

**District School Board of Indian River County, Florida  
6500 - 57<sup>th</sup> Street, Vero Beach, FL 32967**

It is hereby advised that if a person decides 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 that includes the testimony and evidence upon which the appeal is to be made.

INVOCATION: Shortly before the opening gavel that officially begins a School Board meeting, the Chairman will introduce the Invocation Speaker. No person in attendance is or shall be required to participate in this observance and the personal decision of each person regarding participation will have no impact on his or her right to actively participate in the School Board's business meeting.

**Date: August 8, 2017**

**Time: 6:00 p.m.**

**Room: Teacher Education Center (TEC)**

**Business Meeting Agenda**

- I. CALL MEETING TO ORDER
- II. PLEDGE OF ALLEGIANCE TO THE FLAG
- III. ADOPTION OF ORDERS OF THE DAY
- IV. PRESENTATIONS
  - A. Short Video on School Initiatives**
- V. CITIZEN INPUT
- VI. CONSENT AGENDA
  - A. Approval of Minutes – Dr. Rendell**
    - 1. Special Meeting held 7/20/2017
    - 2. Special Meeting for Litigation held 7/20/2017Superintendent recommends approval.
  - B. Approval of Personnel Recommendations – Mr. Green**

Attached is a list of personnel recommendations that includes personnel additions, terminations, and/or changes. Superintendent Recommends Approval.

**C. Approval of Renewal for 2017-2018 Agreement between the East Coast Technical Assistance Center (ECTAC)/ Seminole County School Board and the School Board of Indian River County – Mrs. Dampier**

The purpose of the East Coast Technical Assistance Center (ECTAC) is to provide technical assistance to a collaborative network of member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA). The ESEA programs are: Title I Part A, Title I Part C, and other grant funded programs as they interact with the Title I Program. ECTAC provides educational consultation services that assist local school districts in their efforts to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The membership renewal fee is \$12,000 and Title I Part A funds are designated for ECTAC services. The agreement will be in effect through June 30, 2018.

**Superintendent Recommends Approval.**

**D. Approval of Non-Sufficient Fund Check Write off for August 2017 – Mr. Morrison**

The Superintendent recommends approval to write-off, as uncollectible, checks received by the schools that have been dishonored by the maker's bank and returned as unpaid. Attached is a list of checks paid to the District or to the School Internal Accounts which remain uncollected for the calendar year ended December 31, 2016. To date, all attempts to recover the money by the District's check recovery program, have been unsuccessful. **Superintendent Recommends Approval.**

**E: Approval of Charter School Transportation Service Agreements for 2017-2018 – Mr. Teske**

Transportation Agreements with Imagine Charter School, North County Charter School, Sebastian Charter Junior High School and St. Peter's Academy to provide transportation, substitute bus drivers, and spare buses for students of the charter schools. These agreements are for one year. The charter schools agree to reimburse the District for the actual costs associated with transporting students. **Superintendent Recommends Approval.**

**F: Approval of School Transportation Routes for 2017-2018 – Mr. Teske**

Bus Transportation Routes for Indian River County are subject to change throughout the school year depending upon student utilization of services and school program needs. **Superintendent Recommends Approval.**

VII. ACTION AGENDA

**A. Approval of Master In-Service Plan for 2017-2018 – Mrs. Dampier**

Pursuant to Sections 1011.22, 1012.98, and 1011.62 of the Florida Statutes and Board of Education Rule 6A-5071, each District shall develop and maintain an in-service education and training program for all employees based on an assessment of training needs in the District and local schools. The proposed Master In-Service Plan includes areas of focus and a list of training/in-service dates. A copy of the entire plan is available in the Curriculum and Instruction Department. No Cost to the district. **Superintendent Recommends Approval.**

**B. Approval of Spending Plan and Budget Amendment – Mr. Morrison**

Pursuant to the State of Florida Auditor General's Operational Audit Report #2017-095, where it was recommended that the District should continue its efforts to develop a Spending Plan, and the Board should adopt such Spending Plan for unspent workforce education program funds, to serve as a guide to ensure that these funds benefit the students and program, approval is recommended of the attached Spending Plan and resultant budget amendment to the District's General Operating Fund, transferring approximately \$1,510,000 to the Capital Projects fund to provide partial funding for the construction of the Technical Center. On July 25 2017, at the Superintendent's Workshop with the School Board, staff presented a proposed Spending Plan which utilizes these Workforce Education funds in the amount of \$1.51 million which will be used to finance a portion of the construction cost of the Technical Center in Gifford. Staff has consulted with the Florida Department of Education as to appropriateness of utilizing these funds for this purpose, and the Department has concurred that pursuant to Florida Statutes 1011.80 that the use is appropriate. This budget amendment will be reflected as a change to the Tentative Budget and a transfer of fund balance from the District's General Operating Restricted Fund balance to the Capital projects Fund on the 2017/18 Beginning Budget at the Final Public hearing on September 7, 2017. **Superintendent Recommends Approval.**

**C: Approval to amend the School Board of Indian River County's Five Year Capital Outlay Plan and to authorize the Superintendent to utilize funds from the District's Portable Budget for the Relocation of the current Technical Center for Career and Adult Education site. -Mr. Morrison**

On July 25, 2017, at the Superintendent's Workshop with the School Board, staff presented a proposed plan to finance the construction of the Technical Center. Included in the Spending Plan was a contribution from the Five Year Capital Outlay Plan of approximately \$636,545 to cover the cost of Architectural & Engineering Fees, construction, and all associated estimated costs of relocating the current Alternative Center for Education Program to the Technical Center for Career and Adult Education. Approval is recommended to amend the Board's Five Year Capital Outlay Plan as follows: (see attached). **Superintendent Recommends Approval**

**D. Approval of Architectural Services with Donadio & Associates for Technical Center for Adult and Career Education – Mr. Teske**

Approval is recommended for "Exhibit E" Task Assignment for Architectural Services between the School Board of Indian River County and Donadio & Associates, Architects, P.A. On February 14, 2017, the School Board approved The School District of Indian River County, Florida Continuing Service Contract for Architectural Services. "Exhibit E" Task Assignment is being presented to the Board for approval of Professional Architectural Services with Donadio & Associates for the Phase I Development of the Gifford Technical Center for Career and Adult Education. The project will consist of the addition of a new Vocational Classroom/Lab Building, Renovations to the existing classrooms and relocation of the Hardcourt Structure for the conversion of the existing Gifford Alternative School Campus to a Career and Adult Educational Facility. The contract fee totals a not-to-exceed amount of \$172,955.00, as defined in Article IV (A.) "Fees". The contract fee includes Architectural, Civil, Structural, Mechanical, Electrical, Plumbing and Fire Protection Services as outlined in the Architect's proposal. **Superintendent Recommends Approval.**

**E. Approval of Recurring Vendors – Mr. Morrison**

Pursuant to School Board Policy 6320, the Superintendent's authority is limited to purchase commodities and/or contractual services where the total amount does not exceed \$50,000 and does not exceed the applicable appropriation in the District Budget. Since daily operations sometimes require the perpetual issuance of purchase orders that may result in single purchase orders that exceeds \$50,000, the Purchasing Department is requesting that the Board grant authority to the Superintendent to issue purchase orders that are necessary in the normal course of operations during fiscal year 2018. The vendors on the attached list are companies and/or firms that the District will procure commodities and/or contractual services from during fiscal year 2018 that are either formal bid exempt or are in accordance with a properly awarded public bid or term contract. These purchases will be recurring in nature for fiscal year

2018 and not having the authority to release these purchase orders could result in delayed service delivery to students. This list represents recurring purchases from vendors who provide products and services including but not limited to utilities, instructional equipment, existing copier leases, insurance, and the purchase of testing/instructional and copyrighted materials. All other non-recurring purchase requests that exceed \$50,000.00 will be presented to the Board on an individual basis. Staff will present quarterly reports of purchase orders issued in accordance with this agenda item. **Superintendent Recommends Approval**

**F. Approval of Release of Final Payment to Close Construction, LLC. for the Wabasso School ADA & Drainage Improvement Project (SDRIC #13-0-2017JC) – Mr. Teske**

Approval is recommended for release of Final Payment in the amount of \$6,377.68 to Close Construction, LLC for the Wabasso School ADA and Drainage Improvement Project (SDRIC #13-0-2017JC). On April 25, 2017, the Board approved the Owner Contractor Construction Agreement (Lump Sum) for the Wabasso School ADA and Drainage Improvement Project in the amount of \$139,788.00 (\$116,490.00 Contractors Bid Price/\$23,298.00 Owner Added Contingency); with the FINAL construction cost for this project totaling \$127,553.54. The unused portion of the contract in the amount of \$12,234.46 is the remaining balance of the owner added contingency. Final payment for this project is being brought to the Board for approval in accordance with Florida Statute 1013.50. The final payment to the contractor consists of the project retainage, which is held until project completion. **Superintendent Recommends Approval.**

- VIII. SUPERINTENDENT'S REPORT
- IX. DISCUSSION  
No discussion items
- X. SCHOOL BOARD MEMBER MATTERS
- XI. INFORMATION AGENDA  
No information items
- XII. SUPERINTENDENT'S CLOSING
- XIII. ADJOURNMENT

Any invocation that may be offered before the official start of the School Board business meeting is and shall be the voluntary offering of a private citizen to and for the benefit of the School Board pursuant to Resolution #2015-08. The views and beliefs expressed by the Invocation Speaker have not been previously reviewed or approved by the School Board and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to express allegiance to or preference for any particular religion, denomination, faith, creed, or belief by the School Board. No person in attendance at this meeting is or shall be required to participate in any invocation and such decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.

Anyone who needs a special accommodation may contact the School District's American Disabilities Act Coordinator at 564-3175 (TTY 564-2792) at least 48-hours in advance of the meeting. NOTE: Changes and amendments to the agenda can occur prior to the meeting. All business meetings will be held in the Teacher Education Center (TEC) located in the J.A. Thompson Administrative Center at 6500 – 57th Street, Vero Beach, FL 32967, unless otherwise specified. Meetings may broadcast live on Comcast/Xfinity Ch. 28, AT&T Uverse Ch. 99, and the School District's website stream; and may be replayed on Tuesdays and Thursdays at the time of the original meeting. For a schedule, please visit the District's website at [www.indianriverschools.org/iretv](http://www.indianriverschools.org/iretv). The agenda can be accessed by Internet at <http://www.indianriverschools.org>.

The District School Board of Indian River County met on July 20, 2017, at 5:01 p.m. The meeting was held in the Teacher Education Center located in the School District Office at the J.A. Thompson Administrative Center located at 6500 – 57th Street, Vero Beach, Florida 32967. District School Board Members attending were: Chairman Charles G. Searcy, Vice Chairman Shawn R. Frost, and Board Members: Dale Simchick, Laura Zorc, and Tiffany M. Justice. Dr. Mark J. Rendell, Superintendent of Schools; and Suzanne D’Agresta, School Board Attorney, were also present.

### Special School Board Meeting Minutes

- I. Meeting was called to order by Chairman Searcy.
- II. PLEDGE OF ALLEGIANCE TO THE FLAG – Mrs. Zorc
- III. ADOPTION OF THE ORDERS OF THE DAY  
Chairman Searcy called for a motion. Mrs. Simchick moved approval of the Orders of the Day and Mr. Frost seconded the motion. Board Member requested to move Consent A#6 Instructional Employment. Mrs. Simchick withdrew her motion for the Orders of the Day and Mr. Frost withdrew his second to the motion. Mrs. Simchick moved approval of the Orders of the Day moving Consent A #6 Instructional Employment and Mr. Frost seconded the motion. The Board voted unanimously in favor of the motion with a 5-0 vote.
- IV. CITIZEN INPUT  
Chairman Searcy announced that there were no requests to speak.
- V. CONSENT AGENDA  
Chairman Searcy called for a motion. Mrs. Justice moved approval of the Consent Agenda, moving Consent A #6 and Mr. Frost seconded the motion. The Board voted unanimously in favor of the motion, with a 5-0 vote.
  - A. Approval of Personnel Recommendations – Mr. Green**  
Item A #6 Instructional Employment was moved from Consent. Attached was a list of personnel recommendations that included personnel additions, terminations, and/or changes. Superintendent recommended approval.
  - B. Approval of Contract with Healthcare Bluebook – Mr. Morrison**  
Approval of the contract with Healthcare Blue health provider transparency services. Superintendent recommended approval.

**Item Moved from Consent:**

**A. Approval of Personnel Recommendations – Mr. Green**

Item A #6 Instructional Employment was moved from Consent. Board Members discussed a Board Member concern regarding an employment decision. Dr. Rendell said that the employee applied for the position and met all the qualifications. Mrs. Simchick moved approval of personnel recommendations Item A #6 Instructional Employment and Mr. Frost seconded the motion. The Board voted in favor of the motion, with a 4-1 vote. Mrs. Justice, Mrs. Simchick, Mr. Frost, and Chairman Searcy moved approval of the motion. Mrs. Zorc voted against the motion.

VI. ACTION AGENDA

**A. Approval of 2017-2018 Proposed Tentative Budget and Millage Rates for the express Purpose of Advertising the Budget in Accordance with the Truth-in-Millage Requirements – Mr. Morrison**

The purpose of this item was to authorize the Superintendent to take the necessary steps, including making final adjustments to proposed revenues, expenditure projections, fund balances, and millage rates based on action to be taken by the Indian River County Property Appraiser and Florida Department of Education. On July 1, 2017, the Indian River County Property Appraiser certified to the Florida Department of Revenue the Taxable Assessed Valuation for school purposes. In addition, pursuant to Florida Statutes 1011.62 (4)(a)1.a., on July 17, 2017, the Commissioner of Education would certify to each District School Board the millage rates that when applied to 96 percent of the estimated state total taxable value for school purposes, would generate the prescribed aggregate required local effort for that year for all Districts. This statutory action by these bodies would have the effect of changing the School District's budgetary estimates. This request for authorization was necessary in order to advertise the 2017-2018 Proposed Tentative Budget and Millage Rates, along with the Proposed Capital Projects to be funded from the Capital Outlay and Debt Service millage proceeds in preparation for the Public Hearing to be held on July 25, 2017, at 5:01 p.m. in the Teacher Education Center (TEC). A brief overview and description of the Proposed Tentative Budget and Millage Rates would be presented by staff. Superintendent recommends approval.

Mr. Morrison talked about the calculation of millage rates. He stated that the 2017-2018 proposed millage was 1.11% higher than the roll-back rate. Mr. Morrison reviewed scenarios of the average tax on residential homes depicting a tax decrease in both examples, with a homestead exemption. He, then, reviewed the Proposed Millage Rates and the Tentative Budget. Mr. Morrison noted that there was a proposed change in the budget to include funds requested for new uniforms for the Vero Beach High School Marching Band.



He noted that changes to the 2017-2018 proposed tentative budget and millage rates could be made at the July 25, 2017, Public Hearing and at the September 7, 2017, Public Hearing/Final Adoption date. Attachment pages 1-3 would be advertised in the newspaper. All concerned citizens were invited to attend the Public Hearing on July 25, 2017, at 5:01 p.m. Mr. Morrison said that a decision on the proposed Capital Outlay Taxes would be made at the Public Hearing. Mr. Morrison reviewed highlights contained within the Budget Book that included the Projected Fund Balances, Revenues and other Financing Sources, 1.50 Mill Planned Projects Budget for FY 2017-2018, Capital Projects Fund Budget, transfer to Charter Schools, Food Services Budget, Health and Life Insurance Budget, and the Enterprise Fund Budget (afterschool program).

Chairman Searcy called for a motion. Mr. Frost moved approval of the 2017-2018 Proposed Tentative Budget and Millage Rates for the express purpose of advertising the Budget in Accordance with the Truth-in-Millage requirements. Mrs. Zorc seconded the motion.

A Board Member asked when was the appropriate time for Board Members to bring forward suggestions for budget reductions. Board Members discussed possible ways to reduce legal services costs that included exploring the costs of an in-house attorney and good practice of going out periodically for an RFP for legal services. Chairman Searcy said that the process used to explore any issue would be for a Board Member to bring up the subject under discussion to see if there would be a consensus to move forward. The second recommendation from the Board Member was to consider the elimination of an open Secretarial position in Transportation. Dr. Rendell noted that the Director of Transportation was currently working on redirecting the work duties. He said that the changes would be coming forward very soon. A Board Member noted that the funds for the Secretarial position could provide two Teacher Assistants for classrooms. The third subject was in regard to funds set aside for portable classrooms, if needed; plus, an addition reserve of \$200,000. Mr. Morrison addressed the questions. A Board Member noted that it was good practice to reserve funding for natural disasters and last minute closure of a charter school. A Board Member said that it would be good practice to have each Department make a presentation to the Board on their proposed budget. Chairman Searcy said that this would be helpful to put into practice for next year's budget process. Dr. Rendell said that they could change the process for the future. Board Member brought up other budgeted items that could be reduced; such as, reimbursements for internal meals, supply budget for Transportation, and a reduction of employee travel expenses that could go toward classroom needs for students. It was also noted by a Board Member that fuel costs should not be included in Discretionary Funds. It was also noted that information requested and given to one Board Member should be shared with all Board Members and that it should not be difficult to obtain the requested information. The concerns were discussed.

Board Member asked Mr. Morrison to explain for the public what the penalty would be if the School Board did not adopt the Required Local Effort tax. It was also noted that approximately 67% of the total budget was for salaries and employee benefits. With no further discussion, the Board voted unanimously in favor of the motion with a 5-0 vote.

VII. CLOSING COMMENTS  
No closing comments.

VIII. ADJOURNMENT

III. ADJOURNMENT – Chairman Searcy  
Meeting adjourned at approximately 6:24 p.m.

The District School Board of Indian River County met on July 20, 2017, at 6:25 p.m. The meeting was held in the Teacher Education Center located in the School District Office at the J.A. Thompson Administrative Center located at 6500 – 57th Street, Vero Beach, Florida 32967. District School Board Members attending were: Chairman Charles G. Searcy, Vice Chairman Shawn R. Frost, and Board Members: Dale Simchick, Laura Zorc, and Tiffany M. Justice. Dr. Mark J. Rendell, Superintendent of Schools; and Suzanne D’Agresta, School Board Attorney, were also present.

### **Minutes of Special Business Meeting for Pending Litigation**

- I. Meeting was called to order by Chairman Searcy.
- II. Purpose  
Mrs. D’Agresta stated that as Counsel to the School Board, she needed the Board ‘s guidance in the matter of litigation. She stated the following:
  - A. Purpose of the Public Meeting was to Conduct a Closed Session on Pending Litigation**
  - B. Estimated Duration of the Closed Session is Ninety Minutes**
  - C. Names of Those Who were to Attend the Closed Session:**
    - Charles G. Searcy, Chairman
    - Shawn R. Frost, Vice Chairman
    - Dale Simchick, Board Member
    - Laura Zorc, Board Member
    - Tiffany M. Justice, Board Member
    - Mark J. Rendell, Ed.D., Superintendent of Schools
    - Suzanne D’Agresta, Esq., School Board Attorney
    - John W. Borkowski, Esq., Husch Blackwell LLP (via telephone)
    - Certified Court Reporter
- III. Recess to Discuss Settlement Negotiations and/or Strategy Related to Litigation Expenditures  
(This session was recorded by a certified court reporter.)  
Chairman Searcy announced that the meeting was recessed at this time. The time was approximately 6:26 p.m.
- IV. Reopen Public Meeting  
Chairman Searcy reconvened the meeting at approximately 8:35 p.m. Mrs. D’Agresta stated that the Board Members had given her clear direction. Mrs. D’Agresta said that she had no further questions. She stated that the School Board would schedule a Special Meeting for matters of litigation to be held on Tuesday, July 25, immediately following the 6 p.m. Business Meeting.

- V. Public Comment  
No public comment was addressed.
  
- VI. Action Agenda
  - A. Possible Action on Charter Schools' Funding Dispute – Chairman Searcy**  
No action was brought forward.
  - B. Possible Action on Charter Schools' Funding Dispute – Chairman Searcy**  
No action was brought forward.
  
- VII. ADJOURNMENT – Chairman Searcy  
Chairman Searcy announced that the meeting was adjourned.  
Meeting adjourned at approximately 8:36 p.m.

CONSENT AGENDA 8/8/17

**Personnel Recommendations**

1. Instructional Changes
2. Instructional Leaves
3. Instructional Promotions
4. Instructional Transfers  
**Barker, Caroline – from Fellsmere, Resource Specialist to Indian River Academy, 5<sup>th</sup> Grade Teacher 8/7/17**  
**Nolde, Tina – from Indian River Academy to Fellsmere Elementary, ESE Teacher 8/7/17**  
**Russell, Amy – from Oslo Middle, Language Arts Teacher to VBHS, English Teacher 8/7/17**
5. Instructional Separations  
**Batory, James – Vero Beach Elementary, resignation 5/26/17**  
**Dugan, Christopher – Osceola Magnet, entering DROP 8/1/17**  
**Hobbs, Susan – Gifford Middle School, resignation 5/26/17**  
**Newton, Nicole – VBHS, resignation 5/26/17**  
**Reilly, Jacquelyn -VBHS, resignation 5/26/17**  
**Zissel, Angela – Vero Beach Elementary, resignation 5/26/17**  
**Zuber, Lauren – Indian River Academy, resignation 5/26/17**
6. Instructional Employment  
**Arce, Annie – ESE District Wide, Resource Specialist 8/9/17**  
**Balogh, Lisa – Storm Grove Middle, Language Arts Teacher, pending clearance**  
**Birch, Amy – Liberty Magnet, Primary Teacher 8/9/17**  
**Blair, Tabitha – Treasure Coast Elementary, Intermediate Teacher, pending clearance**  
**Brecher, Stephen – Gifford Middle, Art Teacher, pending clearance**  
**Coffey, Meghan – VBHS, English Teacher 8/9/17**  
**Diaz, Marlen – Indian River Academy, Library Media Specialist, pending clearance**  
**Federici, Daniel – VBHS, Science Teacher, pending clearance**  
**Gammell, Bruce – SRHS, Social Studies Teacher, pending clearance**  
**George, Kenneth – Storm Grove Middle, Art Teacher 8/9/17**  
**Hale, Hollie – Vero Beach Elementary, Primary Teacher, pending clearance**

Hoffa, Maricel – Vero Beach Elementary, Primary Teacher, pending clearance

**Jakab, Timothy – VBHS, In School Suspension Teacher, pending clearance**

Kahn, Janice – Vero Beach Elementary, ESE Teacher 8/9/17

Logue, Kim – ESE District Wide, Resource Specialist 8/9/17

Maddalon, Susan – Dodgertown Elementary, Intermediate Teacher, pending clearance

**Malcolm-Darrisaw, Terry – Sebastian River Middle, Science Teacher 8/9/17**

McCoy, April – Gifford Middle, Language Arts Teacher, pending clearance

Mingin, Vicki – ESE District Wide, Resource Specialist, pending clearance

Morgan, Sylvia-Helena – ESE District Wide, Pre-K Early Intervention, pending clearance

Riccio, Maureen – SRHS, ESE Support Facilitation pending clearance

Robinson, Jason – Vero Beach Elementary, Intermediate Teacher 8/9/17

**Rogers, Maria – VBHS, Math Teacher, pending clearance**

Smith, Windfred – Alternative Center for Education, ESE Teacher, pending clearance

Tousignant, Kelsey – Sebastian River Middle, ELA Teacher, 8/7/17 (correction)

Wellington, Charlotte – Liberty Magnet, Primary Teacher (Sunset Position) 8/9/17

Whyly, Shannon – ESE District Wide, Resource Specialist, pending clearance

7. Support Staff Changes

8. Support Staff Leaves

**Gibson, Alfonso – Oslo Middle, 7/19/17 – 10/11/17**

9. Support Staff Promotions

Asencio, TPring – from Food Services, Cafeteria worker to Vero Beach High, ESE Teacher Assistant 8/14/17

**Hubbard, Laura – from Wabasso School, Teacher Assistant to Wabasso School, Behavior Tech 8/14/17**

10. Support Staff Transfers

DiMascio, Carol – from Wabasso, ESE Self-Care Aide to Sebastian River High, ESE Self-Care Aide 8/14/17

Hopskin, Travon – from Beachland Elementary, Custodian to

Sebastian River Middle, Custodian 8/9/17

11. Support Staff Separations  
**Arms, Randall – Liberty Magnet, resignation 7/27/17**  
Bailey, Kasey – Food Services, resignation 7/31/17  
**Johnson, Victoria – Pelican Island Elementary, retirement 8/1/17**  
**Lucarelli, Stacy – Vero Beach Elementary, resignation 5/24/17**  
**Rednour, Charles – Transportation, resignation 8/4/17**
  
12. Support Staff Employment  
**Beaudoin, Patricia – Pelican Island Elementary, ESE Teacher Assistant 8/14/17**  
**Brooks, Cynthia – Citrus Elementary, Student Monitor 8/14/17**  
**Collucci, Kelly – Citrus Elementary, Student Monitor 8/14/17**  
Colon, Liza – Glendale Elementary, Food Service Assistant 8/14/17  
Korytkowski, Maritza – Vero Beach Elementary, ESOL Teacher Assistant (Sunset Position) 8/14/17  
**Murano, Brian – Physical Plant, Plumber (Temporary Position) pending clearance**  
**Rolle, Jonathyn – Beachland Elementary, Custodian, pending clearance**  
Rucker, Bianca – Sebastian River Middle, Teacher Assistant 8/14/17  
**Santamaria, Liliana – District Wide, ESOL Teacher Assistant (Sunset Position) 8/14/17**  
Santella Massaroni, Lori – Fellsmere Elementary, Student Monitor 8/14/17  
**Thomas, Renea – Dodgertown Elementary, Title I Teacher Assistant (Sunset Position) 8/14/17**  
**Valentino, Priscilla – Rosewood Magnet, Student Monitor 8/14/17**
  
13. Administrative Separations
  
14. Administrative Employment
  
15. Administrative Leaves
  
16. Administrative Promotions
  
17. Approval of Placement in Instructional Substitute Pool  
**Alker Lang, Suzanne – Long Term Substitute Teacher, pending clearance**  
**Hanna, Elvin – Long Term Substitute Teacher, 8/9/17**  
Hermoza-Ross, Ada – Substitute Teacher 8/14/17

**Stanco, Lianna – Long Term Substitute Teacher, 8/9/17**

18. Approval of Placement in Support Staff Substitute Pool  
**Fish, Jason – Substitute Bus Driver 8/14/17**  
**Roberts, Alicia – Long Term Substitute ESE Teacher Assistant**  
**8/14/17**





## AGREEMENT

This Agreement is entered into between The School Board of Seminole County, Florida, located at 400 E. Lake Mary Blvd., Sanford, Florida 32773-7127 and The School Board of Indian River County, Florida, (hereinafter called member district), located at 6500 57th Street, Vero Beach, Florida 32967.

WHEREAS, The School Board of Seminole County on behalf of the East Coast Technical Assistance Center (ECTAC) provides support and technical assistance to Title I and other specified Elementary and Secondary Education Act (ESEA) programs in the State of Florida; and

WHEREAS, the member district wishes to enter into an agreement with the School Board of Seminole County, Florida, for support and technical assistance regarding its Title I and other ESEA programs.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. Term. This Agreement shall commence on the last date of approval by a party and shall terminate on June 30, 2018. Thereafter, the Agreement may be renewed for additional annual terms upon the mutual written consent of both parties.
2. Payment. The member district agrees to pay to The School Board of Seminole County, Florida, the amount of \$12,000 for services provided under this Agreement. The School Board of Seminole County, Florida, shall submit an invoice no later than July 31, 2017 and the member district shall remit payment within forty-five (45) days of the invoice date.
3. Scope. In consideration of the payment set forth in paragraph 2 above, ECTAC shall provide support and technical assistance to the Title I and other specified ESEA programs of the member district. This support and technical assistance shall include specific program activities and deliverables in support of the approved district Title I Project Applications as appropriate, and other services to be provided which are specified and attached hereto as Exhibit "A" and incorporated by reference. See also Exhibit "B", Operational Procedures incorporated herein by reference.
4. Termination. Either party may terminate this Agreement without cause upon 30 days' written notice to the other party. In the event of termination, The School Board of Seminole County, Florida, shall immediately cease providing services as described in paragraph 3 above, and the member district shall be entitled to a pro rata refund of funds paid in advance for the 2017-2018 school year, pursuant to paragraph 2 above.
5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this agreement is subject to the laws of Florida. Venue for any action shall be in the Circuit Court, Eighteenth Judicial Circuit, Seminole County, Florida.

6. Hold Harmless/Indemnification. Subject to the limitations of §768.28 Florida Statute, each Party to this agreement shall indemnify and hold harmless the other Party against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of their employees, agents, or officers to the extent that such acts are performed within the scope of their employment. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable.

7. Notice. All notices required under this Agreement shall be in writing, and shall be sent by certified mail, return receipt requested or hand delivery. Notice given in any manner shall be effective only if and when received by the party to be notified. All notices to be given to the parties shall be sent to or delivered at the addresses set forth below:

If to School Board of Seminole County:                     Walt Griffin, Ed.D., Superintendent  
The School Board of Seminole County, Florida  
400 E. Lake Mary Blvd  
Sanford, FL 32773-7127

With a copy to:   Mrs. Marjorie Murray, Director  
East Coast Technical Assistance Center  
400 E. Lake Mary Blvd.  
Sanford, FL 32773-7127

If to member district:   Dr. Mark Rendell, Superintendent  
The School Board of Indian River County,  
Florida  
6500 57th Street  
Vero Beach, FL 32967

With a copy to:   Karen Malits, Director  
Federal Programs  
6500 57th Street  
Vero Beach, FL 32967

By giving the other party at least fifteen (15) days written notice, each party shall have the right to change its address and the name of its representative for notice purposes.

8. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to the matters covered by this Agreement. All prior negotiations, representations, and agreements not incorporated in this Agreement are canceled. This Agreement can be modified or amended only by a written document duly executed by the parties or their duly appointed representatives.

9. Authorization. Each party warrants and represents with respect to itself that neither the execution of this Agreement nor the performance of its obligations under this Agreement shall violate any legal requirement or other commitment or restriction to which it is a party or by which it is bound. Each party also warrants and represents, with respect to itself, that the execution of this Agreement and the performance of its obligations under this Agreement shall not require any consent, vote, or approval which has not been obtained, or at the appropriate time shall not have been given or obtained. Each party agrees that it has or will continue to have throughout the term of this Agreement the full right

and authority to enter into this Agreement and to perform its obligations. Upon written request, each party agrees to supply the other party with evidence of its full right and authority.

10. Access and Retention of Documents. Each party will, upon request, provide access to the other party, the Federal Grantor agency, the Comptroller General of the United States or any of their duly authorized representatives, to any books, documents, papers and records which are directly related to this project. Both parties to this Agreement will retain all records related to the services provided pursuant this Agreement, for five (5) years after the member district has made final payments and all other matters between the parties in connection with this Agreement, are closed. Further, both parties agree to comply with s.119.0701, F.S., as applicable.

11. Copyrights. The parties are hereby notified that the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes: the copyright in any work developed under a grant, subgrant, or agreement under a grant or subgrant; and, any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support. Furthermore, the parties agree that The School Board of Seminole County, Florida, has the right to make copies of any materials, whether in tangible or electronic means or media, that are delivered under the provisions of this Agreement for use within The School District of Seminole County, Florida for purposes related to The School Board of Seminole County, Florida, business, operations, the delivery of the educational program or to comply with the requirements of law, rule, policy or regulation.

12. Debarment. By signing this Agreement, the parties certify, to the best of their knowledge and belief, that they and their principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.

(b) Have not, within the preceding five (5) year period, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or agreement under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

(c) Are not presently indicted or otherwise criminally charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in the preceding paragraph (b).

(d) Have not within the preceding five (5) year period had one (1) or more public transactions (federal, state or local) terminated for cause or default.

(e) Are not presently, nor have been within the last three (3) years, listed on the convicted vendor list.

The parties agree to notify each other within thirty (30) days after the occurrence of any of the events, actions, debarments, proposals, declarations, exclusions, convictions, judgments, indictments, informations, or terminations as described in paragraphs (a) – (e) above, with respect to the parties or their principals.

**13. IF THE MEMBER DISTRICT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MEMBER DISTRICT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, CAROLYN BEDSOLE, MANAGER, IS PROJECT MANAGEMENT AT 407-320-0466, [carolyn\\_bedsole@scps.k12.fl.us](mailto:carolyn_bedsole@scps.k12.fl.us), THE SCHOOL BOARD OF SEMINOLE COUNTY, FLORIDA, 400 EAST LAKE MARY BLVD., SANFORD, FLORIDA 32773.**

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

**THE SCHOOL BOARD OF  
SEMINOLE COUNTY, FLORIDA:**

By: *Amy L. Lockhart*  
Amy Lockhart, Chairman

Date Approved: *April 18, 2017*

**ATTEST:**

By: *Walt Griffin*  
Walt Griffin, Ed.D., Superintendent

**THE SCHOOL BOARD OF  
INDIAN RIVER COUNTY, FLORIDA:**

By: *Charles G. Searcy*  
Charles G. Searcy, Chairman

Date: *8-16-17*

**ATTEST:**

By: *Mark Rendell*  
Dr. Mark Rendell, Superintendent

*CJO*  
Reviewed & Approved: *8/24/17*  
Date:  
Cheryl Olson, Director of Purchasing

## **EXHIBIT A**

### **ECTAC TECHNICAL ASSISTANCE SERVICES**

The purpose of the East Coast Technical Assistance Center is to:

- assist in closing the academic achievement gap in Florida by providing technical assistance to member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA) and
- maintain a network of school districts that collaborate on the implementation of selective ESEA programs.

The selective ESEA programs are:

1. Title I, Part A
2. Title I, Part C
3. Title I, Part D
4. Other grant funded programs as they interact with Title I.

The services include assisting member school districts in:

1. the development and implementation of Title I programs consistent with the requirements of The Elementary and Secondary Education Act (ESEA) and Differentiated Accountability.
2. the administration of Title I, and building the capacity of Title I district administrators and key staff in the understanding of appropriate laws, rules, regulations, guidance, policies, and best practices through periodic professional development meetings and activities.
3. the development and implementation of Title I plans, project applications, and amendments to include schoolwide, targeted assistance, nonpublic, migrant, neglected and delinquent, school improvement, and others as requested.
4. effectively utilizing Title I resources, and other resources in the school improvement/school reform process.
5. the implementation of effective instructional strategies and educational best practices identified in scientifically based research.
6. building capacity for the effective engagement of families in the education of their children.
7. networking with high performing/high poverty schools across the state for the purpose of sharing effective practices.
8. accessing other collaborative service providers, such as ESCORT, the Bureau of Federal Educational Programs, the Grants Management Office, No Child Left Behind Office (NCLB), other Bureaus and Offices at the Florida Department of Education (FLDOE), Florida Association of State and Federal Education Program Administrators (FASFEPAs), National Association of Federal Education Program Administrators (NAFEPA), as well as other offices and organizations.
9. advocating for the needs of the Local Educational Agencies (LEAs).
10. other areas as necessary.

## **EXHIBIT B OPERATING PROCEDURES**

The name of the Center will be the East Coast Technical Assistance Center (ECTAC). The Center may change its name by a simple majority vote of the membership.

### **Purpose:**

The purpose of the East Coast Technical Assistance Center is to:

- assist in closing the academic achievement gap in Florida by providing technical assistance to member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA) and
- maintain a network of school districts that collaborate on the implementation of selective ESEA programs.

### **Members:**

Membership in ECTAC will be open to all school districts in Florida.

### **Advisory Board:**

An Advisory Board will guide the proper development, approval, and execution of the operation of ECTAC.

### **Advisory Board Members:**

The Advisory Board will be composed of five (5) administrators that are representative of small, medium, and large school districts comprising the organization. Board members receive no compensation for their services. The number of Board members may be increased by vote of the general membership but will never be less than five (5).

### **Election and Term of Advisory Board Members:**

Election of Advisory Board members will occur annually and prior to the last quarterly meeting of the membership. Board members will be elected by a simple majority vote of the membership. The terms are for two (2) years.

Vacancies will be filled by simple majority vote of the membership for the unexpired term. A Board member elected to fill a vacancy will be elected for the unexpired term of his/her predecessor in office and will serve until his/her successor is elected.

A Board member may be removed by a simple majority vote of the membership, at any regularly scheduled or special meeting of the membership, whenever in its judgment the best interests of the organization would be served thereby.

A Board member may resign from the Board at any time by giving notice in writing to the Board at least thirty (30) days before such resignation. No acceptance of such resignation will be necessary to

make it effective.

### **Quorum of the Advisory Board:**

A simple majority of the Advisory Board members will constitute a quorum for the transaction of business. The act of a simple majority of Advisory Board members present at a meeting at which a quorum is present will be the act of the Board. Each Advisory Board member will have one vote and no proxy will be allowed.

### **Meetings of the Board:**

An annual meeting will be held once a year at a time and location set by the Advisory Board, with additional meetings scheduled as needed. Minutes of the meetings will be shared with general membership.

Action may be taken by the Advisory Board without a meeting if a simple majority of the Board members consent in writing through fax, mail, or by electronic mail to the action. Such actions will be filed with the Board minutes.

### **Absence of Board Members:**

Each Board member is expected to communicate in advance of all Board meetings stating whether or not he/she is able to attend or participate by conference telephone or other agreed-upon means of communication. Any Board member who is absent from three (3) successive Board meetings will be deemed to have resigned due to non-participation, and his/her position will be declared vacant, unless the Board affirmatively votes to retain that member.

### **Fiscal Year:**

The fiscal year of the organization will be aligned July 1 to June 30.

### **Fiscal Agent:**

The School Board of Seminole County, Florida, (SBSC) is the fiscal agent for ECTAC. All employees of ECTAC are employees of SBSC. The interview committees for vacant ECTAC positions will have representation from an ECTAC member district.

Travel will be approved by the fiscal agent to ensure ECTAC staff travel to member districts as well as attend events, meetings, and/or conferences that will benefit the purpose of ECTAC.

SBSC assures that the operation of ECTAC will be excluded from any freeze on vacant positions or travel restrictions that might be imposed by SBSC due to budget shortfalls.

SBSC will charge the ECTAC budget an administrative fee equal to the SBSC approved indirect cost rate. Any additional administrative charges must be requested through and approved by the ECTAC Advisory Board. Other than the administrative fee described above, the ECTAC budget will be used solely for ECTAC purposes. ECTAC will provide an annual budget report to ECTAC member districts.



**Agreement:**

An agreement for ECTAC services will be executed annually with ECTAC member districts. The agreement will include attachments of the description of services and operating procedures.

**Website:**

An ECTAC website will be established and maintained to provide school districts with information that will facilitate the implementation of Title I program services.

**Representation in State and National Organizations, Committees, and Meetings:**

The ECTAC Director will represent ECTAC member districts in state and national organizations, committees, and meetings as appropriate.

# ECTAC Contract Renewal 2017-2018

## EAST COAST TECHNICAL ASSISTANCE CENTER (ECTAC)

ECTAC provides technical assistance to a collaborative network of school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA).

These selective programs include:

### **TITLE I IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED**

PART A Improving Basic Programs Operated by Local Education Agencies

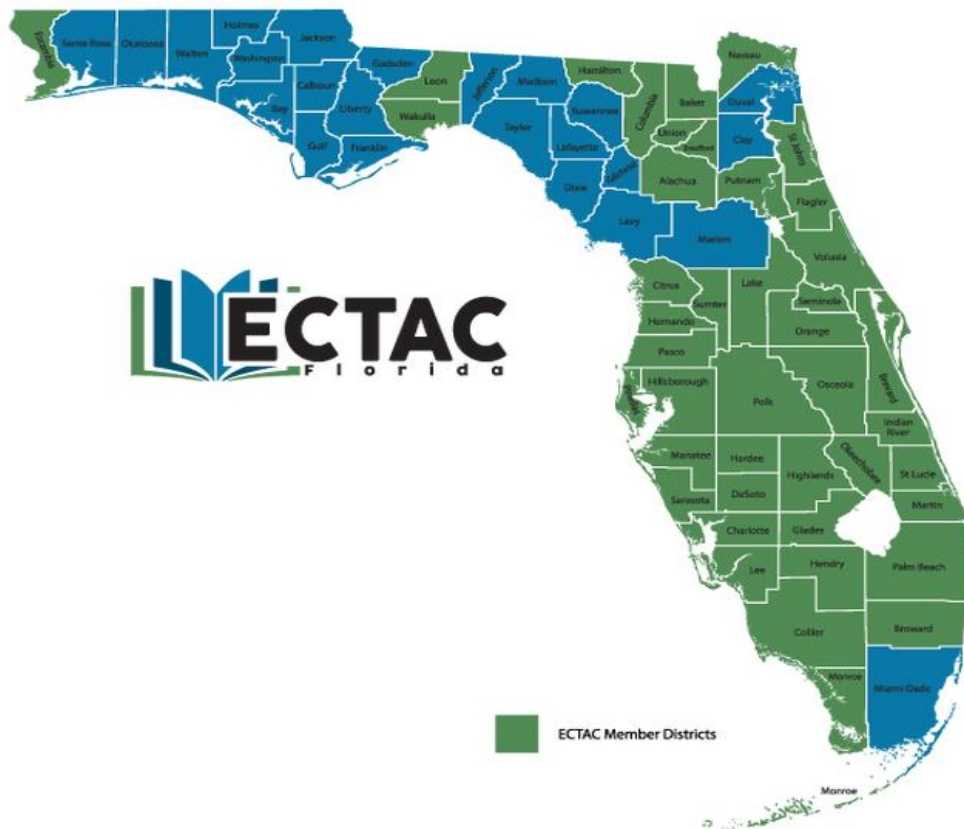
PART C Education of Migratory Children

PART D Prevention and Intervention Programs for Children and Youth who are Neglected , Delinquent, or At-Risk

Other ESEA funded programs that interact with Title I.

## ECTAC MEMBER DISTRICTS

In the 2016-2017 school year, the ECTAC consortium served 44 school districts. ECTAC member districts are denoted in green in the map below.



### ECTAC SERVICES

- Quarterly Meetings and Professional Development:
  - Administrators - often includes national level guest speakers and experts in Education and Federal Programs, including Finance. Meetings also offer professional development speakers, presentations and activities in Family Engagement and Instruction
  - Family Engagement Team - Activities and discussion centering around best practices in Family Engagement. Guest Speakers have included Anne Henderson and Maria Paredes
  - Plan, Review, Implement, Monitor, Evaluate (PRIME) - continuous cycle of improvement for Federal Programs
  - ECTAC Evaluation Team – small group of evaluators who discuss and share best practices in evaluating Federal Programs
- Assistance with the development of Federal Programs and the application processes
- Research, Conference Calls, and Discussions on district specific questions (Early Childhood Initiatives, Private Schools, Family Engagement, Progress Monitoring, etc.)
- Title I monitoring assistance:
  - Electronic and phone support
  - Onsite documentation review (district and school level) and mock monitoring interviews at Title I schools
  - Review of school budgets and expenditures for rank and serve monitoring
- Preliminary Allocation Information - notice prior to release from the Florida Department of Education (FDOE)
- Every Student Succeeds Act (ESSA) Guidance -Updates as necessary and at Quarterly Meetings
- Communication with the United States Department of Education (USED) and FDOE on behalf of ECTAC members
- Access to Technical Assistance and Program Evaluation pages of ECTAC website
- Access to a network encompassing approximately 2/3 of Florida school districts. The ability to send questions to other members through ECTAC communications. Responses are collected, organized and sent to the requesting district as well as anyone else who would like to receive them.
- Printed Resources- some examples include:
  - ECTAC Title I Handbook (updated regularly)
  - Beyond the Bake Sale (Anne Henderson)
  - A Dual Capacity Framework for Family-School Partnerships
  - Current versions of ESSA, UGG, Federal Regulations
- School visits by ECTAC members to high achieving Title I schools through the Exceeding Expectations Project
- Representation at state and national conferences, meetings and workshops
- Please also refer to Exhibit A - ECTAC Technical Assistance Services - of the 2017-2018 ECTAC Contract.

**RESULTS OF ECTAC MEMBERSHIP**

- As a result of the training and technical support provided by the ECTAC consortium in the management of the District's Title I federal program, the School District of Indian River County has avoided any audit findings during the annual Federal Audit conducted by the State of Florida's Auditor General. There have been no findings made regarding the District's Title I program on the Federal Schedule of Findings and Questioned Costs.
- In addition, as a result of having no findings through the audit of its federal programs, the District is considered to be a "low risk auditee" by the State of Florida Auditor General
- The School District of Indian River County has also been able to avoid any audit findings associated with District-managed Title I project as evidenced by the Florida Department of Education Bureau of Federal Education Programs annual ESEA Monitoring.
- The ETAC consortium also keeps the lines of communication open to district staff on any impending federal or state legislation which would impact the funding levels of our federal programs.
- Each district with a Title I program conducts an annual comprehensive needs assessment (ESEA section 1114(b)(6)). The SDIRC Board-approved School Improvement Plan (SIP) is the vehicle for this comprehensive planning that is designed to increase student achievement. The Florida Department of Education website <http://schoolgrades.fldoe.org> contains a historical perspective of the state-released district and school grades. The District-created school report cards illustrate a multi-metric view of the schools' and district's progress.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

DISTRICT DEPARTMENTS

UNCOLLECTED CHECK WRITE-OFF - CHECKS RECEIVED PRIOR TO DECEMBER 31, 2016

<i>Department/Check Writer</i>	<i>Date Issued</i>	<i>Check Amount</i>	<i>Total</i>
Administration / Patsy Herndon	9/27/2016	\$ 261.84	
Administration / Zachary Sanford	10/18/2016	\$ 20.00	
Extended Day / Sammuel Stanley	3/5/2016	\$ 20.00	
			\$ 301.84

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

INTERNAL FUNDS

UNCOLLECTED CHECKS BY SCHOOL - CHECKS RECEIVED PRIOR TO DECEMBER 31, 2016

<i>School/Check Writer</i>	<i>Date Issued</i>	<i>Check Amount</i>	<i>Total</i>
Glendale Elementary/Shani Jordan	2/24/2016	\$ 50.00	
SRHS / S F Youth Club of America Corp	11/17/2015	\$ 7.50	
VBHS / Ryan J Ellis	8/19/2016	\$ 12.00	
			\$ 69.50

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CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND IMAGINE SCHOOLS AT SOUTH INDIAN RIVER COUNTY, LLC

This agreement executed on this 17<sup>th</sup> day of July, 2017 and is entered into by and between the School Board of Indian River County („sponsor” herein), and Imagine School at South Indian River County, LLC (“the Charter School”).

This agreement is for the purpose of providing transportation of the Charter School's students consistent with the requirements of Chapter 1006.21, Florida Statutes, under the following terms and conditions.

- I. Charter Schools authorized by the School Board of Indian River County shall transport students in accordance with the requirements of Chapter 1006.21, of the Florida Statutes. Options shall include operating their own bus(es) or contracting with the Transportation Department of the School Board of Indian River County. The Charter School and the sponsor shall cooperate in making arrangements to ensure that transportation is not a barrier to equal access for all students residing within a distance of not less than two miles and not more than ~~ten~~ **12 miles** from the Charter School. If the Charter School opts to have the student transported **less** than 2 miles (courtesy rider) then the Charter School is responsible for the **entire** per student cost for the transportation, except if designated a hazardous walking condition by Indian River County and the Department of Education as stated in Section 1006.23, Florida Statutes. The Charter School must verify and authorize in writing prior to the transporting of any student.
- II. If operating a bus, or fleet of buses, provisions of Chapter 1006.21 regarding inspection and maintenance of the vehicle(s), (Chapter 1006.22 and SBE 6A-3.0171) training, in-service and drug/alcohol testing of drivers must be observed (Chapter 1012.45, Florida Statutes.)
- III. If the Charter School elects to contract with the School Board, the Charter School agrees to the School Board's reporting of FTE (FEFP) and agrees to pay any difference in the actual costs for student transportation not met by the FEFP reimbursement. Invoices will be sent two times per year. The first after certification of the October FTE count and the second after certification of the February FTE count. Charges will be made for those two counts at one half the yearly Charter School cost for transportation. These costs are for an FTE generated student; students who do not qualify for FTE transportation will be assessed the full cost for transportation. The difference between the reimbursement and the actual costs incurred for student transportation by the Charter School, will be calculated as follows:

Total transportation operating expenditures, plus bus replacement, less transportation FEFP revenue divided by total number of students transported for the prior fiscal year.

- IV. The Imagine Schools at South Indian River County, LLC also agrees to the following:
  - A. Specific lists of students to be transported, with names and addresses, will be sent to the Transportation Department of the School Board of Indian River County, after the School Board approves the contract.
  - B. Transportation schedules will coincide with District schedules, after the School Board approves the contract.
  - C. Requests for transportation of any students with special needs must be made at least five days in advance of the anticipated service. Adequate information, including a copy of the students IEP cover sheet, must be included with the request. Any special equipment or staff and the cost of such equipment and/or staff will be assumed by the Charter School and must meet the standards necessary to ensure student safety on the school bus.

**CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND IMAGINE SCHOOLS AT SOUTH INDIAN RIVER COUNTY, LLC**

- D. Transportation for any activity the Charter School may wish to participate in that is not the regular home to school transportation will be considered extra curricular transportation and shall be subject to availability. Requests for this type of transportation must be received, in writing, at least 14 days in advance of the event. The cost for this service will be the Board approved mileage rate per mile charged to non-profit and school related groups plus the actual salary and benefit cost of the driver.
- E. The Charter School agrees to set and enforce the high standards for student conduct on school buses as outlined in the student handbook of the sponsor. The sponsor may exclude any student, whose behavior is unacceptable, from school bus transportation.
- F. Routes for Charter School students will be determined by the School Board of Indian River County transportation department.
- G. During the term of this agreement, Imagine Schools at South Indian River County, LLC agrees to maintain Commercial General Liability coverage in the amount of \$1,000,000 per each occurrence and \$2,000,000 aggregate. As evidence of such coverage, Imagine Schools at South Indian River County, LLC shall furnish the School Board of Indian River County with a Certificate of Liability Insurance naming the School Board of Indian River County as an "additional insured".

**In the event the Charter School employs their own driver or the Charter School has their own bus the following will apply:**

**Substitute Drivers**

There may be occasions where the Charter School's employed driver is unable to perform his/her duties. On such occasions, the Charter School may provide their own certified substitute driver provided they have been certified by the district and all certification is on file with the Transportation Department. In addition, the charter school may use School District substitute drivers based upon availability of a driver. If using a School District substitute driver, the approved hourly rate plus fringe benefits of the driver will be charged to the Charter School for the driver's time of service. If a Charter School utilizes the services of an Indian River County School District employee as a substitute driver, the Charter School's Liability insurance will cover the District's driver while he or she is operating the Charter School's bus.

**Spare Buses**

There may be occasions where the Charter School's bus is out of service and a spare bus will be required to provide transportation. Any spare bus used must comply with Florida Statutes Chapter 1006.21. Private vehicles may be used in accordance with Chapter 1006.21.

If a School District spare bus is available and requested by the Charter School, the bus will be provided at the rate established for transportation approved by the District School Board. This rate will be at the Board approved mileage rate and the actual hourly rate plus fringe benefits of the driver provided. Only School District employees or approved substitute drivers may operate District vehicles. If the Charter School employee operates the District bus in a spare bus capacity, the Charter School's Worker's Compensation coverage will cover the driver while operating the District bus. The Charter School must also provide evidence of Worker's Compensation Coverage. The Charter School will also be responsible for the bus during the time period that the bus is in its Care, Custody and Control. Therefore, prior to use, the Charter School must provide evidence of 3<sup>rd</sup> party Auto Liability Coverage with a minimum limit of \$1,000,000 and Comprehensive and Collision Coverage. The Certificate of Insurance shall name the "School Board of Indian River County" as the Certificate Holder and Additional Insured as it relates to the 3<sup>rd</sup> party Auto Liability Coverage.



CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND IMAGINE SCHOOLS AT SOUTH INDIAN RIVER COUNTY, LLC

This contract shall be for the 2017-2018 school year only.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

School Board of Indian River County

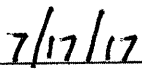
\_\_\_\_\_  
School Board of Indian River County, Board Chairman

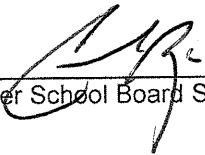
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Date

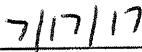
\_\_\_\_\_  
School Board of Indian River County, Board Secretary

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charter School Board Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charter School Board Secretary

  
\_\_\_\_\_  
Date

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA  
AND NORTH COUNTY CHARTER SCHOOL, INC.

This agreement executed on this 17 day of July 2017, and is entered into by and between the School Board of Indian River County ("sponsor" herein), and North County Charter School, Inc. ("the Charter School").

This agreement is for the purpose of providing transportation of the Charter School's students consistent with the requirements of Chapter 1006.21, Florida Statutes, under the following terms and conditions.

- I. Charter Schools authorized by the School Board of Indian River County shall transport students in accordance with the requirements of Chapter 1006.21, of the Florida Statutes. Options shall include operating their own bus(es) or contracting with the Transportation Department of the School Board of Indian River County. The Charter School and the sponsor shall cooperate in making arrangements to ensure that transportation is not a barrier to equal access for all students residing within a distance of not less than two miles and not more than ten miles from the Charter School except in the case of students residing in Fellsmere. Fellsmere students will be picked up and returned to the following stops:

Sonrise Apts.  
Whispering Pine Apts.  
89<sup>th</sup> St & 101<sup>st</sup> Ct  
89<sup>th</sup> St & 107<sup>th</sup> Ave  
City Hall  
Massachusetts Ave & Elm St  
CR 512 & 126<sup>th</sup> Ct  
101<sup>st</sup> Ave & 89<sup>th</sup> St  
101<sup>st</sup> Ave & 83<sup>rd</sup> St  
Sebastian River Landings

**\*\*These routes may be adjusted if necessary during the term of this contract.**

Transportation will not be provided for students South of 41<sup>st</sup> Street, East of the Intracoastal Waterway, nor North of Indian River County line. Parents of students residing outside these limits will be required to provide transportation for the students(s). If the Charter School opts to have the student transported less than 2 miles (courtesy rider) then the Charter School is responsible for the entire per student cost for the transportation, except if designated a hazardous walking condition by Indian River County and the Department of Education as stated in Section 1006.23, Florida Statutes. The Charter School must verify and authorize in writing prior to the transporting of any student.

- II. If operating a bus, or fleet of buses, provisions of Chapter 1006.21 regarding inspection and maintenance of the vehicle(s), (Chapter 1006.22 and SBE 6A-3.0171) training, in service and drug/alcohol testing of drivers must be observed (Chapter 1012.45, Florida Statutes.)
- III. If the Charter School elects to contract with the School Board, the Charter School agrees to the School Board's reporting of FTE (FEFP) and agrees to pay any difference in the actual costs for student transportation not met by the FEFP reimbursement. Invoices will be sent two times per year. The first after certification of the October FTE count and the second after certification of the February FTE count. Charges will be made for those two counts at one half the yearly Charter School cost for transportation. These costs are for an FTE generated student; students who do not qualify for FTE transportation will be assessed the full cost for transportation. The difference between the reimbursement and the actual costs incurred for student transportation by the Charter School, will be calculated as follows:

Total transportation operating expenditures, plus bus replacement, less transportation FEFP revenue divided by total number of students transported for the prior fiscal year.

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA  
AND NORTH COUNTY CHARTER SCHOOL, INC.

- IV. The North County Charter School, Inc. also agrees to the following:
- A. Specific lists of students to be transported, with names and addresses, will be sent to the Transportation Department of the School Board of Indian River County, after the School Board approves the contract.
  - B. Transportation schedules will coincide with District schedules, after the School Board approves the contract.
  - C. Requests for transportation of any students with special needs must be made at least five days in advance of the anticipated service. Adequate information, including a copy of the students IEP cover sheet, must be included with the request. Any special equipment or staff and the cost of such equipment and/or staff will be assumed by the Charter School and must meet the standards necessary to ensure student safety on the school bus.
  - D. Transportation for any activity the Charter School may wish to participate in that is not the regular home to school transportation will be considered extra curricular transportation and shall be subject to availability. Requests for this type of transportation must be received, in writing, at least 14 days in advance of the event. The cost for this service will be charged in like manner to that of Indian River District Schools.
  - E. The Charter School agrees to set and enforce the high standards for student conduct on school buses as outlined in the student handbook of the sponsor. The sponsor may exclude any student, whose behavior is unacceptable, from school bus transportation.
  - F. Routes for Charter School students will be determined by the School Board of Indian River County transportation department.
  - G. During the term of this agreement, North County Charter School, Inc. agrees to maintain Commercial General Liability coverage in the amount of \$1,000,000 per each occurrence and \$2,000,000 aggregate. As evidence of such coverage, North County Charter School shall furnish the School Board of Indian River County with a Certificate of Liability Insurance naming the School Board of Indian River County as an "additional insured".

**In the event the Charter School employs their own driver or the Charter School has their own bus the following will apply:**

**Substitute Drivers**

There may be occasions where the Charter School's employed driver is unable to perform his/her duties. On such occasions, the Charter School may provide their own certified substitute driver provided they have been certified by the district and all certification is on file with the Transportation Department. In addition, the charter school may use School District substitute drivers based upon availability of a driver. If using a School District substitute driver, the approved hourly rate plus fringe benefits of the driver will be charged to the Charter School for the driver's time of service. If a Charter School utilizes the services of an Indian River County School District employee as a substitute driver, the Charter School's Liability insurance will cover the District's driver while he or she is operating the Charter School's bus.

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA  
AND NORTH COUNTY CHARTER SCHOOL, INC.

**Spare Buses**

There may be occasions where the Charter School's bus is out of service and a spare bus will be required to provide transportation. Any spare bus used must comply with the Florida Statutes Chapter 1006.21. Private vehicles may be used in accordance with Chapter 1006.21.

If a School District spare bus is available and requested by the Charter School, the bus will be provided at the rate established for transportation approved by the District School Board. This rate will be at the Board approved mileage rate and the actual hourly rate plus fringe benefits of the driver provided. Only School District employees or approved substitute drivers may operate District vehicles. If the Charter School employee operates the District bus in a spare bus capacity, the Charter School's Worker's Compensation coverage will cover the driver while operating the District bus. The Charter School must also provide evidence of Worker's Compensation Coverage. The Charter School will also be responsible for the bus during the time period that the bus is in its Care, Custody and Control. Therefore, prior to use, the Charter School must provide evidence of 3<sup>rd</sup> party Auto Liability Coverage with a minimum limit of \$1,000,000 and Comprehensive and Collision Coverage. The Certificate of Insurance shall name the "School Board of Indian River County" as the Certificate Holder and Additional Insured as it relates to the 3<sup>rd</sup> party Auto Liability Coverage.

This contract shall be for the 2017-2018 school year only.

Executed this 17 day of July, 2017.


School Board of Indian River County

\_\_\_\_\_  
School Board of Indian River County, Board Chairman

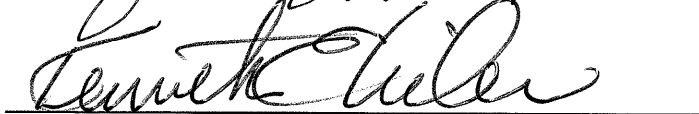
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School Board of Indian River County, Board Secretary

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Date

  
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Charter School Board ~~Chairman~~ Principal

July 17, 2017  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charter School Board ~~Secretary~~ CFO

08-01-2017  
\_\_\_\_\_  
Date

*BUSINESS/FINANCE MGR*

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND SEBASTIAN CHARTER JUNIOR HIGH SCHOOL, INC.

This agreement executed on this 17<sup>th</sup> day of July, 2017, and is entered into by and between the School Board of Indian River County, ("sponsor" herein), and Sebastian Charter Junior High School, Inc. ("the Charter School")

This agreement is for the purpose of providing transportation of the Charter School's students consistent with the requirements of Chapter 1006.21, Florida Statutes, under the following terms and conditions.

- I. Charter Schools authorized by the School Board of Indian River County shall transport students in accordance with the requirements of Chapter 1006.21, of the Florida Statutes. Options shall include operating their own bus(es) or contracting with the Transportation Department of the School Board of Indian River County. The Charter School and the sponsor shall cooperate in making arrangements to ensure that transportation is not a barrier to equal access for all students residing within a distance of not less than two miles and not more than ~~ten~~ 12 miles from the Charter School. If the Charter School opts to have the student transported less than 2 miles (courtesy rider) then the Charter School is responsible for the entire per student cost for the transportation, except if designated a hazardous walking condition by Indian River County and the Department of Education as stated in Section 1006.23, Florida Statutes. The Charter School must verify and authorize in writing prior to the transporting of any student.
- II. If operating a bus, or fleet of buses, provisions of Chapter 1006.21 regarding inspection and maintenance of the vehicle(s), (Chapter 1006.22 and SBE 6A-3.0171) training, in-service and drug/alcohol testing of drivers must be observed (Chapter 1012.45, Florida Statutes.)
- III. If the Charter School elects to contract with the School Board the Charter School agrees to the School Board's reporting of FTE (FEFP) and agrees to pay any difference in the actual costs for student transportation not met by the FEFP reimbursement. Invoices will be sent two times per year. The first after certification of the October FTE count and the second after certification of the February FTE count. Charges will be made for those two counts at one half the yearly Charter School cost for transportation. These costs are for an FTE generated student; students who do not qualify for FTE transportation will be assessed the full cost for transportation. The difference between the reimbursement and the actual costs incurred for student transportation by the Charter School, will be calculated as follows:

Total transportation operating expenditures, plus bus replacement, less transportation FEFP revenue divided by total number of students transported for the prior fiscal year.

IV. The Sebastian Charter Junior High School, Inc. also agrees to the following:

- A. Specific lists of students to be transported, with names and addresses, will be sent to the Transportation Department of the School Board of Indian River County, after the School Board approves the contract.
- B. Transportation schedules will coincide with District schedules, after the School Board approves the contract.

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND SEBASTIAN CHARTER JUNIOR HIGH SCHOOL, INC.

- C. Requests for transportation of any students with special needs must be made at least five days in advance of the anticipated service. Adequate information, including a copy of the students IEP cover sheet, must be included with the request. Any special equipment or staff and the cost of such equipment and/or staff will be assumed by the Charter School and must meet the standards necessary to ensure student safety on the school bus.
- D. Transportation for any activity the Charter School may wish to participate in that is not the regular home to school transportation will be considered extra curricular transportation and shall be subject to availability. Requests for this type of transportation must be received, in writing, at least 14 days in advance of the event. The cost for this service will be the Board approved mileage rate per mile charged to non-profit and school related groups plus the actual salary and benefit cost of the driver.
- E. The Charter School agrees to set and enforce the high standards for student conduct on school buses as outlined in the student handbook of the sponsor. The sponsor may exclude any student, whose behavior is unacceptable, from school bus transportation.
- F. Routes for Charter School students will be determined by the Indian River County School Board transportation department.
- G. During the term of this agreement, Sebastian Charter Junior High School, Inc. agrees to maintain Commercial General Liability coverage in the amount of \$1,000,000 per each occurrence and \$2,000,000 aggregate. As evidence of such coverage, Sebastian Charter Junior High School shall furnish the School Board of Indian River County with a Certificate of Liability Insurance naming the School Board of Indian River County as an "additional insured".

**In the event the Charter School employs their own driver or the Charter School has their own bus the following will apply:**

**Substitute Drivers**

There may be occasions where the Charter School's employed driver is unable to perform his/her duties. On such occasions, the Charter School may provide their own certified substitute driver provided they have been certified by the district and all certification is on file with the Transportation Department. In addition, the charter school may use School District substitute drivers based upon availability of a driver. If using a School District substitute driver, the approved hourly rate plus fringe benefits of the driver will be charged to the Charter School for the driver's time of service. If a Charter School utilizes the services of an Indian River County School District employee as a substitute driver, the Charter School's Liability insurance will cover the District's driver while he or she is operating the Charter School's bus.

**Spare Buses**

There may be occasions where the Charter School's bus is out of service and a spare bus will be required to provide transportation. Any spare bus used must comply with Florida Statutes Chapter 1006.21. Private vehicles may be used in accordance with Chapter 1006.21.

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND SEBASTIAN CHARTER JUNIOR HIGH SCHOOL, INC.

If a School District spare bus is available and requested by the Charter School, the bus will be provided at the rate established for transportation approved by the District School Board. This rate will be at the Board approved mileage rate and the actual hourly rate plus fringe benefits of the driver provided. Only School District employees or approved substitute drivers may operate District vehicles. If the Charter School employee operates the District bus in a spare bus capacity, the Charter School's Worker's Compensation coverage will cover the driver while operating the District bus. The Charter School must also provide evidence of Worker's Compensation Coverage. The Charter School will also be responsible for the bus during the time period that the bus is in its Care, Custody and Control. Therefore, prior to use, the Charter School must provide evidence of 3<sup>rd</sup> party Auto Liability Coverage with a minimum limit of \$1,000,000 and Comprehensive and Collision Coverage. The Certificate of Insurance shall name the "School Board of Indian River County" as the Certificate Holder and Additional Insured as it relates to the 3<sup>rd</sup> party Auto Liability Coverage.

This contract shall be for the 2017-2018 school year only.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.


School Board of Indian River County

\_\_\_\_\_  
School Board of Indian River County, Board Chairman

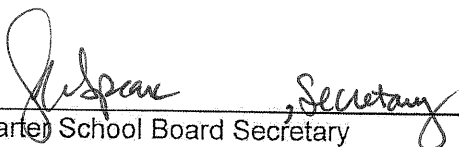
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School Board of Indian River County, Board Secretary

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Date

  
\_\_\_\_\_  
Charter School Board Chairman

7-17-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charter School Board Secretary

7/17/17  
\_\_\_\_\_  
Date

CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND ST. PETER'S ACADEMY, INC.

This agreement executed on this 14<sup>th</sup> day of July, 2017, and is entered into by and between the School Board of Indian River County ("sponsor" herein), and St. Peter's Academy, Inc. ("the Charter School").

This agreement is for the purpose of providing transportation of the Charter School's students consistent with the requirements of Chapter 1006.21, Florida Statutes, under the following terms and conditions.

- I. Charter Schools authorized by the School Board of Indian River County shall transport students in accordance with the requirements of Chapter 1006.21, of the Florida Statutes. Options shall include operating their own bus (es) or contracting with the Transportation Department of the School District of Indian River County. The Charter School and the sponsor shall cooperate in making arrangements to ensure that transportation is not a barrier to equal access for all students residing within a distance of not less than two miles and not more than ~~ten~~ 12 miles from the Charter School. If the Charter School opts to have the student transported less than 2 miles (courtesy rider) then the Charter School is responsible for the entire per student cost for the transportation, except if designated a hazardous walking condition by Indian River County and the Department of Education as stated in Section 1006.23, Florida Statutes. The Charter School must verify and authorize in writing prior to the transporting of any student.
- II. If operating a bus, or fleet of buses, provisions of Chapter 1006.21 regarding inspection and maintenance of the vehicle(s), (Chapter 1006.22 and SBE 6A-3.0171) training, in-service and drug/alcohol testing of drivers must be observed (Chapter 1012.45, Florida Statutes.)
- III. If the Charter School elects to contract with the School District, the Charter School agrees to the School District's reporting of FTE (FEFP) and agrees to pay any difference in the actual costs for student transportation not met by the FEFP reimbursement. Invoices will be sent two times per year. The first after certification of the October FTE count and the second after certification of the February FTE count. Charges will be made for those two counts at one half the yearly Charter School cost for transportation. These costs are for an FTE generated student; students who do not qualify for FTE transportation will be assessed the full cost for transportation. The difference between the reimbursement and the actual costs incurred for student transportation by the Charter School, will be calculated as follows:  
  
Total transportation operating expenditures, plus bus replacement, less transportation FEFP revenue divided by total number of students transported for the prior fiscal year.
- IV. The St. Peter's Academy, Inc. also agrees to the following:
  - A. Specific lists of students to be transported, with names and addresses, will be sent to the Transportation Department of the School Board of Indian River County, after the School Board approves the contract.
  - B. Transportation schedules will coincide with District schedules, after the School Board approves the contract.



CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND ST. PETER'S ACADEMY, INC.

- C. Requests for transportation of any students with special needs must be made at least five days in advance of the anticipated service. Adequate information, including a copy of the students IEP cover sheet, must be included with the request. Any special equipment or staff and the cost of such equipment and/or staff will be assumed by the Charter School and must meet the standards necessary to ensure student safety on the school bus.
- D. Transportation for any activity the Charter School may wish to participate in that is not the regular home to school transportation will be considered extra curricular transportation and shall be subject to availability. Requests for this type of transportation must be received, in writing, at least 14 days in advance of the event. The cost for this service will be the Board approved mileage rate per mile charged to non-profit and school related groups plus the actual salary and benefit cost of the driver.
- E. The Charter School agrees to set and enforce the high standards for student conduct on school buses as outlined in the student handbook of the sponsor. The sponsor may exclude any student, whose behavior is unacceptable, from school bus transportation.
- F. Routes for Charter School students will be determined by the School Board of Indian River County School transportation department.
- G. During the term of this agreement, **St. Peter's Academy, Inc.** agrees to maintain Commercial General Liability coverage in the amount of \$1,000,000 per each occurrence and \$2,000,000 aggregate. As evidence of such coverage, St. Peter's Academy shall furnish the School Board of Indian River County with a Certificate of Liability Insurance naming the School Board of Indian River County as an "additional insured".

**In the event the Charter School employs their own driver or the Charter School has their own bus the following will apply:**

**Substitute Drivers**

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CHARTER SCHOOL TRANSPORTATION AGREEMENT  
BETWEEN THE SCHOOL BOARD OF INDIAN RIVER COUNTY  
AND ST. PETER'S ACADEMY, INC.

If a School District spare bus is available and requested by the Charter School, the bus will be provided at the rate established for transportation approved by the District School Board. This rate will be at the Board approved mileage rate and the actual hourly rate plus fringe benefits of the driver provided. Only School District employees or approved substitute drivers may operate District vehicles. If the Charter School employee operates the District bus in a spare bus capacity, the Charter School's Worker's Compensation coverage will cover the driver while operating the District bus. The Charter School must also provide evidence of Worker's Compensation Coverage. The Charter School will also be responsible for the bus during the time period that the bus is in its Care, Custody and Control. Therefore, prior to use, the Charter School must provide evidence of 3<sup>rd</sup> party Auto Liability Coverage with a minimum limit of \$1,000,000 and Comprehensive and Collision Coverage. The Certificate of Insurance shall name the "School Board of Indian River County" as the Certificate Holder and Additional Insured as it relates to the 3<sup>rd</sup> party Auto Liability Coverage.

This contract shall be for the 2017-2018 school year only.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

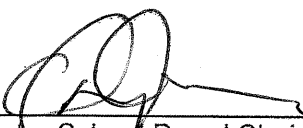
School Board of Indian River County

\_\_\_\_\_  
School Board of Indian River County, Board Chairman


\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board of Indian River County, Board Secretary

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charter School Board Chairman

7-14-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charter School Board Secretary

7-14-17  
\_\_\_\_\_  
Date

**SCHOOL BOARD MEMORANDUM**

THE SCHOOL DISTRICT OF INDIAN RIVER COUNTY  
6500 57<sup>th</sup> Street  
VERO BEACH, FL 32967

Mark J. Rendell, Ed.D. • Superintendent

Date/Time Completed 8/1/17 10:30 AM

- Presentation: Provide talking points
- Consent: Renewal
- Action: New items, Items with significant changes
- Discussion: Board Workshop/Be Guest
- Contract Attached with scope of work to be completed
- Board Attorney Approved
- Contract(s) signed

**TO:** Jon Teske, Assistant Superintendent of Operations

**FROM:** Jennifer Idlette

**SUBJECT:** School Transportation Routes for 2017-2018

**Board Meeting Date:** August 1, 2017

Attached are the Bus Transportation Routes for Indian River County. Bus routes are subject to change throughout the school year depending upon student utilization of services and school program needs. Superintendent recommends approval.

An Equal Opportunity Agency

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SCHOOL DISTRICT OF INDIAN RIVER COUNTY  
MASTER INSERVICE PLAN  
2017-18

**SECTION 1: INTRODUCTION**

The School District of Indian River County's Master In-service Plan is part of a comprehensive system focused on improving student performance. This plan provides a framework for continuing growth in the Knowledge, Attitudes, Skills, Attributes and Behaviors (Killion, 2001) of all district employees. This continuous improvement model will ensure that the students in the School District of Indian River County receive effective instruction that meets their academic needs.

Through the implementation of the Master In-service Plan, the School District of Indian River County will continue to raise the knowledge and skill level of all employees and ensure that highly qualified teachers are available to meet instructional needs. Quality professional development provides the necessary sustained support for all education professionals as they strive to improve their knowledge, skills, and performance.

**SECTION 2: RATIONALE**

The mission of the School District of Indian River County is "to serve all students with excellence." The Professional Development Department supports this mission through comprehensive professional development offerings for the entire school community. This professional development enhances educators' ability to provide stimulating, research-based educational activities that encourage and motivate students to become active learners and achieve at the highest academic levels.

Lezotte, Schmoker and Dufour established that effective use of data throughout the community of learners is required to accomplish this vision of high academic achievement for all students. Research-based models of professional development, including coaching models, professional learning communities, reflective practice using Professional Growth Plans (Fenwick, 2003) and action research enhance effectiveness of the offerings.

The Professional Growth Plan (PGP) is critical to supporting growth and learning. PGPs serve as blueprints that guide educators' ongoing learning and skill-building. The PGP process allows an educator to individualize their professional growth based on his or her strengths and areas for development through self-reflection and feedback.

Commitment to high-quality professional development embedded in school improvement has important implications for the content, process, and context of professional development activities. The Master In-service Plan is based upon the National Staff Development Council's Standards for Professional Development. Florida's Professional Development Evaluation Protocol provides methods and processes for ongoing assessment of professional development in this district.

The Master In-service Plan fulfills the requirements of Florida Statutes 1011.22, 1012.98 and 1011.62, and Board of Education Rule 6A-5071 by detailing a Professional Development System that includes:

- alignment with student and employee needs, determined through multiple data sources;
- professional development activities focused on professional growth in standards-based instruction, reading, subject content, classroom management, technology, family involvement and

- school safety, and teaching methods for state standards, assessment and data analysis;
- professional development for school administrators that addresses instructional leadership and effective school management; and
- A Professional Growth Plan (PGP) that specifically relates professional learning to professional growth based on strengths and areas for development through self-reflection and feedback, and student achievement data. The PGP clearly defines professional development opportunities, and addresses measurable improvements in student achievement resulting from training activities.

### **SECTION 3: MANAGEMENT**

Michael Fullen identifies a major impediment to authentic change as “the presence of too many disconnected, episodic, piecemeal and superficially adorned projects (2001, p.109).” In other words, to impact student achievement, professional development must be ongoing and focused on a common vision of professional growth. Guided by this understanding, the School District of Indian River County has clearly defined the following professional development roles and responsibilities for district- level staff, school-based leadership, and all employees. In carrying out these responsibilities, each group will contribute to this common vision.

#### **Role of the District**

The responsibility for the management of professional development activities in the School District of Indian River County lies primarily with the Curriculum and Instruction Department. The Curriculum and Instruction Department works collaboratively with administrators, teachers, and other stakeholders to identify their needs and is responsible to:

- develop and annually review the Master In-service Plan;
- coordinate planning, implementing, monitoring, evaluating and reporting of:
  - professional development needs identified by district surveys and school improvement plans;
  - professional development activities for school administrative personnel that address instructional leadership and school management;
  - professional development components focused on subject content and teaching methods as related to state standards, assessment and data analysis, classroom management, technology, school safety, and family involvement;
  - master list of professional development opportunities offered in the district;
  - verified records of participation in professional development activities related to approved in-service components;
  - professional development initiatives that are aligned with Florida’s Professional Development Evaluation Protocol;
  - distribution of district professional development information and offerings to all school and district-level personnel;
  - dissemination of research-based practices and other professional development opportunities that are aligned with Florida’s Professional Development Evaluation Protocol;
  - completion of statutorily required Florida Department of Education reports regarding professional development;
  - collaboration and communication with universities, colleges, and community colleges serving Indian River County to develop and implement programs leading to educator

- certification and other professional growth experiences; and
- collaboration with regional and state personnel who provide technical assistance and evaluation of local professional development programs.

The work of the Professional Development Department is based on input from building administrators, the Curriculum and Instruction Division, the Human Resources Division, the Professional Development Council (PDC), and other interested stakeholders. Professional Development Department meetings are held regularly to facilitate discussion of professional development issues from a variety of perspectives and to ensure inclusivity and shared ownership.

### **Role of School-based Leadership**

- Principals are responsible for the development of school-wide professional development that addresses the needs of instructional personnel at the school. It should integrate school improvement goals, Professional Growth Plans (PGP), and needs indicated by student achievement data and performance appraisal data. This framework should be an essential component of the overall school improvement process as defined by the School Improvement Plan. This school-wide professional development plan defines the specific plans, policies, timelines, and facilitators for professional development to be delivered and sustained over a year or more.
- Principals, or their designees, work with each instructional employee to develop a Professional Growth Plan (PGP) that:
  - relates to student performance data such as student achievement data for those areas to which the teacher is assigned;
  - relates to specific growth opportunities identified through self-reflection, feedback, and student achievement data
  - addresses clearly defined professional development objectives;
  - specifies measurable improvement in student achievement data expected to result from the professional development activity;
  - includes an evaluation component to document the effectiveness of the professional development provided in its relation to student performance gains.
- Principals, or their designees, establish and maintain school-based structures that support and monitor implementation of each instructional employee's Professional Growth Plan (PGP).
- Principals, in collaboration with school leadership, facilitate and support a culture that embraces professional growth.
- Principals, or their designees, conduct individual evaluation conferences to document that the Professional Growth Plan was implemented as written or appropriately revised, and that the faculty member applied new knowledge and skills in the classroom.
- Each school will have a representative on the Professional Development Council (PDC). These PDC representatives will meet with the Professional Development Department regularly throughout the school year.
- School-based Professional Development Council Representatives understand and are trained in professional development procedures and Florida's Professional Development Evaluation Protocol. These representatives are responsible to guide and assist site-based facilitators to ensure that the planning, delivery, follow-up and evaluation of training are aligned with state and district quality expectations and to facilitate Professional Development department approval.
- School-based PDC Representatives disseminate information from the Professional Development department to school-based staff as received in a timely manner.

## **Role of PDC**

### **Representative School-Based PD**

- Guide and assist site-based facilitators to ensure that the planning, delivery, follow-up, and evaluation of training are aligned with state and district quality expectations to facilitate Professional Development Department approval
- Disseminate information from the Professional Development Department to school-based staff in a timely manner

### **New Teacher Mentor Program**

Provide a structured program of site-based support for new teachers

- Administration will match each new teacher with an individual Peer Teacher
- Facilitate professional development in ongoing sessions/meetings throughout the year
- Mentor new teachers in a collaborative Professional Learning Community or 1-to-1 as needed
- Process and submit Peer Teacher Logs to the Professional Development Department

### **Role of the Employee**

- Each employee serves as a model of lifelong learning by demonstrating ethical behavior, an attitude of openness to innovation, and a willingness to continually improve professional practice.
- Each teacher develops and implements a Professional Growth Plan (PGP) that is directly related to student achievement data for those areas to which the teacher is assigned. This PGP contains clearly defined professional development objectives, specifies measurable improvement in student achievement data resulting from the training activity, and includes an evaluation component documenting the expected student performance gains.
- Each instructional employee implements new strategies with students and participates with other members within a learning community to continually refine the PGP implementation, with the goal of professional development resulting in increased student achievement.
- Each instructional employee monitors the effectiveness of the professional development provided in its relation to student achievement and documents results as related to his or her professional development.

### **District and School-Based Professional Development Planning and Delivery**

The Curriculum and Instruction Department, the area responsible for professional development within the District, has established a process to document offerings and to ensure that all elements are in place for successful training. The process is as follows:

1. At least four working weeks before an event, the person responsible for any training for which in-service points may be granted submits a Workshop Approval Form to the Records Specialist in the Professional Development Department. The information requested on this form includes a description of the training, specific objectives, a description of the activities involved, artifacts collected, follow-up requirements, and evaluation strategies that will be used, as well as such logistical information as date, time, and location.
2. If the information on the Workshop Approval Form indicates that the offering conforms to Florida's Professional Development Evaluation Protocol, the Professional Development Department approves the event. If not, the form is returned for clarification.
3. Once approved, the offering is publicized and entered into the Workshop Registration System, where participants can register to attend. Events will be publicized through email to all targeted participants, by Professional Development Council representatives, and on the Professional Development web page.



4. Three days prior to the event, registration is closed and the official roster required to document attendance is generated.
5. The official roster, evaluation forms, and other necessary materials are sent to the facilitator or are made available for pickup.
6. Upon completion of the professional development event, including follow-up activities and artifact collection and scoring, the facilitator totals the hours of in-service credit and returns the official roster to the Professional Development department.
7. If a roster is not submitted, participants may be asked to submit an In-service Credit Request to receive in-service points.

### **Procedures for Awarding In-service Points**

In-service points are only awarded through the Professional Development Department after it is determined that rules and procedures have been appropriately followed. The Department of Education relies on the accuracy of professional development records for certification and recertification, and such records are subject to audit. It is imperative that policies and procedures conform to DOE expectations and be followed meticulously. All professional development activities must be addressed in an approved component of the Master In-service Plan.

One in-service point is equivalent to one contact hour of training or one hour of work on an artifact. Additional points may be awarded for related learning that occurs outside the training session, including creating artifacts after the completion of a professional development event. A full day's professional development is generally considered to earn six points, unless additional time is documented and verified. Documentation of attendance and successful completion are required for all trainings.

The submittal of an artifact is required for all in-district trainings over two hours in length. Artifacts may include (but are not limited to) lesson plans, written summaries, checklists completed by the training facilitator, instructional coach or an administrator, videos, or samples of student work (for further information, please see the Common Artifact List and Exemplars on the SDIRC website). All artifacts are to be submitted to the facilitator of the training and scored using the Artifact Evaluation Rubric found below and located on the SDIRC website. In-service points will only be awarded after an artifact is accepted as complete and marked acceptable by the facilitator of the training. Any questionable artifact may be returned to the in-service participant for resubmittal within ten student days. Any returned artifact that the participant feels should be accepted will be reviewed and scored by the Curriculum and Instruction Department using the Artifact Evaluation Rubric. His/her decision to accept or reject the artifact will be final. Professional development events completed out-of-district will require the completion of an In- service Credit Request form along with the submittal of the following:

- certificate of completion for the professional development event (if one is given),
- agenda from the professional development event, and
- written reflection about the professional development event. In-service points will be awarded upon submittal of the above items.

## Artifact Evaluation Rubric

	<b>Exceeds Expectations (3 points)</b>	<b>Meets Expectations (2 points)</b>	<b>Expectations Not Met (1 point)</b>	<b>Score</b>
Course Connection	Artifact clearly connects the content and learning activities from the training to teaching and learning standards and best practices.	Artifact establishes a clear connection between the content and learning activities from the training and teaching and learning standards and best practices.	Artifact establishes a limited or no connection between the content and learning activities from the training and teaching and learning standards and best practices.	
Course Application	Artifact clearly demonstrates that course content, principles, and ideas were applied into practice.	Artifact demonstrates that course content, principles, and ideas were applied to some extent into practice.	Artifact does not demonstrate that course content, principles, and ideas were applied into practice.	
Impact on Professional Practice	Artifact clearly demonstrates a change in professional practice.	Artifact demonstrates a change in practice to some extent.	Artifact does not demonstrate a change in practice.	
Impact on Student Learning	Artifact has a well-defined sense of purpose and represents a strong focus on student learning and active involvement with a reflective practice.	Artifact has a sense of purpose and/or represents a substantial focus on student learning and active involvement with a reflective practice.	Artifact has a limited or no sense of purpose and/or represents little to no focus on student learning and active involvement with a reflective practice.	
Quality of Artifact	Artifact is well-organized and meets all the guidelines set by the facilitator.	Artifact is organized and meets a majority of the guidelines set by the facilitator.	Artifact shows little or no organization and does not meet guidelines as set by the facilitator.	
Overall Score (10 points necessary for acceptance) / 15				

Artifacts may be completed using one of three methods:

- during the allotted professional development time (in this case, participants will be given in-service points equivalent to the contact time for the professional development),
- after the completion of the professional development (in this case, participants will be given in-service points equivalent to the contact time for the training plus the

predetermined amount of points for the completion of the artifact outside of the professional development event), or

- both during and after the professional development time (in this case, participants will be given in-service points equivalent to the contact time for the training plus the predetermined amount of points for the completion of the artifact outside of the professional development event).

The type of and deadline for the artifact will be determined by the facilitator, included on the Workshop Approval Form and approved Professional Development Department before the professional development event occurs. At the time the workshop is posted, participants will be notified of the number of in-service hours earned (or any additional points that may be earned), type of artifact accepted, deadline for artifact submittal, and a copy of the Artifact Evaluation Rubric. District or school- wide trainings will include a written reflection as an artifact. Time will be built into the training to complete the reflection. The reflection will be scored by the facilitator of the training (administrator, teacher representative, Professional Development Council (PDC) representative, etc.). Once the artifacts from the district or school-wide artifact are all scored, the PDC representative will send the roster and artifact record to the Professional Development Department. The type of artifact for all district online professional development will be assigned by the facilitator. If the online professional development is given by a third party, the participant can choose the artifact they submit. Submission of a completed and approved artifact to the Professional Development department will result in in-service points being awarded. In-district trainings led by an out-of-district facilitator will include an artifact completed during the allotted professional development time.

### **1. District Sponsored Activities**

Facilitators requesting in-service points for a professional growth activity **conducted within the district**, must follow the criteria below:

- a. Complete the Professional Development Protocol In-service. Which includes:
  - a. Professional development approval process
  - b. Florida Protocol Standards
  - c. Artifact submission, scoring, and acceptance requirements
  - d. Professional Development Participant Evaluation Form
- b. A Workshop Approval Form must be completed and returned to the Professional Development Department at least four working weeks prior to the scheduled professional development event. Approval of the event triggers creation of the roster (if one is required) and the advertisement of the training (if advertised through the Professional Development department).
- c. Each participant is responsible to sign the official roster with their name and Employee ID number to document attendance before leaving the event.
- d. All participants will be requested to complete an anonymous Workshop Participant Evaluation Form upon completion of the workshop prior to receiving in-service points.
- e. If an attendee fails to sign the roster before leaving the professional development event, documentation of attendance will be required before points are granted.
- f. It is the responsibility of the facilitator to verify satisfactory completion of in-service requirements (including artifact completion) *and* attendance as documented on the roster.

- g. The Professional Development Department is responsible for recording the activity and earned In-service credit into the in-service record system.

## 2. Non-District Activities

Many opportunities exist outside the district for professional learning, and employees are encouraged to take advantage of such opportunities. When school district employees engage in out-of-district professional development, such as workshops, conferences, adult education courses, and online offerings, it is the responsibility of the participant to submit documentation of those professional development activities to the Professional Development Department. The following criteria must be met:

- a. Activities should be related to the employee's current job assignment or area of certification.
- b. Participant must submit the following documentation:
  - o certificate of completion for the professional development event (if one is given),
  - o agenda from the professional development event, and
  - o written reflection about how the professional development event has improved classroom instruction.
- c. Points are awarded based on one point per clock hour of attendance at actual professional development sessions. Non-professional development times such as travel, time spent in registration, breaks, lunch, or networking are **not** included in point calculations.
- d. Documentation must be submitted to Professional Development Department within the same school year as the professional development activity. Summer activities may be submitted within the following school year.
- e. Awarded points are determined by the Professional Development Department based on the number of verified and documented professional development hours.
- f. Final approval is the responsibility of the Professional Development Department.

## 3. College Credit

Courses delivered by an accredited college or university may be used for in-service credit, provided that the following criteria are met:

- a. Courses should be related to the employee's current job assignment, area of certification, or enhancement of skills for potential career advancement.
- b. Courses related to certification or recertification must be verified by an official transcript provided directly to the school district.
  - To avoid repeated transcript expenses on the part of the employee, documentation may be submitted with unofficial transcripts or grade reports during the school year. At the end of the year, however, an official transcript must be submitted.
  - Courses may not be used for certification or recertification until the official transcript is received by the district.
- c. Courses *not* related to certification may be verified by an unofficial transcript or grade report.
- d. To qualify for in-service credit, the employee must earn a documented grade of "C" or higher. A

grade of “pass” is required in a pass/fail course.

- e. One semester credit hour is equivalent to 20 in-service points.
- f. Documentation of courses, including an In-service Credit Request Form-and transcript, must be submitted during the same school year as the course was completed. Courses taken during the summer may be submitted for in-service credit during the following school year.
- g. Colleges may offer career-related training that does not carry academic credit. Employees who participate in such training will receive 60 points for each 150 clock /contact hours.

#### **4. Educational Travel**

Educational travel may earn in-service points, provided that the learning experiences are planned and approved in advance and the learning is documented to meet the following criteria:

- a. Proposals for educational travel must be submitted and approved by the employee’s administrator and the Coordinator of Professional Development at least four working weeks before travel begins.
  - Required forms are available on the professional development website.
- b. Travel must be relevant to the employee’s job assignment or certification area.
  - Teacher’s travel must be relevant to students’ learning needs as defined in the PGP;
  - Non-certified employee’s travel must be related to job responsibilities.
- c. During the trip, the participant must maintain and submit a log that documents dates and times of relevant learning activities using the form provided.
- d. Teachers may earn up to 30 in-service points through travel during a single validity period. For each 10 points requested, the participant must document a lesson presented to students and observed by an administrator. A maximum of three such lessons may be documented during a validity period.
- e. Non-certified employees may earn up to 30 in-service points through travel during a five-year period. Evidence of the job-related value of the study will be determined during the approval process and achievement of such value will be agreed upon by the employee’s supervisor and the Curriculum and Instruction Department.
- f. Documentation must be submitted within the same school year as the trip occurred. Documentation for trips taken during the summer may be submitted during the following school year.

#### **5. Activities not Eligible for In-service Points**

In-service points are awarded for the sole purpose of documenting learning experiences specifically designed to increase professional knowledge and skill. The following activities, though professionally valuable, are not intended for that purpose and therefore are not eligible to earn in-service credit.

- a. Testing or screening of students
- b. Curriculum planning or lesson planning without prior approval
- c. Record keeping
- d. Chaperoning or supervising students
- e. Business, faculty/staff, committee or school advisory meetings with no training component

#### **Professional Educator’s Certificate Renewal**

Renewal of Professional Educator's Certificates is governed by the Florida Department of Education pursuant to Florida State Statute. The District is required to maintain accurate records of in-service training related to certification.

- a. Professional Educator's Certificates are valid for five years.
- b. Professional Educator's Certificates may be renewed for additional five-year validity periods using a minimum of six semester hours of college credit, a minimum of 120 in-service points, including 20 in-service points in professional development focused on Students with Disabilities, or a combination of college and in-service credit. The specific number of points required depends on the number of certification areas being renewed. One semester hour of college credit is equal to 20 in-service points.
- c. When college credit is used for recertification, an official transcript is required for documentation.
  - College courses must conform to the requirements set forth in 6A- 4.0051 FAC.
  - A grade of at least "C" or the equivalent shall be earned in each course used for the renewal of a certificate.
- d. In-service points can only be used during the validity period in which they are earned. The publicized ending date of a course or other in-service activity will determine the applicable validity period. A course which begins in one validity period and ends in the subsequent validity period shall be deemed to apply to the latter. Teachers who take in-service points in English to Speakers of Other Languages (ESOL) or teaching Reading may "bank" the credit for renewal in a future validity period.
- e. Teachers who work as a peer teacher to a new/developing teacher colleague may use a maximum of 40 peer in-service points for assisting a teacher with 0-4 years of experience and 20 peer in-service points for assisting a teacher with 5 or more years of experience towards recertification during any one validity period.

### **Transfer of Points**

In-service points earned in another Florida school district may be transferred to the School District of Indian River County. It is the responsibility of the individual to request their previous district to send an In-service Teacher Education Transfer Record (TE206) to the School District of Indian River County, Attention: Professional Development Department, 6500 57th Street, Vero Beach, FL 32967. Acceptance of transfer credits is subject to State and District Rules/Regulations.

### **District Employees as Consultants**

From time to time, District employees may develop and/or deliver professional development events. In this case, these services are performed outside of regular duties in the role of consultant and may be compensated at an agreed-upon rate for the services as defined.

When a district employee conducts a professional development event, in-service points will be granted as follows:

- a. In-service points, at 2 times the length of the professional development event, will be earned for planning and delivering Professional Development. When this occurs, Workshop Participant Evaluation Forms will be turned in to the Professional Development department as the facilitator's artifact from the professional development event.
- b. District employees hired to deliver professional development, write curriculum or develop

District assessments may be compensated according to the district's fee schedule when appropriate. Compensation will occur when all artifacts have been submitted and accepted as complete.

- c. District employees that are paid as presenters will not receive in-service points.

## **SECTION 4: ORGANIZATION**

### **Needs Assessment**

The district conducts an annual needs assessment that includes a school-by-school analysis of disaggregated student achievement standardized test scores and data from such other sources as:

- Other student achievement data
- Personnel and parent surveys (school climate)
- School discipline data
- School Improvement Plans
- Annual performance appraisals
- District priorities
- Federal, state, and local mandates

Based on this needs assessment, the Professional Development department plans and delivers in-service offerings that are research-based and aligned with Florida's Professional Development Protocol.

Targeted participants in specific professional development activities are determined by the following:

- State and federal requirements
- PGP results/action research results
- SAC reports
- Final Performance Appraisal results
- District priorities
- Audits

In making decisions regarding which professional development activities should be offered for instructional personnel, the priority is given to needs identified through disaggregated classroom-level student achievement data.

In cases where teachers, managers, and administrative personnel have been evaluated as less than satisfactory, the district may require participation in specific professional development programs as part of the prescription for improvement.

### **In-service Components**

All professional development activities are related to an in-service component. Professional development activities for instructional personnel focus on state standards, subject content, teaching methods, technology, assessment and data analysis, classroom management, school safety, and/or family involvement.

Components are developed using the template in [Appendix D](#) and the following criteria:

- The component is linked to federal, state, district and/or school improvement goals.
- The component targets the knowledge, attitude, skills, aspirations and/or behaviors of instructional employees as related to the eight professional development content areas designated in Florida Statute 1012.98.
- The component details specific, measurable objectives related to professional performance and/or student achievement.
- The component includes activities that use learning strategies appropriate to the intended goal, applying knowledge of adult learning and change. The activities model effective teaching strategies, practice and feedback. For instructional personnel, components are based on current research.
- The component provides for training that is sufficiently sustained and intense to ensure mastery of the needed skills.
- The component provides for follow-up strategies that ensure sufficient support and assistance are provided to make certain that the application of the newly gained knowledge and skills are implemented.
- The component provides web-based resources, assistance, and discussion groups related to the completed training when appropriate.
- The component provides for the evaluation of effectiveness. This evaluation links to student achievement gains where viable and appropriate.

All approved components become part of the District Master In-service Plan.

### **Credit for Professional Development**

Professional employees are awarded one in-service point for every clock hour of participation in a *successfully completed* professional development activity. While attendance is mandatory for credit to be awarded, successful completion of professional development includes the learning and application of new knowledge and skills, changes in work behaviors and attitudes, submittal of an assigned artifact and finally, aspiring to additional learning. The submittal of an artifact is required for all trainings over two hours in length. In-service points will only be awarded after the artifact is accepted as complete and marked acceptable by the facilitator of the training. Artifacts may include (but are not limited to) lesson plans, written summaries, checklists completed by the training facilitator, videos, or samples of student work (for further information, please see the Artifacts Exemplars on the SDIRC website). The Curriculum and Instruction Department gives final approval for in-service points awarded.

In order for component in-service points to be awarded, the employee must sign a district roster and complete an assigned artifact if the professional development is greater than two hours. Out-of-district professional development or College Coursework participants must complete an In-service Credit Request form submitted to the Professional Development department by the participant. The district maintains up-to-date records for all professional development including certification and in-service points for all employees. Employees can view their in-service credit reports via the Workshop Registration In-service Query found on the SDIRC website.

In-service points may be used for the following:

- Add-on certification
- Alternative certification
- Florida educator certification renewal



- Other certificate/license renewal
- Professional skill building
- Incentive programs

## **SECTION 5: IMPLEMENTATION OF THE SYSTEM**

The School District of Indian River County’s professional development system provides opportunities for professional growth in the Knowledge, Attitudes, Skills, Atttributes and Behaviors (Killion, 2001) of all district employees. Furthermore, Florida’s Professional Development Evaluation Protocol serves as a specific guide for the implementation of professional development for instructional employees as detailed below.

### **Planning**

For instructional personnel, the Professional Growth Plan (PGP) is the foundation document for planning and implementation of meaningful professional development that impacts student achievement. To this end, school-based administrators meet individually with every instructional employee to determine training needs based on disaggregated classroom-level student achievement data, performance appraisal data, and school or grade level priorities. Additionally, school leadership works diligently to ensure that the training objectives of professional development directly reflect the objectives specified in the PDP.

### **Delivery**

In seeking to be sensitive to multiple learning styles and preferences, delivery models for professional development include:

- Instructional Rounds
- Online Courses
- Professional Learning Communities
- Face-to-face Professional Development

The use of technology and distance learning is encouraged.

### **Follow Up**

Effective professional development includes follow-up to ensure that teachers are successful in using what they have learned through professional development in their classrooms. When appropriate, participants receive support as they implement the new skills and knowledge. Web-based resources and assistance may also be offered as follow-up support.

Implementation of the knowledge and skills learned in training may be documented in the form of any of the following:

- Structured mentor/coaching program
- Results from action research
- Collaborative planning
- Participant product

- Study group participation
- Direct observation
- Student test data
- Student work samples

## Evaluation

As directed by Florida Statute 1012.98, the District provides for continuous evaluation of the quality and effectiveness of professional development programs to expand effective programs and strategies and to eliminate those determined to be ineffective. The following evaluative methods may be used:

- Results of district developed/standardized student tests
- Results of school constructed student tests
- Portfolios of student work
- Checklists of student performance
- Charts/graphs of student progress
- Other performance assessment (including evaluation data gathered from participants attending the professional development)

Within the District professional development system, quantitative and qualitative data are collected on three levels based on the following evaluation questions:

- Did individual participants learn and implement effective teaching strategies aligned with program objectives?
- Were professional development activities aligned and delivered in such a way that identified needs were effectively addressed?
- Did the professional development component/initiative contribute to increases in student achievement?

Additionally, the District monitors professional development data to make certain that appropriate activities are aligned with Florida's Professional Development Protocol and the National Professional Development Standards.

To ensure continuous improvement, the district encourages summative study of major professional development through formal program evaluation that considers all Guskey's (2000) levels of evaluation, including:

- Participant's Reactions (*Satisfaction*)
- Participant's Knowledge (*Knowledge acquisition*)
- Organizational Support and Change (*Implementation context*)
- Participant's Use of New Knowledge and Skills (*Utilization*)
- Student Learning Outcomes (*Accomplishment of Specified Achievement Goals*)

This comprehensive study informs decisions regarding program continuation, revision and/or elimination. Additionally, this broad review assists decision makers in discovering any unintended outcomes that may be related to professional development programs.

## **Bibliography**

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Guskey, T. (1999). *Evaluating professional development*. Thousand Oaks, CA: Corwin Press

Fenwick, T.J. (2003). Professional growth plans: Possibilities and limitations of an organization wide employee development strategy. *Human Resource Development Quarterly*, 14(1), 59-77.

Fullan, M. (2001). *Leading in a culture of change*. Jossey-Bass.

Hord, S., Rutherford, W., Huling-Austin, L. and Hall, G. (1987). *Taking charge of change*. Alexandria, VA: ASCD.

Killion, J. (2002). *Assessing impact: Evaluating professional development*. Oxford, OH: NSDC.

Lezotte, L. (1990). *A guide to the school improvement process based on effective schools' research*. Effective Schools Products.

Schmoker, M. (1999). *Results: The key to continuous school improvement*. Alexandria, VA: ASCD.

**MASTER INSERVICE PLAN  
COMPONENT LIST**

<b><u>Number</u></b>	<b><u>Title</u></b>
1000001	Fine Arts Education and Art History
1004001	Foreign Language Instruction
1005001	Nutrition Education for the Classroom Teacher
1008001	Language Arts
1009001	Mathematics
1010001	Music
1011001	Physical Education and Health
1011002	Care & Prevention of Athletic Injuries
1011003	Coaching Theory
1011004	Sport Specific
1012001	Prekindergarten Education
1013002	Reading and Literature
1013003	Teaching Reading in Content Areas
1013004	Integrating Language Arts and Reading
1013005	Reading Endorsement Competency 1 (Foundations in Language & Cognition)
1013006	Reading Endorsement Competency 2 (Foundations of Researched-Based Practice)
1013007	Reading Endorsement Competency 3 (Foundations of Assessment)
1013008	Reading Endorsement Competencies 4 (Foundations & Applications of Differentiated Instruction)
1013009	Reading Endorsement Competency 5 (Demonstration of Accomplishment)
1013013	CAR-PD-Content Area Reading-Professional Development
1014001	Driver Education
1015001	Science
1015002	Special Environmental Top
1016001	Social Studies
1017001	Basic Skills-Writing
1100002	ESE: Topics in Speech and Language Pathology
1103001	ESE: Least Restrictive Environment
1103002	ESE: Policies and Procedures Relating to Exceptional Student Education *
1103003	Foundations of ESE*
1103004	PDA: ESE Online Module: Transition
1103005	PDA-ESE Online Module: Instructional Practices in ESE
1103006	PDA-ESE Online Module: Language Development & Communication
1103007	PDA-ESE Online Module: Interpersonal Interactions & Participation
1103008	PDA-ESE Online Module: Assessment & Evaluation *
1103009	PDA-ESE Online Module: Positive Behavior Support
1103010	PDA-ESE Online Module: Teaching Students with Disabilities

1103011	PDA-ESE Technology for Student Success: An Introduction
1103012	PDA-ESE Formative Assessment Process for Differentiating Instruction
1103013	PDA-ESE Introduction to Differentiating Instruction: Responding to All Learners
1103014	PDA-ESE Technology for Student Success: Assistive Technology
1104001	ESE: Focus on Competencies for Paraprofessionals in the Exceptional Student Program *
1106001	ESE: (Curriculum Development for the Gifted) *
1106002	ESE: Education of Special Populations of Gifted Students *
1106003	ESE: Guidance and Counseling of Gifted Students *
1106004	ESE: Nature and Needs of the Gifted *
1106005	ESE: Theory and Development of Creativity *
1105006	ESE: Gifted Education Programs *
1210001	Career and Technical Education: Guidance
1210002	Career and Technical Education: Instructional Planning, Execution & Evaluation
1412001	Multicultural Awareness
1700001	ESOL Methods of Teaching
1701001	ESOL Testing and Evaluation
1702001	ESOL Applied Linguistics
1703001	ESOL Curriculum and Materials Development
1704001	ESOL Empowering for Category III Teachers
1704002	ESOL for Administrators
1704003	ESOL for Guidance Counselors
1705001	ESOL Cross-Cultural Communications
1705002	E-R-T Practicum (ESOL for Reading Teachers)
2007002	Effective Instructional Strategies
2007003	Middle Grades
2007004	Title I Basic and Migrant Program
2007005	Improving Instructional Competencies in Elementary Ed. (4-6)
2007006	Improving Instructional Competencies in Primary Ed. (K-3)
2008001	Language Development
2100001	ESE: Instructional Strategies for Exceptional Students
2400001	Student Motivation
2408002	Teacher Effectiveness Research
2408010	Differentiating Instruction
2412001	Migrant Education: Students on the Move!
2704001	Bilingual/ESOL Education (Non-Component Class)
3003001	Technology Skills
3007002	Technology Integration in the Classroom

4401001	Student Performance Evaluation
4401002	Data Analysis
5403001	Response to Intervention (Rtl)
5404001	Classroom (Behavior) Management and Discipline
6005001	CPR Training and First Aid
6403001	Crisis Intervention
6410002	Safety: Providing a Safe Learning Environment
6414002	Drug and Alcohol Abuse Education
7103001	Focus on Exceptional Student Education for Exceptional Education Personnel and Administrators
7410001	Legal Responsibilities of School Administrators
7504001	Florida Education Finance Program
7506001	Customer Service
7507001	Job Analysis/Targeted Selection
7513003	Florida School Law
7513004	Instructional Supervision
7513005	Interaction Management
7513006	District Leadership Training
7513007	Administrative Skills
7513008	Preparing New Principals-Introductory Program
7513009	Preparing New Principals-District Procedures
7513010	Administrative Teacher Evaluation Training
8005001	Health Services
8007001	College Credit Course
8403001	Abuse Awareness and Reporting
8403002	Conflict Resolution
8404001	New Teacher Induction (BEST)
8404002	Alternative Certification (ACP)
8405001	Dropout Prevention
8406001	Clinical Educator
8406002	Interpersonal Skills
8407001	Media Services
8416001	National Board Certification (NBC)
8501001	In-service/Workshop Leader
8505001	Food Services
8506001	Knowledge, Awareness, and Management of Employee Benefits
8506002	Student Support: Guidance
8506003	Student Support: Social Workers
8506004	Providing a Comprehensive Student Services Program
8506005	Student Support: Psychologists
8508002	Management Information System
8509001	Office/Clerical Services

8510001	Maintenance and Operations
8512002	School Improvement
8515001	Transportation Services
8602001	Parent Involvement and Education

\*this component, although related to teaching ESE, does not meet the ESE requirement for recertification

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# SDIRC Professional Development Plan 2017 -18

Areas of focus:

***Culture and climate***

***Standards based instruction***

***Formative assessments***

**Teacher Professional Learning Choice Days** – independent learning opportunities or teacher directed/facilitated.

- 9/21/17
- 2/8/18

Options, but not limited to:

- ESE
- ESOL
- New Teacher Trainings
- Unit Planning (UP)
- Collaborative Team Planning
- Department Meetings
- Collaboration Stations for Special Area/Elective Area Teachers
- Free Choice (for ex. Webinar, online, classroom, etc.)

**School Based Professional Development Days** – Based on School Improvement Plan (SIP), needs analysis, data, and support of district initiatives.

- 8/8/17
- 8/23/17
- 12/15/17
- 3/14/18
- 5/21/18

**District Based Professional Development Days**– designed around focused areas of need and can be supported by district staff.

- 8/9/17 led at school sites and facilitated by teacher facilitators trained at standards institute
  - Secondary ½ day in AM
  - 3- 5 Elementary ½ day in PM
  - K – 2 Elementary ½ day in PM FOLI training facilitated by coaches/ specialists
- 10/18/17 at sites TBD
- 1/24/18 at sites TBD
- 4/25/18 at sites TBD

# Certificate of Acceptance

By

The School District of Indian River County

Of the

Master Inservice Plan

Annual Renewal

For

2017-2018

---

Mark J. Rendell, Superintendent

---

Date

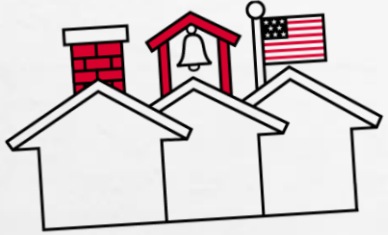
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Charles G. Searcy, Chairman

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Date

# TECHNICAL CENTER PROPOSAL – WORKFORCE EDUCATION SPENDING PLAN



**PRESENTED TO:**  
**SCHOOL BOARD OF INDIAN RIVER COUNTY**

**JULY 25, 2017**

**1:00PM**



**TEACHER EDUCATION CENTER**



# AGENDA

- ✓ **Review history of this project**
- ✓ **Clarify components of Phase 1**
- ✓ **Seek support to move forward**

# TIMELINE OF DISCUSSIONS & COMMUNITY INVOLVEMENT

- CTE Steering Committee feedback**
- Workforce education program funds**
- Decision to pursue consolidation**
- Research other models in the State**
- Develop concept of Phase 1 and 2**
- The timeline for Phase 1**

# PROPOSED PROGRAMS FOR NEW TECHNICAL CENTER

- **COMMERCIAL FOODS AND CULINARY ARTS**
- **BUILDING CONSTRUCTION TECHNOLOGIES (DUAL ENROLLMENT)**
- **EARLY CHILDHOOD EDUCATION (DUAL ENROLLMENT)**
- **MEDICAL ASSISTING**
- **MEDICAL CODER/BILLER**
- **NURSING ASSISTANT**
- **PHARMACY TECHNICIAN**
- **PHLEBOTOMY (DUAL ENROLLMENT)**
- **PRACTICAL NURSING**
- **WELDING (DUAL ENROLLMENT)**
- **ABE/GED**
- **ESOL**
- **GED TESTING**
- **LIFELONG LEARNING/COMPUTER CLASSES**

# CURRENT PROPOSED LOCATION FOR CONSTRUCTION OF TCCAE



**LOCATION IS CURRENTLY  
OCCUPIED BY THE ALTERNATIVE  
CENTER FOR EDUCATION  
PROGRAM**

# ARCHITECT SELECTION PROCESS

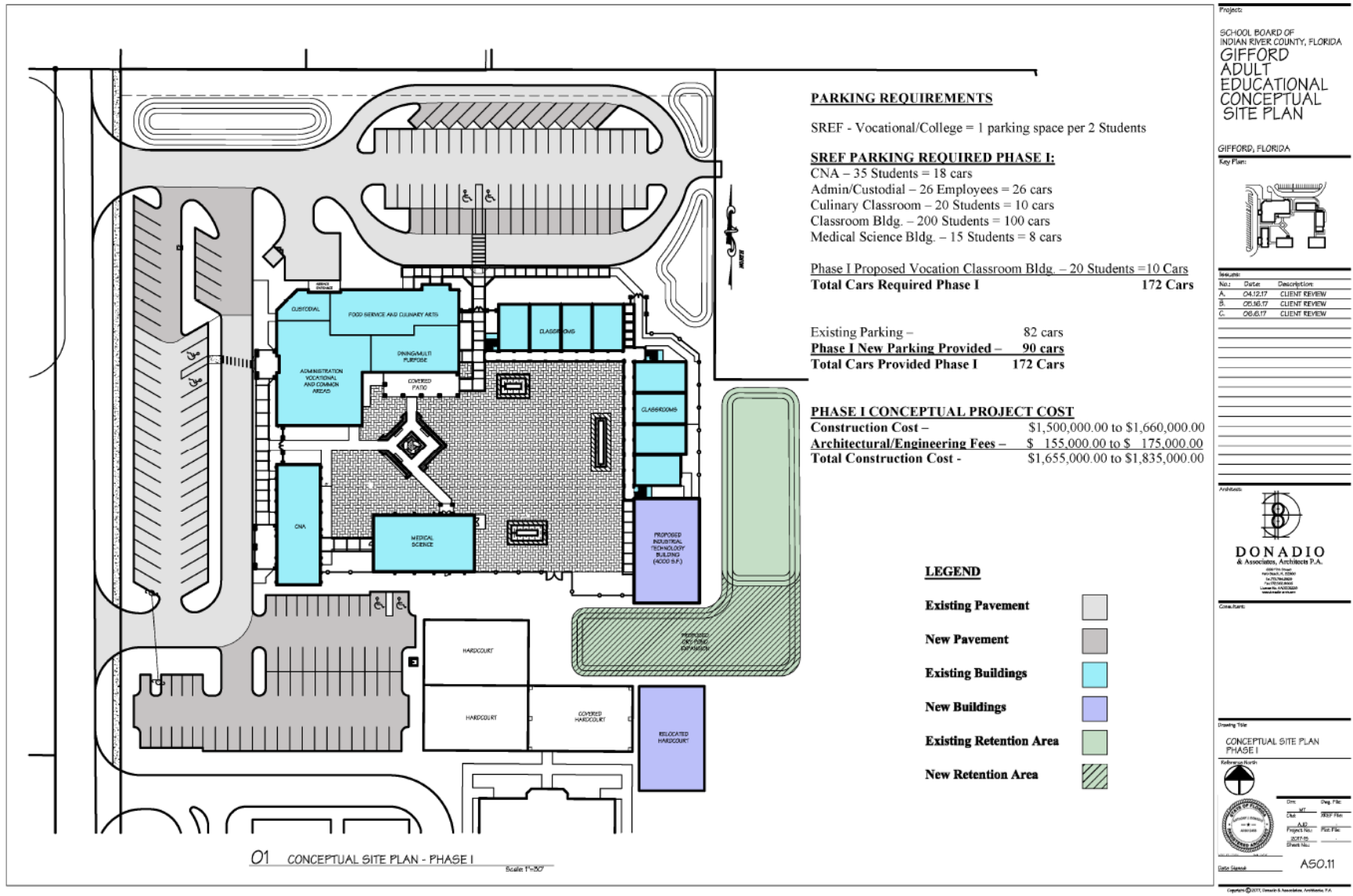
- **ON JULY 26, 2016 THE SCHOOL BOARD APPROVED RFQ #2017-01**
- **ON FEBRUARY 14, 2017 THE SCHOOL BOARD APPROVED CONTINUING**

## **SERVICES CONTRACTS FOR FOUR (4) ARCHITECTUAL FIRMS:**

- Donadio & Associates, Architects, PA**
- Edlund Dritenbas Binkley Architects & Associates**
- Harvard Jolly Architecture**
- Song + Associates, Inc.**



# CONCEPTUAL DESIGN OF REDESIGNED FACILITY



01 CONCEPTUAL SITE PLAN - PHASE I Scale 1"=50'

### PARKING REQUIREMENTS

SREF - Vocational/College = 1 parking space per 2 Students

### SREF PARKING REQUIRED PHASE I:

- CNA - 35 Students = 18 cars
- Admin/Custodial - 26 Employees = 26 cars
- Culinary Classroom - 20 Students = 10 cars
- Classroom Bldg. - 200 Students = 100 cars
- Medical Science Bldg. - 15 Students = 8 cars

Phase I Proposed Vocation Classroom Bldg. - 20 Students = 10 Cars  
**Total Cars Required Phase I 172 Cars**

Existing Parking - 82 cars  
**Phase I New Parking Provided - 90 cars**  
**Total Cars Provided Phase I 172 Cars**

### PHASE I CONCEPTUAL PROJECT COST

Construction Cost - \$1,500,000.00 to \$1,660,000.00  
 Architectural/Engineering Fees - \$ 155,000.00 to \$ 175,000.00  
**Total Construction Cost - \$1,655,000.00 to \$1,835,000.00**

### LEGEND

- Existing Pavement [Grey Box]
- New Pavement [Dark Grey Box]
- Existing Buildings [Light Blue Box]
- New Buildings [Purple Box]
- Existing Retention Area [Light Green Box]
- New Retention Area [Hatched Green Box]

Project:  
 SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA  
**GIFFORD ADULT EDUCATIONAL CONCEPTUAL SITE PLAN**

GIFFORD, FLORIDA  
 Key Plan:

Revisions:

No.	Date	Description
A.	04.12.17	CLIENT REVIEW
B.	05.16.17	CLIENT REVIEW
C.	06.01.17	CLIENT REVIEW

Architect:  
  
**DONADIO & Associates, Architects P.A.**  
 1000 N. US Highway 1  
 Suite 100  
 Palm Bay, FL 32909  
 Phone: 888-222-2222  
 Fax: 888-222-2222

Scale:  
 Drawing Title:  
**CONCEPTUAL SITE PLAN PHASE I**

Author:  
 Designer:  
 Checker:  
 Date Plotted:  
 Date Issued:  
 A50.11

# FUNDING FOR THE TECHNICAL CENTER

## State of Florida Auditor General – Report 2017-095

**“During the 2015-16 fiscal year, the District’s workforce education revenues totaled \$1.3 million. These revenues when combined with \$1.7 million of unspent workforce revenues from prior fiscal years.....”**

**Recommendation – “The District should continue its efforts to develop a spending plan, and the Board should adopt a spending plan, for workforce education program funds to serve as a guide to ensure that these funds benefit the students and program...”**

# FUNDING FOR THE TECHNICAL CENTER

The proposed use of the Workforce Education funds to fund the construction of the Technical Center for Adult & Career Education has been deemed appropriate and permissive by the **Florida Department of Education** (see email handout)



# FUNDING FOR THE TECHNICAL CENTER – CONSTRUCTION

Description	Amount
Estimated Cost of Construction	\$1,660,000
Estimated Architectual & Engineering Fees	\$175,000
Subtotal Cost of Construction and A&E Fees	\$1,835,000
Funded by:	
Adult Education Workforce unspent funds *	(\$1,510,000)
Balance to paid from Capital Fund contribution as follows:	\$325,000
Eliminate rollforward of 2016/17 funding for White Fleet Vehicle & Bus Replacement	(\$140,000)
Reduce current 2016/17 Budget for Sebastian River High School Sports Locker Room project. Funding still available in 2017/18 approved 5 Year Capital Outlay Plan of <b>\$1,552,113</b> for inclusion in overall project. <b>See Line 96 of 2017/18 Planning document</b>	(\$185,000)
Balance	\$0

\*Tentative fund balance projection for Workforce Education Program at 06/30/2017 is \$1,623,868

# FUNDING FOR THE TECHNICAL CENTER – FURNITURE, FIXTURES & EQUIPMENT

## BALLOT LANGUAGE – AUG 2016 VOTER APPROVED 0.50 MILLAGE REFERENDUM

“SHALL THE SCHOOL BOARD LEVY A 0.50 AD VALOREM MILLAGE FOR ESSENTIAL OPERATING NEEDS IN ORDER TO PROVIDE HIGH QUALITY EDUCATIONAL OPPORTUNITIES , RETIAN HIGHLY QUALIFIED TEACHERS , PURCHASE AND UPGRADE TECHNOLOGY AND SUPPORTING INFASTRUCTURE, AND **IMPLEMENT AND MAINTAIN CAREER AND TECHNICAL PROGRAMS** BEGINNING JULY 1, 2017, WITH ANNUAL REPORTING TO THE CITIZENRY”

# FUNDING FOR THE TECHNICAL CENTER – FURNITURE, FIXTURES & EQUIPMENT

Description	Amount
Estimated Cost of program equipment - Constuction Technology, Welding	\$500,000
Subtotal cost of equipment	\$500,000
<b>Funded by:</b>	
0.50 Millage Referendum proceeds	(\$500,000)
Balance	\$0

**Budget can be found on page 84 of the 2017/18 Tentative  
Budget Book line 569**



# CONSTRUCTION PROCUREMENT CMAR VS. HARD BID

- ✓ **SELECTION USING CMAR PROCESS IS BASED ON THE BEST QUALIFIED FIRM**
- ✓ **THE SELECTION OF THE TRADITIONAL HARD BID IS BASED PRIMARILY ON PRICE.**

# CONSTRUCTION MANAGEMENT AT RISK

## ADVANTAGES

- **CONSTRUCTION MANAGER BECOMES A TEAM MEMBER. MANAGER ATTENDS MEETINGS, ASSISTS IN VALUE ENGINEERING AND PROVIDES COST ESTIMATES**
- **“OPEN BOOK” APPROACH WHERE ALL SUB CONTRACTORS BIDS ARE OPEN FOR REVIEW BY BOTH THE ARCHITECT AND OWNER. BIDS ARE RECEIVED FROM A MINIMUM OF THREE SUBCONTRACTORS**
- **CONSTRUCTION MANAGER WORKS WITH THE ARCHITECT TO EVALUATE MATERIALS, BUILDING SYSTEMS DURING THE DESIGN PHASE**
- **GUARANTEED MAXIMUM PRICE (GMP) WITH 100 PERCENT OF THE SAVINGS AT THE END OF THE PROJECT RETAINED BY THE OWNER**
- **INDIAN RIVER CONTRACT CONTAINS AN “AUDIT PENALTY” FOR DISPUTED ITEMS INCORRECTLY BILLED TO GMP**





# CONSTRUCTION MANAGEMENT AT RISK

## DISADVANTAGES

- **PROJECT MAY NOT BE FULLY DESIGNED AT THE START OF THE CONSTRUCTION AND BEFORE THE GUARANTEED MAXIMUM PRICE (GMP) IS ESTABLISHED**
- **LEAST LIKELY, BUT MAY EXPOSE THE DISTRICT TO CHANGE ORDERS**

# CONSTRUCTION PROCUREMENT CMAR VS. HARD BID

## TRADITIONAL HARD BID

### ADVANTAGES

- **LOWEST INITIAL PRICE**
- **ARCHITECT BECOMES THE PRIMARY ADVOCATE**
- **PRICE DRIVEN COMPETITIVE BIDDING PROCESS**
- **ARCHITECT PROVIDES CUSTOM BUILDING AND SYSTEM DESIGN TO MEET THE DISTRICT'S BUDGET**



# TRADITIONAL HARD BID

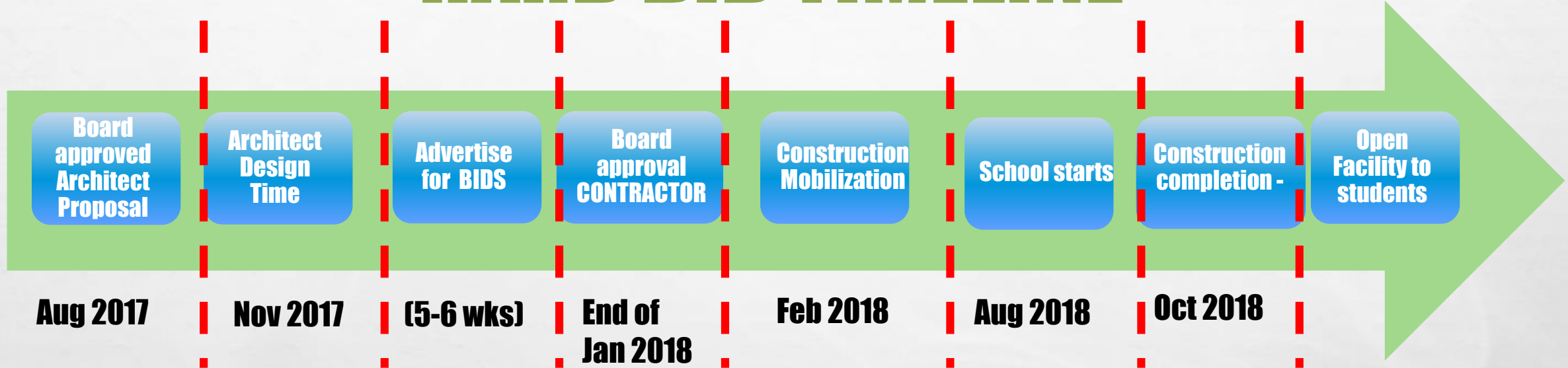
## DISADVANTAGES

- **MOST LIKELY, MAY EXPOSE THE DISTRICT TO CHANGE ORDERS AND CLAIMS**
- **PLANS MUST BE 100% COMPLETE IN ORDER FOR SUBCONTRACTORS TO BID ON JOB**
- **“CLOSED BOOK” APPROACH RESULTS IN ANY SAVINGS GOING TO GENERAL CONTRACTOR**
- **LACK OF CONTRACTOR’S PARTICIPATION MAY RESULT IN “OVER-DESIGN”**
- **ACTUAL COST IS UNKNOWN UNTIL COMPLETION (I.E. CHANGE ORDERS)**

# CMAR TIMELINE



# HARD BID TIMELINE



**Due to the requirement of 100% completion of construction documents in order for contractors to submit BIDS and the specific advertising timelines in SREF the project WOULD NOT be complete in time for the opening of school in 2018**

# ALTERNATIVE CENTER FOR EDUCATION RELOCATION



# A.C.E RELOCATION – ESTIMATED COSTS

## A.C.E CLASSROOMS TECHNOLOGY NEEDS

Item	Price	Qty	Total
PoleVault AV System	\$2,500.00	2	\$5,000.00
Wireless Access Point	\$700.00	9	\$6,300.00
12 Port Switch w/ connectors	\$1,900.00	6	\$11,400.00
Installation	\$1,150.00	9	\$10,350.00
	<b>Total:</b>		<b>\$33,050.00</b>

The cost includes the equipment needed to transition the new ACE classrooms to meet the district standard:

- 7 PoleVault systems removed from BES will be repurposed and used in new ACE classrooms
- Existing ACE teacher and student stations will be transferred to new ACE classrooms
- Document cameras, projectors, speakers and microphone systems from the district A/V spare pool will be used for the project.

# A.C.E RELOCATION – ESTIMATED COSTS

<b>CAPITAL NEEDS FUNDING PROPOSAL</b>	
<b>Description:</b>	Estimated cost
Front Office Renovations (offset by internal labor )	\$100,000
Walkway covers	\$135,000
Portable Cafeteria	\$65,000
Perimeter Fencing	\$11,545
<b>Subtotal Estimated cost</b>	<b>\$311,545</b>
<b>Funded by:</b>	
Rebudgeting of estimates for two projects approved in the 2016/17 Board approved 5 Year Capital Outlay Plan:	
Vero Beach High School Freshman Learning Center Locker / Bathroom renovations: <b>(Line 135 of 2016/17 plan)</b>	<b>(\$246,545)</b>
Portable Cafeteria- funded from Portable Budget	<b>(\$65,000)</b>
<b>Total rebudgeted funds</b>	<b>(\$311,545)</b>
<b>Balance</b>	<b>\$0</b>

<b>TECHNOLOGY NEEDS MILLAGE FUNDING PROPOSAL</b>	
<b>Description:</b>	Estimated cost
Standard Classroom Technology Package	\$33,050
<b>Subtotal Estimated cost</b>	<b>\$33,050</b>
<b>Funded by:</b>	
Voter approved 0.60 millage funds- <b>Page 90 of Tentative Budget Book - project 541</b>	\$33,050
<b>Total funding</b>	<b>\$33,050</b>
<b>Balance</b>	<b>\$0</b>





# BOARD DISCUSSION & DIRECTION



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**Approval to amend the School Board of Indian River County’s Five Year Capital Outlay Plan and to authorize the Superintendent to utilize funds from the District’s Portable Budget for the Relocation of the current Technical Center for Career and Adult Education site. -Mr. Morrison**

On July 25, 2017, at the Superintendent’s Workshop with the School Board, staff presented a proposed plan to finance the construction of the Technical Center. Included in the Spending Plan was a contribution from the Five Year Capital Outlay Plan of approximately \$636,545 to cover the cost of Architectural & Engineering Fees, construction, and all associated estimated costs of relocating the current Alternative Center for Education Program to the Technical Center for Career and Adult Education. Approval is recommended to amend the Board’s Five Year Capital Outlay Plan as follows:

Decrease	Decrease	Increase
Eliminate rollforward of 2016/17 Funding for White Fleet Replacement and transfer to Technical Center project	\$140,000	
Reduce 2016/17 Funding for Sebastian River High School Sports Locker Room Project	\$185,000	
Redirect 2016/17 Funding for Vero Beach High School Freshman Learning Center Locker / Bathroom renovations	\$246,545	
Capital Fund contribution from redirected rollforwards and reductions in planned 2017/18 projects to the Technical Center		\$571,545
<b>Total</b>	<b>\$571,545</b>	<b>\$571,545</b>

In addition, pursuant to School Board Policy 6320 this item is to also request the School Board grant the authority to the Superintendent to utilize approximately \$65,000 from the District’s 2017/18 portable budget for the setup and connection for a portable cafeteria at the current Technical Center for Career and Adult Education site. These actions will be reflected as a change to planned project balances from the Tentative Budget to the 2017/18 Beginning Budget at the Final Public hearing on September 7, 2017. **Superintendent recommends approval.**

PROJECT EXPENDITURE REPORT  
 Capital Project Report  
 Budget and Expenditures for Capital Meetings

DP	- 33	ALTERNATIVE CENTER		PRD-00 BEGINNING	PRD-12	JUNE	2018
		DP, PRJ, FND, FACL, FUNC, OBJT, PRG	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE
		33.048.377.3770.7400.6800.	65,000.00	.00	.00	.00	65,000.00
		048 PORTABLE LEASING & FF&E SUBTOTAL	65,000.00	.00	.00	.00	65,000.00
33		ALTERNATIVE CENTER TOTAL	65,000.00	.00	.00	.00	65,000.00

PROJECT EXPENDITURE REPORT  
Capital Project Report  
Budget and Expenditures for Capital Meetings

DP. PRJ. FND. FACL. FUNC. OBJT. PRG	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE
REQUEST 100 TOTAL	65,000.00	.00	.00	.00	65,000.00

PROJECT EXPENDITURE REPORT  
 Capital Project Report  
 Budget and Expenditures for Capital Meetings

DP	- 32	ADULT EDUCATION		PRD-00 BEGINNING	PRD-12	JUNE	2018
		DP.PRJ.FND.FACL.FUNC.OBJT.PRG	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE
		32.448.377.3770.7400.6300.	325,000.00	.00	.00	.00	325,000.00
		448 TCCAE-TECH CENTER CAREER/ SUBTOTAL	325,000.00	.00	.00	.00	325,000.00
32		ADULT EDUCATION TOTAL	325,000.00	.00	.00	.00	325,000.00

PROJECT EXPENDITURE REPORT  
 Capital Project Report  
 Budget and Expenditures for Capital Meetings

DP	- 33	ALTERNATIVE CENTER		PRD-00 BEGINNING		PRD-12 JUNE	2018
		DP. PRJ. FND. FACL. FUNC. OBJT. PRG	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE
		33.448.377.3770.7400.6800.	246,545.00	.00	.00	.00	246,545.00
		448 TCCAE-TECH CENTER CAREER/ SUBTOTAL	246,545.00	.00	.00	.00	246,545.00
33		ALTERNATIVE CENTER TOTAL	246,545.00	.00	.00	.00	246,545.00

PROJECT EXPENDITURE REPORT  
Capital Project Report  
Budget and Expenditures for Capital Meetings

DP. PRJ. FND. FACL. FUNC. OBJT. PRG	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE
REQUEST 100 TOTAL	571,545.00	.00	.00	.00	571,545.00



**THE SCHOOL DISTRICT OF INDIAN RIVER COUNTY, FLORIDA  
CONTINUING SERVICE CONTRACT FOR ARCHITECTURAL SERVICES  
EXHIBIT E**

**TASK ASSIGNMENT**

**I. PURPOSE**

This is a Task Assignment to the **Continuing Service Contract for Architectural Services** dated August 8, 20 17 between the **School Board of Indian River County, Florida** and **Donadio & Associates, Architects, P.A.** (Consultant), and is hereby made a part thereof. The purpose of this Task Assignment is to specify the required services of the Consultant to provide Architectural Services when and as authorized by the Owner's Project Representative, when deemed necessary.

**II. PROJECT/LOCATION**

Project Name **Technical Center for Adult and Career Education.** Performance of services will be for **Technical Center for Adult and Career Education Phase I** located at **4680 28<sup>th</sup> Court, Vero Beach, Florida 32967.**

**III. PROJECT CONSTRUCTION BUDGET**

The Project Construction Budget as defined in Article 4.1 is \$ **1,835,000.**

**IV. METHOD OF COMPENSATION**

Architect shall provide to Owner's Project Representative a written proposal with a total not-to-exceed cost for services, to include a detailed breakdown of material and labor required to complete the Scope of Services detailed in this Task Assignment. All labor and material costs for each Continuing Service Project shall be complete and detailed, and shall include and identify, without limitation, the number of hours of work by title and responsibility of the workers/professionals performing the services, while adhering to the Unit Labor Rates (Exhibit B) to this Continuing Service Contract.

A. **Fees.** Compensation for all services, material, supplies, training and any other items or requirements necessary to complete the work shall be governed by the terms and conditions of the Contract Documents. For this Continuing Service Project, the Consultant shall be paid a total not-to-exceed fee of One Hundred & Seventy-Two Thousand, Nine Hundred & Fifty-Five Dollars (\$172,955.00) payable at the rates set forth in Exhibit B to this Continuing Service Contract and based on the Schedule of Progress Payments listed below. This total-not-to-exceed fee shall include One Hundred & Sixty-Five Thousand, Four Hundred & Fifty-Five Dollars (\$165,455.00) for Basic Services and an additional Seven Thousand Five Hundred Dollars (\$7,500.00) for reimbursable expenses, as set forth in subparagraph B below. At no time shall fees exceed the amount of compensation set forth in this paragraph without a written and executed amendment to this Task Assignment or the Continuing Service Contract.

B. **Schedule of Progress Payments.**

1. **Task 1- Site Adaptation- \$7,305.00**
2. **Task 2- Planning Services- \$14,715.00**
3. **Task 3- Design Development- \$30,530.00**
4. **Task 4- Construction Documents- \$57,210.00**
5. **Task 5- Permitting and Bidding- \$15,445.00**
6. **Task 6- Construction Administration- \$34,380.00**
7. **Task 7- Project Closeout/Post Occupancy- \$5,870.00**
8. **Reimbursable Expenses- \$7,500.00**

C. **Reimbursable Expenses.** Reimbursable Expenses are in addition to compensation for Basic Services and Additional Services, if any, and include expenses incurred by Architect and Architect's employees. The reimbursable dollar amount is a not-to-exceed lump sum dollar allowance to cover printing costs, permitting, investigations, and other costs associated with administering the Continuing Service Project, and for any additional Owner requested design modifications not covered in the Scope of Services set forth in Exhibit A. To the extent that travel expenses constitute a Reimbursable Expense under the Contract, all expenses related to travel, including, without limitation, train tickets, mileage, and airfare, shall be subject to all laws, policies, and guidelines for the State of Florida, and shall be subject to the eligibility requirements and monetary limitations of this Contract. For the purpose of this Contract, the Architect, including, without limitation, its subconsultants, separate consultants, subcontractors, agents, employees or representatives shall be deemed to be limited to the same extent as a School Board employee by the affirmations, laws, regulations, and rules that govern eligibility for travel reimbursement and amount of reimbursement.

**V. SCOPE OF SERVICES**

Architect's proposal, attached to this Task Assignment as Attachment 1, shall include a detailed Scope of Services specific to this Task Assignment. If the Scope of Services is precisely and correctly detailed in the Architect's proposal, and the parties will rely on that description, then the description of the Scope of Services to be performed contained in the Architect's attached proposal shall be deemed to be incorporated in this Task Assignment and made a part of this Contract.

**VI. TASKS**

Architect's proposal shall include a detailed description of each Task to be completed under this task Assignment. If the Tasks are precisely and correctly detailed in the Architect's proposal, and the parties will rely on that description, then the Tasks to be performed contained in the Architect's attached proposal shall be deemed to be incorporated in this Task Assignment and made a part of this Contract.

**VII. ARCHITECT'S PROJECT SCHEDULE**

This Task Assignment shall commence upon receipt of a Purchase Order, fully executed Task Assignment, and Notice to Proceed issued by the Owner and shall continue until the Scope of Services is completed in accordance with the Contract Documents and has been accepted by the Owner's Project Representative, and the Owner has approved final payment to Architect. The projected date for completion of services, per the Architect's Project Schedule, is August, 2018. Architect shall maintain the Architect's Project Schedule based on the Schedule Milestones listed in Article 4.2.1 of the Contract, and as agreed-upon by the Architect and the Owner for this Continuing Service Project, which is attached to this Task Assignment as Attachment 1 (Architect's Proposal). If the Architect's Project Schedule is altered due to unforeseen delays, then the Architect shall notify the Owner's Project Representative immediately in writing. Any extension to the Architect's Project Schedule shall be negotiated, agreed-upon, and confirmed by a duly-executed written amendment to the Task Assignment signed by the Architect and the Chief Facilities Officer, or higher authority, on behalf of the Owner. Failure to meet the scheduled completion date for the services to be rendered under this Contract may be grounds for termination for default. The inclusion of a projected or scheduled completion date is not intended to be, nor shall be construed as, an expiration date for this Task Assignment, and the Architect shall be bound by the terms of the Contract and this Task Assignment until satisfactory completion of all required services in accordance with the Contract Documents.

**VIII. WARRANTY**

In addition to the representations set forth in Article 7 of the Contract, the Architect warrants that the services identified in this Task Assignment will be performed with reasonable care in a diligent and competent manner and in accordance with generally-accepted professional standards. By this warranty, the Architect agrees, and is obligated, to correct any services or deliverables provided that is not in conformance with the Contract Documents. If the Architect cannot correct the non-conformance, the Architect will refund to Owner the amount paid to the Architect for the portion of the services or deliverables that does not conform to this warranty and the Contract Documents. Pursuant to this warranty, the Owner will give the Architect written notice within thirty (30) days after the nonconforming services are

performed or, if applicable, the nonconforming deliverables are delivered. The notice will specify and detail the non-conformance and will designate a reasonable amount of time for the Architect to correct the nonconformance, based on its severity and complexity. The Architect does not warrant, and is not responsible for, any third-party products or services unless such third party is the Architect's subconsultant, separate consultant, subcontractor, agent or affiliate.

**IX. ARCHITECT'S PROJECT TEAM MEMBERS**

The Architect shall provide the name, title, and responsibility for each of the Architect's and subconsultants', separate consultants' or subcontractors' employees proposed to complete the Scope of Services and Tasks identified in this Task Assignment.

**X. REUSE AND REPEATED DESIGN**

As per Article 9 of the Contract and Florida Statutes 287.055 (10), the Owner may reuse or repeat the Continuing Service Project, as designed by the Architect under the terms of the Contract. The Owner may pay the Architect a fee according to the Schedule of Reuse Fees listed below.

Schedule of Reuse Fees:

- a. Single Project- N/A
- b. Simultaneous Multiple Projects- N/A

**All personnel listed in this Task Assignment or on the Architect's attached proposal (Attachment 1) must be cleared before entering School Board property, pursuant to Sections 1012.465 and 1012.467, Florida Statutes. The Architect's Project Team Members must cooperate with school personnel to provide suitable identification to demonstrate the prior approval of the Human Resource Department before entering any campus.**

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

Approval Date: February 14, 2017

IN WITNESS WHEREOF, the above parties have executed this instrument by their undersigned representatives pursuant to the authority of their governing bodies as of the approval date set forth in this Task Assignment.

Donadio & Associates, Architects, P.A.  
Name of Firm

The School Board of Indian River County FL

  
Signature

Signature of Chairman

Anthony J. Donadio  
Printed Name

Mr. Charles G. Searcy  
Typed/Printed Name of Chairman

07/26/17  
Date

Date

609 17<sup>th</sup> Street  
Address

6500 57<sup>th</sup> Street

Vero Beach, FL 32960

Vero Beach, FL 32967

772-794-2929  
Telephone Number

772-562-8600  
Fax Number

anthony@donadio-arch.com  
Email Address

650353631  
FEIN Business

\_\_\_\_\_  
SS# Individual

RFQ # 2017-01

Firm's Name Donadio & Associates, Architects, P.A.

YEAR	FND	CNTR	PROJECT	FUNC	OBJT	PRG		AMOUNT
2018	TBD	32	TBD	TBD	TBD	TBD		1,835,000

Send required insurance certificates to the Purchasing Department.

New Vendors: Send completed Vendor Certification, W-9, and Vendor Information Forms to Accounts Payable Department.

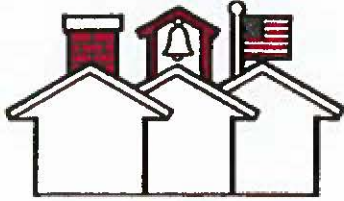
Architect's Contact Name: **DONADIO & ASSOCIATES, ARCHITECTS, P.A.**

Email Address: [anthony@donadio-arch.com](mailto:anthony@donadio-arch.com)

Phone Number: **772-794-2929**

Fax Number: **772-562-8600**





**WORK AUTHORIZATION  
THE SCHOOL DISTRICT OF INDIAN RIVER COUNTY**

**DATE: 07/25/17**

**Architect's Project 2017.15.1.2**

**WORK AUTHORIZATION NO. 004 FOR ARCHITECTURAL/ENGINEERING SERVICES**

**PROJECT: The School District of Indian River County  
Gifford Technical Center for Adult & Career Education Phase I Additions/Renovations**

**DESIGN FIRM: Donadio and Associates Architect, P.A.  
609 17<sup>th</sup> Street Vero Beach, Florida 32960 Phone 772-794-2929**

**I. PROJECT DESCRIPTION**

The project will consist of Architectural, Civil, Structural, Mechanical, Electrical, Plumbing and Fire Protection Services for the Phase I Development a new Vocational Classroom/Lab Building addition, Existing Classroom Renovations and existing Hardcourt structure relocation at the Gifford Technical Center for Adult & Career Education complex located at the existing Gifford Alternative School Campus in Indian River County, Florida.

**II. SCOPE OF SERVICES**

**Scope of Work**

Provide professional Architectural/Engineering Services for the Phase I Development associated with a new Vocational Classroom/Lab Building addition and Existing Classroom Renovations for the conversion of the existing Gifford Alternative School Campus to a Technical Center for Adult & Career Education Facility.

The Phase I Design will include:

- A new +/- 4,000sqft. single-story Vocational Classroom/Lab Building consisting of a Welding Lab, Building Construction Lab and Common Classroom Area.
- Renovation of the existing two-story Classrooms Building consisting of:
  - Classroom 103 conversion to a Computer Lab.
  - Classroom 208 conversion to a Testing Lab.
  - Classroom 209/210 conversion to a regular Teaching Classroom.
  - Classroom 211 conversion to a Phlebotomy Lab with 2-mock Exam Rooms.
- Relocating the existing Gifford Alternative Hardcourt structure to Gifford Middle School Campus.
- Site work consisting of paving and drainage for additional parking, drive aisles and stormwater infrastructure.

**Scope of Work will include the following:**

**Architectural** - Preparation of Construction Documents to include the following:

- Establishment of design criteria for the development of the Phase I 4000 sq. ft. Vocational Classroom/Lab Building addition, Existing Classroom Renovations, Site Work and Existing Hardcourt relocation for the conversion of the existing Gifford Alternative School Campus to a Technical Center for Adult & Career Education Facility.
- On-site visit for field verification of the existing building conditions.

**Architectural – (continued)**

- Preparation of architectural construction documents consisting of floor plans, elevations, roof plans and details, life safety plan, code review, schedules, building and wall sections, general construction details, notes and specifications.
- Coordination with Civil, MEPFP and Structural Engineers
- Preparation of Documents for Site Plan Approval and Building Permit Submittal.
- Responding to Site Plan Approval and Building Permit review comments.
- Preparation of Documents for Bidding
- Attendance at Pre-Bid Meeting and Pre-Construction Meeting
- Shop Drawing review of Architectural items, Request for Information and any other items as defined below for Construction Administration Services.
- 1 Year Post Occupancy walk-thru.

**Mechanical/Electrical/Fire Protection Engineering – Preparation of Construction Documents to include the following:**

- Coordination with Donadio & Associates, Architects, P.A.
- Establish design criteria for heating, ventilation and air conditioning (HVAC), electrical, plumbing, fire protection and Basic Technology
- One on-site visit for field verification of the existing building conditions.
- Construction documents and specifications for HVAC, electrical and plumbing, fire protection, which include but are not limited to: floor plans, schedules, electrical and plumbing risers, electrical panels, reflected ceiling plans, details, generator design for the new Office building, etc.
- Preparation of Documents for Building Permit Submittal.
- Responding to Building Permit review comments.
- Preparation of Documents for Bidding
- Attendance at Pre-Bid Meeting and responding to requests for clarifications during the Bidding Process
- Attendance at Pre-Construction Meeting
- Shop Drawing review of MEPFP items, Request for Information and any other items as defined below for Construction Administration Services.
- 1 Year Post Occupancy walk-thru.

**Structural Engineering – Preparation of Construction Documents to include the following:**

- Coordination with Donadio & Associates, P.A.
- Establish structural design criteria.
- Review of soil investigative reports as provided by Owner.
- Structural design and preparation of documents to include the following:
  - Foundations design for new structures based on a conventional foundation system with a minimum allowable soil bearing capacity as stated in soil investigation report.
  - Structural design for new structures and alterations of existing structure.
  - Wind design pressures for window and doors.
- Building and Wall Sections, Roof Framing Plans, Details and Specifications.
- Preparation of Documents for Building Permit Submittal.
- Responding to Building Permit review comments.
- Preparation of Documents for Bidding
- Attendance at Pre-Bid Meeting and responding to requests for clarifications during the Bidding Process
- Attendance at Pre-Construction Meeting.
- Shop Drawing review of Structural items, Request for Information and any other items as defined below for Construction Administration Services.
- 1 Year Post Occupancy walk-thru.



**Civil Engineering** – Preparation of Construction Documents to include the following:

- Coordination with Donadio & Associates, P.A.
- Establish civil design criteria.
- Coordination with SJRWMD on preliminary plan and drainage permitting.
- (1) Pre-Application meeting with IRC.
- Development of Civil Preliminary Plans set
- Permit Applications Development and Coordination.
  - SJRWMD ERP Modification.
  - IRC SREF Letter.
- Plans submissions to permit agencies.
- Attendance at IRC Planning SREF TRC meeting.
- Re-Submission to permit agencies and coordination remaining permit process.
- Project coordination and review of the required boundary and topographic survey.
- Project coordination and evaluation of the required subsurface soils investigation.
- Finalization of the site plan layout.
- Design of the paving and drainage systems.
- Design of the on-site utilities.
- Development of Civil Construction and Permit Plans set.
- Coordination with environmental consultant, if necessary.
- Preparation of Documents for Site Plan Approval Submittal.
- Preparation of Documents for Bidding.
- Attendance at Pre-Bid Meeting and responding to requests for clarifications during the Bidding Process.
- Attendance at Pre-Construction Meeting.
- Shop Drawing review of Structural items, Request for Information and any other items as defined below for Construction Administration Services.
- 1 Year Post Occupancy walk-thru.

**III. ASSUMPTIONS/CLARIFICATIONS:**

- The Architect will contract directly with and compensate the Civil, Structural and MEP Engineering of which their fees are included in the Total Lump Sum Amount.
- Review and evaluation of the existing adjacent site conditions and other buildings, not referenced in this Work Authorization are not part of the scope of services.
- Owner shall provide Access to the existing building facilities and existing building construction drawings.
- The Phase I Development for the Renovations of the existing Alternative Education Campus Buildings and Site into a Technical Center for Adult & Career Education Campus shall be based upon Programmatic/Space Needs Requirements, existing Civil Site Engineering Drawings, existing Building Drawings and any other drawings, reports or information relative to the proper execution of this Work Authorization's Scope of Work of which shall be provided, by The School District of Indian River County.
- Any addition work, over and above the original scope of work for the building renovation project, shall be considered additional services to this work authorization as per the Master Agreement for Architectural Services for Large Projects.
- The probable construction costs, as required in the Master Agreement for Architectural Services for Small and Large Miscellaneous Projects, will be performed by the Construction Manager.
- Not included in the above Scope of Work are 2D and 3D Illustrative Colored Renderings and Models, Geotechnical Reports and Testing, Cost Estimating, Threshold Inspections, Environmental Report/Surveys, Boundary and Topographical Surveys, offsite improvements, Landscape Architecture, Traffic Impact Statement/Studies/Link Sheets, Existing Building Structural Evaluation, Re-Zoning, and Application Fees for Agency approvals.

**IV. BREAKDOWN OF FEES FOR BASIC SERVICES:**

Services to be provided by Donadio and Associates Architect, P.A. pursuant to this Work Authorization (WA-004) shall be provided in accordance with the 2010-24-02 Consulting Agreement for Small and Large Miscellaneous Projects between Donadio and Associates Architect, P.A. and The School District of Indian River County dated 14<sup>th</sup> day of February, 2017 .

The following is a breakdown of the proposed fees by Task:

**ARCHITECTURAL/ENGINEERING SERVICES**

- 1. Task 1- Site Adaptation- \$7,305.00
- 2. Task 2- Planning Services- \$14,715.00
- 3. Task 3- Design Development- \$30,530.00
- 4. Task 4- Construction Documents- \$57,210.00
- 5. Task 5- Permitting and Bidding- \$15,445.00
- 6. Task 6- Construction Administration- \$34,380.00
- 7. Task 7- Project Closeout/Post Occupancy- \$ 5,870.00
- 8. Reimbursable Expenses- \$7,500.00

**V. DELIVERABLES**

**ESTIMATED SCHEDULE MILESTONES**

- 1. First Design Meeting with Facilities Division Staff – **Mid August 2017**
- 2. First Design Review Meeting with the Committee – **September 2017**
- 3. 60% drawings and specifications submittal for Plan Review - **October 2017**
- 4. Second Design Review Meeting with the Committee – **October 2017**
- 5. 100% drawings and specifications submittal for Plan Review - **November 2017**
- 6. Conformed Documents Complete – **November 2017**
- 7. Construction Start – **Mid-December 2017**
- 8. Substantial Completion – **July 2018**
- 9. Final Completion – **August 2018**
- 10. 11 Month Warranty Walkthrough – **July 2019**

**VI. ATTACHMENTS**

- 1. See Attachment 1 for Project Team members.
- 2. See Attachment 2 for Hourly Rate Schedule.

Approved by:

**THE SCHOOL DISTRICT OF  
INDIAN RIVER COUNTY**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Submitted by:

**Donadio and Associates Architects, P.A.**

Date: 07/25/17

Name: Anthony J. Donadio  
Anthony J. Donadio A.I.A

Title: President



**D O N A D I O**  
& Associates, Architects, P.A.

**ATTACHMENT 1**  
**ARCHITECT'S PROJECT TEAM MEMBERS**  
**SCHOOL DISTRICT OF INDIAN RIVER COUNTY**  
**GIFFORD ADULT EDUCATION TECHNICAL CENTER**  
**PROJECT #2017-15**

**ARCHITECT:**

**DONADIO & ASSOCIATES, ARCHITECTS, P.A.**

Anthony J. Donadio, AIA, NCARB - Principal

**E-mail:** [anthony@donadio-arch.com](mailto:anthony@donadio-arch.com)

609 17<sup>th</sup> Street

Vero Beach, Florida 32960

**PH: 772-794-2929**

**FAX: 772-562-8600**

**Tony: Cell: 772-633-2150**

Haydn K. Curtis – Project Manager

**E-mail:** [haydn@donadio-arch.com](mailto:haydn@donadio-arch.com)

**Haydn: Cell: 772-633-2154**

Jim Leveroni – CADD Technician

**E-mail:** [jim@donadio-arch.com](mailto:jim@donadio-arch.com)

**STRUCTURAL ENGINEER**

**M L ENGINEERING**

Mike Lue – Structural Engineer

**E-mail:** [mike@mlengineeringinc.com](mailto:mike@mlengineeringinc.com)

2030 37th Avenue

Vero Beach, Florida 32960

**PH: 772-569-1257**

**FAX: 772-569-4041**

**CIVIL ENGINEER**

**MBV ENGINEERING, INC.**

Todd Howder – Project Engineer

**E-mail:** [toddh@mbveng.com](mailto:toddh@mbveng.com)

1835 20th Street

Vero Beach, Florida 32960

**PH: 772-569-0035**

**FAX: 772-778-3617**

**MEP ENGINEER**

**INGENUITY ENGINEERIS, INC.**

Dave Green – Project Electrical Engineer

**E-mail:** [dgreen@ingenuityei.com](mailto:dgreen@ingenuityei.com)

Brian Hessinger – Project Mechanical Engineer

**E-mail:** [bhessinger@ingenuityei.com](mailto:bhessinger@ingenuityei.com)

4798 New Broad Street, Suite 300

Orlando, Florida 32814

**PH: 407-398-6007**

**FAX: 407-398-6007**





D O N A D I O  
& Associates, Architects, P.A.

## Attachment 2

Standard Hourly Billing Rates  
January 3, 2017

<u>Architectural Staff</u>	<u>Hourly Rates</u>
Principal	\$200.00
Senior Project Manager	\$175.00
Project Manager	\$135.00
CADD Manager	\$135.00
CADD Technician I	\$100.00
CADD Technician II	\$ 90.00
CADD Technician III	\$ 85.00
Intern Architect	\$100.00
Office Manager	\$ 85.00
Administrative Assistant	\$ 65.00
Receptionist	\$ 60.00
Technical Support	\$ 55.00

The rates set forth above are adjusted annually in accordance with Donadio and Associates normal salary review processes.



609 17<sup>th</sup> Street Vero Beach, Florida 32960 Phone 772 794 2929 Fax 772 562 8600  
License No. AA0002238



RECURRING VENDORS FROM 06 13 17

Vendor Number	Vendor Name	2017/18 Purchase Order/Spend Authority Requested	2016/17 Purchase Order/Spend Authority Requested	7/01/16 to 06/12/17 P.O.s Issued/Spend	Category	Bid/RFP/Contract or Piggyback Reference or Bid Exempt
V090359	1ST FIRE AND SECURITY INC	\$ 225,000.00	\$ 195,000.00	\$ 192,289.39	Fire Alarms - inspections, testing, repairs	St. Lucie County Bid #14-043
V081198	ADVANCED PLACEMENT PROGRAM	\$ 160,000.00	\$ 140,000.00	\$ 142,201.00	Instructional Materials	6A-1.012(15) Exempt
V080053	AFLAC	\$ 156,200.00	\$ 136,200.00	\$ 129,160.00	Benefits	6A-1.012(15) Exempt
V101900	AMERIGAS	\$ 325,000.00	\$ 325,000.00	\$ 275,000.00	LP Fuel	Broward Co. Schools Bid #15-024R
V085007	CDW GOVERNMENT LLC	\$ 900,000.00	\$ 900,000.00	\$ 863,244.52	Technology Equipment and Software	NJPA Contract #100614
V013080	CITY OF VERO BEACH UTILITIES	\$ 1,600,000.00	\$ 2,350,000.00	\$ 1,443,178.72	Utilities	Bid Exempt
V080054	CONSECO HEALTH INS CO	\$ 164,800.00	\$ 164,800.00	\$ 120,030.64	Employee Benefits	6A-1.012(15) Exempt
V099396	DAVIS VISION INC	\$ 155,000.00	\$ 155,000.00	\$ 129,014.03	Employee Benefits	6A-1.012(15) Exempt
V099393	DELTA DENTAL INSURANCE CO	\$ 1,380,400.00	\$ 1,380,400.00	\$ 1,170,943.94	Employee Benefits	6A-1.012(15) Exempt
V088974	EE&G ENVIRONMENTAL SERVICES	\$ 120,000.00	\$ 200,000.00	\$ 105,673.48	Environmental Services	Brevard Co. RFP #14-P-079-DR
V101504	FAMOSO INC dba MANPOWER	\$ 150,000.00	\$ 200,000.00	\$ 130,634.00	Substitute Custodians	FL State Alt. Contr #3141800-14-ACS
V089969	FIRST FINANCIAL ADMINISTRATORS	\$ 115,200.00	\$ 115,200.00	\$ 76,819.68	Employee Benefits	6A-1.012(15) Exempt
V023780	FLORIDA POWER & LIGHT COMPANY	\$ 2,696,200.00	\$ 2,696,200.00	\$ 2,258,815.79	Utilities	Bid Exempt
V023900	FLORIDA SCHOOL BOOK DEPOSITORY	\$ 1,719,141.88	\$ 1,719,141.88	\$ 884,853.41	Instructional Materials and Supplies	6A-1.012(15) Exempt
V024025	FLORIDA TRANSPORTATION SYSTEMS	\$ 1,150,000.00	\$ 1,244,500.00	\$ 1,050,944.81	School Buses / Parts & Inventory	DOE BID #2017-01
V086509	GRAINGER	\$ 125,000.00	\$ 125,000.00	\$ 82,018.85	MRO Parts	FL State Contract #450-000-11-ACS
V084279	HEINEMANN	\$ 170,000.00	NA	\$ 165,048.52	Instructional Materials and Supplies	6A-1.012(15) Exempt
V070618	INDIAN RIVER COUNTY SHERIFFS	\$ 540,000.00	\$ 538,985.00	\$ 539,015.00	School Resource Officers / Other Services	Board Approved Agreement 06/14/16
V032740	INDIAN RIVER COUNTY UTILITIES	\$ 275,200.00	\$ 275,200.00	\$ 241,204.57	Utilities	Bid Exempt
V099209	INDIAN RIVER STATE COLLEGE	\$ 410,000.00	\$ 391,338.51	\$ 391,338.51	Dual Enrollment / Text Books	6A-1.012(15) Exempt
V086879	INTERNATIONAL BACCALAUREATE	\$ 100,000.00	\$ 100,000.00	\$ 85,736.00	Instructional Materials and Supplies	6A-1.012(15) Exempt
V040546	M&B PRODUCTS	\$ 250,000.00	\$ 225,000.00	\$ 192,432.93	Juice	Palm Beach Co. Schools ITB #15C-34D
V082781	MARTIN FENCE	\$ 100,000.00	\$ 250,000.00	\$ 94,338.40	Fencing	Town of Davie B-12-76
V101301	NATIONAL EMPLOYEE BENEFIT	\$ 1,300,000.00	\$ 938,100.00	\$ 1,284,270.57	Employee Benefits	6A-1.012(15) Exempt
V086490	PORT CONSOLIDATED	\$ 150,000.00	\$ 230,000.00	\$ 127,945.64	Fuel Unleaded & Diesel	City of PSL Co-Op Bid #20130038
V090306	PRESIDIO NETWORKED SOLUTIONS	\$ 500,000.00	\$ 700,000.00	\$ 338,652.16	Technology Equipment and Software	FL St. Contr #43220000-WSCA-14-ACS*
V099196	REGIONS BANK	\$ 7,000,000.00	\$ 7,000,000.00	\$ 6,757,575.83	Credit card payments	Bid Exempt
V099275	ROBERT ERNESTON PRODUCE	\$ 250,000.00	\$ 250,000.00	\$ 229,658.40	Produce	Palm Beach Co. Schools ITB 15C-33D
V057921	SCERMP PC	\$ 2,401,100.00	\$ 2,401,100.00	\$ 2,381,948.00	Insurance Services	6A-1.012(15) Exempt
V089275	STANDARD INSURANCE COMPANY	\$ 550,000.00	\$ 900,000.00	\$ 513,780.59	Employee Benefits	6A-1.012(15) Exempt
V080064	TRANE	\$ 1,000,000.00	\$ 1,280,000.00	\$ 717,578.00	HVAC	TCPN #R150502
V087664	UNITED DATA TECHNOLOGIES INC	\$ 800,000.00	\$ 800,000.00	\$ 712,775.00	Technology Equipment and Software	FL St. Contr #43211500-WSCA-15-ACS*
V100088	UNUM LIFE INSURANCE COMPANY	\$ 300,000.00	\$ 262,600.00	\$ 290,291.85	Employee Benefits	6A-1.012(15) Exempt
V090538	US FOODS INC (P.O.W.E.R.B.U.Y.)	\$ 2,250,000.00	\$ 2,250,000.00	\$ 2,116,089.00	Food & Non-Food Cafeteria Items	Ocseola Co. Schools Bid C-14-0508-LH

RECURRING VENDORS FROM 06 13 17

Vendor Number	Vendor Name	2017/18 Purchase Order/Spend Authority Requested	2016/17 Purchase Order/Spend Authority Requested	7/01/16 to 06/12/17 P.O.s Issued/Spend	Category	Bid/RFP/Contract or Piggyback Reference or Bid Exempt
<b>Total approved authority</b>		\$ 29,488,241.88	\$ 30,838,765.39	\$ 26,234,501.23		

**APPLICATION AND CERTIFICATION FOR PAYMENT**

*AIA DOCUMENT G702*

PAGE ONE OF 1 PAGES 2

TO OWNER: School Board of Indian  
River County  
6500 57th Street  
Vero Beach, FL 32967

PROJECT: ADA & Drainage  
Improvements  
Wabasso School

APPLICATION NO: 4 - Retention

Distribution to:

OWNER  
 ARCHITECT  
 CONTRACTOR

PERIOD TO: JULY 25, 2017

FROM CONTRACTOR:  
Close Construction, LLC  
301 NW 4th Avenue  
Okeechobee, FL 34972

PROJECT NO: SDIRC #13-0-2017JC

CONTRACT FOR: Construction

CONTRACT DATE: April 25, 2017

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	<u>139,788.00</u>
2. Net change by Change Orders	\$	<u>(12,234.46)</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>127,553.54</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>127,553.54</u>
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	<u>0.00</u>
b. % of Stored Material (Column F on G703)	\$	<u>          </u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>0.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>127,553.54</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>121,175.86</u>
8. CURRENT PAYMENT DUE	\$	<u>6,377.68</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>0.00</u>

CONTRACTOR:

By: *Thomas C. Close* Date: 7/29/17  
Thomas C. Close, President

State of: Florida County of: Okeechobee  
Subscribed and sworn to before me this 28<sup>th</sup> day of July, 2017  
Notary Public: *Sheryl L. Wells*  
My Commission expires:



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month (PENDING)		
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$12,234.46</b>
<b>NET CHANGES by Change Order</b>	<b>(\$12,234.46)</b>	

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