Legal Research and Writing II	Pract. Arts Career Ed.	0.5
PLA	2203	Civil Litigation I	Pract. Arts Career Ed.	0.5

Indian River State College
Dual Enrollment Courses
(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
PLA	2223	Civil Litigation II	Pract. Arts Career Ed.	0.5
PLA	2273	Torts	Pract. Arts Career Ed.	0.5
PLA	2800	Family/Domestic Law	Pract. Arts Career Ed.	0.5
PMT	1120	Electric Welding I	Pract.Arts Career Ed.	0.5
PMT	1125	Electric Welding II	Pract.Arts Career Ed.	0.5
PMT	1128	Combination Welding I	Pract.Arts Career Ed.	0.5
PMT	2930	Welding Fabrication Techniques	Pract.Arts Career Ed.	0.5
PMT	2931	Welding Design and Fabrication	Pract.Arts Career Ed.	0.5
POS	1041	American Government I	American Government (Soc.	0.5
POS	2112	State and Local Governments	Elective	0.5
PPE	2001	Person and Personality Development	Elective	0.5
PSC	1341/L	Physical Science with Lab	Science	1
PSY	2012	Introduction to Psychology	Elective	0.5
QMB	1001	Mathematics of Business	Pract. Arts Career Ed.	0.5
REA	1205	Advanced College Reading I	Elective	0.5
REA	1931	Reading to Learn in the Content Areas	Elective	0.5
REE	1040	Real Estate Principles I	Pract. Arts Career Ed.	0.5
REL	1300	World Religions	Humanities	0.5
SBM	1000	Entrepreneurship	Pract. Arts Career Ed.	0.5
SLS	1101	Student Success	Elective	0.5
SLS	1261	Essentials of Contemporary Leadership	Elective	0.5
SLS	1421	Personal and Career Development	Elective	0.5
SLS	1932	Special Topics in Study Skills for Business Students	Elective	0.5
SLS	2940	Service Learning and Civic Engagement	Elective	0.5
SLS	2941	Service Learning and Pre-Med Career Shadowing/Scientific	Elective	0.5
SLS	2942	Service Learning and Peer Mentoring	Elective	0.5
SPC	1300	Fundamentals of Interpersonal Communication	Performing Fine Arts	0.5
SPC	1608	Introduction to Speech Communication	Performing Fine Arts	0.5
SPN	1120	Elementary Spanish I	Elective	1
SPN	1121	Elementary Spanish II	Elective	1

**Indian River State College
Dual Enrollment Courses**

(as of August 2011)

Course Prefix	Course Number	Title	Subject Area Requirement Satisfied at High School	High School Credit Awarded
SPN	2220	Intermediate Spanish I	Elective	1
SPN	2221	Intermediate Spanish II	Elective	1
STA	2023	Elementary Statistics I	Mathematics	1
SUR	1101	Surveying I	Pract. Arts Career Ed.	0.5
SWS	2102	Soils And Fertilizers	Pract. Arts Career Ed.	0.5
SYG	1250	Multicultural Issues	Elective	0.5
SYG	1430	Family Relations	Elective	0.5
SYG	2000	Introduction to Sociology	Elective	0.5
SYG	2010	Social Problems	Elective	0.5
THE	1000	Introduction to Drama	Performing Fine Arts	0.5
TPA	1200	Beginning Stagecraft	Elective	0.5
TPA	1211	Stagecraft II	Performing Fine Arts	0.5
TPA	1230	Theatre Costuming I	Performing Fine Arts	0.5
TPA	1248	Stage Make-up	Elective	0.5
TPA	2220	Introduction To Stage Lighting	Performing Fine Arts	0.5
TPA	2221	Advanced Stage Lighting	Elective	0.5
TPA	2252	Introduction to Audio Visual Technology	Elective	0.5
TPA	2260	Sound for the Stage	Elective	0.5
TPP	1110	Acting I	Performing Fine Arts	0.5
WOH	2012	World History To 1500	World History (Social Studies)	0.5
WOH	2022	World History 1500 To Present	World History (Social Studies)	0.5
WOH	2040	World in the 20th Century	World History	0.5

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SCHOOL DISTRICT OF INDIAN RIVER COUNTY
 REVENUE STATUS SUMMARY
 MAY 31, 2011

FND FUNC	- 100 GENERAL FUND DESCRIPTION	ESTIMATED REVENUE	CURRENT REVENUE MAY 2011	YTD REVENUE COLLECTED	UNCOLLECTED REVENUE	PERCENT COLLECTED
3191	RESERVE OFFICERS TRAINING CORP	75,000.00	23,551.34	90,394.51	15,394.51-	121
3202	MEDICAID	250,000.00	4,125.18	239,940.86	10,059.14	96
3310	FLA EDUCATION FINANCE PROGRAM	5,879,441.00	511,376.00	5,688,951.00	190,490.00	97
3315	WORKFORCE DEVELOPMENT	932,729.00	72,666.00	762,993.00	169,736.00	82
3317	PERFORMANCE BASED INCENTIVES	25,680.00	2,140.00	21,400.00	4,280.00	83
3343	STATE LICENSE TAX	155,000.00	3,511.56	145,474.95	9,525.05	94
3344	LOTTERY FUNDS	0.00	13,502.00	27,004.00	27,004.00-	0
3355	CLASS SIZE REDUCTION (CSR)	19,357,816.00	1,685,136.00	17,697,246.00	1,660,570.00	91
3361	SCHOOL RECOGNITION FUNDS	682,305.00	0.00	682,305.00	0.00	100
3363	EXCELLENT TEACHING PROGRAM	0.00	135,700.92	135,700.92	135,700.92-	0
3371	VOLUNTARY PRE-K PROGRAM	718,846.10	79,620.67	438,748.89	280,097.21	61
3399	OTHER MISCELLANEOUS STATE REVE	19,557.43	0.00	19,557.43	0.00	100
3411	DISTRICT SCHOOL TAX	88,837,870.00	1,637,259.32	86,249,667.50	2,588,202.50	97
3414	CRITICAL OPERATING MILLAGE	3,599,526.00	65,853.25	3,483,512.63	116,013.37	97
3423	EXCESS FEES	65,000.00	0.00	63,796.75	1,203.25	98
3425	RENT	145,830.00	6,877.64	148,641.22	2,811.22-	102
3431	INTEREST ON INVESTMENTS	328,866.29	17,542.44	349,873.29	21,007.00-	106
3440	GIFTS, GRANTS AND REQUESTS	6,200.00	0.00	6,200.00	0.00	100
3462	POST SECONDARY VOC COURSE FEES	165,709.49	708.00	129,514.31	36,195.18	78
3463	CONTINUING WRKFORCE COURSE FEE	7,239.00	0.00	0.00	7,239.00	0
3464	CAPITAL IMPROVEMENT FEES	11,300.00	36.00	6,193.00	5,107.00	55
3465	POSTSECONDARY LAB FEES	85,723.50	3,258.00	61,713.00	24,010.50	72
3466	LIFELONG LEARNING FEES	28,839.50	3,305.00	21,855.00	6,984.50	76
3467	GED TESTING FEES	24,948.00	2,786.00	22,638.00	2,310.00	91
3469	OTHER STUDENT FEES	15,849.50	1,270.00	11,039.94	4,809.56	70
3473	SCHOOL AGE CHILD CARE FEES	161,092.09	16,703.63	172,117.58	11,025.49-	107
3474	EXTENDED DAY SUMMER PROGRAM	5,000.00	0.00	0.00	5,000.00	0
3491	BUS FEES	10,000.00	0.00	22,287.22	12,287.22-	223
3493	SALE OF JUNK	0.00	1,259.00	1,259.00	1,259.00-	0
3494	FEDERAL INDIRECT	300,000.00	36,558.71	355,345.06	55,345.06-	118
3495	OTHER MISC LOCAL SOURCES	1,465,777.80	63,091.99	1,484,499.81	18,722.01-	101
3497	REFUNDS-PRIOR YEAR EXPENDITURE	49,213.74	0.00	48,131.92	1,081.82	98
3630	TRANSFERS-CAPITAL PROJECTS FD	871,022.00	102,529.00	768,493.00	102,529.00	88
3730	SALE OF FIXED ASSETS	70,574.07	857.93	79,906.23	9,332.16-	113
3740	INSURANCE LOSS RECOVERIES	22,355.79	0.00	23,506.53	1,150.74-	105
	*	124,374,311.30	4,491,225.58	119,459,907.55	4,914,403.75	96

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
 REVENUE STATUS SUMMARY
 MAY 31, 2011

FND FUNC	- 200 DEBT SERVICE DESCRIPTION	ESTIMATED REVENUE	CURRENT REVENUE MAY 2011	YTD REVENUE COLLECTED	UNCOLLECTED REVENUE	PERCENT COLLECTED
3199	MISCELLANEOUS FEDERAL DIRECT	693,873.98	693,873.98	693,873.98	0.00	100
3322	CO & DS WITHHELD-SBE/COBI BOND	594,215.04	0.00	0.00	594,215.04	0
3412	DIST INTEREST/SINKING TAXES	4,751,374.24	85,822.80	4,611,255.72	140,118.52	97
3431	INTEREST ON INVESTMENTS	0.00	214.44	3,699.33	3,699.33-	0
3630	TRANSFERS-CAPITAL PROJECTS FD	9,975,527.32	7,095,108.70	9,941,462.56	34,064.76	100
	*	16,014,990.58	7,875,019.92	15,250,291.59	764,698.99	95

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
 REVENUE STATUS SUMMARY
 MAY 31, 2011

FND FUNC	- 300 DESCRIPTION	CAPITAL FUND	ESTIMATED REVENUE	CURRENT REVENUE MAY	2011	YTD REVENUE COLLECTED	UNCOLLECTED REVENUE	PERCENT COLLECTED
3321	CO & DS DISTRIBUTED		64,194.00		0.00	64,194.00	0.00	100
3391	PUBLIC EDUCATION CAPITAL OUTLA		824,916.00		0.00	824,916.00	0.00	100
3397	CHARTER SCHOOL CAPITAL OUTLAY		871,022.00		3,063.96	871,022.00	0.00	100
3399	OTHER MISCELLANEOUS STATE REVE		30,000.00		0.00	30,000.00	0.00	100
3413	DIST LOCAL CAPITAL IMPROVE TAX		21,597,156.00		0.00	21,597,156.00	0.00	100
3431	INTEREST ON INVESTMENTS		197,711.74		32,917.88	197,555.22	156.52	100
3496	Impact Fees		296,631.20		16,427.00	296,631.20	0.00	100
3711	STATE BD OF EDUCATION/COBI		160,000.00		0.00	160,000.00	0.00	100
3750	Proceeds from Certif.of Partic		26,261,000.00		0.00	26,261,000.00	0.00	100
3791	Premium on Sale of Bonds		13,890.55		0.00	13,890.55	0.00	100
	*		50,316,521.49		52,408.84	50,316,364.97	156.52	100

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
 REVENUE STATUS SUMMARY
 MAY 31, 2011

FND FUNC	- 400 DESCRIPTION	SPECIAL REVENUE	ESTIMATED REVENUE	CURRENT REVENUE		YTD	UNCOLLECTED REVENUE	PERCENT COLLECTED
				MAY	2011	REVENUE COLLECTED		
3201	VOCATIONAL EDUCATION ACTS		188,465.40	15,740.52		148,190.76	40,274.64	79
3210	State Stabilization Funds K12		5,770,792.69	533,688.10		4,576,141.46	1,194,651.23	79
3211	State Stabilization Funds WFD		60,746.00	5,056.52		54,256.17	6,489.83	89
3214	ARRA Race to the Top		636,800.00	446.46		733.02	636,066.98	0
3215	Education Jobs Fund		3,675,068.00	0.00		3,675,068.00	0.00	100
3226	EISENHOWER MATH AND SCIENCE		886,939.30	83,004.90		580,766.41	306,172.89	65
3230	EDUCATION FOR THE HANDICAPPED		5,831,003.35	509,031.31		5,191,310.04	639,693.31	89
3240	ECIA, CHAPTER 1		5,918,693.93	358,854.62		3,337,013.62	2,581,680.31	56
3251	ADULT BASIC EDUCATION		247,144.00	14,403.82		143,563.46	103,580.54	58
3261	SCHOOL LUNCH REIMBURSEMENT		3,749,585.99	0.00		3,335,847.76	413,738.23	89
3262	SCHOOL BREAKFAST REIMBURSEMENT		1,158,939.32	0.00		974,040.64	184,898.68	84
3263	AFTER SCHOOL SNACKS-FED REIMB		189,972.94	0.00		161,435.44	28,537.50	85
3265	USDA DONATED COMMODITIES		180,000.00	1,969.79		112,005.56	67,994.44	62
3267	SUMMER FEEDING PROGRAM		226,000.00	0.00		125,661.90	100,338.10	56
3268	FRESH FRUIT AND VEGETABLE PRG		45,360.00	3,085.77		42,153.67	3,206.33	93
3269	OTHER FEDERAL THRU STATE FS		51,762.06	0.00		5,571.00	46,191.06	11
3280	Federal Through Local		51,010.67	5,883.03		50,177.86	832.81	98
3290	OTHER FEDERAL THROUGH STATE		878,965.34	39,204.52		639,465.59	239,499.75	73
3293	EMERGENCY IMMIGRANT EDUC. PROG		194,659.04	15,074.71		109,000.90	85,658.14	56
3299	MISC FEDERAL THRU STATE		99,155.85	0.00		97,880.98	1,274.87	99
3337	SCHOOL BREAKFAST SUPPLEMENT		50,340.00	0.00		58,597.49	8,257.49-	116
3338	SCHOOL LUNCH SUPPLEMENT		60,816.00	0.00		61,849.51	1,033.51-	102
3390	MISCELLANEOUS STATE REVENUE		951.00	0.00		1,153.00	202.00-	121
3431	INTEREST ON INVESTMENTS		0.00	584.01		781.44	781.44-	0
3451	STUDENT LUNCHES		1,414,209.38	199,663.15		1,880,426.69	466,217.31-	133
3452	STUDENT BREAKFASTS		112,655.17	30.53		261.10	112,394.07	0
3453	ADULT BREAKFASTS/LUNCHES		88,359.00	14,121.25		147,120.59	58,761.59-	167
3454	STUDENT A LA CARTE		1,008,835.00	35,376.81		304,632.65	704,202.35	30
3455	Student Snacks (Revised Redbk)		182,600.00	0.00		0.00	182,600.00	0
3456	MEALS ON WHEELS-OTH FOOD SALES		350,000.00	68,973.38		329,393.93	20,606.07	94
3457	CATERING AND OTHER FOOD SALES		0.00	442.75		4,894.87	4,894.87-	0
3458	OTHER MISC FS REVENUES-GRANTS		62,513.00	0.00		62,513.00	0.00	100
3495	OTHER MISC LOCAL SOURCES		11,627.60	893.15		12,628.06	1,000.46-	109
	*		33,383,970.03	1,905,529.10		26,224,536.57	7,159,433.46	79

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
 REVENUE STATUS SUMMARY
 MAY 31, 2011

FND FUNC	- 700 DESCRIPTION	INTERNAL SERVICE FUN REVENUE	CURRENT REVENUE		YTD	UNCOLLECTED REVENUE	PERCENT COLLECTED
			ESTIMATED REVENUE	MAY	2011		
3199	MISCELLANEOUS FEDERAL DIRECT	265,000.00		0.00	206,467.91	58,532.09	78
3431	INTEREST ON INVESTMENTS	30,000.00		1,444.81	25,006.51	4,993.49	83
3440	GIFTS, GRANTS AND REQUESTS	75,000.00		0.00	75,000.00	0.00	100
3481	CHARGES FOR SERVICES-PROP FUND	78,033.24		12,261.48	56,617.78	21,415.46	73
3483	PREMIUM REVENUE-VISION INS	80,000.00		6,792.65	82,853.94	2,853.94-	104
3484	PREMIUM REVENUE-HEALTH INS	14,167,188.00		1,041,874.81	13,804,515.52	362,672.48	97
3485	PREMIUM REVENUE-DENTAL	1,070,000.00		99,391.09	1,158,967.29	88,967.29-	108
3486	PREMIUM REVENUE-LIFE INSURANCE	550,000.00		38,687.60	515,590.20	34,409.80	94
3487	PREMIUM REVENUE-DISABILITY INS	350,000.00		24,449.22	301,274.40	48,725.60	86
3488	CONTRIBUTIONS-FLEXIBLE SPENDIN	350,080.00		24,310.42	313,608.46	36,471.54	90
3742	REINSURANCE RECOVERY	0.00		199,179.98	201,495.94	201,495.94-	0
	*	17,015,301.24		1,448,392.06	16,741,397.95	273,903.29	98

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
 REVENUE STATUS SUMMARY
 MAY 31, 2011

FND FUNC	- 900 DESCRIPTION	ENTERPRISE FUNDS	ESTIMATED REVENUE	CURRENT REVENUE MAY	2011	YTD REVENUE COLLECTED	UNCOLLECTED REVENUE	PERCENT COLLECTED
3431	INTEREST ON INVESTMENTS		0.00	366.57		1,058.23	1,058.23-	0
3473	SCHOOL AGE CHILD CARE FEES		981,200.68	62,837.55		704,151.23	277,049.45	72
	*		981,200.68	63,204.12		705,209.46	275,991.22	72

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
REVENUE STATUS SUMMARY
MAY 31, 2011

END FUNC	- DESCRIPTION	ESTIMATED REVENUE	CURRENT REVENUE MAY	2011	YTD REVENUE COLLECTED	UNCOLLECTED REVENUE	PERCENT COLLECTED
=====							
REQUEST 005	TOTAL	242,086,295.32	15,835,779.62		228,697,708.09	13,388,587.23	94

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
INSTRUCTION SERVICE 5000										
APPROPRIATION		76075629.41	44932310.83	12480875.51	13417158.57	1400.00	3686905.81	253028.19	1303950.50	.00
EXPENDITURE		61444980.65	35694528.65	9969467.98	11681197.11	651.15	2467997.50	208156.12	1422982.14	.00
ENCUMBRANCE		421319.55	.00	.00	183317.67	.00	215677.42	22091.46	233.00	.00
BALANCE		14209329.21	9237782.18	2511407.53	1552643.79	748.85	1003230.89	22780.61	119264.64	.00
PUPIL PERSONNEL SER 6100										
APPROPRIATION		3431394.82	2600961.74	760984.91	26823.51	3580.00	26145.56	319.98	12579.12	.00
EXPENDITURE		2941347.51	2233305.01	650139.48	16042.08	3359.96	18468.30	139.98	19892.70	.00
ENCUMBRANCE		12412.09	.00	.00	6898.30	.00	5513.79	.00	.00	.00
BALANCE		477635.22	367656.73	110845.43	3883.13	220.04	2163.47	180.00	7313.58	.00
INST MEDIA SERVICES 6200										
APPROPRIATION		1103767.46	770713.70	230390.56	4144.72	.00	13784.74	77096.87	7636.87	.00
EXPENDITURE		959304.21	671002.14	201692.30	2964.70	.00	9673.97	66281.24	7689.86	.00
ENCUMBRANCE		10018.31	.00	.00	332.37	.00	1952.84	7733.10	.00	.00
BALANCE		134444.94	99711.56	28698.26	847.65	.00	2157.93	3082.53	52.99	.00
INST & CURR DEV 6300										
APPROPRIATION		1320228.67	986710.55	268640.46	34698.35	.00	4064.38	156.60	25958.33	.00
EXPENDITURE		1185273.27	894830.42	244925.94	22306.04	.00	2022.55	49.99	21138.33	.00
ENCUMBRANCE		3716.61	.00	.00	3716.61	.00	.00	.00	.00	.00
BALANCE		131238.79	91880.13	23714.52	8675.70	.00	2041.83	106.61	4820.00	.00
INST STAFF TRAINING 6400										
APPROPRIATION		207582.27	87804.85	21939.61	64944.42	.00	12259.45	920.00	19713.94	.00
EXPENDITURE		156922.20	83769.23	21286.12	27954.44	.00	8814.05	783.70	14314.66	.00
ENCUMBRANCE		4346.93	.00	.00	4346.93	.00	.00	.00	.00	.00
BALANCE		46313.14	4035.62	653.49	32643.05	.00	3445.40	136.30	5399.28	.00
INSTR RELATED TECH 6500										
APPROPRIATION		768009.10	423290.70	130497.64	212852.23	1330.53	.00	38.00	.00	.00
EXPENDITURE		680404.62	388370.28	120206.41	167684.05	4105.93	.00	37.95	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		87604.48	34920.42	10291.23	45168.18	2775.40	.00	.05	.00	.00
BOARD OF EDUCATION 7100										
APPROPRIATION		1153732.46	192027.00	470010.46	430745.00	.00	2950.00	.00	58000.00	.00
EXPENDITURE		909729.18	175861.02	353453.90	325464.07	.00	542.42	.00	54407.77	.00
ENCUMBRANCE		91570.59	.00	.00	91570.59	.00	.00	.00	.00	.00
BALANCE		152432.69	16165.98	116556.56	13710.34	.00	2407.58	.00	3592.23	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
GEN ADMINISTRATION 7200										
APPROPRIATION		427877.60	311451.50	72776.18	23551.92	.00	5030.00	100.00	14968.00	.00
EXPENDITURE		421019.43	325673.67	62613.56	14900.92	.00	3075.28	.00	14756.00	.00
ENCUMBRANCE		8396.95	.00	4000.00	4396.95	.00	.00	.00	.00	.00
BALANCE		1538.78-	14222.17-	6162.62	4254.05	.00	1954.72	100.00	212.00	.00
SCH ADMINISTRATION 7300										
APPROPRIATION		7739291.27	5876834.28	1716904.28	71470.46	325.27	48295.11	8292.91	17168.96	.00
EXPENDITURE		7013052.76	5347913.97	1561388.93	43146.78	492.05	34941.66	3647.90	21521.47	.00
ENCUMBRANCE		21969.78	.00	.00	14041.46	.00	4152.48	3775.84	.00	.00
BALANCE		704268.73	528920.31	155515.35	14282.22	166.78-	9200.97	869.17	4352.51-	.00
FAC ACQ & CONST 7400										
APPROPRIATION		558929.37	416257.00	115426.47	4953.87	1945.60	2255.99	17830.44	260.00	.00
EXPENDITURE		511913.37	381734.26	105972.58	3029.54	1809.10	1966.45	17141.44	260.00	.00
ENCUMBRANCE		1680.77	.00	.00	1640.93	.00	39.84	.00	.00	.00
BALANCE		45335.23	34522.74	9453.89	283.40	136.50	249.70	689.00	.00	.00
FISCAL SERVICES 7500										
APPROPRIATION		1612142.18	847996.52	239748.77	512713.12	.00	5339.15	200.00	6144.62	.00
EXPENDITURE		1156609.78	779750.20	219973.63	132330.00	.00	5051.25	.00	19504.70	.00
ENCUMBRANCE		10696.62	.00	.00	10505.06	.00	.00	191.56	.00	.00
BALANCE		444835.78	68246.32	19775.14	369878.06	.00	287.90	8.44	13360.08-	.00
FOOD SERVICE 7600										
APPROPRIATION		29079.50	26729.95	2349.55	.00	.00	.00	.00	.00	.00
EXPENDITURE		29205.31	26729.95	2475.36	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		125.81-	.00	125.81-	.00	.00	.00	.00	.00	.00
CENTRAL SERVICES 7700										
APPROPRIATION		1984145.13	1297233.20	358888.58	203815.60	7150.00	69808.70	12158.36	35090.69	.00
EXPENDITURE		1804235.07	1239671.37	342673.27	139621.14	10245.48	42540.29	10033.88	19449.64	.00
ENCUMBRANCE		29984.79	.00	.00	19874.41	.00	7187.67	389.25	2533.46	.00
BALANCE		149925.27	57561.83	16215.31	44320.05	3095.48-	20080.74	1735.23	13107.59	.00
TRANSPORTATION SER 7800										
APPROPRIATION		4978202.56	2864732.10	1008080.07	213447.01	630183.82	115708.67	1000.00	145050.89	.00
EXPENDITURE		4123464.05	2144255.36	830350.38	284934.88	610480.88	101765.18	397.50-	152074.87	.00
ENCUMBRANCE		46864.04	.00	.00	14977.51	20229.87	10476.09	.00	1180.57	.00
BALANCE		807874.47	720476.74	177729.69	86465.38-	526.93-	3467.40	1397.50	8204.55-	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
OPERATION SERVICES 7900										
APPROPRIATION		12632042.35	3342961.56	1141586.97	2044352.88	5625454.72	422108.42	1534.47	54043.33	.00
EXPENDITURE		11013538.66	3065278.22	1046697.14	2233812.23	4236889.99	334883.49	983.47	94994.12	.00
ENCUMBRANCE		111458.41	.00	.00	37388.89	889.74	73179.78	.00	.00	.00
BALANCE		1507045.28	277683.34	94889.83	226848.24	1387674.99	14045.15	551.00	40950.79	.00
MAINTENANCE SERVICE 8100										
APPROPRIATION		440170.48	155355.43	56297.28	247827.91	37860.00	108558.30	36363.78	15024.38	.00
EXPENDITURE		2723464.77	1744183.82	524055.92	199336.43	61642.91	147581.07	27356.59	19308.03	.00
ENCUMBRANCE		92555.69	.00	.00	32041.98	241.31	57972.63	2299.77	.00	.00
BALANCE		2375849.98	1588828.39	467758.64	16449.50	24024.22	314112.00	6707.42	4283.65	.00
ADMIN TECH SERVICES 8200										
APPROPRIATION		2212148.83	1224569.17	333996.66	618386.44	.00	20321.53	14875.03	.00	.00
EXPENDITURE		2055198.29	1125350.91	307150.38	599104.10	.00	18077.37	5142.78	372.75	.00
ENCUMBRANCE		5472.52	.00	.00	4240.33	.00	562.29	669.90	.00	.00
BALANCE		151478.02	99218.26	26846.28	15042.01	.00	1681.87	9062.35	372.75	.00
COMMUNITY SERVICES 9100										
APPROPRIATION		408.00	.00	.00	108.00	.00	300.00	.00	.00	.00
EXPENDITURE		93.00	.00	.00	108.00	.00	15.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		315.00	.00	.00	.00	.00	315.00	.00	.00	.00
*SUB TOTAL										
APPROPRIATION		116674781.46	66357940.08	19409393.96	18131994.01	6309229.94	4326719.21	423914.63	1715589.63	.00
EXPENDITURE		99129756.13	56322208.48	16564523.28	15893936.51	4929677.45	3197385.83	339357.54	1882667.04	.00
ENCUMBRANCE		872463.65	.00	4000.00	429289.99	21360.92	376714.83	37150.88	3947.03	.00
BALANCE		16672561.68	10035731.60	2840870.68	1808767.51	1358191.57	752618.55	47406.21	171024.44	.00
DEBT SERVICES 9200										
APPROPRIATION		500000.00	.00	.00	.00	.00	.00	.00	500000.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		500000.00	.00	.00	.00	.00	.00	.00	500000.00	.00
*SUB TOTAL										
APPROPRIATION		500000.00	.00	.00	.00	.00	.00	.00	500000.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		500000.00	.00	.00	.00	.00	.00	.00	500000.00	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
FUND BALANCE	2700									
APPROPRIATION		.00	.00	.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
GRAND TOTAL FOR FUND										
APPROPRIATION	117174781.46	66357940.08	19409393.96	18131994.01	6309229.94	4326719.21	423914.63	2215589.63		.00
EXPENDITURE	99129756.13	56322208.48	16564523.28	15893936.51	4929677.45	3197385.83	339357.54	1882667.04		.00
ENCUMBRANCE	872463.65	.00	4000.00	429289.99	21360.92	376714.83	37150.88	3947.03		.00
BALANCE	17172561.68	10035731.60	2840870.68	1808767.51	1358191.57	752618.55	47406.21	328975.56		.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
DEBT SERVICES 9200										
APPROPRIATION		16382563.84	.00	.00	.00	.00	.00	.00	16382563.84	.00
EXPENDITURE		8584200.90	.00	.00	.00	.00	.00	.00	8584200.90	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		7798362.94	.00	.00	.00	.00	.00	.00	7798362.94	.00
*SUB TOTAL										
APPROPRIATION		16382563.84	.00	.00	.00	.00	.00	.00	16382563.84	.00
EXPENDITURE		8584200.90	.00	.00	.00	.00	.00	.00	8584200.90	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		7798362.94	.00	.00	.00	.00	.00	.00	7798362.94	.00
GRAND TOTAL FOR FUND										
APPROPRIATION		16382563.84	.00	.00	.00	.00	.00	.00	16382563.84	.00
EXPENDITURE		8584200.90	.00	.00	.00	.00	.00	.00	8584200.90	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		7798362.94	.00	.00	.00	.00	.00	.00	7798362.94	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
FAC ACQ & CONST 7400										
APPROPRIATION		97975036.03	.00	.00	.00	.00	.00	97975036.03	.00	.00
EXPENDITURE		21237958.70	.00	.00	.00	.00	.00	21237958.70	.00	.00
ENCUMBRANCE		41004864.08	.00	.00	.00	.00	.00	41004864.08	.00	.00
BALANCE		35732213.25	.00	.00	.00	.00	.00	35732213.25	.00	.00
*SUB TOTAL										
APPROPRIATION		97975036.03	.00	.00	.00	.00	.00	97975036.03	.00	.00
EXPENDITURE		21237958.70	.00	.00	.00	.00	.00	21237958.70	.00	.00
ENCUMBRANCE		41004864.08	.00	.00	.00	.00	.00	41004864.08	.00	.00
BALANCE		35732213.25	.00	.00	.00	.00	.00	35732213.25	.00	.00
DEBT SERVICES 9200										
APPROPRIATION		154349.21	.00	.00	.00	.00	.00	.00	154349.21	.00
EXPENDITURE		122932.39	.00	.00	.00	.00	.00	.00	122932.39	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		31416.82	.00	.00	.00	.00	.00	.00	31416.82	.00
9700 - 9790										
APPROPRIATION		10846549.32	.00	.00	.00	.00	.00	.00	.00	846549.32
EXPENDITURE		10709955.56	.00	.00	.00	.00	.00	.00	.00	709955.56
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		136593.76	.00	.00	.00	.00	.00	.00	.00	136593.76
*SUB TOTAL										
APPROPRIATION		11000898.53	.00	.00	.00	.00	.00	.00	154349.21	846549.32
EXPENDITURE		10832887.95	.00	.00	.00	.00	.00	.00	122932.39	709955.56
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		168010.58	.00	.00	.00	.00	.00	.00	31416.82	136593.76
GRAND TOTAL FOR FUND										
APPROPRIATION		108975934.56	.00	.00	.00	.00	.00	97975036.03	154349.21	846549.32
EXPENDITURE		32070846.65	.00	.00	.00	.00	.00	21237958.70	122932.39	709955.56
ENCUMBRANCE		41004864.08	.00	.00	.00	.00	.00	41004864.08	.00	.00
BALANCE		35900223.83	.00	.00	.00	.00	.00	35732213.25	31416.82	136593.76

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
INSTRUCTION SERVICE 5000										
APPROPRIATION		13950423.70	8971445.37	2738306.33	1449553.15	.00	479363.49	190769.24	120986.12	.00
EXPENDITURE		12043319.79	8006919.40	2344871.48	1111169.88	.00	268245.84	175500.44	136612.75	.00
ENCUMBRANCE		209226.19	.00	.00	115173.67	.00	90975.30	300.00	2777.22	.00
BALANCE		1697877.72	964525.97	393434.85	223209.60	.00	120142.35	14968.80	18403.85-	.00
PUPIL PERSONNEL SER 6100										
APPROPRIATION		1073850.41	773695.74	229490.03	21604.20	.00	48634.05	.00	426.39	.00
EXPENDITURE		742839.16	551856.73	154730.90	6528.08	.00	29588.99	.00	134.46	.00
ENCUMBRANCE		4357.34	.00	.00	1285.65	.00	3071.69	.00	.00	.00
BALANCE		326653.91	221839.01	74759.13	13790.47	.00	15973.37	.00	291.93	.00
INST MEDIA SERVICES 6200										
APPROPRIATION		959928.40	739581.89	217796.51	.00	.00	.00	.00	2550.00	.00
EXPENDITURE		646281.69	496890.22	145611.47	.00	.00	.00	.00	3780.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		313646.71	242691.67	72185.04	.00	.00	.00	.00	1230.00-	.00
INST & CURR DEV 6300										
APPROPRIATION		3707609.14	2869282.07	780988.79	40238.28	.00	3500.00	13600.00	.00	.00
EXPENDITURE		2698559.58	2103295.74	564615.10	21254.10	.00	2090.64	7304.00	.00	.00
ENCUMBRANCE		4991.79	.00	.00	1639.62	.00	.00	3352.17	.00	.00
BALANCE		1004057.77	765986.33	216373.69	17344.56	.00	1409.36	2943.83	.00	.00
INST STAFF TRAINING 6400										
APPROPRIATION		2270109.21	1207900.64	400939.66	445560.30	.00	84758.93	6629.00	124320.68	.00
EXPENDITURE		1427131.96	918392.89	246628.51	157290.57	.00	13410.18	1726.35	89683.46	.00
ENCUMBRANCE		108847.58	.00	.00	107863.12	.00	984.46	.00	.00	.00
BALANCE		734129.67	289507.75	154311.15	180406.61	.00	70364.29	4902.65	34637.22	.00
INSTR RELATED TECH 6500										
APPROPRIATION		635263.64	104504.88	32563.76	60595.00	.00	.00	437600.00	.00	.00
EXPENDITURE		147174.38	66313.02	20567.13	58694.23	.00	.00	1600.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		488089.26	38191.86	11996.63	1900.77	.00	.00	436000.00	.00	.00
BOARD OF EDUCATION 7100										
APPROPRIATION		.00	.00	.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS

GEN ADMINISTRATION	7200									
APPROPRIATION		545184.43	.00	.00	.00	.00	.00	.00	545184.43	.00
EXPENDITURE		345966.74	.00	.00	.00	.00	.00	.00	345966.74	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

BALANCE		199217.69	.00	.00	.00	.00	.00	.00	199217.69	.00

SCH ADMINISTRATION	7300									
APPROPRIATION		47307.89	.00	.00	47307.89	.00	.00	.00	.00	.00
EXPENDITURE		28699.10	.00	.00	28699.10	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

BALANCE		18608.79	.00	.00	18608.79	.00	.00	.00	.00	.00

FAC ACQ & CONST	7400									
APPROPRIATION		.00	.00	.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

BALANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

FISCAL SERVICES	7500									
APPROPRIATION		74743.00	58167.00	16576.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		63210.45	50757.74	12452.71	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

BALANCE		11532.55	7409.26	4123.29	.00	.00	.00	.00	.00	.00

FOOD SERVICE	7600									
APPROPRIATION		8719793.94	2590756.53	1179708.22	239270.17	388227.36	3934904.61	204238.00	182689.05	.00
EXPENDITURE		6525230.43	1967630.03	836585.74	111904.28	268156.09	3036061.11	78801.64	226091.54	.00
ENCUMBRANCE		615339.47	.00	.00	39322.57	5541.98	490417.19	79857.73	200.00	.00

BALANCE		1579224.04	623126.50	343122.48	88043.32	114529.29	408426.31	45578.63	43602.49	.00

CENTRAL SERVICES	7700									
APPROPRIATION		32000.00	.00	.00	32000.00	.00	.00	.00	.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

BALANCE		32000.00	.00	.00	32000.00	.00	.00	.00	.00	.00

TRANSPORTATION SER	7800									
APPROPRIATION		475368.00	7500.00	1568.00	112.00	.00	.00	.00	466412.00	.00
EXPENDITURE		91345.24	3911.79	759.75	112.00	.00	.00	.00	86785.70	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00

BALANCE		384022.76	3588.21	808.25	.00	.00	.00	.00	379626.30	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
OPERATION SERVICES 7900										
APPROPRIATION		.00	.00	.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ADMIN TECH SERVICES 8200										
APPROPRIATION		154407.27	65719.79	19264.89	69422.59	.00	.00	.00	.00	.00
EXPENDITURE		104131.24	57833.38	16647.60	29650.26	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		50276.03	7886.41	2617.29	39772.33	.00	.00	.00	.00	.00
COMMUNITY SERVICES 9100										
APPROPRIATION		451032.40	291733.42	66879.98	43190.00	.00	20471.85	1128.65	27628.50	.00
EXPENDITURE		253485.32	193799.79	38074.07	550.00	.00	17782.96	.00	3278.50	.00
ENCUMBRANCE		1925.71	.00	.00	275.00	.00	522.06	1128.65	.00	.00
BALANCE		195621.37	97933.63	28805.91	42365.00	.00	2166.83	.00	24350.00	.00
*SUB TOTAL										
APPROPRIATION		33097021.43	17680287.33	5684082.17	2448629.58	388227.36	4571632.93	853964.89	1470197.17	.00
EXPENDITURE		25117375.08	14417600.73	4381544.46	1525628.50	268156.09	3367179.72	264932.43	892333.15	.00
ENCUMBRANCE		944688.08	.00	.00	265559.63	5541.98	585970.70	84638.55	2977.22	.00
BALANCE		7034958.27	3262686.60	1302537.71	657441.45	114529.29	618482.51	504393.91	574886.80	.00
GRAND TOTAL FOR FUND										
APPROPRIATION		33097021.43	17680287.33	5684082.17	2448629.58	388227.36	4571632.93	853964.89	1470197.17	.00
EXPENDITURE		25117375.08	14417600.73	4381544.46	1525628.50	268156.09	3367179.72	264932.43	892333.15	.00
ENCUMBRANCE		944688.08	.00	.00	265559.63	5541.98	585970.70	84638.55	2977.22	.00
BALANCE		7034958.27	3262686.60	1302537.71	657441.45	114529.29	618482.51	504393.91	574886.80	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
FISCAL SERVICES 7500										
APPROPRIATION		77162.00	60298.08	16863.92	.00	.00	.00	.00	.00	.00
EXPENDITURE		70462.27	55273.24	15189.03	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		6699.73	5024.84	1674.89	.00	.00	.00	.00	.00	.00
CENTRAL SERVICES 7700										
APPROPRIATION		18320206.65	.00	2625000.00	1668911.20	.00	82315.45	.00	13943980.00	.00
EXPENDITURE		8164458.64	.00	2050619.47	1318729.22	.00	8365.46	.00	4786744.49	.00
ENCUMBRANCE		4570.03	.00	.00	4570.03	.00	.00	.00	.00	.00
BALANCE		10151177.98	.00	574380.53	345611.95	.00	73949.99	.00	9157235.51	.00
OPERATION SERVICES 7900										
APPROPRIATION		.00	.00	.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		.00	.00	.00	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
*SUB TOTAL										
APPROPRIATION		18397368.65	60298.08	2641863.92	1668911.20	.00	82315.45	.00	13943980.00	.00
EXPENDITURE		8234920.91	55273.24	2065808.50	1318729.22	.00	8365.46	.00	4786744.49	.00
ENCUMBRANCE		4570.03	.00	.00	4570.03	.00	.00	.00	.00	.00
BALANCE		10157877.71	5024.84	576055.42	345611.95	.00	73949.99	.00	9157235.51	.00
GRAND TOTAL FOR FUND										
APPROPRIATION		18397368.65	60298.08	2641863.92	1668911.20	.00	82315.45	.00	13943980.00	.00
EXPENDITURE		8234920.91	55273.24	2065808.50	1318729.22	.00	8365.46	.00	4786744.49	.00
ENCUMBRANCE		4570.03	.00	.00	4570.03	.00	.00	.00	.00	.00
BALANCE		10157877.71	5024.84	576055.42	345611.95	.00	73949.99	.00	9157235.51	.00

ACCOUNT TITLE	ACCT CODE	TOTAL	SALARIES 100	EMPLOYEE BENEFITS 200	PURCHASED SERVICES 300	ENERGY SERVICES 400	MATERIALS SUPPLIES 500	CAPITAL OUTLAY 600	OTHER EXPENSE 700	ALL OTHER OBJECTS
ADMIN TECH SERVICES 8200										
APPROPRIATION		4898.00	3746.00	1152.00	.00	.00	.00	.00	.00	.00
EXPENDITURE		4345.55	3262.16	1083.39	.00	.00	.00	.00	.00	.00
ENCUMBRANCE		.00	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE		552.45	483.84	68.61	.00	.00	.00	.00	.00	.00
COMMUNITY SERVICES 9100										
APPROPRIATION		965061.92	669990.19	145659.09	75278.51	.00	54263.91	19442.97	427.25	.00
EXPENDITURE		607360.04	430808.00	94042.50	38145.67	.00	38563.81	5375.92	424.14	.00
ENCUMBRANCE		18005.56	.00	.00	6647.56	.00	11358.00	.00	.00	.00
BALANCE		339696.32	239182.19	51616.59	30485.28	.00	4342.10	14067.05	3.11	.00
*SUB TOTAL										
APPROPRIATION		969959.92	673736.19	146811.09	75278.51	.00	54263.91	19442.97	427.25	.00
EXPENDITURE		611705.59	434070.16	95125.89	38145.67	.00	38563.81	5375.92	424.14	.00
ENCUMBRANCE		18005.56	.00	.00	6647.56	.00	11358.00	.00	.00	.00
BALANCE		340248.77	239666.03	51685.20	30485.28	.00	4342.10	14067.05	3.11	.00
GRAND TOTAL FOR FUND										
APPROPRIATION		969959.92	673736.19	146811.09	75278.51	.00	54263.91	19442.97	427.25	.00
EXPENDITURE		611705.59	434070.16	95125.89	38145.67	.00	38563.81	5375.92	424.14	.00
ENCUMBRANCE		18005.56	.00	.00	6647.56	.00	11358.00	.00	.00	.00
BALANCE		340248.77	239666.03	51685.20	30485.28	.00	4342.10	14067.05	3.11	.00

*** END OF IRBD410 REPORT ***

FND - 300 CAPITAL PROJECTS		PRD-00 BEGINNING		PRD-11 MAY	2011	
TY PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	
B	TRANSFERS	11,000,898.53	0.00	0.00	10,832,887.95	168,010.58
B 001	Safety to Health	1,745,577.51	23,325.00	242,607.75	478,708.42	1,000,936.34
B 002	ADA COMPLIANCE	96,672.83	0.00	3,577.04	51,640.04	41,455.75
B 003	ENVIRONMENTAL COMPLIANCE	147,853.46	0.00	21,914.64	14,284.17	111,654.65
B 004	AIR CONDITIONING	3,835,745.68	1,165.00	2,854,955.89	350,587.86	629,036.93
B 005	ROOFING	735,477.57	0.00	17,568.33	27,895.08	690,014.16
B 006	COMMUNICATIONS (DISTRICT)	0.00	0.00	0.00	0.00	0.00
B 007	WALKWAYS AND SIDEWALKS	0.00	0.00	0.00	0.00	0.00
B 008	ELECTRICAL	534,741.04	362.27	79,447.82	159,997.01	294,933.94
B 009	SITE IMPROVEMENTS	901,190.64	2,989.14	82,432.04	399,666.39	416,103.07
B 010	BUILDING RENOVATIONS	501,191.18	1,367.57	350,908.20	105,666.11	43,249.30
B 011	NEEDS ASSESSMENT GUARANTEED	53,530.42	0.00	614.85	52,915.57	0.00
B 012	TECHNOLOGY	3,334,070.26	0.00	154,830.07	1,679,240.26	1,499,999.93
B 013	MOTOR VEHICLES	345,790.00	34,846.33	650.00	289,749.90	20,543.77
B 014	NEW SCHOOL	0.00	0.00	0.00	0.00	0.00
B 015	PORTABLE RENOVATION	8,513.22	0.00	0.00	1,075.84	7,437.38
B 016	Plumbing & Water Projects	575,371.52	0.00	61,794.06	372,005.77	141,571.69
B 017	NEEDS ASSESSMENT COMPETITIVE	0.00	0.00	0.00	0.00	0.00
B 018	PAVING	339,265.80	0.00	823.24	293,406.56	45,036.00
B 020	Condition Assessments of Schls	260,456.00	0.00	256,933.50	3,522.50	0.00
B 021	TECHNOLOGY TRANS.VIDEO/COMMUN.	151,684.05	0.00	25,564.85	28,464.70	97,654.50
B 024	MISC EQUIPMENT	339,389.47	4,498.20	27,965.41	6,925.86	300,000.00
B 026	CLASSROOM RENOVATIONS	0.00	0.00	0.00	0.00	0.00
B 029	SEBASTIAN RIVER HIGH Addition	12,655,623.24	0.00	9,042,062.28	3,120,251.93	493,309.03
B 031	Property/Casualty Premium	0.00	0.00	0.00	0.00	0.00
B 032	Drainage	1,485.00	0.00	1,485.00	0.00	0.00
B 033	WINDOWS & DOORS	37,713.98	0.00	9,735.36	27,220.75	757.87
B 034	CUSTODIAL/GROUNDS EQUIPMENT	112,938.23	0.00	6,480.42	28,620.47	77,837.34
B 036	CONSULTING / LEGAL FEES	222,238.30	0.00	38,897.16	77,708.33	105,632.81
B 037	OPTICAL IMAGING SYSTEM	0.00	0.00	0.00	0.00	0.00
B 039	UPS Replacement Districtwide	4,000.00	0.00	3,649.08	0.00	350.92
B 041	Band/Orchestra Equip at MS/HS	0.00	0.00	0.00	0.00	0.00
B 043	ADMINISTRATION AREA RENOVATION	0.00	0.00	0.00	0.00	0.00
B 044	GYM/BAND/PE	491,777.18	44,958.38	475.00	265,315.62	181,028.18
B 046	Gifford Middle Gymnasium	0.00	0.00	0.00	0.00	0.00
B 048	Portable Leasing & FF & E	3,013,220.73	5,500.00	444,885.44	1,142,331.43	1,420,503.86
B 050	DODGERTOWN CAFETERIA RENOVATIO	1,677,958.23	316.29	366,993.70	1,265,689.13	44,959.11
B 052	Land Purchases	1,022,580.00	0.00	0.00	0.00	1,022,580.00
B 053	Renovate FLC at VBHS	2,890,427.31	0.00	0.00	1,591,215.00	1,299,212.31
B 054	VBHS Remodeling & Renovations	1,943,323.92	0.00	544,674.50	1,056,317.13	342,332.29
B 058	Green Classroom at Storm Grove	35,000.00	0.00	0.00	35,000.00	0.00
B 059	Wabasso Cafeteria Renovation	153,883.79	0.00	0.00	153,883.79	0.00
B 060	SRMS Music Wing Addition	0.00	0.00	0.00	0.00	0.00
B 061	VBE Major Remodel/Renovation	0.00	0.00	0.00	0.00	0.00
B 062	County Office Transition	6,837.17	0.00	0.00	6,837.17	0.00
B 066	North County Bus Parking Fac.	0.00	0.00	0.00	0.00	0.00
B 067	Storm Grove Middle School	2,275,368.36	0.00	1,024,507.65	667,271.76	583,588.95
B 068	Beachland MP -- Expansion	3,055.81	0.00	3,055.81	0.00	0.00
B 069	Upgrade TV Production Studio	37,649.20	0.00	24,476.75	13,172.45	0.00
B 072	Playgrounds	0.00	0.00	0.00	0.00	0.00
B 100	Other District Projects	1,155,193.87	0.00	0.00	0.00	1,155,193.87

FND - 300 CAPITAL PROJECTS		PRD-00 BEGINNING		PRD-11 MAY	2011
TY PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE
B 401	Maintenance (Buyback)	3,474,170.00	0.00	0.00	3,474,170.00
B 403	Support Services Complex	12,752,800.00	0.00	5,826,982.95	2,191,404.37
B 404	Fellsmere Cafe Expan & Class A	9,002,500.00	0.00	19,156.35	8,975,000.00
B 405	Traffic Improvement Projects	820,000.00	0.00	795,200.00	11,188.00
B 406	Osceola Magnet Replacement	6,500,000.00	0.00	0.00	6,500,000.00
B 407	Vero Beach El Replacement	21,690,657.00	0.00	18,669,558.94	1,634,067.33
B 408	Energy Management Projects	81,797.25	0.00	0.00	81,797.25
B 409	Charter Capital Outlay 1011.71	2,006,316.81	0.00	0.00	678,344.17
B 411	SCERMP Payment	0.00	0.00	0.00	0.00
	*	108,975,934.56	119,328.18	41,004,864.08	32,070,846.65
					35,780,895.65

FND - 420 SPECIAL REVENUE - OTHER - 420		PRD-00 BEGINNING			PRD-11	MAY	2011	
TY	PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	101	Title I Part C Migrant 2010/11	53863.00	0.00	93.49	31703.00	22066.51	40.97
B	102	Title 1 Part C Migrant 2009/10	3261.32	0.00	0.00	3261.32	0.00	.00
B	105	Title I Part A Basic 2010-2011	3772813.38	929.42	64889.08	2062527.13	1644467.75	43.59
B	106	Title 1. Part A Basic 2009-10	194.77	0.00	0.00	194.77	0.00	.00
B	111	Title II FY11 Teacher Training	877906.87	0.00	25343.20	571733.98	280829.69	31.99
B	112	Title II Part A Teacher Tr2010	9032.43	0.00	0.00	9032.43	0.00	.00
B	115	Title II Part D BETT 2009/2010	2070.00	0.00	0.00	2070.00	0.00	.00
B	117	Title I Part A NCLB Choice/SES	698884.00	0.00	108518.32	278538.54	311827.14	44.62
B	118	Title I Part A Choice & SES 10	5042.75	0.00	0.00	5042.75	0.00	.00
B	119	Title I AYP Correct Action 11	53072.00	0.00	0.00	0.00	53072.00	100.00
B	125	Imagine South Planning,Des,Imp	290152.45	0.00	0.00	290152.45	0.00	.00
B	135	Title I School Imp Init FY 11	237938.00	0.00	0.00	175064.92	62873.08	26.42
B	151	Title III Part A Eng Lang 2011	183497.43	0.00	754.06	97839.29	84904.08	46.27
B	152	Title III Part A Eng Lang 2010	8355.84	0.00	0.00	8355.84	0.00	.00
B	156	Title III EIOFRAICAY 2010	2805.77	0.00	0.00	2805.77	0.00	.00
B	179	21st Century Com Lg Cent 10/11	557999.00	0.00	2074.01	326468.92	229456.07	41.12
B	180	2009-10 21st Century Com Lg CC	4262.57	0.00	0.00	4262.57	0.00	.00
B	201	IDEA Part B Pre K 2010-2011	100101.49	0.00	0.00	145881.85	45780.36	45.73
B	207	IDEA Part B 2010-2011	3659563.00	0.00	0.00	3424745.10	234817.90	6.42
B	301	Adult Education FY 10/11	167366.00	0.00	0.00	143563.46	23802.54	14.22
B	306	Adult Education Career Pathway	79778.00	0.00	0.00	0.00	79778.00	100.00
B	309	Carl Perkins Secondary FY 11	184731.00	0.00	400.00	144456.36	39874.64	21.59
B	310	Carl Perkins Sec. FY 09/10	3734.40	0.00	0.00	3734.40	0.00	.00
	*		10956425.47	929.42	202072.16	7731434.85	3021989.04	27.58

FND - 421 Special Revenue -Other-Fed Dir

		PRD-00 BEGINNING			PRD-11	MAY	2011
TY	PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B	315	Carl Perkins Post Sec FY10/11	51010.67	0.00	300.00	50177.86	532.81 1.04
		*	51010.67	0.00	300.00	50177.86	532.81 1.04

FND - 422 Special Revenue - Other - Reim		PRD-00 BEGINNING			PRD-11	MAY	2011
TY PRJ		BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B 422	Safe Routes to School Program	1274.87	0.00	0.00	1274.87	0.00	.00
	*	1274.87	0.00	0.00	1274.87	0.00	.00

FND - 431 State Fiscal Stabilization FDS		PRD-00 BEGINNING			PRD-11 MAY	2011	
TY PRJ		BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B 116	ARRA EETT Title II Part D	0.00	0.00	0.00	50.73	50.73-	.00
B 130	ARRA FS Equip Assistance Grant	18209.69	0.00	0.00	18209.69	0.00	.00
B 131	State Stabilization K-12 ED 11	5639979.00	0.00	0.00	4462748.03	1177230.97	20.87
B 132	State Stabilization K-12 GS 11	112604.00	0.00	924.44	95249.00	16430.56	14.59
B 133	State Stabilization WFD 2011	60746.00	0.00	0.00	54256.17	6489.83	10.68
	*	5831538.69	0.00	924.44	4630513.62	1200100.63	20.58

FND - 432 Targeted ARRA Stimulus Funds		PRD-00 BEGINNING			PRD-11	MAY	2011
TY	PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B	116	ARRA BETT Title II Part D	7635.72	1214.00	0.00	5976.00	445.72 5.84
B	122	Title X Ed Homeless Chld ARRA	16845.60	0.00	1034.21	10535.65	5275.74 31.32
B	136	Tle I Schl Imp Init ARRA 2010	18955.78	0.00	324.50	25033.34	6402.06- 33.77-
B	146	Title I A-ARRA FY09-9/30/11	1074668.93	0.00	44693.30	763752.16	266223.47 24.77
B	210	IDEA Pre K Handicap ARRA 09-11	44305.33	0.00	0.00	40386.08	3919.25 8.85
B	216	IDEA Part B ARRA 4/09-09/30/11	2027033.53	0.00	0.00	1626119.30	400914.23 19.78
	*		3189444.89	1214.00	46052.01	2471802.53	670376.35 21.02

BUDGET STATUS SUMMARY
SPECIAL REVENUE GRANTS

FND - 433 Other ARRA Stimulus Grants		PRD-00 BEGINNING			PRD-11	MAY	2011	
TY	PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	144	ARRA Food Service Equip Grant	5571.00	0.00	0.00	5571.00	0.00	.00
B	149	ARRA TANF Summer Food Serv Prg	97880.98	0.00	0.00	97880.98	0.00	.00
	*		103451.98	0.00	0.00	103451.98	0.00	.00

BUDGET STATUS SUMMARY
SPECIAL REVENUE GRANTS

FND - 434 Special Rev Race To The Top		PRD-00 BEGINNING			PRD-11	MAY	2011	
TY	PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM	
B	434	Race To The Top 2010 - 2014	636800.00	40672.00	80000.00	733.02	515394.98	80.94
		*	636800.00	40672.00	80000.00	733.02	515394.98	80.94

BUDGET STATUS SUMMARY
SPECIAL REVENUE GRANTS

FND - 435 Special Revenue Education Jobs		PRD-00 BEGINNING			PRD-11 MAY	2011	
TY PRJ		BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B 435	Education Jobs Fund	3675068.00	0.00	0.00	3675068.00	0.00	.00
	*	3675068.00	0.00	0.00	3675068.00	0.00	.00

BUDGET STATUS SUMMARY
SPECIAL REVENUE GRANTS

TY PRJ	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
REQUEST 093 TOTAL	24445014.57	42815.42	329348.61	18664456.73	5408393.81	22.12

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AUGUST MONTHLY FACILITIES UPDATE
AUGUST 23, 2011
FACILITIES DEPARTMENT

This is a first of what will become a series of monthly updates, provided to the Board at the second meeting of each month. The topics discussed will provide updates to the Board on existing projects, alert the Board to upcoming initiatives, and provide data related to energy consumption and associated costs. In addition, any problems or challenges encountered in our work will be discussed with potential solutions and recommendations provided to the Board.

Board Approval & Review Milestones/Activities Since Last Update:

- 03/03/11: Fellsmere Elementary Design Charrette**
- 04/12/11: Board Approval of the Vero Beach Elementary Guaranteed Maximum Price of \$18,790,657 with Associated Contract with Proctor Construction**
- 04/26/11: Board Approval of Vero Beach High School Bleacher Repair for \$389,324 with Associated Contract with Barth Construction**
- 05/10/11: Board Approval of Sebastian River High School Freshman Learning Center Guaranteed Maximum Price of \$6,875,053 with Associated Contract with Proctor Construction**
- 05/24/11: Board Approval of Bid Award to Summit Construction for Glendale Improvements for \$880,400 with Associated Contract**
- 06/14/11: Board Approval of Easement for FPL at the Support Services Complex**
- 06/28/11: Board Approval of Bid Award for Thermal Energy Storage HVAC System Rehabilitation and Improvement for \$719,264 with Associated Contracts to Roth Southeast, Inc. (\$160,390), Florida Mechanical (\$280,981) and PPI (\$277, 893)**
- 06/28/11: Board Workshop Regarding the Five Year Capital Improvement Plan**
- 07/21/11: Board Approval of Contract with Roth Southeast, Inc. for control system maintenance of existing HVAC systems for \$207,472**

The schools that have benefitted from activities over the past four months include Fellsmere Elementary, Vero Beach Elementary, Vero Beach High School Citrus Bowl, Sebastian River High School, Glendale Elementary, the Support Service Complex, the schools with Thermal Storage HVAC systems (Fellsmere, Sebastian, Pelican Island, Treasure Coast, Liberty Magnet, Glendale, Citrus, Highlands, Thompson and Storm Grove MS) and all school's HVAC

system controls. The paperwork has been submitted to retain the design architect for Fellsmere Elementary's project to add capacity for the classrooms and cafeteria.

Construction is currently underway on the rebuild of the Vero Beach Elementary, with the majority of the site work complete, slabs poured, plumbing and electric roughed in and casting beds ready to begin pouring walls for the new school. Work has also begun on the Freshman wing at Sebastian River HS, with the satisfactory relocation and expansion of the tennis courts, a necessary precursor to beginning the new Freshman wing. Part I of the Glendale site improvements is currently wrapping up, with a new bus loop ready for the start of school next week. Finally, work has begun to rehabilitate the chiller systems and associated equipment for the 10 schools identified above. We had an excellent startup of the new cooling system at Sebastian River High School. We expect to continue the assessment of the remainder of the HVAC system within the condition assessment currently being carried out at that school by BRPH.

Looking Ahead

We expect to begin to see results from the condition assessments assigned to our eight continuing contract architects over the next few months. Song & Associates assessment for Pelican Island is complete, and currently under review. We are making good progress on the remainder of the assignments. We expect to see walls begin to go up at Vero Beach Elementary after Labor Day. The schedule for completion for that project continues to be May, 2012.

Energy Update: Cost of Electricity

Month	2010	2011	Difference	% Difference
January	\$398,408	\$331,755	\$66,653	-17%
February	\$352,140	\$310,464	\$41,676	-12%
March	\$376,130	\$356,957	\$19,173	-5.1%
April	\$388,353	\$381,773	\$ 6,580	-1.7%
May	\$440,854	\$408,211	\$32,643	-7.4%
June	\$418,950	\$390,981	\$27,969	-6.7%
July	\$417,200	\$386,913	\$30,287	-7.3%
Subtotal	\$2,792,035	\$2,567,054	\$224,981	-8.1%

This table will be updated as results become available through Utility Report Card. For additional detail, go to <http://www.utilityreportcard.com> and click on URC Live, then select Indian River County.

END OF 2010-2011 SECOND QUARTER UPDATE

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