

Request for Proposal and Contract

Nonprofit School Food Service

Food Service Management Company

DESOTO COUNTY SCHOOL BOARD

Name of Sponsor



DeSoto County School Board

April 2026

RFP# 2526-003

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

SECTION 1 INSTRUCTIONS

1.1 Notice of Proposal

This Request for Proposal (RFP) is for the purpose of obtaining responses from caterers and vendors to provide meal services for the DeSoto County School Board (SDDC), School Food Authority (SFA). Child Nutrition Programs operated may include the United States Department of Agriculture's (USDA) National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), School Dinner Program (SDP), Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO). Meal service may also be requested during declared emergencies or when emergency shelters are in operation due to man-made or natural disasters. DeSoto County School District (SFA/sponsor) is a public school located in Arcadia, Florida. The goal of the Food Service Program is to secure a Food Service Management Company (FSMC) to provide healthy, minimally processed, wholesome, appealing meals and a la carte food items, with maximum participation for our student population and staff.

The DeSoto County School Board (SDDC) is accepting Proposals for Qualifications from Food Service Management Companies (FSMC) for the purpose of providing complete management and operations of all food service facilities for the DeSoto County School Board (SDDC), Florida School Food Authority (SFA). Meal programs will include the United States Department of Agriculture (USDA) National School Lunch Program and the School Breakfast Program. The DeSoto County School Board is a public school district located in DeSoto County, Florida.

The DeSoto County School Board consists of five elected officials responsible for the adoption of policies which govern the operation of the District's public schools. The Superintendent of Schools is also an elected official responsible for the administration and management of the public school system.

A successful contractor will be responsible for conducting a food service program which fulfills the objectives of the District and has the capability to provide food service support during emergency situations or emergency operations. Proposers are advised to keep in mind the primary goals of the District when compiling their proposals. District objectives include but are not limited to the following:

- A.) To increase student meal participation at all levels:
 1. Ensure consistency of high-quality food served at each kitchen,
 2. Actively solicit school and community input,
 3. Provide a variety of menu choices to meet dietary requirements,
 4. Practice successful marketing outreach with a strong emphasis on public relations, and
 5. Establish and maintain a stringent cleanliness/sanitation program.

- B.) To establish a formal structure to gather input routinely and continuously from school food service employees to ensure effective and efficient operations.

- C.) To establish and conduct management and operational staff training programs that will ensure appropriate staff development, proper supervision, consistent quality control, and exercise appropriate safety procedures

- D.) To develop and maintain model management/operations staffing patterns at all schools, based upon their individual needs, which will assure quality service and retention of qualified employees.

E.) To maximize recycling efforts and minimize contributions to the solid waste stream.

F.) To select a FSMC that will guarantee a surplus \$200,000 fund balance, including the annually approved indirect cost rate, for the SFA food service operation for school year 2026-2027 and beyond. The food service management program is presently operated by the SDDC. The program encompasses all aspects of food service operations for all schools within the SDDC. For the purposes of this Request for Proposal (RFP), SDDC will be synonymous with the SFA.

1.2 Proposal Submission

Responses should address each of the requirements set forth in this RFP. Please provide the requested information no later than 2:00 PM EST on 5/4/2026 to the address below. Responses will be opened at 2:05 PM EST on 5/4/2026 to be evaluated per the criteria specified in subsection 1.4, below.

DeSoto County School Board (Sponsor name)
Superintendent Dr. Bobby Bennett
Director of Finance, Manuel Martin or Michelle Sikes (Purchasing Specialist)
530 LaSolona Ave (Address)
Arcadia, Florida, 34266 (City, State, Zip)

1.3 Timeline

- 4/16/26 Proposal available to public
- n/a Site Visit (Mandatory) at 530 La Salona Avenue, Arcadia, FL 34266 at 2:00 P.M.
- 4/20/26, Proposal questions due
- 4/22/26, Proposal questions answered by publishing Addendum 1, if Applicable
- 5/4/26, Proposal submissions due by 2:00 P.M. EST
- 5/4/26 Proposal submissions opened at 2:05 P.M., at 530 La Salona Ave, Arcadia, FL 34266.
- 5/7/26, SFA review of Proposals
- 5/8/26, SFA recommendation to FDACS and FDACS review
- 5/15/26 FDACS review provided to SFA
- 5/26/26, Contract intent to award letter sent and Board meeting review and vote.
- July 1, 2026, Awarded Vendor begins service

1.4 Evaluation Criteria

Proposals received will be reviewed to ensure all material has been submitted as specified in this RFP. The evaluation of proposals will be conducted in accordance with the below criteria. Contract award decision will be made based on the vendor that attains the greatest overall proposal score. It is for the management Vendor to show their expertise, experience, and capability in the proposal document to meet the needs of SDDC. Please be complete, clear, and concise in your proposal.

The following categories are the principal criteria that will be considered in the evaluation of the proposals:

1. Total Fixed Meal Charge (25 points).
 - The lowest cost receives max points. The others receive points equal to the lowest price divided by their meal price x 25 (not rounded)

$$(\text{Lowest Responsive Meal Price} \div \text{Vendor Meal Price}) \times 25$$

2. Menus/Product Identifications/Nutrition Analyses (15 points) –
 - Alignment with Federal and State nutrition standards, Clarity and completeness of product specifications
 - Evidence of innovative menu design and student engagement strategies

Scoring Guidelines Applicable

Exceptional (15)	Menus exceed USDA requirements and address variances and medical necessities for diets.
Good (10)	Menus meet USDA requirements and provide adequate variety.
Fair (5):	Menus minimally meet requirements but lack variety or detail.
Poor (0):	Menus do not meet USDA requirements

3. Marketing Plan (20 points) –
 - Marketing strategies for increased breakfast and lunch meal participation
 - In school marketing to students to change perception of school lunches to increase participation.
 - Marketing to the community to increase parent and community engagement in order to encourage participation in school program (NSLP/SBP) and to encourage summer food program participation (SFSP) in the community.
 - Marketing to attract interest of students in participation with innovation of choices and engagement opportunities

Scoring Guidelines Applicable

- Exceptional (10): Clear proactive engagement and feedback mechanisms.
- Good (7): Adequate communication and coordination.
- Fair (4): Minimal engagement described.
- Poor (0): No engagement plan provided.

4. Company Experience (10 points)
 - Only companies with a minimum of five years of experience in the serving a public K12 District with the National School Lunch / Breakfast programs and Summer Food Services Programs will be accepted.

4. cont.

Scoring Guidelines Applicable

- Exceptional (10) demonstrates strong understanding of K12 food service programs with NSLP/SBP experience
- Good (7) demonstrates relevant experience with minor gaps or comparative programs.
- Fair (4) demonstrates limited experience in similar setting, capability is minimally demonstrated.
- Poor (0) demonstrates no relevant or comparable experience demonstrated.

5. Experience of On-Site Management Company Staff (10 points) –

General Manager must have a minimum of five years of experience with National School Lunch/Breakfast Programs in a K12 environment.

Experience of the proposed staff present in a production line operation and in training staff.

- Scoring Guidelines Applicable
- Exceptional (10) Highly qualified on-site management with a detailed staffing plan that ensures full coverage for all meal periods with clear supervision and contingency planning demonstrated. Manager has 5 years experience.
- Good (7) Staffing plan meets operational needs with qualified management and adequate coverage.
- Fair (4) Staffing is minimally adequate but lacks detail regarding coverage or supervision
- Poor (0) Staffing plan is unclear, insufficient, or does not demonstrate capacity to meet operational needs.

6. Training/Transition Plan (15 points)

- Staff training transition plan implementation time line.
- Plan to incorporate current staff into new menu preparation training and procedures.
- Plan to maintain certifications and professional development for staff moving forward.
- The FSMC presents a plan for "partnering" with District to be successful during startup and ongoing operations

Scoring Guidelines Applicable

Exceptional (15) Highly qualified on-site management with a detailed staffing plan that ensures full coverage for all meal periods with clear supervision and contingency planning demonstrated.

Good (10) Staffing plan meets operational needs with qualified management and adequate coverage.

Fair (5) Staffing is minimally adequate but lacks detail regarding coverage or supervision

Poor (0) Staffing Plan is unclear, insufficient, or does not demonstrate capacity to meet operational needs.

7. References (5 points)

Vendor expertise experience and references from clients served.
(consideration of reliability responsiveness and program success reported by references)

Scoring Guidelines Applicable

- Exceptional (5): Three or more relevant verifiable references provided.
- Good (3): Two relevant references provided.
- Fair (1): One relevant reference provided.
- Poor (0): No relevant references provided.

8. Evaluate financial stability controls invoicing practices and audit history.(10 points

Vendor demonstrates financial stability controls, invoicing practices, and audit ready practices.

Scoring Guidelines Applicable

- Exceptional (10) Strong financial stability and audit-ready systems.
- Good (7) Adequate financial systems with minor concerns.
- Fair (4): Some weaknesses in controls or documentation.
- Poor (0): Financial practices present significant risk.

The SDDC will evaluate the proposals, based on the above criteria and select the Food Service Management Company that the District feels that is most advantageous to the program, with price and other factors considered.

Proposal Exhibits (Attachments)

- 1.5
1. Exhibit A – Location of schools
 2. Exhibit B – Approved 21-day cycle menu
 3. Exhibit C – Current NSLP Nutrition Standard Guidelines
 4. Exhibit D – 2026-2027 School Calendar Board Approved
 5. Exhibit E – Current Employees and Work Schedule
 5. Exhibit F – Drug-Free Workplace Program Bidder Certification
 6. Exhibit G – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 7. Exhibit H – Certification Regarding Lobbying
 8. Exhibit I – Disclosure of Lobbying Activities
 9. Exhibit J – Proposal Summary
 10. Exhibit K – Annual Financial Report
 11. Exhibit L – Non-Collusion Affidavit
 12. Exhibit M – Sample Invoice
 13. Exhibit N – A La Carte and Adult Meals
 14. Exhibit O – Proof of Completion of FNW Vendor Training
 15. Exhibit P – Board Approved Bargaining Agreement
 16. Exhibit Q – Compensation Plan
 17. Exhibit R – 24-25 Food Service Budget
 18. Exhibit S – Detailed meal claims Sept-Nov 2025 including a la carte and adult sales
 19. Exhibit T - Certificate of Independent Price

Questions and Site Visits

- 1.6 There will not be a mandatory Site Visit/Prebid. Questions concerning this RFP must be submitted in writing by April 20, 2026, via email to Michelle Sikes, Purchasing Specialist, via email at michelle.sikes@desotoschools.com. All responses to questions received will be on the District website and available to all potential vendors on April 22, 2026.

1.7 Addenda

Revisions which modify the RFP documents, by addition, deletions, clarifications, or corrections will be on the District website and available to all potential vendors.

SECTION 2 GENERAL CONDITIONS

2.1 Rejection of Proposal

The SDDC reserves the right to reject any or all proposals received. Therefore, proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the official file on this matter without obligation to the SDDC.

All proposals must be in writing. A responsive proposal indicates a willingness and good faith intention to negotiate and enter into a contract with the District that, without condition or exception, complies with the scope of services called for in this RFP. Non-responsive proposals shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions contained herein. A proposal may be found to be irregular or non-responsive by reasons including, but not limited to, failure to complete or utilize prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, or improper or undated signatures. The District reserves the right, in its sole discretion, to waive any informality.

Proposals may be rejected if more than one proposal is received from an individual, firm, partnership, or corporation, or combination thereof, under the same or different names. Such duplicate interest may cause the rejection of all proposals in which such Vendor has participated. Other conditions that may cause rejection of proposals include evidence of collusion among Vendors, obvious lack of experience or expertise to perform the required work, or failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the United States Comptroller General's List of Ineligible Vendors for Federally Financed or Assisted Projects. Proposals will be rejected if not delivered or received on or before the date and time specified for submission.

The District will evaluate the proposals in accordance with the requirements for vendors. The objective is to execute an agreement with the selected Vendor as soon as possible after the selection is made. If, in the sole discretion of the SDDC, the negotiations are unsuccessful, then the SDDC may discontinue them and begin negotiating with the next selected Vendor, and so on, until a satisfactory plan and agreement are reached. Notwithstanding any other statements in this RFP, the SDDC is under no obligation to enter into an agreement with any of the Vendors. The Vendor is also required to provide as a part of its response to this RFP a sample contract format for evaluation in the event they are the successful Vendor. Proposals that do not conform to the requirements of this RFP shall be rejected. Proposals may be rejected for reasons that include, but are not limited to, the following:

1. The proposal was received after the submission deadline. No electronic copies will be accepted. A flash drive must be included with the 6 printed copies.
2. The proposal was not signed by an authorized representative of the FSMC.
3. The proposal contained unauthorized amendments, deletions, or contingencies to the requirements of the RFP.
4. The proposal was incomplete or contained significant inconsistencies or inaccuracies.

2.2 Errors or Omissions

If the SFA determines that a proposal contains a minor irregularity or an error, such as a transposition, extension or footing error in figures that are presented, the SFA may allow the FSMC an opportunity to correct the error. Information that is required to be included in the proposal and is

inadvertently omitted shall not be accepted under this error correction provision. All information required to be included in a proposal must be received by the date and time that proposals are due. The SFA reserves the right to seek clarification of any information contained in the FSMC's proposal.

2.3 Deviations or Exceptions

Deviations or exceptions to the specifications provided in this RFP will not be considered.

2.4 Specifications and Conditions

By submitting a response to this RFP, FSMCs are acknowledging that they have read the specifications and conditions provided in the RFP and that their proposal is made in accordance with the provisions of such specifications. FSMCs further agree to deliver services that meet or exceed specifications provided in the RFP should they be awarded a contract for services.

2.5 Withdrawal of Proposal

Requests for withdrawal of a proposal may be considered if such request is received in writing within 72 hours after the proposal opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the FSMC. If a request for withdrawal is not received, a FSMC shall be legally responsible for fulfilling all requirements of its proposal if it is accepted.

2.6 Proposal Modifications

Requests for modifications of a proposal may be considered if such request is received in writing within 72 hours after the proposal opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the FSMC. If a request for modification is not received, a FSMC shall be legally responsible for fulfilling all requirements of its proposal if it is accepted.

2.7 Prohibition of Gratuities

By submission of a proposal, a FSMC certifies that no employee of SFA has or shall benefit financially or materially from such proposal or subsequent contract. Any contract issued because of this RFP may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

2.8 Competition

Per 2 CFR 200.319(b) and to ensure objective FSMC performance and eliminate unfair competitive advantage, FSMCs that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

2.9 FSMC Research

SFA reserves the right to research any FSMC submitting a proposal in response to this RFP to ensure the FSMC's ability to perform the services as specified.

2.10 Training

All food service management companies must complete the online food service management company training found at [Vendors / National School Lunch Program / Nutrition Programs / Food & Nutrition / Home - Florida Department of Agriculture & Consumer Services](#) with eighty (80) percent accuracy or higher or attend an in-person food service management company training conducted by the Department prior to entering into an agreement for food services with a Sponsor. Opportunities to complete the online food service management company trainings are offered year-round.

2.11 Conditions for Acceptance

FSMCs must submit a proposal meeting the requirements of the RFP to include the required exhibits/attachments and certifications signed by the authorized official. Proposals must be received in person by the time and date specified in subsection 1.2, Proposal Submission, above.

2.12 Proposal Computation Method

Estimated totals must be carried out to the second decimal place and must not be rounded.

2.13 Proposal Bond Requirements

Each proposal shall be accompanied by a Proposal Bond in the amount of \$50,000.00. The purpose of the bond is to ensure the successful respondent will enter into contract upon award. The bond shall be issued by a surety company licensed to conduct business in the State of Florida and listed as an approved surety by the U.S. Department of the Treasury Cash, checks or other bond instruments are NOT acceptable. Bond will be returned (a) to unsuccessful bidders as soon as practicable after the opening of bids and (b) to the successful bidder upon execution of such further Contractual documents and bonds as may be required by the bid as accepted.

2.14 Performance Bond Requirements

The successful firm shall provide a Performance Bond in the amount of 10% of the contract price which shall remain in effect for the entire contract, including all renewal periods. Such Bond shall be submitted within fifteen (15) calendar days after award of the Contract by the Board. Both the Bid Bond and the Performance Bond shall be issued by one and the same surety company.

2.15 Protest of the RFP

Any adversely affected person who desires to file a formal protest to this RFP must do so in accordance under chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

2.16 Copyrights

The SFA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for SFA purposes: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, sub grantee, or contractor purchases ownership with grant support. 2 C.F.R. Appendix II to Part 200(F)

2.17 Patents

The SFA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize other to use, for SFA purposes patent rights with respect to any discovery or invention which arises or is developed during or under such contract. 2 C.F.R. Appendix II to Part 200(F)

2.18 Confidentiality

The awarded FSMC shall maintain confidentially as per USDA and District regulations. This includes students' eligibility status. Under Florida's Public Records Law, absent a specific exclusion, written communications to and from DeSoto County School Board employees and students are considered public records.

2.19 Federal Debarment Certification

FSMC will comply with the Federal Debarment Certification regarding debarment suspension, ineligibility, and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension and implemented at 2 C.F.R. 417.

1. The prospective lower tier (\$25,000) participant certifies, by submission and of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

2.20 Public Entity Crimes Certification

Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to public entities; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

2.21 Drug Free Workplace Certification

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals, or replies that are equal with respect to price, quality, and service are received by an SFA for the procurement of commodities or contractual services, a reply received from a business which certifies that it has implemented a Drug Free Workplace Program by signing the enclosed Drug Free Workplace Certification Form, shall be given preference in the award process.

2.22 Insurance

Insurance required to be carried shall include:

1. Workers' Compensation Insurance. The Company shall maintain Workers' Compensation coverage as required by Florida Statute 440, covering all Company employees employed in connection with this contract and Employer's Liability Insurance with minimum limits of \$1,000,000 per occurrence.
2. Comprehensive General Liability Insurance. The Company shall procure and maintain for the life of the contract/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the contract. The coverage must be on an occurrence form basis with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability.
3. Business Automobile Liability. The Company shall procure and maintain, for the life of the contract agreement Business Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This coverage shall be on any "Any Auto" or "Comprehensive Form" policy. The coverage shall be on an occurrence form policy. In the event the Company does not own any vehicles, hired and non-owned coverage shall be provided in the amounts listed above.
4. The company shall furnish proof of the insurance to the Board by Certificate of insurance.
5. The Certificate of Insurance shall state that the Board, its members, officers, elected officials, employees, agents, and volunteers are additionally insured under the policy or policies.
6. The Company shall provide Certificates of Insurance to the District's Purchasing Specialist at 530 LaSolona Ave, Arcadia, FL 34266 prior to the start of any work under this contract.
7. The Companies insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this contract.
8. All insurance policies shall be issued by companies with either of the following qualifications:
 - a. The company must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus line insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "VI" or better according to the latest edition of Best's Key Rating Guide, Published by A.M. Best Company. Or
 - b. With respect only to Worker's Compensation insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurer fund pursuant to Florida's Statutes.

SECTION 3

SCOPE

- 3.1 The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.
- 3.2 The food service operation shall be managed to promote maximum participation in the Child Nutrition Programs.
- 3.3 The FSMC shall have the exclusive right to manage the Child Nutrition Programs at the sites specified on Exhibit A.
- 3.4 The FSMC will provide food services to each site as specified in Exhibit A.
- 3.5 The SFA may add or remove sites and/or meal periods for existing programs to Exhibit A at any time during each Contract Term unless the addition or removal of sites and/or meal periods creates a material or substantive Contract change.
- 3.6 The SFA reserves the right to maintain, add, and/or remove present food and beverage vending machines in its facilities.
- 3.7 The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC shall be considered solely employees of the FSMC and shall not be considered employees or agents of the SFA in any fashion. All FSMC employees will submit to appropriate background checks as required by Florida Statute.
- 3.8 The FSMC shall conduct the food service operation to ensure compliance with the rules and regulations of the Florida Department of Agriculture and Consumer Services ("FDACS") and the USDA regarding Child Nutrition Programs.
- 3.9 The SFA shall be legally and financially responsible for the conduct of the food service operation and shall supervise the food service to ensure compliance with the rules and regulations of the FDACS and the USDA regarding Child Nutrition Programs.

SECTION 4 SCHOOL FOOD AUTHORITY RESPONSIBILITIES

- 4.1 The SFA shall ensure that the food service operation is in conformance with its *National School Lunch and Breakfast Program Sponsor Agreement* and the *Policy Statement for Free Meals, Free Milk, and Reduced-Price Meals*.
- 4.2 The SFA shall retain control of the quality, extent, and general nature of its food service operation and the prices to be charged for meals, milk, a la carte items, adult meals, and vending machine items, as applicable.
- 4.3 The SFA shall monitor the food service operation through periodic on-site reviews to include the inspection of meals, food preparation, storage and service areas, sanitation practices, and procedures for accurately counting and claiming meals provided that nothing in this paragraph shall be construed as to relieve the FSMC of its independent obligation to provide proper oversight and supervision of its operations or to otherwise comply with State and Federal rules and/or regulations.
- 4.4 The SFA shall approve the menus and recipes for meals and other food to be served or sold to students to ensure compliance with the rules and regulations of the FDACS and the USDA.
- 4.5 The SFA shall approve all a la carte items and the prices charged for those items in advance of sale by the FSMC.
- 4.6 The SFA shall retain signatory authority on the FDACS *Annual School Application for Participation in Child Nutrition Programs and Food Distribution Programs*; the *Policy Statement for Free Meals, Free Milk, and Reduced-Price Meals*; the *National School Lunch and Breakfast Program Sponsor Agreement*; and the *Child Nutrition Program Monthly Claim for Reimbursement*.
- 4.7 The SFA will establish internal controls that ensure the accuracy of meal counts before submittal of the *Monthly Claim for Reimbursement*. At a minimum, these controls will include:
- An on-site review of the meal counting and claiming system employed by each school,
 - Reviews of meal count data for each site, and
 - Edit checks of meal count data against the product of the eligibility data times an attendance factor.
- 4.8 The SFA shall ensure USDA Foods received for use by the SFA and made available to the FSMC are utilized within the Term of this Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 C.F.R. 250.
- 4.9 The SFA shall maintain and visibly post applicable health certification and assure all state and local regulations are met by the FSMC preparing or serving meals at SFA facilities.
- 4.10 The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.
- 4.11 The SFA shall distribute and collect the letters and household applications for free and reduced-price meals or milk and determine eligibility of students for meal benefits as applicable.
- 4.12 SFA retains signature authority of Child Nutrition Program Agreement, free and reduced- price policy statement, and all claims input into the Florida Automated Nutrition System (7 CFR 210.16 (a)(5)). SFA is the approving official for the free/reduced eligibility applications, direct certification

process, benefits issuance list, submission of claims for reimbursement, and verification requirements.

- 4.13 The SFA shall verify applications for free and reduced-price meals and conduct any appeals or hearings for eligibility determinations.
- 4.14 The SFA shall inform the FSMC of any adjustments to menus and monitor implementation of adjustments.
- 4.15 The SFA shall be responsible for resolution of program reviews and audit findings.

**SECTION 5
FOOD SERVICE MANAGEMENT COMPANY RESPONSIBILITIES**

- 5.1 The FSMC will conduct the school food service operation in conformance with the Program Sponsor Agreement between SFA and FDACS and in accordance with generally accepted standards of care and best practices in the industry.
- 5.2 The FSMC shall serve on such days and at such times as requested by the SFA:
 - 5.2.1 Breakfasts, priced as a unit, which meet USDA requirements.
 - 5.2.2 Lunches, priced as a unit, which meet USDA requirements.
 - 5.2.3 After-school snacks, priced as a unit, pursuant to the After-School Care Program
 - 5.2.4 Summer meals, priced as a unit, which meet USDA requirements.
 - 5.2.5 Milk, served to all children pursuant to the Special Milk Program
 - 5.2.6 Fresh fruit and vegetables, served to all children pursuant to the USDA Fresh Fruit and Vegetable Program
 - 5.2.7 Other foods as agreed upon by the FSMC and SFA, pursuant to applicable regulatory requirements.
 - 5.2.8 FSMC may also be expected to provide meal support at designated shelters upon request to support emergency operations at designated shelters.
 - 5.2.9 FSMC may be required to provide a dinner style meal upon request at selected locations.
- 5.3 The FSMC shall serve free, reduced-price, and paid meals and/or free milk to those children designated by the SFA.
- 5.4 The FSMC shall implement collection procedures as specified by the SFA and approved by the FDACS.
- 5.5 The FSMC shall implement the *Offer versus Serve* provision at the food service sites specified by the SFA on Exhibit A.
- 5.6 The FSMC shall adhere to the 21-day cycle menu(s) and portion sizes specified by the SFA on Exhibit B for the first 21 days of meal service. After the first 21 days of meal service, menu changes may be made with SFA approval. Meals must meet the Healthy Hunger-Free Kids Act of 2010 as designated herein by the SFA for each Term of the Contract, as applicable. Meals must meet or exceed the calories and meet the nutrient standards for National School Lunch, School Breakfast, and/or Summer Food Service Program meals for the age/grade groups of school children and as listed in Exhibit C.
- 5.7 The serving sizes, if applicable, provided by the SFA on the 21-day cycle menu(s) in Exhibit B are, in most cases based on the required minimum serving sizes stated in Exhibit C. If the serving sizes for the food items indicated on the menu(s) do not meet the required weekly calorie and nutrient standards as stated in Exhibit C, the FSMC must increase serving sizes and/or provide additional food items as necessary to meet the calorie and nutrient standards without altering the 21-day cycle menu(s). Serving sizes may not be decreased unless otherwise stated in this *Request for Proposal and Contract*.
- 5.8 The FSMC shall be responsible for providing meals and menus appropriate for the age of the students served and acceptable to students evidenced through production records, a minimum of plate waste and participation levels in the National School Lunch, School Breakfast, and/or Summer Food Service Program meals, as applicable.

- 5.9 The FSMC shall participate in the parent, teacher, and student advisory board.
- 5.10 The FSMC shall cooperate with the SFA in promoting nutrition education and assist in the coordination of the SFA's food service with classroom instruction.
- 5.11 The FSMC shall use SFA facilities for the preparation of food to be served as specified on Exhibit A.
- 5.12 The FSMC shall not directly or indirectly prevent the sale or marketing of fluid milk at any time, in any place on school premises or at any school-sponsored event. [7 CFR 210.21(e)]
- 5.13 The FSMC is required to substitute food components of the meal pattern for students who are considered to have a disability under 7 C.F.R. 15b and the disability restricts their diet. Substitutions must be made on a case-by-case basis only when supported by a written statement of the need for substitution(s) that includes recommended alternate foods, unless otherwise exempted by FNS. Such a statement must be signed by a licensed physician.
- The FSMC may make substitutions for students with disabilities who cannot consume the regular lunch or afterschool snack because of medical or other special dietary needs. These substitutions must be made on a case-by-case basis and only when supported by a written statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FNS. Except with respect to substitutions for fluid milk, such a statement must be signed by a recognized medical authority.
- 5.14 The FSMC shall deposit daily all monies in the SFA's nonprofit food service account.
- 5.15 The FSMC will operate and care for equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards prescribed in the SFA's written food safety program and comply with all applicable federal, state, and local laws, ordinances, regulations, and rules concerning sanitation.
- 5.16 It will be the joint responsibility of the SFA and the FSMC to protect the anonymity of all children receiving free or reduced-price meals, and methods for ensuring anonymity shall be jointly agreed upon; provided that nothing in this paragraph shall be construed to relieve the FSMC of its independent obligation to protect the anonymity of all children receiving free or reduced-price meals and to provide the required quality and extent of goods and services hereunder.
- 5.17 Guarantee - It is the goal of the DeSoto County School Board for the successful FSMC to guarantee a \$200,000 fund balance, including the FL DOE annually approved indirect cost rate, for the SFA food service operation for school year 2026-2027 and beyond. If this requirement is not met the FSMC will reimburse the SFA for one hundred (100) percent of the net loss in school food service operations.

**SECTION 6
INVOICING AND PAYMENT**

- 6.1 The FSMC shall submit itemized invoices to the SFA **monthly**. Invoices shall specify the number of meals provided to the SFA and the unit price for each meal type. Invoices shall be received no later than 5 days after the end of the calendar month.
- 6.2 The SFA shall pay the FSMC the unit price specified in the Bid Summary times meals provided as specified in the invoice. The SFA shall pay:
 - 6.2.1 According to the time frame as stated on the FSMC invoice; or
 - 6.2.2 Five (5) business days after receiving Meal Claim Reimbursement; whichever occurs sooner.
 - 6.2.3 No later than forty-one (41) calendar days of its receipt of the invoice from the FSMC.
- 6.3 The FSMC shall use the following delinquent payment notification procedures to exercise its right to demand payment from the SFA:
 - 6.3.1 For invoices not paid within forty-two (42) calendar days after the SFA received the invoice, the FSMC shall send the SFA a notice letter with a copy of the original invoice attached. The FSMC shall also provide a copy of the notice letter to the FDACS.
 - 6.3.2 When an invoice previously noticed when delinquent forty-two (42) calendar days is still delinquent and not paid in full within sixty-three (63) calendar days after the SFA received the invoice, the Vendor must provide a second letter to the SFA with a copy of the original invoice attached and provide a copy to the FDACS.
 - 6.3.3 The FSMC may suspend service or terminate its contract with the SFA if the SFA has failed to make full and complete payment for any invoice sixty-three (63) or more calendar days after the invoice was received. The FSMC's failure to terminate its contract shall not waive its right to seek payment under appropriate Florida Law and procedures.

SECTION 7 USDA FOODS

- 7.1 Any USDA Foods received for use by the SFA and made available to the FSMC shall be utilized within the specified Term of this Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with 7 C.F.R. 250.
- 7.2 The FSMC shall accept and use USDA Foods in as large a quantity as may be efficiently utilized in the nonprofit food service operation, subject to approval of the SFA.
- 7.3 The FSMC shall manage all USDA Foods to ensure the foods are utilized in the SFA's food service. USDA Foods shall not be sold, exchanged, or otherwise disposed of without the approval of the USDA.
- 7.4 The FSMC shall utilize all USDA ground beef, ground pork, and processed end products received in the SFA's food service operation. Commercially purchased foods shall not be substituted for these foods.
- 7.5 The FSMC shall utilize all other USDA Foods, or substitute commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA, in the SFA's food service operation.
- 7.6 The FSMC shall credit the SFA for the full value of all USDA Foods received for use in the SFA's meal service during the school year (including both entitlement and bonus foods) regardless of whether the USDA Foods have been used. If the FSMC acts as an intermediary between a processor and the SFA, the FSMC shall credit the SFA for the value of USDA Foods contained in the processed end products at the USDA processing agreement value, unless the processor is providing such credit directly to the SFA. The FSMC will issue all such credit in full prior to the expiration of each Contract Term.
- 7.7 The FSMC will clearly identify USDA food credits on the SFA's monthly bill/invoice and record these credits on a separate line-item entry. Each month, the FSMC will also provide a detailed account of all the USDA Food items that were used and the credits issued for any unused USDA Food items.
- 7.8 The current value of USDA Foods is based on the information listed on the SFA's Web- Based Supply Chain Management (WBSCM) Requisition and by the Requisition Status Report. If not listed, the current market value of USDA Foods will be based on the prices issued by the FDACS.
- 7.9 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed limits established in 7 C.F.R. subparagraph 210.9(b)(2).
- 7.10 At the end of each Contract Term and upon expiration or termination of the Contract, a year- end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the FSMC during each Contract Term for use in the SFA's food service operation.
- 7.11 The SFA shall verify receipt of USDA Foods shipments through its electronic records or by contacting FDACS or the processor, as applicable.
- 7.12 The FSMC must keep separate inventories (both physical and accounting) of USDA Foods and regular purchased food.

- 7.13 The SFA and FSMC must maintain records of receipt of USDA Foods and processed end products, of crediting for the value of USDA Foods, and other records relating to USDA Foods in accordance with 7 C.F.R. section 250.54. All records pertaining to USDA Foods shall be maintained and made available for inspection by the SFA, FDACS, and the USDA for a period of five (5) years plus the current year.
- 7.14 FSMC will comply with the storage and inventory management requirements for USDA Foods in 7 C.F.R. paragraph 250.14(b). USDA ground beef, ground pork, and processed end products shall be stored in a manner that ensures usage in the SFA's food service operation.
- 7.15 The FSMC must accept liability for any fault or negligence on its part that results in any loss, damage, out of condition, or improper use of USDA Foods not yet credited to the SFA.
- 7.16 SFA and FDACS have and preserve a right to assert claims against other persons to whom USDA Foods are delivered for care, handling, or distribution, and will act to obtain restitution in connection with claims for improper distribution, use or loss of, or damage to, USDA Foods.
- 7.17 The SFA and FSMC shall consult and agree on end products to be produced by USDA Foods during each Contract Term. If the SFA and FSMC cannot agree on end products, the FSMC shall utilize the USDA Foods in the form furnished by the USDA.
- 7.18 FSMC shall utilize existing manufacturer purchasing agreements to procure end-product processed USDA foods and the FSMC will credit the SFA for the value of such donated foods at the processing agreement value. FSMC shall pay all related processing fees and costs. SFA shall not be responsible for any costs associated with processing USDA foods. The terms and conditions of the processing contract must comply with *7 CFR Part 250*.
- 7.18.1 Any nationally approved processor that wants to work with a NSLP Sponsor(s) and/or through a Food Service Management Company (FSMC) that has been compliantly procured by the Sponsor, must have a State Participation Agreement on file in order to process USDA Foods. FSMCs should only be working with State Approved Processors and if questions arise with these state approved processors, the State's USDA Foods Director should be contacted.
- 7.19 The FSMC shall have records maintained and available to substantiate the receipt, use, storage, and inventory of USDA Foods. The FSMC must submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA Foods. Failure by the FSMC to maintain records as required 7 C.F.R. section 250.16 shall be considered prima facie evidence of improper distribution or loss of USDA Foods and the FSMC shall be subject to the provisions of § 250.13(e).
- 7.20 The SFA, FDACS, Comptroller General of the United States, Florida Auditor General, USDA, or any of their duly authorized representatives may perform on-site reviews of the FSMC's food service operation at any reasonable time. This includes the inspection and inventory of USDA Foods in storage, or the facilities used in the handling or storage of such USDA Foods, and inspection and audit all records, including financial records, and reports pertaining to the distribution of USDA Foods and may review or audit the procedures and methods used in carrying out the requirements of this contract and 7 C.F.R. 250 and 210.
- 7.21 The FSMC shall return all unused USDA ground beef products, ground pork products, and processed end products to the SFA upon termination, expiration, or non-renewal of the Contract.
- 7.22 At the discretion of the SFA, the FSMC may be required to return other unused USDA Foods to the SFA upon termination, expiration, or non-renewal of the Contract.

- 7.23 The SFA shall retain title to all USDA Foods provided to the FSMC for use in the SFA's food service operation.
- 7.24 USDA Foods or processed end products containing USDA Foods shall not be used for catering or special functions conducted outside of the nonprofit school food service operation.

**SECTION 8
PURCHASES/BUY AMERICAN**

- 8.1 The FSMC shall retain title to all purchased food and nonfood items.
- 8.2 The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products that are either agricultural commodities produced in the United States or food product processed in the United States substantially using agricultural commodities produced in the United States.
- 8.3 The FSMC shall inform the SFA if domestic food is unavailable. Documentation must be shown that consideration was given to the use of a domestic alternative food before approving an exception.
- 8.4 The FSMC shall not substitute commercially purchased foods for USDA ground beef, ground pork, and processed end products received.
- 8.5 The FSMC may substitute commercially purchased foods for all other USDA Food received. All commercially purchased food substitutes must be of the same generic identity as the USDA food received, of United States origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.6 The SFA shall ensure commercially purchased foods used in place of USDA Foods received are of the same generic identity as the USDA Foods received, of United States origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.7 The FSMC are required to certify the percentage of United States content in the products supplied to the SFA.
- 8.8 The SFA reserves the right to review FSMC purchase records to ensure compliance with the *Buy American* provision in 7 C.F.R. sections 210.21 and 250.23.
- 8.9 The FSMC shall provide Nutrition Facts labels and any other documentation requested by the SFA to ensure compliance with United States content requirements.
- 8.10 The FSMC shall provide documentation on the use of non-domestic food when competition reveals the cost of domestic food is significantly higher than non-domestic food.
- 8.11 The FSMC shall provide documentation for the use of a non-domestic alternative food due to the domestic food not being produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

SECTION 9
USE OF FACILITIES AND EQUIPMENT

- 9.1 The SFA shall make available without any cost or charge to the FSMC, the areas and premises agreeable to both parties in which the FSMC shall render its services.
- 9.2 The FSMC shall aid in the procurement and develop a cost-effective plan for the SFA to furnish and install any equipment necessary to run the meal program. The SFA will make structural changes needed to comply with federal, state, and local laws, ordinances, rules, and regulations. The FSMC may agree to furnish equipment to the SFA if both parties specifically agree to this and it is added and agreed to by means of addenda to the Contract.
- 9.3 The FSMC shall allow the use of the FSMC buying power, existing contracts, or other methods if it is deemed by the SFA to be the most fiscally responsible method to furnish equipment. This may, however is not limited to, the FSMC purchasing equipment and invoicing the SFA or allowing the SFA to purchase equipment directly from FSMC suppliers.
- 9.4 The FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations or otherwise use the facilities of the SFA for any reason other than those specifically provided for in this Contract without the express written consent of the SFA.
- 9.5 The FSMC and SFA shall inventory the equipment and supplies owned by the SFA at the beginning of the school year and the end of the school year, including but not limited to flatware, trays, chinaware, glassware, and kitchen utensils. The FSMC will be responsible for correcting any discrepancies and any equipment repairs that are not the result of normal wear and tear within 30 days of the end-of-the-school-year inventory.
- 9.6 The FSMC shall repair and service any equipment owned by the FSMC. The SFA shall repair and service SFA owned equipment except when damages result from the use of less-than-reasonable care by the FSMC employees or agents as determined by the SFA. When damage results from less-than-reasonable care on the part of any FSMC employees or agents, it will be the FSMCs responsibility to repair and service the damaged equipment, incurring all applicable fees and costs, within a reasonable timeframe to ensure no disruption in service.
- 9.7 The SFA reserves the right, at its sole discretion, to use its facilities to sell or dispense any food or beverage before or after regularly scheduled lunch or breakfast periods provided such use does not interfere with the operation of the Child Nutrition Programs.
- 9.8 The SFA shall return facilities and equipment to the FSMC in the same condition as received when the SFA uses the facilities for extracurricular activities.
- 9.9 The FSMC shall maintain the inventory of expendable equipment necessary for the food service operation and at the inventory level as specified by the SFA.
- 9.10 The SFA shall be legally responsible for any losses of USDA Foods which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
- 9.11 The FSMC and/or its employees or agents shall not remove equipment or property of the SFA from the SFA's premises including, but not limited to, food preparation and/or serving equipment.
- 9.12 The FSMC shall provide written notification to the SFA of any equipment belonging to the FSMC within ten (10) days of its placement on SFA premises.

- 9.13 The SFA shall not be legally responsible for loss or damage to equipment and/or vehicles owned by the FSMC and located on SFA premises.
- 9.14 The SFA shall provide sanitary toilet facilities for the FSMC employees.
- 9.15 The SFA shall have access, with or without notice to the FSMC, to all SFA facilities used by the FSMC for inspection and audit purposes.
- 9.16 The FSMC shall surrender all equipment and furnishings in good repair and condition to the SFA upon termination of the Contract, reasonable wear and tear expected.
- 9.17 The SFA must give prior approval and have final authority for the purchase of equipment used for the storage, preparation, serving, or delivery of school meals.
- 9.18 The SFA retains title to all property and equipment when placed in service. If the property and/or equipment is amortized through the FSMC and the Contract expires or is terminated, the SFA can return the property to the FSMC for full release of the unpaid balance or continue to make payments in accordance with amortization schedules.

**SECTION 10
SANITATION**

- 10.1 The FSMC shall place garbage and trash in containers as specified by the SFA and place them in designated areas.
- 10.2 The SFA shall remove all garbage and trash from the designated areas.
- 10.3 The FSMC shall clean the kitchen area including, but not limited to, sinks, counters, tables, chairs, flatware, and utensils.
- 10.4 The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities.
- 10.5 The SFA shall clean grease traps, walls, floors, light fixtures, window coverings, and ducts and hoods above the filter line.
- 10.6 The SFA shall provide extermination services as needed.
- 10.7 The SFA shall clean the dining/cafeteria area, including tables, chairs, and floors after the meal service.

**SECTION 11
EMPLOYEES**

- 11.1 Existing SFA employees who are employed by the District, and fully vested in the FRS, at the time of contract execution and in a SFA role shall choose to remain employees of the District or apply for a position with the FSMC. However; employees that are not vested in the FRS shall have an opportunity, if they so desire, to interview and become an employee of the FSMC. Any new employees hired after program implementation will become employees of the selected FSMC. No current employee will have pay or hours reduced. No positions will be eliminated.
- 11.2 The FSMC shall comply with all wage and hours of employment regulations of federal and state law.
- 11.3 The FSMC shall pay all FSMC employees in accordance with the Fair Labor Standards Act and any other applicable statutes.
- 11.4 The FSMC and SFA recognize that one of the most important elements of a successful food service program is the staff employed to administer the food service program. The FSMC shall be responsible for the management of all staff necessary for the safe, timely, and efficient distribution of meals to students and members of the SFA staff.
- 11.5 The FSMC shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of SFA premises, as established by the SFA and furnished in writing to the FSMC.
- 11.6 The FSMC shall provide the SFA with a list of its personnel policies and employee handbook.
- 11.7 The FSMC shall ensure, at its own expense, required fingerprint-based criminal history record checks are conducted on all FSMC employees assigned to the SFA and results are provided to the SFA per the Jessica Lunsford Act, section 1012.32, Florida Statutes.
- 11.8 The SFA shall submit to the FSMC a current schedule of all SFA employees, positions, assigned locations, hours of work, wages, and benefits (as applicable) on Exhibit E which must be used for proposal calculation purposes.
- 11.9 The FSMC shall maintain the same minimum level of employee positions, wages, and benefits as stipulated on Exhibit E throughout the entire Contract Term, and each subsequent Contract Term, as applicable, unless a reduction in the required levels is authorized by the SFA. The FSMC shall provide the SFA with written notice of any increases or decreases in employee positions, hours, wages, and benefits.
- 11.10 In the event a reduction in employee positions, hours, wages, and/or benefits occurs and such reduction is authorized by the SFA, the FSMC shall credit the SFA's monthly bill/invoice for the exact dollar amount related to the cost of the labor reduction as indicated on Exhibit E for the remainder of the Contract Term, including the value of any subsequent and future increases in employee wages and benefits. Such credits shall be termed a Labor Reduction Fee.
- 11.11 The FSMC must ensure that the employees' hours listed on Exhibit E are not used for catering or special functions.
- 11.12 Upon written request of the SFA, the FSMC will remove any FSMC employee who violates health requirements or conducts himself/herself in a manner which is detrimental to the physical, mental, or moral well-being of students or staff, or otherwise violates SFA policies, procedures, and practices.

- 11.13 In the event of the removal or suspension of any employee, the FSMC shall immediately restructure its staff without disruption in service.
- 11.14 All food service personnel assigned to each school shall be instructed on the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
- 11.15 The use of student workers or students enrolled in vocational classes in the food service operation shall be mutually agreed upon.
- 11.16 The FSMC shall provide daily, on-site supervisory personnel dedicated solely to the SFA, for the overall food service operation.
- 11.17 The FSMC shall conduct civil rights training for all food service employees, including frontline staff, on an annual basis. Civil rights training must include:
- Collection and use of data,
 - Effective public notification systems,
 - Complaint procedures,
 - Compliance review techniques,
 - Resolution of noncompliance,
 - Requirements for reasonable accommodation of persons with disabilities,
 - Requirements for language assistance,
 - Conflict resolution, and
 - Customer service.
- 11.18 The FSMC shall conduct periodic training on various food service operations related topics for all food service employees.
- 11.19 FSMC employees must be recognizable as food service employees with FSMC provided shirts or uniforms. These shirts or uniforms shall be the sole responsibility of the FSMC. These shirts or uniforms shall meet the approval of the SFA.

**SECTION 12
DESIGNATION OF PROGRAM EXPENSE**

12-1 The FSMC guarantees to the SFA that the proposal meal rates and fees for each reimbursable school meal and a la carte equivalent shall include the expenses designated under Column I. The FSMC shall be responsible for negotiating/paying all employees' fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.

12-2 The SFA shall pay those expenses designated under Column II.

	<u>Column I</u>	<u>Column II</u>
LABOR		
Payroll, Managers, and/or Supervisors	X_____	_____
Payroll, Full-, and Part-Time Workers	X_____	_____
Payroll,		
Ticket Sellers	X_____	_____
Cashiers	X_____	_____
Drivers	X_____	_____

EMPLOYEE BENEFITS/COSTS—TO BE PAID BY PARTY DESIGNATED AS EMPLOYER. MAY INCLUDE, BUT NOT LIMITED TO:

Life Insurance, Medical/Dental Insurance	X_____	_____
Retirement Plans, Social Security	X_____	_____
Vacation, Sick Leave, Holiday Pay	X_____	_____
Uniforms, Tuition Reimbursement	X_____	_____
Labor Relations	X_____	_____
Unemployment Compensation, Workers Compensation	X_____	_____
Processing and Payment of Payroll	X_____	_____

FOOD

Food Products	X_____	_____
Commodity Delivery	X_____	_____
Commodity Freight/Handling Costs	X_____	_____
Food Storage/Warehouse	X_____	_____

OTHER EXPENSES

Accounting		
Bank Charges	X_____	_____
Data Processing	X_____	_____
Record Keeping	X_____	_____
Processing and Payment of Invoices	X_____	_____
Equipment—Major		
Original Purchase	X_____	X_____
Routine Maintenance	X_____	X_____
Major Repairs	X_____	X_____
Replacement	X_____	X_____
Equipment—Expendable (Trays, tableware, glassware, utensils)		
Original Purchase	X_____	_____
Replacement	X_____	_____
Cleaning/Janitorial Supplies (for assigned areas of responsibility)	X_____	X_____

Insurance		
Liability Insurance	X_____	X_____
Insurance on Supplies/Inventory	X_____	_____
Laundry and Linen	X_____	_____
Office Materials	X_____	_____
Paper/Disposable Supplies	X_____	_____
Pest Control	_____	X_____
Postage	X_____	_____
Printing	X_____	_____
Product Testing	X_____	_____
Promotional Materials	X_____	_____
Taxes and License	X_____	_____
Telephone		
Local	_____	X_____
Long Distance	_____	X_____
Tickets/Tokens	X_____	_____
Training	X_____	_____
Transportation	X_____	_____
Trash Removal		
From Kitchen	X_____	_____
From School Premises	_____	X_____
Travel		
Required	X_____	_____
Requested	X_____	_____
Vehicles	_____	X_____

**SECTION 13
FEES**

- 13.1 All proposals must be calculated based on the menu(s) in Exhibit B. All proposals shall be submitted using the *Proposal Summary* (Exhibit J) form attached herein. The proposal price(s) must not include the use of commodities or any alternate pricing structure. All rates must be written in ink or typed in the blank space(s) provided and the estimated totals must be carried out to the second decimal place and must not be rounded.
- 13.2 Gross Sales shall be remitted to SFA or deposited in the nonprofit food service account on a daily basis. FSMC shall be paid a fixed meal price for each Reimbursable Meal and Meal Equivalent provided by the FSMC under this Agreement.
- 13.3 The total cost shall include SFA's salary and benefits, indirect cost, commodity, and other SFA cost. These are SFA direct pay items that must be funded from Food Service Program revenues but are included in the Fixed Meal Price paid per meal to FSMC. A meal or meal equivalent shall be calculated as follows:
- 13.3.1 A reimbursable student lunch and paid adult lunches are counted as one meal equivalent for each lunch served. A reimbursable student breakfast and paid adult breakfast are counted as one half (.50) of a meal equivalent for each breakfast served. A reimbursable student afterschool snack is counted as one quarter (.25) of a meal equivalent. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte sales by five dollars (\$5.00).
- 13.4 The FSMC shall invoice the SFA at the end of each accounting period as determined by the SFA. Invoiced amounts shall be paid within 30 (days) after receipt of the invoice. Reconciliation shall be made for any over-payment or under-payment on the invoice for the next accounting period. Invoices to the SFA must include a statement that documentation is available at the SFA Food Service office or reasonably accessible to support the invoice and any auditing process. All clerical/recordkeeping requirements of the Food Service operation shall be completed by the staff, both SFA and FSMC, assigned to the SFA Food Service office. Upon termination of the Agreement all outstanding amounts shall be paid within thirty (30) days. In addition, FSMC and SFA shall perform a final reconciliation of the records and FSMC shall either invoice SFA for amounts due or refund SFA for any overpayment resulting from such reconciliation.
- 13.5 The FSMC shall receive no payment for meals that are spoiled or unwholesome at the time of serving, that do not meet the detailed specifications for each food component or menu item in accordance with 7 C.F.R. 210, or that do not otherwise meet the requirements of the contract.
- 13.6 The FSMC must subtract from the SFA's monthly bill/invoice the value of all USDA Foods received. Credit issued by the FSMC to the SFA for USDA Foods receipts shall be recorded on the monthly bill/invoice as a separate line-item entry and shall be clearly identified and labeled.
- 13.7 The FSMC shall submit separate billing for special functions conducted outside of the nonprofit school food service account.
- 13.8 The fixed meal rate for meals must be calculated as if no USDA Foods were available.

**SECTION 14
REVENUE**

- 14.1 The SFA shall receive all revenue from the food service operation.
- 14.2 The food service revenue shall be used only for the SFA's nonprofit food service.
- 14.3 The food service revenue shall flow through the SFA's chart of accounts.
- 14.4 All goods, services, or monies received as the result of any equipment or government commodity rebate shall be credited to the SFA's nonprofit food service account.
- 14.5 If reimbursement is denied as a direct result of the failure of the FSMC to comply with the provisions of this Contract, the FSMC shall assume responsibility for the amount denied.

SECTION 15
LICENSES, CERTIFICATIONS, AND TAXES

- 15.1 Throughout the Term of the Contract and each renewal Term, the FSMC shall obtain and maintain all applicable licenses, permits, and health certifications required by federal, state, and local law.
- 15.2 The FSMC shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals, if applicable, and must maintain this health certification for each Contract Term.
- 15.3 The FSMC and all affiliates shall collect and remit Florida Use Tax on all sales of tangible personal property in the State of Florida in accordance with applicable state statutes.
- 15.4 The FSMC certifies that it is not debarred from bidding or entering this contract under Florida statute 287.133 and that the SFA may declare this contract void if this certification is false.

**SECTION 16
RECORD KEEPING**

- 16.1 The FSMC shall maintain such records as the SFA will need to meet monthly reporting responsibilities and will report claim information, including daily meal counts, to the SFA promptly at the end of each month. (provide copies of bank deposits tickets and courier manifests)
- 16.2 The FSMC shall have records maintained and available to demonstrate compliance with the requirements relating to USDA Foods. Such records shall include the following.
 - 16.2.1 The receipt, use, storage, and inventory of USDA Foods.
 - 16.2.2 Monthly inventory reports showing all transactions for processed and non-processed USDA Foods; and
 - 16.2.3 Documentation of credits issued to the SFA for USDA Foods received; and
 - 16.2.4 Documentation of credits issued to the SFA for USDA Foods owned by the SFA prior to the contract execution date.
- 16.3 The FSMC shall retain all records relating to the initial contract and all subsequent renewals for a minimum of five (5) years or the longer of the retention periods required by federal, state, or local laws and regulations that govern the SFA regarding recordkeeping and records retention.
- 16.4 All records must be maintained for the longer of the retention periods specified above for the purpose of making audits, examinations, excerpts, and transcriptions by representatives of the SFA, the FDACS, the USDA, and the Auditor General, and other governmental entities with monitoring authority at any reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the specified period if required for the resolution of the issues raised by the audit.
- 16.5 The FSMC accepts liability for any over-claims due to FSMC negligence or noncompliance with regulations, including those over-claims based on review or audit findings.

SECTION 17 TERMS AND TERMINATION

- 17.1 This Contract is effective for a one (1) year period, commencing July 1, 2026 or upon written acceptance of the Contract, whichever occurs last, and ending June 30, 2027 (“contract term” or “term”). This contract will be renewable on an annual basis, upon mutual agreement of the SFA and FSMC, for up to four (4) additional years (each year a “renewal term”).
- 17.2 Renewal of this Contract is contingent upon the fulfillment of all Contract provisions relating to USDA Foods.
- 17.3 Either the SFA or FSMC can terminate this Contract for cause or for convenience with a sixty (60) day written notification. Following sixty (60) day written notification, the SFA can terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the FSMC.
- 17.4 Following any termination for convenience, the FSMC shall be entitled to compensation for services completed upon submission of invoices and proof of claim for services provided under this Contract up to and including the effective date of termination. The SFA shall have the right to receive services from the Contractor through the effective date of the notice of termination, and may, at its election, procure such work from other contractors as may be necessary to complete the services.
- 17.5 Notwithstanding any provision to the contrary in this Contract, obligations of the SFA will cease immediately without penalty of further payment being required if sufficient funds for this Agreement are not appropriated by the Florida Legislature or a federal funding source, or such funds are otherwise not made available to the SFA for payments in accordance with this Contract.
- 17.6 Notwithstanding the notice period in paragraph 17.3, the SFA may immediately terminate the Contract, in whole or in part, upon notice to the FSMC if the SFA determines that the actions, or failure to act, of the FSMC, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property; or if the SFA determines that the FSMC lacks the financial resources to perform under the Contract.
- 17.7 If the FSMC fails to perform to the SFA’s satisfaction any material requirement of this Contract or is in violation of a material provision of this Contract, the SFA shall provide written notice to the FSMC requesting that the breach or noncompliance be remedied within sixty- (60) days. If the breach or noncompliance is not remedied by the specified period, the SFA may either: (a) immediately terminate the Contract without additional written notice or, (b) enforce the terms and conditions of the Contract, and in either event seek any available legal or equitable remedies and damages. The SFA may finish the services by whatever method the SFA may deem expedient. Any damages incurred by the SFA because of any FSMC default shall be borne by the FSMC at its sole cost and expense, shall not be payable as part of the Contract amount, and shall be reimbursed to the SFA by the FSMC upon demand.
- 17.8 Neither the FSMC nor SFA shall be responsible for any losses resulting if the fulfillment of the terms of the Contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts which could not have been prevented by the exercise of due diligence. The SFA may cancel the Contract without penalty if the FSMC’s performance does not resume within thirty (30) days of the FSMC’s interruption of services due to an Act of God.
- 17.9 The only rates and fees that may be renegotiated in subsequent years of this contract are the fixed rates and fixed fees contained herein. Before any fixed rate or fee increases can be implemented as part of a contract renewal agreement, the FSMC shall document to the SFA, through a written financial analysis, the need for such increases. Renegotiation of all fixed rates and fees in

subsequent years of the contract must not exceed the *Consumer Price Index for Urban Consumers—Food Away from Home* annualized rate for December of the current school year. Individual per meal fixed rate and applicable fixed fee increases cannot exceed the *CPI* as stated above. Percentage increases cannot be applied to any previous year's total estimated or actual contract cost. The calculation method regarding the determination of a la carte equivalents is outlined in the *Fees* section of this contract.

**SECTION 18
GENERAL CONTRACT TERMS**

- 18.1 No provision of this Contract shall be assigned or subcontracted without prior written consent of the SFA. The FSMC shall not subcontract for the total meal, with or without milk, or for the assembly of the meal.
- 18.2 This solicitation/Contract with exhibits/attachments constitute the entire agreement between the SFA and FSMC and may not be changed, extended orally, or altered by course of conduct. No other contracts will be signed by the SFA.
- 18.3 Each party to this Contract represents and warrants to the other that: (a) it has the right, power and authority to enter into and perform its obligations under this Contract and (b) it has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and (c) this Contract constitutes a legal, valid, and binding obligation upon itself in accordance with its terms.
- 18.4 Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and all materials, workmanship, and services rendered shall be of a quality that would normally be specified by the SFA.
- 18.5 No course of dealing or failure of the SFA to enforce strictly any term, right, or condition of this Contract shall be construed as a waiver of such term, right, or condition. No express waiver of any term, right, or condition of this Contract shall operate as a waiver of any other term, right, or condition.
- 18.6 Payments on any claim shall not prevent the SFA from making claim for adjustment on any item found not to have been in accordance with the provisions of this Contract.
- 18.7 It is further agreed between the SFA and FSMC that the exhibits/attachments and clauses attached and designated are hereby in all respects made a part of this Contract.
- 18.8 Minority-Owned Business Enterprise (Small Business Enterprise)

Both parties agree to take affirmative steps to ensure that small businesses, minority-owned businesses, and women's business enterprises are used whenever possible. Affirmative steps may include the following:

- 18.8.1 Include qualified small businesses, minority-owned businesses and women's business enterprises on solicitation lists;
- 18.8.2 Assuring that small businesses, minority-owned businesses and women's businesses are solicited whenever they are potential sources;
- 18.8.3 When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small businesses, minority-owned businesses and women's business participation;
- 18.8.4 Where the requirement permits, establishing delivery schedules which will encourage participation by small businesses, minority-owned businesses and women's businesses;
- 18.8.5 Using the services and assistance of the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned businesses and women's business enterprises.

18.9 The FSMC shall comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

18.10 If this Contract is in excess of \$100,000, the SFA and FSMC shall comply with all applicable standards, orders, or regulations, including but not limited to:

- The Clean Air Act (42 U.S.C. § 7401 *et seq.*), the Clean Water Act (33 U.S.C. § 1251 *et seq.*), as amended, Executive Order 11738, and Environmental Protection Agency regulations (2 C.F.R. 1532);
- *Certification Regarding Lobbying* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200); and
- *Disclosure of Lobbying Activities* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200).

18.11 The FSMC will comply with:

- Energy Policy and Conservation Act (42 U.S.C. section 6201 *et seq.*);
- Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 C.F.R. 5);
- Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60);
- Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3);
- Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5); and
- Procurement of Recovered Materials. (Stat. 200.322 Solid Waste Disposal Act)
- Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements (37 CFR 401)

- 18.12 The FSMC is subject to the provisions of 7 U.S.C. section 2209d due to the use of federal funds for operation of the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
- 18.13 The FDACS and the USDA are not parties to this Contract and are not obligated, liable, or responsible for any action or inaction by the SFA or the FSMC. The SFA and the FSMC have full responsibility for ensuring the terms of the Contract are fulfilled.
- 18.14 To the fullest extent permitted by law, the FSMC agrees to indemnify, defend, and hold harmless the SFA and its respective agents, officers, and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including, without limitation, reasonable defense costs, and reasonable legal fees, arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the FSMC, its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the FSMC or its subcontractors to comply with any Laws applicable to the performance of the Services; (iii) any breach of this Contract, including, without limitation, any representation or warranty provided by the FSMC herein; (iv) any employment actions of any nature or kind including but not limited to, workers compensation, or labor action brought by the FSMC's employees; or (v) any identity breach or infringement of any copyright, trademark, patent, or other intellectual property right.

SECTION 19 FOOD SPECIFICATIONS

- 19.1 All USDA Foods offered to the SFA and made available to the VENDOR are acceptable and should be utilized in as large a quantity as may be efficiently utilized.

For all other food components, specifications shall be as follows:

- 19.2 All foods and menus must comply with the current USDA regulations for the Child Nutrition Programs and be modified as necessary to stay current with those regulations. The SFA seeks products that are minimally processed and free of artificial colors and flavors.
- 19.3 All breads, bread alternates, and grains must be whole grain or whole grain-rich. All breads and grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed on USDA's *Exhibit A: School Lunch and Breakfast. Ready-to-Eat (RTE) breakfast cereals* must list a whole grain as the primary ingredient and the cereal must be fortified. RTE cereals that are made from 100 percent whole grains do not have to be fortified. If applicable, the product should be in moisture-proof wrapping and pack-code date provided.
- 19.4 All meat and poultry must have been inspected by the USDA and must be free from off color or odor.
- 19.4.1 Beef must be at least 70:30 lean to fat, preferably 80:20 lean to fat or better.
- 19.4.2 Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from the USDA.
- 19.4.3 For breaded and battered meat/meat alternate items, all flours must be whole grain or whole grain-rich and breading/batter must not make up more than 30 percent of the weight of the finished product. Note: Manufacturers producing qualifying products (meat/ meat alternate entrées containing grains) may apply for a Child Nutrition (CN) Label to indicate the number of ounce equivalent (oz. eq.) grains that meet the whole grain-rich criteria. The term "oz. eq. grains" on the CN Label indicates that the product meets the whole grain-rich criteria and credit for as a grain serving while the term's "bread" or "bread alternate" on the CN Label indicate that the product meets previous program requirements for grains/breads and are not creditable toward a grain serving.
- 19.4.4 For sausage patties, the maximum fat allowed is 50 percent by weight; industry standard of 38 to 42 percent fat preferred.
- 19.5 All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef, pork and/or poultry. The SFA prefers not to offer, bologna or sausage-type lunch meats. Deli turkey, chicken, ham and beef are preferred. No meat by-products, fillers, extenders, non-fat milk solids, or cereal will be allowed except to include those products containing Alternate Protein Products (APP) within the limits specified in 9 CFR 319.180(e) and meeting the requirements of Appendix A of 7 CFR 210, 220, 225, and 226. No other binders and extenders may be used in conjunction with the APP to receive the ounce per ounce crediting. Meats must not show evidence of greening, streaking, or other discoloration.
- 19.6 All cheese should be free of mold and undesirable flavor and odors; pasteurized when applicable; and preferably reduced- or low-fat. Hard cheese should have a bright, uniform, attractive appearance, and demonstrate satisfactory meltability. Soft (e.g., cottage cheese) and hard cheese

should have a pleasing flavor; and contain proper moisture and salt content. Cream cheese, if offered, may be offered as an extra food or condiment. Any item labeled as “imitation” cheese or cheese “product” does not meet the requirements for use in food-based menu planning approaches and are not creditable toward meal pattern requirements.

- 19.7 All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for a USDC Grade A product or a product packed under federal inspection (PUFI) by the USDC. Note: Manufacturers producing qualifying products (meat/ meat alternate entrées containing grains) may apply for a Child Nutrition (CN) Label to indicate the number of ounce equivalent (oz. eq.) grains that meet the whole grain-rich criteria. The term “oz. eq. grains” on the CN Label indicates that the product meets the whole grain-rich criteria and credit for as a grain serving while the term’s “bread” or “bread alternate” on the CN Label indicate that the product meets previous program requirements for grains/breads and are not creditable toward a grain serving.
- 19.8 All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fruits must meet the food distributors’ second-quality level. Fruits should have characteristic color and good flavor and be well-shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- 19.9 All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fresh vegetables must meet the food distributors’ second-quality level. Fresh vegetables should have characteristic color and good flavor, be well shaped, and free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- 19.10 Fresh or frozen vegetables are preferred for most vegetables. All canned vegetables must meet the food distributors’ first quality level (extra fancy and fancy) and should be reduced-sodium, low-sodium or no added salt.
- 19.11 All canned fruits must meet the food distributors’ second quality level (standard). Canned fruit must be packed in juice, water or light syrup, and all frozen or dried fruit must have no added sweetener (nutritive or non-nutritive).
- 19.12 All fruit juices must be 100 percent, full strength juice.
- 19.13 Eggs must be inspected and passed by the state or federal Department of Agriculture and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- 19.14 Sauces, (i.e., spaghetti, pizza) and gravy must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.
- 19.15 If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.
- 19.16 Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.
- 19.17 When the specification calls for “Brand Name or Equivalent”, the brand name product is acceptable. Other products may be considered with proof that such products meet stated specifications and are deemed equivalent to the brand products in terms of quality, performance,

and desired characteristics, as determined by the SFA.

- 19.18 Breakfast and lunch program meals must meet the sodium target level prescribed in 7 C.F.R. section 210.10 for the applicable school year.
 - 19.19 Nutrition labels or manufacturer specifications must indicate zero grams of added trans-fat (less than 0.5 grams) per serving. Meats that contain a minimal amount of naturally-occurring trans fats are allowed in the school meal programs.
 - 19.20 USDA requires SFA's to offer two fluid milk choices daily. Fluid milk choices must be from unflavored low-fat (1 percent milk fat) or fat-free, flavored or unflavored. Two choices must be offered daily as required by the SFA.
-

EVALUATION CRITERIA

A. Minimum Eligibility Requirements:

In order to be considered for evaluation, the proposers should demonstrate sufficient capacity, resources, and experience to provide complete professional food service management services as required by the District. Any proposer that fails to meet all of the following minimum criteria may be noted as “non-responsive” and many not be evaluated/scored.

At a minimum, proposing firms shall submit the required proposal bond. Additionally, proposing firms should submit all required information set forth below. Concurrent with the delivery of the proposal, the Proposer should also irrevocably deliver completed and properly signed:

Exhibit F	Drug-Free Workplace Program Bidder Certification
Exhibit G	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Exhibit H	Certification Regarding Lobbying
Exhibit I	Disclosure of Lobbying Activities
Exhibit J	Proposal Summary
Exhibit L	Non-Collusion Affidavit
Exhibit T	Certificate of Independent Price Determination
	Personnel Policies and Employee Handbook

Upon completion of the award process and within five (5) business days of the DeSoto County School Board’s completion of the award process at its duly called meeting and execution of the contract, the successful Proposer shall cause the delivery of the required Performance Bond and deliver the required insurance certificate.

NOTE: The items required above should be clearly identified and documented in the proposal. Failure to provide all required information and/or submittals as described in this section may render the respondent’s proposal non-responsive and therefore it may also be ineligible for evaluation.

B. General Evaluation Instructions

- Evaluators shall score proposals independently and objectively.
- Cost/price is the primary evaluation factor and carries the highest single point value.
- Only fixed-price per reimbursable meal proposals are considered responsive.
- USDA Foods value must be excluded from price evaluation.

C. Proposal Format and Evaluation Criteria:

In order to maintain comparability and enhance the review process, it is required that proposals be organized in the manner specific below. Include all information in your proposal. Proposers are encouraged to provide tab separations for each item. Proposals received which do not contain ALL items listed in this section will be considered non-responsive, and therefore ineligible for evaluation.

The criteria for evaluation of proposals shall be as follows:

1. Total Fixed Meal Charge (25 points).

- The lowest cost receives max points. The others receive points equal to the lowest price divided by their meal price x 25 (not rounded)

(Lowest Responsive Meal Price ÷ Vendor Meal Price) × 25

Cost Score (Enter Calculated Score): _____ / 25

2. Menus/Product Identifications/Nutrition Analyses (15 points) –

- Ability to provide multiple choices for K12 students to meet the variety and inclusiveness of menu options (allergens, dietary needs, age appropriateness).
- Alignment with Federal and State nutrition standards, Clarity and completeness of product specifications
- Evidence of innovative menu design and student engagement strategies.
- Exceptional (15): Menus exceed USDA requirements and address variances and medical necessities for diets.
- Good (10): Menus meet USDA requirements and provide adequate variety.
- Fair (5): Menus minimally meet requirements but lack variety or detail.
- Poor (0): Menus do not meet USDA requirements.

Score Awarded: _____

3. Marketing Plan/(10 points) –

- Marketing strategies for increased breakfast and lunch meal participation.
- In school marketing to students to change perception of school lunches to increase participation.
- Marketing to the community to increase parent and community engagement in order to encourage participation in school program (NSLP/SBP) and to encourage summer food program participation (SFSP) in the community.
- Marketing to attract interest of students in participation with innovation of choices and engagement opportunities
- Exceptional (10): Clear, proactive engagement and feedback mechanisms.
- Good (7): Adequate communication and coordination.
- Fair (4): Minimal engagement described.
- Poor (0): No engagement plan provided.
- Score Awarded: _____

4. **Company Experience (10 points) –**

Only companies with a minimum of five years of experience in the serving of a public K12 District with the National School Lunch/Breakfast Programs and Summer Food Service Programs will be accepted.

- Exceptional (10 pts) demonstrates strong understanding of K12 food service programs with NSLP/SBP experience with a minimum of 5 years' experience. **(DISQUALIFIER)**
- Good (7 pts) demonstrates relevant experience with minor gaps or comparative programs.
- Fair (4 pts) demonstrates limited experience in similar setting, capability is minimally demonstrated.
- Poor (0) no relevant or comparable experience demonstrated.
- Score Awarded: _____

5. **Experience of On-Site Management Company Staff (10 points) –**

- General Manager must have a minimum of five years of experience with National School Lunch/Breakfast Programs in a K12 environment. **(DISQUALIFIER)**
- Exceptional (10): Highly qualified on-site management with a detailed staffing plan that ensures full coverage for all meal periods with clear supervision and contingency planning demonstrated. Manager has minimum 5 years' experience.
- Good (7): Staffing plan meets operational needs with qualified management and adequate coverage.
- Fair (4): Staffing is minimally adequate but lacks detail regarding coverage or supervision.
- Poor (0): Staffing plan is unclear, insufficient, or does not demonstrate capacity to meet operational needs.
- Score Awarded: _____

6. **Training/Transition Plan (15 points)**

- Staff training/transition plan, implementation time line,
- Plan to incorporate current staff into new menu preparation training and procedures,
- Plan to maintain certifications and professional development for staff moving forward.
- The FSMC presents a plan for "partnering" with District to be successful during startup and ongoing operations? Experience of the proposed staff present in production line operations and training staff
Scoring Guidelines Applicable
- Exceptional (15): Highly qualified on-site management with a detailed staffing plan that ensures full coverage for all meal periods with clear supervision and contingency planning demonstrated.
- Good (10): Staffing plan meets operational needs with qualified management and adequate coverage.
- Fair (5): Staffing is minimally adequate but lacks detail regarding coverage or supervision.

- Poor (0): Staffing plan is unclear, insufficient, or does not demonstrate capacity to meet operational needs.

Score Awarded: _____

7. References (5 points) –

- Vendor expertise, experience, and references from clients served (consideration of reliability, responsiveness, and program success reported by references)
- Exceptional (5): Three or more relevant, verifiable references provided.
- Good (3): Two relevant references provided.
- Fair (1): One relevant reference provided.
- Poor (0): No relevant references provided.

Score Awarded: _____

8. Evaluate financial stability, controls, invoicing practices, and audit history. (10 points)

- Exceptional (10): Strong financial stability and audit-ready systems.
- Good (7): Adequate financial systems with minor concerns.
- Fair (4): Some weaknesses in controls or documentation.
- Poor (0): Financial practices present significant risk.

Score Awarded: _____

Criteria	Scale	Multiplier if applicable	Notes	Points Assigned
Total Fixed Meal Charge	0-25	n/a	Max 25 pts to lowest price proposal. The others receive points equal to the lowest price divided by their meal price x 25 (not rounded)	
Menus/Product Identifications/Nutrition Analyses	0-15	n/a		
Marketing Plan	0-10	n/a		
Company Experience	0-10	n/a	Disqualifier	
On-Site FSMC Staff Experience	0-10	n/a	Disqualifier	
Training/Transition Plan	0-15	n/a		
References	0-5	n/a		
Financial Stability	0-10	n/a		
TOTAL	100			

EXHIBIT A

SITE INFORMATION LIST NATIONAL SCHOOL LUNCH PROGRAM

SFA Name: DeSoto County School BoardSponsor Number 14

Site Name & Address	Enrollment	Grade Levels	Number of Days Meals Served	Average Daily Participation	Meal Type	Serving Times	
						Begin	End
Nocatee Elementary School 4846 SW Shores Ave Arcadia, FL 34266	645	PK-5	180	148 386	B L	7:00 10:30	8:00 12:30
Memorial Elementary School 851 E Hickory Street Arcadia, FL 34266	1090	PK-5	180	351 677	B L	7:00 10:00	7:30 1:15
West Elementary School 304 W Imogene Street Arcadia, FL 34266	857	PK-5	180	165 458	B L	7:00 10:00	7:30 1:30
DeSoto Secondary School 318 N Wilson Avenue Arcadia, FL 34266	133	6-12	180	7 28	B L	9:15 12:00	9:45 1:00
DeSoto Middle School 420 E Gibson Street Arcadia, FL 34266	1185	6-8	180	139 662	B L	7:30 10:50	8:00 12:50
DeSoto County High School 1710 E Gibson Street Arcadia, FL 34266	1556	9-12	180	81 577	B L	8:00 11:40	8:30 1:12
SFSP DeSoto County High School 1710 E Gibson Street Arcadia, FL 34266	242	6-12	15 June	16 45	B L	7:30 10:45	8:00 11:15
SFSP West Elementary School 304 W Imogene Street Arcadia, FL 34266	353 178	PK-5	15 June 18 July	214 330 93 150	B L	7:45 10:45	8:15 12:15

*meal times may vary from year to year, SFSP locations and times may vary as well

EXHIBIT B, PART 1
Food-Based Meal Pattern
21-Day Cycle Menu for K – 8th Grade

Lunch

	1	2	3	4	5	VEG Weekly cup portions
M/MA	3-4 oz. Baked Chicken (2 oz. cooked chicken = 2 oz. eq. M/MA)	4 oz. Cheese Sauce (2 oz. eq. M/MA)	4.5 oz. Chicken/Cheese (Quesadilla) (2 oz. cooked chicken & 1/2 oz. cheese= 2.5 oz. eq. M/MA)	3 oz. Hamburger (2 oz. cooked beef = 2 oz. eq. M/MA)	4.5 oz. slice Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	x 1/2 cup Dark Green
G/B	1 oz. WGR Dinner Roll (1 oz. eq. grain)	1/2 c. WGR Pasta Macaroni (1 oz. eq. grain)	1.5 oz. 8"WGR Tortilla (1.5 oz. eq. grain)	2 oz. WGR Bun (2 oz. eq. grain)	2 oz. WGR Pizza Crust (2 oz. eq. grain)	x 3/4 cup Red/Orange
	1/2 c. Seasoned WGR Brown Rice		1 oz. WGR Tortilla Chips			x 1/2 cup Beans/Peas
Fruit	1/2 c. 1/2 cup Peaches	1/2 c. 1/2 cup Fresh Apple Slices	1/2 c. 1/2 cup Pineapple Chunks	1/2 c. 1/2 cup Cinnamon Applesauce	1/2 c. 1/2 cup Fresh Orange Wedges	x 1/2 cup Starchy
Veg	3/4 c. 1 cup Baked Beans = 3/4 cup credit (USDA I-06)	3/4 c. 1.5 cup (3/4 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings	3/4 cup 1 Cup (1/2 Cup credit) Iceberg Lettuce	1 cup 3/4 cup Baked Potato Wedges	3/4 c. 3/4 cup Baby Carrots	x 1/2 cup Other
			1/4 cup Salsa	1/4 cup lettuce (1/8 cup credit) & 1/8 cup onion, pickles (garnish)	FF Ranch	x 1 cup Add'l
						x Grains (9.5 oz.)
M/MA	4 pieces (4 oz.) Oven-Baked Fish Nuggets (4 pieces = 2 oz. eq. M/MA)	1 Cup Spaghetti (1/2 cup meat sauce = 2 oz. eq. M/MA)	2 oz. BBQ Pork (2 oz. cooked pork = 2 oz. eq. M/MA)	3 oz. Grilled Chicken Caesar Wrap (2 oz. cooked chicken = 2 oz. eq. M/MA)	4 oz. Grilled Cheese (2 oz. cheese = 2 oz. eq. M/MA)	x 1/2 cup Dark Green
G/B	1 oz.-1.25 oz. WGR Nugget Breading (1-1.25 oz. eq. grain)	1/2 c. WGR Pasta—Spaghetti (1 oz. eq. grain)	2 oz. WGR Bun (2 oz. eq. grain)	1 oz. 6" WGR Tortilla (1 oz. eq. grain)	2 oz. WGR Bread (2 oz. eq. grain)	x 3/4 cup Red/Orange
	1 oz. WGR Dinner Roll (1 oz. eq. grain)					x 1/2 cup Beans/Peas
Fruit	1/2 c. 1/2 cup Fresh Fruit Mix—Grapes,	1/2 c. 1/2 cup Fresh Banana	1/2 c. 1/2 cup Fruit Cocktail	1/2 c. 1/2 cup Cantaloupe Wedges	1/2 c. 1/2 cup Pears	x 1/2 cup Starchy

Veg	3/4 c.	Blueberries, Strawberries 3/4 Black-eyed peas	1 cup	1.5 cup (3/4 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings 1/4 cup Tomato Sauce	3/4 c.	3/4 cup Baked Sweet Potato Fries	3/4 c.	3/4 cup Sweet Peas	3/4 c.	3/4 Cup Green Beans	x	1/2 cup Other
											x	1 cup Add'l
											x	Grains (8-8.25 oz.)
M/MA	11	1/2 Cup Chili (2 oz. cooked beef = 2 oz. eq. M/MA)	12	1 Each Turkey Chef Salad (1 oz. cooked turkey & 1 oz. LF Cheese = 2 oz. eq. M/MA)	13	2 oz. Hot Dog (2 oz. all meat hot dog = 2 oz. eq. M/MA)	14	1 Each Chicken Fajita (USDA D-40- 1 fajita = 2 oz. eq. M/MA)	15	4.5 oz. slice Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	x	1/2 cup Dark Green
G/B	1 oz.	WGR Oyster Crackers (1 oz. eq. grain)	1 oz.	WGR Croutons (1 oz. eq. grain)	1.5 oz.	WGR Hot Dog Bun (1.5 oz. eq. grain)	1 oz.	6"WGR Tortilla (1 oz. eq. grain)	2 oz.	WGR Pizza Crust (2 oz. eq. grain)	x	3/4 cup Red/Orange
	1 oz.	WGR Dinner Roll (1 oz. eq. grain)	1 oz.	WGR Soft Breadstick (1oz. eq. grain)			1 oz.	WGR Tortilla Chips (1 oz. eq. grain)			x	1/2 cup Beans/Peas
Fruit	1/2 c.	1/2 cup Mixed Fruit	1/2 c.	1/2 cup Watermelon	1/2 c.	1/2 cup Fresh Apple Slices	1/2 c.	1/2 cup Fresh Orange Wedges	1/2 c.	1/2 cup Peaches	x	1/2 cup Starchy
Veg	3/4 c.	3/4 cup Variety Beans (Chili)	1 cup	1.5 cup (3/4 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings	3/4 c.	3/4 Cup Cucumber Sticks	1 cup	3/4 cup Mexicali Corn 1/4 cup salsa	3/4 c.	3/4 cup Baby Carrots	x	1/2 cup Other 1 cup Add'l
						FF Ranch				FF Ranch	x	Grains (9.5 oz.)
M/MA	16	5 pieces Baked Breaded Chicken Tenders (5 pieces = 2 oz. eq. M/MA)	17	2 oz. Pork Stir Fry (2oz. cooked porked = 2 oz. eq. M/MA)	18	1 Cup Ziti- (1/2 Cup turkey meat sauce = 2 oz. eq. M/MA)	19	4.66 oz. Hot Deli Turkey and Cheese Sub (1.66 oz. Turkey & 1 oz. Cheese = 2 oz. eq. M/MA)	20	1 Each Beef Burrito (2 oz. cooked beef = 2 oz. eq. M/MA)	x	1/2 cup Dark Green
G/B	1 oz.	WGR Biscuit (1 oz. eq. grain)	1/2 c.	WGR Brown Rice (1 oz. eq. grain)	1/2 c.	WGR Pasta- Ziti (1/2 Cup pasta = 1 oz. eq. grain)	2 oz.	WGR Bun (2 oz. eq. grain)	1.5 oz.	8"WGR Tortilla (1.5 oz. eq. grain)	x	3/4 cup Red/Orange
	1 oz.	Tenders WGR Breading (1 oz. eq. grain)							1 oz.	WGR Tortilla Chips (1 oz. eq. grain)	x	1/2 cup Beans/Peas

Fruit	1/2 c.	1/2 cup Baked Cinnamon Apples	1/2 c.	1/2 cup Fresh Pineapple Chunks	1/2 c.	1/2 cup Fresh Banana	1/2 c.	1/4 cup Sliced Kiwi with 1/4 cup Red Grapes	1/2 c.	1/2 cup Fresh Melon(s)	x	1/2 cup Starchy
Veg	3/4 c.	3/4 Cup Black Beans	3/4 c.	1/2 cup Broccoli, Steamed 1/4 cup Oriental Veg (Stir Fry)	1 cup	3/4 cup Carrot Sticks 1/4 cup Tomato Sauce	3/4 c.	3/4 Cup Tater Tots	3/4 c.	1 Cup (1/2 Cup credit) Iceberg Lettuce 1/4 cup Tomatoes, Onion (Salsa)	x	1/2 cup Other 1 cup Add'l
	21		It is recommended to utilize USDA recipe to prepare menu items when applicable.									
M/MA	1 Each	Breaded Chicken Patty (3 oz. = 2 oz. eq. M/MA)	WGR = whole grain-rich, eq. = equivalent, M/MA = Meat/Meat Alternate									
G/B	1 oz.	Whole Grain Rich Bun (1 oz. eq. grain)	A 8 oz. milk served daily per meal pattern requirements. Two choices required daily from: Fat Free flavored or unflavored; 1% or less unflavored.									
			The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service.									
Fruit	1/2 c.	1/2 cup Fresh Apple Slices	Products may be brand name or equivalent as stipulated in this contract.									
			The contractor is encouraged to incorporate low sodium products.									
Veg	1-3/4 cup	1 cup (1/2 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings 1/4 cup Tomatoes 3/4 cup Crinkle Cut Fries	Required average daily calorie range per 5-day week = 600-650									
			*Leafy green vegetables: 1 cup counts as 1/2 cup of vegetables. Dark green leafy choices include romaine, spinach, Mesclun, and green and red leaf lettuce.									
			Grains must meet the designated ounce equivalents per the menu guidelines.									
			Light, low-fat, non-fat, and low- sugar products/food items are to be used as necessary to meet the average daily calorie range.									
			Condiments to be included,									
			x Grains (8.5 oz.)									

EXHIBIT B, PART 1
Food-Based Meal Pattern
21-Day Cycle Menu for 9th – 12th Grade
Lunch

	1	2	3	4	5	VEG Weekly cup portions
M/MA	3-4 oz. Baked Chicken (2 oz. cooked chicken = 2 oz. eq. M/MA)	Cheese Sauce (2 oz. eq. M/MA)	4.5 oz. Chicken/Cheese (Quesadilla) (2 oz. cooked chicken & 1/2 oz. cheese= 2.5 oz. eq. M/MA)	3 oz. Hamburger (2 oz. cooked beef = 2 oz. eq. M/MA)	4.5 oz. slice Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	x 1/2 cup Dk Green
G/B	1 oz. WGR Dinner Roll (1 oz. eq. grain)	4 oz. WGR Pasta—Macaroni (1 oz. eq. grain)	1.5 oz. 8" WGR Tortilla (1.5 oz. eq. grain)	2 oz. WGR Hamburger Bun (2 oz. eq. grain)	2 oz. WGR Pizza Crust (2 oz. eq. grain)	x 1-1/4 cup Red/Orange
	1/2 cup Seasoned WGR Brown Rice (1 oz. eq. grain)	1 oz. WGR Dinner Roll (1 oz. eq. grain)	1 oz. WGR Tortilla Chips (1 oz. eq. grain)			x 1/2 cup Beans/Peas
Fruit	1 cup 1 cup Peaches	1 cup 1/2 cup 100% Fruit Blend Juice 1/2 cup Fresh Apple Slices	1 cup 1 cup Pineapple Chunks	1 cup 1 cup Cinnamon Applesauce	1 cup 1 cup Grapes	x 1/2 cup Starchy
Veg	1 cup 1-1/3 Cup Baked Beans = 1 Cup credit (USDA I-06)	1 cup 2 cups (1 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings	1 cup 1-1/2 Cup (3/4 Cup credit) Iceberg Lettuce	1 cup 1 Cup Baked Potato Wedges	1 cup 1 Cup Baby Carrots	x 3/4 cup Other
			1/4 Cup Salsa		FF Ranch	
						x Grains (10.5 oz)
M/MA	4 pieces (4 oz.) Oven-Baked Fish Nuggets (4 pieces = 2 oz. eq. M/MA)	1 Cup Spaghetti (1/2 Cup meat sauce = 2 oz. eq. M/MA)	2 oz. BBQ Pork (2 oz. cooked pork = 2 oz. eq. M/MA)	3 oz. Grilled Chicken Caesar Wrap (2 oz. cooked chicken = 2 oz. eq. M/MA)	2 oz. Grilled Cheese (2 oz. cheese = 2 oz. eq. M/MA)	x 1/2 cup Dk Green
G/B	1 oz.-1.25 oz. WGR Nugget Breading (1-1.25 oz. eq. grain)	1 cup WGR Pasta—Spaghetti (1 oz. eq. grain)	2 oz. WGR Bun (2 oz. eq. grain)	2 oz. 10" WGR Tortilla (2 oz. eq. grain)	2 oz. WGR Bread (2 oz. eq. grain)	x 1-1/4 cup Red/Orange
	1 oz. WGR Dinner Roll (1oz. eq. grain)	1 oz. Garlic Bread (1 oz. eq. grain)				x 1/2 cup Beans/Peas
Fruit	1 cup 1 cup Fresh Fruit Mix—Grapes, Blueberries, Strawberries	1 cup 1/2 cup Fresh Banana 1/2 cup 100% Apple Juice	1 cup 1 cup Fruit Cocktail	1 cup 1 cup Cantaloupe Wedges	1 cup 1 cup Pears	x 1/2 cup Starchy
Veg	1 cup 1 cup Black Beans	1-1/4 cup 2 cups (1 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings	1 cup 1 Cup Baked Sweet Potato Fries	1 cup 1 Cup Sweet Peas	1 cup 1 Cup Green Beans	x 3/4 cup Other
		1/4 Cup Tomato Sauce				x 1-1/2 cup Add'l

									x Grains (10-10.25 oz)			
M/MA	11	Chili (2 oz. cooked beef = 2 oz. eq. M/MA)	12	Turkey and Cheese Chef Salad (1 oz. cooked turkey & 1 oz. LF Cheese = 2 oz. eq. M/MA)	13	Hot Dog (2 oz. all meat hot dog = 2 oz. eq. M/MA)	14	Chicken Fajita (USDA D-40- 1 fajita = 2 oz. eq. M/MA)	15	Pepperoni/Cheese Pizza (2 oz. cheese and/or pepperoni = 2 oz. eq. M/MA)	x	VEG Weekly cup portions
G/B	1/2 Cup	WGR Oyster Crackers (1 oz. eq. grain)	1 oz.	WGR Croutons (1 oz. eq. grain)	1.5 oz.	WGR Hot Dog Bun (1.5 oz. eq. grain)	1 oz.	6" WGR Tortilla (1 oz. eq. grain)	4.5 oz. slice	WGR Pizza Crust (2 oz. eq. grain)	x	1/2 cup Dk Green
	1 oz.	WGR Dinner Roll (1 oz. eq. grain)	1 oz.	WGR Soft Breadstick (1 oz. eq. grain)	1 oz.	Hard Pretzels (1 oz. eq. grain)	1 oz.	WGR Tortilla Chips (1 oz. eq. grain)	2 oz.		x	1-1/4 cup Red/Orange
Fruit	1 cup	1 cup Mixed Fruit	1 cup	1 cup Watermelon	1 cup	1/2 cup Fresh Apple	1 cup	1 cup pineapple chunks	1 cup	1 cup Grapes	x	1/2 cup Beans/Peas
Veg	1 cup	1 cup Variety Beans (Chili)	1 cup	2 cups (1 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings	1 cup	1/2 cup 100% Fruit Punch Juice	1-1/4 cup	3/4 cup Mexicali Corn	1 cup	1 Cup Baby Carrots	x	1/2 cup Starchy
								1/4 cup Salsa			x	3/4 cup Other
										FF Ranch	x	1-1/2 cup Add'l
											x	Grains (10.5 oz)
M/MA	16	Baked Breaded Chicken Tenders (5 pieces = 2 oz. eq. M/MA)	17	Pork Stir Fry (2 oz. cooked pork = 2 oz. eq. M/MA)	18	Ziti- (1/2 Cup turkey meat sauce = 2 oz. eq. M/MA)	19	Hot Turkey and Cheese (Sub)	20	Beef Burrito (2 oz. cooked beef = 2 oz. eq. M/MA)	x	VEG Weekly cup portions
G/B	1 oz.	WGR Biscuit (1 oz. eq. grain)	1 c.	WGR Brown Rice (2 oz. eq. grain)	1/2 c.	WGR Pasta- Ziti (1/2 Cup pasta = 1 oz. eq. grain)	2 oz.	1.66 oz. Turkey & 1 oz. Cheese = 2 oz. eq. M/MA)	1.5 oz.	8"WGR Tortilla (1.5 oz. eq. grain)	x	1/2 cup Dk Green
	1 oz.	WG Tenders Breading (1 oz. eq. grain)			1 oz.	Garlic Bread (1 oz. eq. grain)		WGR Bun (2 oz. eq. grain)	1 oz.	WGR Tortilla Chips (1 oz. eq. grain)	x	1-1/4 cup Red/Orange
Fruit	1 cup	1 cup Baked Cinnamon Apples	1 cup	1 cup Pears	1 cup	1/2 cup Fresh Banana	1 cup	1/2 cup Sliced Kiwi with	1 cup	1 cup Fresh Melon(s)	x	1/2 cup Beans/Peas
Veg	1 cup	1-1/3 Cup Baked Beans = 1 Cup credit (USDA 1-06)	1 cup	3/4 cup Broccoli	1-1/4 cup	1/2 cup 100% Apple Juice	1 cup	1/2 cup Red Grapes	1-1/4 cup	2 Cups (1 Cup credit) Iceberg Lettuce	x	1/2 cup Starchy
				1/4 cup Oriental Veg (Stir Fry)				1 cup Tater Tos		1/4 cup Tomatoes, Onion (Salsa)	x	3/4 cup Other
											x	1-1/2 cup Add'l
											x	Grains (10.5 oz)

	21		WGR = whole grain-rich, eq. = equivalent, M/MA = Meat/Meat Alternate
M/MA	2 oz.	Breaded Chicken Patty (3 oz. = 2 oz. eq. M/MA)	A 8 oz. milk served daily per meal pattern requirements. Two choices required daily from: Fat Free flavored or unflavored; 1% or less unflavored.
G/B	2 oz.	Whole Grain Rich Bun (2 oz. eq. grain)	The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service.
			Products may be brand name or equivalent as stipulated in this contract.
			The contractor is encouraged to incorporate low sodium products.
Fruit	1 cup	1 cup Fresh Apple Slices	Required average daily calorie range per 5-day week = 750–850
			*Leafy green vegetables: 1 cup counts as 1/2 cup of vegetables. Dark green leafy choices include romaine, spinach, Mesclun, and green and red leaf lettuce.
			Grains must meet the designated ounce equivalents per the menu guidelines.
Veg	1-3/4 cup	1 cup (1/2 cup credit) Romaine OR Other Dark Green Lettuce Salad* FF Dressings	Light, low-fat, non-fat, and low- sugar products/food items are to be used as necessary to meet the average daily calorie range.
		1/4 cup Tomatoes	Condiments to be included,
		3/4 cup Crinkle Cut Fries	It is recommended to utilize USDA recipe to prepare menu items when applicable.

**EXHIBIT B, PART 2
Food-Based Meal Pattern
21-Day Cycle Menu for K – 12th Grade
Breakfast**

<p>1</p> <p>G/B 1.2 oz. WGR Pancakes (1 o.z eq. grain)</p> <p>G/B or 1 oz. Turkey Sausage (1 oz. cooked = 1 oz. eq. M/MA)</p> <p>M/MA</p> <p>F/V 1/2 c. Fresh Blueberries</p> <p>1/2 c. 100% Pineapple Juice Syrup</p>	<p>2</p> <p>1 oz. WGR Toast (1 oz. eq. grain)</p> <p>1/2 egg Scrambled Eggs (1/2 egg = 1 oz. eq. M/MA) w/veggies</p> <p>1/2 c. Orange Wedges</p> <p>1/2 c. 100% Orange Juice</p> <p>1/4 c. Mushrooms, Red/Green Peppers, and Onions</p>	<p>3</p> <p>1 oz. WGR English Muffin (1 oz. eq. grain)</p> <p>1 oz. 1/2 Egg (1 oz. eq. M/MA)</p> <p>1/2 oz. Low-fat Cheese (.5 oz. eq. M/MA)</p> <p>1/2 c. Fresh Strawberries</p> <p>1/2 c. 100% Apple Juice</p>	<p>4</p> <p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>4 oz. Fat-Free Yogurt (1/2 cup = 1 oz. eq. M/MA)</p> <p>1/2 c. Fresh Banana</p> <p>1/2 c. 100% Grape Juice</p>	<p>5</p> <p>2 oz. WGR Bagel (2 oz. eq. grain) w/ Low-Fat cream cheese</p> <p>1/2 c. Fresh Apple Slices</p> <p>1/2 c. 100% Fruit Punch Juice</p>
<p>6</p> <p>G/B ½ c. WGR Oatmeal (1 oz. eq. grain)</p> <p>G/B or 2 oz. WGR Granola Bar (2 oz. plain granola bar = 1 oz. eq. grain)</p> <p>M/MA</p> <p>F/V 1/2 c. Cinnamon Apples</p> <p>1/2 c. 100% Pineapple Juice</p>	<p>7</p> <p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>2 oz. WGR Apple Muffin (2 oz. = 2 oz. eq. grain)</p> <p>1/4 c. Raisins (1/4 c. credits 1/2 c.)</p> <p>1/2 c. 100% Orange Juice</p>	<p>8</p> <p>2.4 oz. WGR Waffles (2.4 oz. = 2 oz. eq. grain)</p> <p>1/2 c. Pineapple</p> <p>1/2 c. 100% Apple Juice Syrup</p>	<p>9</p> <p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>1 oz. WGR Animal Crackers (1 oz. = 1 oz. eq. grain)</p> <p>1/2 c. Pears</p> <p>1/2 c. 100% Grape Juice</p>	<p>10</p> <p>1 oz. WGR English Muffin</p> <p>2 Tbsp. Peanut Butter (2 Tbsp. = 1 oz. eq. M/MA)</p> <p>1/2 c. Peaches</p> <p>1/2 c. 100% Fruit Punch Juice</p>
<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>

<p>G/B 4.8 oz. WGR French Toast (4.8 oz. = 2 oz. eq. grain)</p> <p>G/B or M/MA</p> <p>F/V 1/2 c. Applesauce 1/2 c. 100% Pineapple Juice Syrup</p>	<p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>1/2 c. Fat-Free Yogurt (1/2 cup = 1 oz. eq. M/MA)</p> <p>Fresh Banana</p> <p>100% Orange Juice</p>	<p>1 oz. WGR Biscuit (1 oz. eq. grain)</p> <p>1 oz Egg (1/2 egg = 1 oz. eq. M/MA)</p> <p>1/2 oz Low-fat Cheese (.5 oz. eq. M/MA)</p> <p>1/2 c. Orange Wedges</p> <p>1/2 c. 100% Apple Juice</p>	<p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>2 oz. Hard Boiled Egg (1 egg = 2 oz. eq. M/MA)</p> <p>1/2 c. Mixed Fruit</p> <p>1/2 c. 100% Grape Juice</p>	<p>1 oz. WGR Toast (1 oz. eq. grain)</p> <p>1/2 egg Scrambled Eggs (1/2 egg = 1 oz. eq. M/MA) w/veggies</p> <p>1/2 c. Fresh Blueberries</p> <p>1/2 c. 100% Orange Juice</p> <p>1/4 c. Mushrooms, Red/Green Peppers, and Onions</p>
<p>16</p> <p>G/B 1/2 c. WGR Oatmeal (1 oz. eq. grain)</p> <p>G/B or M/MA</p> <p>F/V 1/2 c. Cinnamon Apples 1/2 c. 100% Pineapple Juice</p>	<p>17</p> <p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>2 oz. WGR Blueberry Muffin (2 oz. = 1 oz. eq. grain)</p> <p>1/2 c. Pineapple</p> <p>1/2 c. 100% Orange Juice</p>	<p>18</p> <p>2.4 oz. WGR Waffles (2.4 oz. = 2 oz. eq. grain)</p> <p>1/2 c. Peaches</p> <p>1/2 c. 100% Apple Juice</p> <p>Syrup</p>	<p>19</p> <p>1 oz. WGR Cereal- 1 Cup (flakes/rounds) = 1 oz. eq.1.25 Cups (puffed cereal) = 1 oz. eq.</p> <p>1 oz. WGR Graham Crackers (1 oz. = 1 oz. eq. grain)</p> <p>1/2 c. Fresh Strawberries</p> <p>1/2 c. 100% Grape Juice</p>	<p>20</p> <p>2 oz. WGR Breakfast Muffin (2 oz. = 1 oz. eq. grain)</p> <p>1 oz. Scrambled Eggs (1/2 egg = 1 oz. eq. M/MA)</p> <p>1/2 c. Fresh Apple Slices</p> <p>1/2 c. 100% Fruit Punch Juice</p>
<p>21</p> <p>G/B 1.2 oz. Whole Grain Rich Pancakes (1.2 oz. = 1 oz. eq. grains)</p> <p>G/B or</p>	<p>WGR = whole grain-rich, eq. = equivalent, M/MA = Meat/Meat Alternate</p> <p>A 8 oz. milk served daily per meal pattern requirements. Two choices required daily from: Fat Free flavored or unflavored; 1% or less unflavored.</p> <p>The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service.</p> <p>Grains and meat/meat alternates must meet the designated ounce equivalents per the menu guidelines.</p>			

			<p>The breakfast menu must meet the 2023–2024 meal pattern requirements for all components.</p>
M/MA	1 oz.	Turkey Sausage (1 oz. cooked = 1 oz. eq. M/MA)	Condiments to be included.
F/V	1/2 c.	Mixed Fruit	The contractor is encouraged to incorporate low sodium products.
	1/2 c.	100% Orange Juice	

**EXHIBIT B, PART 3
SUMMER FOOD SERVICE PROGRAM**

Food Components	Minimum Portion Sizes		
	Breakfast	Lunch or Supper	Supplement ¹ (Choose two (2) of the four (4))
<p align="center"><u>Milk</u></p> <ul style="list-style-type: none"> Milk, fluid 	1 cup (8 fl oz) ²	1 cup (8 fl oz) ³	1 cup (8 fl oz) ²
<p align="center"><u>Vegetables and/or Fruits</u></p> <ul style="list-style-type: none"> Vegetable(s) and/or fruit(s) OR Full-strength vegetable or fruit juice OR An equivalent quantity of any combination of vegetables(s), fruit(s), and juice 	<ul style="list-style-type: none"> ½ cup OR ½ cup (4 fl oz) OR ½ cup 	<ul style="list-style-type: none"> ¾ cup total⁴ (of at least 2 different vegetables and/or fruits) 	<ul style="list-style-type: none"> ¾ cup OR ¾ cup (6 fl oz) OR ¾ cup
<p align="center"><u>Grains and Breads</u>⁵</p> <ul style="list-style-type: none"> Bread OR Cornbread, biscuits, rolls, muffins, etc. OR Cold dry cereal OR Cooked pasta or noodle product OR Cooked cereal or cereal grains OR An equivalent quantity of any combination of grains/breads 	<ul style="list-style-type: none"> 1 slice OR 1 serving OR ¾ cup or 1 o⁶ OR_Z ½ cup OR ½ cup OR See Grains/Breads Instruction 	<ul style="list-style-type: none"> 1 slice OR 1 serving OR ¾ cup or 1 o⁶ OR_{oz} ½ cup OR ½ cup OR See Grains/Breads Instruction 	<ul style="list-style-type: none"> 1 slice OR 1 serving OR ¾ cup or 1 o⁶ OR_Z ½ cup OR ½ cup OR See Grains/Breads Instruction
<p align="center"><u>Meat and Meat Alternates</u></p> <ul style="list-style-type: none"> Lean meat or poultry or fish OR Cheese OR Eggs OR Alternate Protein Product⁷ OR Cooked dry beans or peas OR Peanut butter or soy nut butter or other nut or seed butters OR Peanuts or soy nuts or tree nuts or seeds OR Yogurt, plain or sweetened/flavored OR An equivalent quantity of any combination of the above meat/meat alternates 	<p align="center">(Optional at Breakfast)</p> <ul style="list-style-type: none"> 1 oz OR 1 oz OR 1/2 large egg OR 1 oz OR ¼ cup OR 2 tbsp OR 1 oz OR 4 oz or ½ cup OR_{1 oz} 	<ul style="list-style-type: none"> 2 oz OR 2 oz OR 1 large egg OR 2 oz OR ½ cup OR 4 tbsp OR 1 oz = 50%⁸ OR 8 oz or 1 cup OR_{2 oz} 	<ul style="list-style-type: none"> 1 oz OR 1 oz OR 1/2 large egg OR 1 oz OR ¼ cup OR 2 tbsp OR 1 oz OR 4 oz or ½ cup OR_{1 oz}

FOOTNOTES

- Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.
- Shall be served as a beverage, or on cereal, or use part of it for each purpose.
- Shall be served as a beverage.
- Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.
- Either volume (cup) or weight (ounce), whichever is less.
- Must meet the requirements in Appendix A of the SFSP regulations.
- No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

EXHIBIT C
FOOD BASED NUTRITION STANDARDS
FOR MENU PLANNING
NATIONAL SCHOOL LUNCH PROGRAM & SCHOOL BREAKFAST PROGRAM

	Breakfast Meal Pattern			Lunch Meal Pattern		
	<i>Grades K-5</i>	<i>Grades 6-8</i>	<i>Grades 9-12</i>	<i>Grades K-5</i>	<i>Grades 6-8</i>	<i>Grades 9-12</i>
Meal Pattern	Amount of Food^a Per Week (Minimum Per Day)					
Fruits (cups) ^{b,c}	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{b,c}	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^d	0	0	0	½	½	½
Red/Orange ^d	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^d	0	0	0	½	½	½
Starchy ^d	0	0	0	½	½	½
Other ^{d,e}	0	0	0	½	½	¾
Additional Veg to Reach Total ^f	0	0	0	1	1	1½
Grains (oz. eq.)	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz. eq.)	0 ^g	0 ^g	0 ^g	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{h,i,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ⁱ	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{l,j}	≤ 540	≤ 600	≤ 640	≤ 1,230	≤ 1,360	≤ 1,420
Target 1, 2014-2015						
Target 2, 2017-2018	≤ 485	≤ 535	≤ 570	≤ 935	≤ 1,035	≤ 1,080
Target 3, 2022-2023	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat^l	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans fat</u> per serving.					

^aFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ½ cup.

^bOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^cFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).

^dLarger amounts of these vegetables may be served.

^eThis category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^fAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

^gThere is no separate meat/meat alternate component in the SBP. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^hThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values). ⁱDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

^jFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast.

EXHIBIT D

School District of DeSoto
 School Board Action
 March 24, 2026
 APPROVED

DRAFT A The School District of DeSoto County

**2026-2027
 School Calendar**

July 2026

3	Independence Day Holiday (No School)
27-28	DeSoto Onboarding Days
29-31	Teacher Workdays

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2027

1	New Year's Day (No School)
8	Early Release/Records Day; Last Day of Quarter 2
18	Martin Luther King Jr. Day (No School)

August 2026

3-5	Professional Learning & Teacher Workdays
6	Open House
7	Teacher Workday
10	First Day of School

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 2027

15	Presidents Day (No School for Students) Teacher Workday Potential Inclement Weather Make-up Day
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September 2026

7	Labor Day (No School)
16	Early Release/ Professional Learning

SEPTEMBER 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2027

12	Early Release/ Records Day; Last Day of Quarter 3
13-21	Spring Break (No School)
26	Good Friday (No School)

October 2026

16	Last Day of Quarter 1
16	Early Release / Records Day
17-25	Fall Break (No School)

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2027

7	Early Release/ Professional Learning
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November 2026

21-29	Thanksgiving Break (No School)
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NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2027

27	Last Day of School
28	Records Day/Graduation (No School)
31	Memorial Day (No School)

December 2026

19-31	Christmas Break (No School)
-------	-----------------------------

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 2027

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COUNT	
Total Student Days	
Total Teacher Days	

Q1 49 days; Q2 40 days Sem 1: 89
 Q3 43 days; Q4 48 days Sem 2: 91
 180 Student Days

EXHIBIT E**Current Employee Allocation & Hours**

Site	Total Number of Employees
Food Service Office	
Director (7.5 Hours)	1
Secretary/Bookkeeper (7.5 Hours)	1
Field Manager (7.5 Hours)	1
Nocatee Elementary School	
Manager (7.5 Hours)	1
Assistant Manager (6.5 Hours)	1
Food Service Worker (6.5 Hours)	3
Memorial Elementary School	
Manager (7.5 Hours)	1
Food Service Worker (6.5 Hours)	6
West Elementary School	
Manager (7.5 Hours)	1
Assistant Manager (6.5 Hours)	1
Food Service Worker (6.5 Hours)	4
DeSoto Secondary School	
Food Service Worker (6.5 Hours)	1
DeSoto Middle School	
Manager (7.5 Hours)	1
Food Service Worker (6.5 Hours)	7
DeSoto County High School	
Manager (8 Hours)	1
Assistant Manager (8 Hours)	1
Food Service Worker (6.5 Hours)	4

*number of employees are based on daily meals served.

EXHIBIT F

AD-1049

OMB No. 0505-0027
Expiration Date: 09/30/2025

**Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 CFR Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

<p>7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.</p> <p>B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:</p>	
<p>PLACE OF PERFORMANCE <i>(Street Address, City, County, State, Zip Code)</i></p>	
<p>Check <input type="checkbox"/> if there are workplaces on file that are not identified here.</p>	
<p>ORGANIZATION NAME</p>	<p>PR/AWARD NUMBER OR PROJECT NAME</p>
<p>NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)</p>	
<p>SIGNATURE</p>	<p>DATE</p>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2 in accordance with these instructions.
- (2) The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee must inform the agency of the change(s). If it previously identified the workplaces in question, see instruction (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. §812, and as further defined by 21 CFR §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

EXHIBIT G

AD-1048

OMB No. 0505-0027
Expiration Date: 09/30/2025



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

EXHIBIT G (Continued)**Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

EXHIBIT H

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

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

- 1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

By _____
Signature of Vendor Official (Executive Director)

Date: _____

By _____
Signature of Vendor Official (Chief Financial Officer)

Date: _____

For _____
Name of Grantee (SFA)

National School Lunch Program
Title of Grant Program

EXHIBIT I

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

<p>1. Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance</p>	<p>2. Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award</p>	<p>3. Report Type: _____ a. initial filing _____ b. material change</p> <p>For material change only: Year _____ quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency: _____</p>	<p>7. Federal Program Name/Description: _____</p> <p>CFDA Number, <i>if applicable</i>:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	

EXHIBIT I (Continued)**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations to Bid (ITB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

EXHIBIT J

SFA Name: DeSoto County School District Sponsor Number 14

PROPOSAL SUMMARY

**Request for Proposal and
Contract Nonprofit School Food
Service**

This document contains a proposal solicitation for the furnishing of management services for the operation of the nonprofit food service programs for the period beginning 07/01/2026 [Mo/Day/Year], and ending 06/30/2027 [Mo/Day/Year] and sets forth the terms and conditions applicable to the procurement. Upon acceptance, this document shall constitute the Contract between the FSMC and the SFA. The FSMC shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the contract.

MEAL RATES AND FEES MUST BE QUOTED AS IF NO USDA FOODS WILL BE RECEIVED

1. All proposals must be calculated based on the menu(s) in Exhibit B. All proposals shall be submitted using the Proposal Summary form attached herein. The proposed price must not include the use of USDA Foods or any alternate pricing structure. Proposals must be written in ink or typed in the blank space provided.
2. FSMC shall be paid a fixed meal price for each reimbursable meal and meal equivalent provided by the FSMC under this Agreement. The fixed meal price is:

\$ _____

The fixed meal price must be carried out to the second decimal place and must not be rounded.

3. The total cost includes direct pay items that must be funded from Food Service Program revenues but are included in the Fixed Meal Price paid per meal to FSMC, such as SFA's salary and benefits, indirect cost, and other SFA costs.
4. A meal or meal equivalent shall be calculated as follows:
A reimbursable student lunch and paid adult lunches are counted as one meal equivalent for each lunch served. A reimbursable student breakfast and paid adult breakfast are counted as one-half (.50) of a meal equivalent for each breakfast served. A reimbursable student afterschool snack is counted as one quarter (.25) of a meal equivalent. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte sales. Meal service during emergency shelter operations upon request. Dinner meal service at selected locations upon request.

Name of FSMC

FSMC Address

EXHIBIT J (Continued)

By submission of this proposal, the FSMC certifies that, in the event the FSMC receives an award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall be in effect for one (1) year and may be renewed by mutual agreement for four (4) additional one (1) year renewal terms.

Authorized FSMC Name Title

Authorized FSMC Signature Date

ACCEPTANCE OF CONTRACT

Sponsor Number School Food Authority (SFA) Name

Authorized SFA Name Title

Authorized SFA Signature Date

EXHIBIT K

DISTRICT SCHOOL BOARD OF DESOTO COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - SPECIAL REVENUE
FUNDS - FOOD SERVICES

Exhibit K-2
FDOE Page 4
Fund 410

For the Fiscal Year Ended June 30, 2023

REVENUES	Account Number	
<i>Federal :</i>		
Miscellaneous Federal Direct	3199	
<i>Federal Through State and Local:</i>		
School Lunch Reimbursement	3261	2,408,934.28
School Breakfast Reimbursement	3262	413,187.84
Afterschool Snack Reimbursement	3263	
Child Care Food Program	3264	
USDA-Donated Commodities	3265	389,531.94
Cash in Lieu of Donated Foods	3266	
Summer Food Service Program	3267	48,365.00
Fresh Fruit and Vegetable Program	3268	
Other Food Services	3269	
Federal Through Local	3280	
Miscellaneous Federal Through State	3299	
Total Federal Through State and Local	3200	3,260,019.06
<i>State:</i>		
School Breakfast Supplement	3337	13,162.00
School Lunch Supplement	3338	23,196.00
State Through Local	3380	
Other Miscellaneous State Revenues	3399	
Total State	3300	36,358.00
<i>Local:</i>		
Interest on Investments	3431	6,363.11
Gain on Sale of Investments	3432	
Net Increase (Decrease) in Fair Value of Investments	3433	
Gifts, Grants and Bequests	3440	
Student Lunches	3451	
Student Breakfasts	3452	
Adult Breakfasts/Lunches	3453	11,328.85
Student and Adult à la Carte Fees	3454	13,184.87
Student Snacks	3455	
Other Food Sales	3456	
Other Miscellaneous Local Sources	3495	6,543.17
Refunds of Prior Year's Expenditures	3497	
Total Local	3400	37,420.00
Total Revenues	3000	3,333,797.06

ESE 348

EXHIBIT K (Continued)

DISTRICT SCHOOL BOARD OF DESOTO COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - SPECIAL REVENUE
FUNDS - FOOD SERVICES (Continued)
For the Fiscal Year Ended June 30, 2023

Exhibit K-2
FDOE Page 5
Fund 410

EXPENDITURES (Functions 7600/9300)	Account Number	
Salaries	100	1,032,192.37
Employee Benefits	200	527,604.67
Purchased Services	300	98,885.97
Energy Services	400	120,144.09
Materials and Supplies	500	1,650,482.86
Capital Outlay	600	5,297.81
Other	700	93,998.91
Other Capital Outlay (Function 9300)	600	119,358.46
Total Expenditures		3,647,965.14
Excess (Deficiency) of Revenues Over Expenditures		(314,168.08)
OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCES		
Loans	3720	
Sale of Capital Assets	3730	
Loss Recoveries	3740	
<i>Transfers In:</i>		
From General Fund	3610	
From Debt Service Funds	3620	
From Capital Projects Funds	3630	
Interfund	3650	
From Permanent Funds	3660	
From Internal Service Funds	3670	
From Enterprise Funds	3690	
Total Transfers In	3600	0.00
<i>Transfers Out: (Function 9700)</i>		
To General Fund	910	
To Debt Service Funds	920	
To Capital Projects Funds	930	
Interfund	950	
To Permanent Funds	960	
To Internal Service Funds	970	
To Enterprise Funds	990	
Total Transfers Out	9700	0.00
Total Other Financing Sources (Uses)		0.00
Net Change in Fund Balance		(314,168.08)
Fund Balance, July 1, 2022	2800	1,365,718.62
Adjustments to Fund Balance	2891	
<i>Ending Fund Balance:</i>		
Nonspendable Fund Balance	2710	101,499.52
Restricted Fund Balance	2720	950,051.02
Committed Fund Balance	2730	
Assigned Fund Balance	2740	
Unassigned Fund Balance	2750	
Total Fund Balances, June 30, 2023	2700	1,051,550.54

EXHIBIT K (Continued)

Under this RFP all current District employees that are fully vested in FRS will have the opportunity to remain a District employee or apply for a position with the FSMC. If the employee is not fully vested, they shall need to apply for a position with the FSMC and be interviewed for employment, the District's expectation is that all existing employees will have employment offers. There will be no employee positions cut, no pay or hours decreased. At the end of this school year, we anticipate all FS Employees to be vested and have the choice to stay with the District or apply with the FSMC.

FRS Vesting:

Pension option:

Fully vested after 8 years if hired after 7/1/2011

Fully vested after 5 years if hired before 7/1/2011

Investment option:

Fully vested after 1 calendar year of employment

The following figure represents FY 2024-2025 which can be utilized to approximate a total cost for salaries and benefits should all current District employees make their own choice to change employment to the FSMC:

\$1,488,895.40

EXHIBIT L
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

_____(VENDOR) being first duly sworn, deposes, and says that:
(FSMC Official)

VENDOR is the _____ of _____,
(Owner, Partner, Officer, Representative, Agent) (FSMC)

VENDOR is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said VENDOR nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other VENDOR, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted; or to refrain from proposing in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any VENDOR, firm, or person to fix the price or prices in the attached proposal or any other VENDOR, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other VENDOR, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against the SFA, or any person interested in the proposed contract;

The price of items quoted in the attached proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the VENDOR or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (Signature)

My Commission Expires:

EXHIBIT M
(Sample Invoice)

To: DeSoto County School Board

Terms	Due	Customer No.	Invoice		
No. Description:					
<hr/>					
		Number of Meals	x	multiplier	= Total
					<u>Meal Equivalents</u>
Category:					
Student full paid Adult Lunches		2223	x	1.00	\$2,223.00
Student and full paid Adult Breakfasts		528	x	.50	264.00
Student after school snack		750	x	.25	187.50
A' la carte Food Sales:		\$4,080.61	/	\$3.00	1,360.20 (rounded)
(includes vending machine sales)					
Total Meals and Meal Equivalents					\$4030.70
November meals and equivalents		4034.70	x	Fixed price	= Total (rounded)
Less Credit for Commodities Received					() subtract
Less Credit for District Labor & Benefits					() subtract
Less Credit for District Indirect Cost					() subtract
Less Credit for District Other Cost					() subtract
<hr/>					
Total Amount due:					\$0.00
<hr/>					

Invoices submitted by the FSMC shall follow this format or agreed upon format, submitted on the schedule as outlined in the RFP

**EXHIBIT N
A' La Carte and Adult Meals**

Fund	Fund	Source	Revenue Source	2024-2025 FYTD Activity
4100	FOOD SERVICES	3453	ADULT BREAKFASTS/LUNCHES	\$11,909.3
4100	FOOD SERVICES	3454	STUDENT & ADULT A LA CARTE	\$21,664.07
				\$33,573.37

EXHIBIT O
Proof of Completion of FNW Vendor Training
(Attach Certificate)

Food Service Management Company (FSMC) Monitoring Tool

As required in 7 CFR 210.16(a)(3), sponsors must monitor the food service operation through periodic on-site visits. At a minimum of twice a year, a sponsor official must conduct a monitoring visit of *each* school food service site. Complete a copy of this form for each site monitored and **keep it with the FSMC records**.

Sponsor Name: DeSoto County School Board Site Name _____

FSMC Name: _____ Date of Review: _____

Original Year of Contract: _____ Renewal Year (1,2,3,4): _____

Meal Type	Fixed Fee Per Meal	Meal Type	Fixed Fee Per Meal
Student Lunches	\$	SFSP Breakfast	\$
Student Breakfasts	\$	SFSP Lunch/Supper Meals	\$
Student Afterschool Snacks	\$	SFSP Snacks	\$
Meal Equivalent Fee	\$	FFVP Meal Equivalent Fee	\$
Meal Equivalent Factor (breakfast, snack, adult, etc.)	\$		

Menus and Service	Yes	No	N/A	Comments
1. Has the FSMC followed the 21-day cycle menu, as described in Exhibit B of the contract, for the first 21 days of the contract? (Monitor during the first year of contract only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If changes were made to menus following the first 21 days of the contract, did the sponsor approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do cycle menus meet requirements for all grade groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are production records completed each day for all meals claimed for reimbursement and component contributions available for each menu item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If the "Offer vs Serve" provision was implemented, are students required to take the minimum number of menu items (including ½ cup fruit and/or vegetable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are meal modifications provided to students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is appropriate meal modification documentation on file at the serving site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the FSMC provide fluid milk substitutions as permitted in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are fluid milk substitutions compliant with USDA substitution criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are the Smart Snacks in Schools regulations being followed by the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is the FSMC complying with Vending as stated in the Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Does the FSMC comply with the Sponsor's Local Wellness Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are meals monitored after the last food or menu item is served/selected to ensure only reimbursable meals are claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Do the foods purchased meet the quality specification standards indicated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15. Is FSMC complying with Buy American Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Financial Accountability Procedures	Yes	No	N/A	Comments
1. Do the school food service daily income records accurately reflect the revenue received by meal type? (Student meals, adult meals, a la carte, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do the school food service daily meal count record forms accurately reflect the counts of student and adult meals by meal type and eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all records being maintained that are needed to support the Claim for Reimbursement, reports with claim information (promptly at the end of each month), and meal count records for meals not covered by the Claim, such as adult meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all invoices monitored to assure the FSMC invoices per the current pricing agreement indicated in the contract or addendum and have not double-invoiced or included costs which are not allowed by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do the records show a la carte, adult, and other food sales are being invoiced at the meal equivalency rate or accurately per the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all discounts, rebates, and credits for food and supplies received, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sanitation and Safety Procedures	Yes	No		Comments
1. Are facilities and equipment adequately maintained for safety and sanitation?	<input type="checkbox"/>	<input type="checkbox"/>		
2. Do employees practice safe food handling procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
3. Is a Food Safety (HACCP) plan available at the serving site?	<input type="checkbox"/>	<input type="checkbox"/>		
4. If yes, is the plan being implemented?	<input type="checkbox"/>	<input type="checkbox"/>		
5. Has the plan been reviewed annually and revised as needed?	<input type="checkbox"/>	<input type="checkbox"/>		
6. Are health licenses maintained as required by the contract?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Sponsor responsibility <input type="checkbox"/> FSMC responsibility
7. Are food safety training requirements for FSMC employees being met?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Sponsor responsibility <input type="checkbox"/> FSMC responsibility

Other Contractual Requirements	Yes	No	N/A	Comments
1. Has the advisory committee of parents, students and teachers met to assist in menu planning? (Attach documentation - Agendas, Surveys, Taste Testing Results, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
2. If recommendations or concerns were provided at the meetings, has the FSMC implemented recommendations or addressed the concerns brought forth by the advisory committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Sponsor has requested that the FSMC representative participate in the advisory committee meetings has the FSMC complied with this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Have all corrections been made as required if problems were noted during a sponsor review, the administrative review, or a program audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Other Contractual Requirements Cont.	Yes	No	N/A	Comments
5. Is the FSMC performing any school special functions or catering outside the nonprofit school food service operations? List functions in the additional comments section.	<input type="checkbox"/>	<input type="checkbox"/>		
6. If yes to the above, is there a method to identify which account will be charged for the Sponsor's special functions or catering conducted, that is not the nonprofit school food account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the FSMC performing any special functions or catering for any other businesses or organizations? (Any external catering- not for the benefit of the sponsor requires a separate contract.)	<input type="checkbox"/>	<input type="checkbox"/>		
8. Is the FSMC adhering to the Sponsor's free and reduced priced policy statement?	<input type="checkbox"/>	<input type="checkbox"/>		

Staffing and Professional Development	Yes	No		Comments
9. Is FSMC complying with Professional Standards requirements for its employees?	<input type="checkbox"/>	<input type="checkbox"/>		
10. Is FSMC providing appropriate and timely training for FSMC staff? List training in comments section at end of monitoring form.	<input type="checkbox"/>	<input type="checkbox"/>		

Renewal Contracts	Yes	No	N/A	Comments
11. Do all the invoices match the prices with the current renewal addendum prices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Did the renewal adhere to the meal rate increases as permitted in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

USDA Foods	Yes	No	N/A	Comments
13. Did the FSMC credit the full value of all donated foods received for use in the meal service as required by contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is the FSMC complying with contract requirements that the procurement of processed end products on behalf of the recipient agency, as applicable, complies with the requirements in subpart C of 7 CFR 250 and with the provisions of the distributing or recipient agency processing agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Corrective Actions Required of the Food Service Management Company	Date of Implementation

Name of Sponsor's Monitoring Official

Title

Signature of Sponsor's Monitoring Official

Date

Name of FSMC Official

Title

Signature of FSMC Official

Date

EXHIBIT P

AGREEMENT

BETWEEN THE

DESOTO COUNTY EDUCATORS' ASSOCIATION
Educational Staff Professionals (ESP)

AND THE

SCHOOL BOARD DESOTO COUNTY

EFFECTIVE JULY 1, 2024

THROUGH JUNE 30, 2027



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APPENDICES

- Appendix 1: PERC Certification No. 1890**
- Appendix 2: Employee Compensation Plan**
- Appendix 3: Employee Sick Leave Transfer Program**
- Appendix 4: Grievance Form**
- Appendix 5: Safe Driver Plan**
- Appendix 6: Employee Evaluation Form**
- Appendix 7: Insurance Premiums**
- Appendix 8: MOU's**
- Appendix 9: Summer School Rubric**

PREAMBLE

The School Board of DeSoto County (SBDC), herein after referred to as the Board, and the DeSoto County Educators Association (DCEA), herein after referred to as the Association, recognize and declare that providing a quality education for the students of DeSoto County is their mutual goal, that the welfare and morale of the district's non-instructional employees, herein after Educational Staff Professionals (ESPs) play an important part in meeting this goal. The Board and the Association agree to negotiate in good faith. Within this Agreement, the Board and Association reach certain understandings which are set forth in the following articles.

DEFINITIONS

ADDRESS	The mailing address of an employee provided by the employee to the Board.
ADMINISTRATION/ ADMINISTRATOR(S)	School District personnel as defined by section 1012.01(3), <i>Florida Statutes</i> .
BOARD/EMPLOYER	The School Board of DeSoto County, Florida, or its designee.
CONFIDENTIAL EMPLOYEES	Defined by Florida Statute and/or PERC whichever is applicable, wherever applicable.
CONTINUOUS SERVICE	Non-interrupted service to the DeSoto County School System from the first day of service to any implementation of this agreement. Absence from service by an approved School Board leave shall not be deemed an interruption in continuous service.
COST CENTER	Each individual work site for which the DeSoto County School Board is responsible.
DOE	Florida State Department of Education.
EMPLOYEE	A member of the bargaining unit as defined by PERC Certification No. 1890, attached as Appendix 1.
GRIEVANCE	An alleged violation, misinterpretation, or misapplication of any provision of this Agreement.
GRIEVANT	An employee, group of employees, or the Association.
EMERGENCY	An immediate/sudden unplanned situation that requires immediate attention to provide a safe environment for students or the employee(s).
HE/HIS/HIM	Whenever the masculine gender is used in the Agreement, it shall also include the feminine gender and vice versa.
MAY	Used to denote a contingency, purpose or result which is optional or discretionary.
PARAPROFESSIONAL(S)	Unit employees holding positions as aides/teaching assistants. The terms are interchangeable as long as they do not modify any substantive provision of the Agreement.
PARTIES	Includes both the School Board and Union (DCEA).

PERC	The Florida Public Employees Relations Commission.
PRINCIPAL/DIRECTOR/ SUPERVISOR	The chief administrator of a school/Cost Center or that person's designee.
REASSIGNMENT	The moving of an employee from one position in a classification to a different position in the same classification, or to a different position in a different classification having the same pay grade, regardless of the location of the position.
REGULAR WORKWEEK	The regular workweek shall be Monday through Friday unless otherwise indicated in the Agreement. Any change in the regular workweek shall require that both parties mutually agree to such change(s) and provide at least 30 calendar days of notification.
RELATIVE	Relative means an individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.
IMMEDIATE FAMILY	Immediate Family is defined differently in different circumstances; consult the Employee Handbook or collective bargaining agreements for applicable definitions.
REPRIMAND	Any action taken by an administrator against an employee which culminates in written documentation being placed in the employee's personnel file.
SCHOOL CALENDAR	The School Calendar as adopted by the Board.
SCHOOL YEAR	The regular school year for employees covered under this contract will be determined by job category.
SENIORITY	Continuous employment with the School Board of DeSoto County measured from the most recent date of hire regardless of transfers or new positions.
SHALL	Used to denote command, compulsion or inevitability.
SUPERINTENDENT	The Superintendent of Schools or that person's designee.
TRANSFER	The movement of the employee to a different Cost Center.
UNION/DCEA/ASSOCIATION	The DeSoto County Educators' Association.

WILL

Used to denote probability or expectation; likelihood.

WORKDAY

A duty day of the employee unless otherwise indicated in this agreement.

ARTICLE 1

RECOGNITION

- Section 1** The School Board of DeSoto County (Board), Florida, recognizes the DeSoto County Educators' Association (Union) as the exclusive collective bargaining representative of the appointed employees in the bargaining unit certified by the **Florida Public Employees Relations Commission** in Case No. RC-2016-003, **Certification No. 1890**.(Appendix 1).
- Section 2** The Union recognizes that the Superintendent or his/her designee is the collective bargaining representative of the Board. The Union and the Board mutually recognize that bargaining is conducted solely and exclusively by the representatives as defined in Section 1 of this Article.
- Section 3** This Agreement constitutes the full and complete commitments between both parties and may be altered, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.
- Section 4** Should any provision of this Agreement be declared illegal by a court of competent jurisdiction or as a result of state or federal legislation, said provision shall be automatically modified by mutual agreement of the parties to the extent that it violates the law; but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the modified provision.
- Section 5** All rights, privileges and benefits granted to the Association in this agreement shall pertain exclusively to the Association so long as it remains the certified bargaining agent. No other organization representing or claiming to represent members of the above defined bargaining unit shall be allowed the rights, privileges and benefits provided to the Association by this Agreement.

ARTICLE 2

PURPOSE

- Section 1** It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relations between the parties hereto and to provide an orderly and amicable means of resolving any misunderstanding or differences which may arise as a result of implementing this Agreement.
- Section 2** It is understood that the Parties are engaged in furnishing essential public educational services which vitally affect the educational needs, health, safety, comfort and general well-being of the children of DeSoto County and the public at large; that the Union represents professional employees who have a vital interest in educational excellence; and that both Parties recognize the need for continued, reliable service to the children and public of DeSoto County.
- Section 3** Each Party shall bear the full cost of its participation in collective bargaining sessions and grievance and arbitration hearings.

ARTICLE 3

BARGAINING

A. Bargaining Process

Section 1 Scope

The subject of collective bargaining between the Board and the Union shall be wages, hours, terms and conditions of employment of the employees.

Section 2 Procedures

The Superintendent, or designee, and the Union shall meet at reasonable times to negotiate in good faith and to execute a written contract with respect to agreements reached concerning the terms and conditions of the employee or the employees. Section 447.203 (14), *Florida Statutes*.

Section 3 Agreement

a. Upon completion of collective bargaining between the Superintendent, or designee, and the Union, the collective bargaining agreement shall become binding only after it has been ratified by the bargaining unit and approved by the Board at a regularly scheduled meeting. Section 447.309 (1), *Florida Statutes*.

b. The School Board agrees to print 10 copies. After a contract is ratified by the Employee unit and Board approved, the District will have 30 calendar days to upload the new contract to the District Website. Upon notice that the contract is not posted, the union will notify the District in writing. The District will remedy the situation in 20 school days from the date of notification.

Section 4 Resolution of Impasse

a. Mediation

In the event that an impasse is reached by the parties during the course of negotiations, either Party may direct a request to the Federal Mediation and Conciliation Services (FMCS) setting forth the date the impasse was reached and a statement as to the nature of the item or items at impasse. Both Parties agree to meet with the mediator selected according to the rules of

the FMCS and to attempt to reach agreement by good faith negotiations as rapidly as possible. Section 447.403 (1), *Florida Statutes*. Should the FMCS decline to assert jurisdiction over a dispute, either Party may request a mediator from the PERC. In the event that mediation fails to resolve the impasse or a collective bargaining agreement is not reached, the impasse may go to a Special Magistrate. Sections 447.403, 447.405, 447.407, and 447.409, *Florida Statutes*.

b. Special Magistrate

Use of a Special Magistrate shall be in accordance with applicable law. Sections 447.403, 447.405, 447.407, and 447.409, *Florida Statutes*.

Section 5 Authority to Declare an Emergency

- A. According to Florida Statute, the School Board may declare an emergency in cases in which one or more schools in the district are failing or in danger of failing and negotiate special provisions of its contract with the appropriate bargaining units to free these schools from contract restrictions that limit the schools' ability to implement programs and strategies needed to improve student performance.

- B. **LAW SUPERSEDES THIS AGREEMENT:** This Agreement, or any part thereof, shall not be interpreted so as to abridge or in any way usurp the authority and power of the Board as established by constitutional provisions of the State Board of Education regulations or statutes existing at the time of this Agreement. And further, the Board shall be relieved of compliance with any term or conditions of this Agreement if such compliance is contrary to any constitutional provision or State Board of Education Regulations or statutes in effect prior to the signing of this Agreement.

- C. **CONSTITUTES ENTIRE AGREEMENT:** This Agreement and any subsequent amendments by ratified memoranda constitute the entire agreement between the parties with respect to wages, hours, and terms and conditions of employment for all unit members. Any policy, procedure, guideline, handbook, or administrative directive in conflict with the provisions of this contract, that section (item) shall be null and void.

ARTICLE 4

MANAGEMENT RIGHTS

A. It is the right of the Board to determine unilaterally the purpose of each of its constituent agencies, set standards of service to be offered to the public, and exercise control and discretion over its organization and operation. It is also the right of the Board to direct its Employees, take disciplinary action for proper cause, and relieve its Employees from duty because of lack of work or for other legitimate reasons. However, the exercise of such rights shall not preclude Employees or their representatives from raising grievances should decisions on the above matters have the practical consequences of violating the terms and conditions of this collective bargaining Agreement.

ARTICLE 5

UNION RIGHTS, PRIVILEGES, AND OBLIGATIONS

Section 1 Employer Information

The Board agrees to furnish to the Union available public information concerning the financial resources of the District. If production of copies is required to provide such information, the Union will bear the expense at the rate of 15 cents per page, if printed; there will be no copying costs for documents produced electronically. Research and redaction costs are additional, to the extent the time required to gather and redact the documents exceeds 30 minutes.

Section 2 Payroll slots

- a. The Board is prohibited from any involvement in the collection of dues, collection of fines, penalties, or special assessments levied or attempted to be levied upon its employees by the Union, its officers, agents, or members.
- b. 403b slot for Suncoast to go along with 457 plan.

Section 3 Union Meetings and Activities

- a. Upon ratification of the Agreement, the Union shall have the authority and the Board shall approve release time for all bargaining unit members to be provided a contract briefing while they are in a duty status. This shall be accomplished at a time when students are not in attendance or at another mutually agreeable date and time schedule.
- b. Any person(s) affiliated with the Union shall secure permission from the principal/supervisor/designee before conducting any business on school premises.

Section 4 Union Activities at Work Locations

- a. The Union representative shall be allowed to conduct Union Business in accordance with section 447.509, *Florida Statutes*, provided that:
 - 1) Upon arrival at the Cost Center such representative shall first report to the principal/supervisor/designee to announce his presence.
 - 2) The representative shall conduct such visits in a manner which does not interfere with or interrupt the instructional program or interrupt
 - 3) the instructional program or classroom activities and duties of any employee.

- a. The Union shall have access to internal mail distribution within buildings as provided by the principal/supervisor or director of the respective Cost Center. Public address systems and other means of communications which are available within the cost center may be utilized for purposes of announcements provided that all announcements are first reviewed by the appropriate administrator. With the exception of material that is personal in nature, the principal/supervisor shall receive a copy when this distribution system is utilized.

Section 5 Inter-School Mail

The Union shall have the right to use the inter-school mail facilities, district email system, and school mail boxes for the distribution of material relating to Union business with the following stipulation:

- a. The Union shall hold the School Board and its employees harmless from any fees, fines, penalties and possible litigation that may result from the exercise of this privilege.

Section 6 Time For Union Representatives

The DCEA President or designee will be relieved from duty at times mutually agreed to by the Parties in order to carry out those responsibilities associated with this Agreement. While it is agreed that this time shall be made available, it is recognized that future implementation shall be dependent upon individual and site schedule requirements. It is also recognized that from time to time, situations may arise which may, by mutual agreement, require situational release time beyond the scheduled time provided for above.

- a. Whenever possible, and with the agreement of the principal/supervisor/designee, the DCEA President or designee will be relieved from non-instructional duties.
- b. A total of ten (10) days release time, per year, shall be made available for the DCEA President and/or designee to attend Union/Educational seminars without loss of pay. Use of those days must be pre-approved in writing by the Superintendent.

Section 7 Office Space and Equipment

- a. The employer agrees to provide space as available at each site for a file cabinet so as to protect the confidentiality of Union records.
- b. The employer agrees to provide the Union representative at each site use of a file cabinet and computer if these are available.
- c. Availability determinations shall be made by the principal/supervisor/designee.

Section 8**Bulletin Boards**

The employer shall provide bulletin board space for the Union, for the purpose of posting Union information. The size shall be at least 9 square feet. The location shall be mutually-agreed upon by the building administration and the Union.

Section 9**Information from the Board**

- a. The Board shall provide notice of vacancies through the School Board's website, as such vacancies arise.
- b. The Board shall provide the Union access through the School Board's website to a complete set of School Board Rules, Regulations and policies, and changes thereof.
- c. The Board shall provide the Union President through the School Board's website access to the minutes, agenda and requested attachments for all School Board meetings.

Section 10**Right to Representation**

- a. If disciplinary action is to be the topic of discussion between the employee and his supervisor and/or other management officials, the employee shall be so advised and that he is entitled to Union representation if he so desires. It shall be the employee's responsibility to notify the Senior Representative of the scheduled meeting. If a request for representation is made, it shall be honored.
- b. The Union retains the right to represent all employees of the bargaining unit consistent with applicable statutes.
- c. When an employee is requested to attend an interview for the record with the Department of Children and Families or law enforcement, as a result of allegations of improper employee conduct that may result in discipline or discharge, the employee has the right to request and be represented by a Union representative or attorney at his own expense.

Section 11**Exclusivity Clause**

Only the exclusive bargaining agent, DCEA, shall have the right to enforce this Agreement.

Section 12

No public employee or employee organization shall participate in a strike against a public employer by instigating or supporting in any manner, a strike. Article 1, section 6, *Florida Constitution*.

Section 13

The Agreement shall be terminated immediately and unilaterally by the School Board in the event of a strike or work stoppage which has been proven to have been instigated by the Union.

Section 14 Union/Management Meetings (UMM)

In order to provide a means for continuing communication, representatives of the parties, agree to meet with employees and managers representing the following functional areas:

Clerical, custodial, food service, maintenance, paraprofessional, transportation, technology, and other employee groups as identified by the parties.

- a. A committee for each area shall be formed to meet a minimum of two times per year, one meeting to be held within 60 days after the beginning of the school term, and the others to be held between November 1 and May 1 of each year. Other meetings may be held upon mutual agreement of both parties.
- b. The committees may discuss concerns which could result in improved quality of work, working condition issues, and any other matters mutually agreed upon by both parties, such as training programs.
- c. When the parties mutually agree to submit proposals to the Bargaining Team, such proposals must be recorded on the Issues and Tracking Form and be supported by data and research. NOTE: tracking form needs to be created
- d. Such meetings shall not be intended for the purpose of negotiations or to bypass the grievance procedure.

ARTICLE 6

FAIR PRACTICES

- Section 1** There shall be no discrimination against employees because of race, creed, color, age, sex, marital status, national origin, sexual orientation, gender identity, religious and political belief, or religious and political activities outside the school day and school premises.
- Section 2** The Board shall not discriminate against Employees because of membership or non-membership in the Union.
- Section 3** Employees covered by this Agreement shall have the protection of all the rights to which they are entitled by the Constitution, Florida State Statutes, and DOE policies and regulations.

ARTICLE 7

EMPLOYEE RIGHTS

- Section 1** Consistent with chapter 447, *Florida Statutes*, employees shall have the right to self-organization, to form, join or assist labor unions or labor organizations or to refrain from such activity, to bargain collectively through representatives of their choosing, and to engage in concerted activities, for the purpose of collective bargaining or other mutual aid or protection.
- Section 2**
- a. Consistent with applicable statutes an employee's off-the-job conduct shall not result in disciplinary action, unless such conduct impairs his effectiveness as an employee. Moreover, the Employer recognizes the right of a duly recognized Union representative to express the views of the Union provided they are identified as Union views.
 - b. The personal life of an employee is normally not an appropriate concern of the Board. However, in certain circumstances his/her personal conduct may be deemed to affect the proper performance of his/her assigned functions during the workday. Such circumstances are illustrated by the provisions of Section 1012.40 of Florida Statutes and related sections.
- Section 3** No employee shall have disciplinary action taken against him because of debt complaint, and the Employer shall not assist the creditor in collecting the debt, unless required by applicable state and/or Federal Statutes.
- Section 4** Employee participation in charitable and other drives (such as U.S. savings bonds campaign) is voluntary. Solicitation may be made, but no pressure shall be brought to bear to require such participation. There will be no retaliation or adverse evaluations against any employee because of their choice to participate or not.
- Section 5** All School Board Policies shall be uniformly administrated throughout the bargaining unit.
- Section 6** Employees shall not be subjected to personnel practices which are prohibited by or in conflict with School Board policy.
- Section 7** Employees shall not be required to attend any meetings after the normal workday without pay.
- Section 8** Employees shall not be required to transport students in personal vehicles except in accordance with School Board Policy.

Section 9

- a. Administrators/supervisors shall not verbally abuse, reprimand, or criticize employees in the presence of students, parents, faculty or staff members.
- b. Employees shall not verbally abuse or criticize an administrator in the presence of students, parents, faculty or staff members.

Section 10

The placement of materials including written reprimands in the official Personnel File shall be in accordance with Florida Statutes Chapter 1212.31.

Section 11

Any employee who is recommended for suspension or termination or subject to disciplinary action shall be afforded due process in accordance with this agreement and state statutes 1012.40.

Section 12

An employee who is re-employed after a break in service or leave of absence approved by the school board will not lose his prior experience level on the salary schedule including contract status as permitted by state statutes 1012.40.

ARTICLE 8

WORKING CONDITIONS

A. WORKDAY

1. DEFINITIONS:

- a. Full-time employee: Six (6) or more hours per day and a minimum of 30 hours per week.
- b. Part-time: Less than full time.
- c. The School Board does not, as a result of this definition, intend to generally reduce the health care benefits of employees except in accordance with the provisions of Florida law.
- d. Management will attempt to reduce the impact of the definition of full time employee through reassignments and increases in duty hours, to the extent possible or feasible.

2. CLASSIFICATIONS:

The classifications of the Bargaining Unit shall be as determined by the Public Employees Relations Commission (P.E.R.C.). See Appendix 1.

B. EMPLOYEE WORK YEAR: Refer to the Compensation Plan Appendix 2.

Paid holiday for each classification will come from the following:

Specific holidays may change from year to year based on the official Board adopted calendar. The Board may change the work year; subject to the Association's right to bargain over the effects of such changes.

C. INITIAL PROBATIONARY PERIOD

All full-time educational support employees will serve an initial probationary period of up to one calendar year from date of hire during which employees may be terminated with or without just cause, no reason needed or provided.

D. CONTINUED EMPLOYMENT STATUS:

- (1) When an educational support employee has completed the probationary period of satisfactory service in Desoto County, except for duly authorized leave, he shall be recommended for continued employment status as long as s/he remains in the same job classification which status will continue year to year unless the Superintendent terminates the employee for just cause, unsuccessful completion

of a District Improvement Plan, or in the case of a reduction in force per Florida Statute 1012.40. Evaluation of employees on continuous status will be a minimum of once per year.

- (2) An educational support employee having Continued Employment Status, who changes job sites shall retain the continuing contract status. An educational support employee having Continued Employment Status, who voluntarily changes job classifications shall serve a probationary period of up to 90 days. The employee upon unsatisfactory probationary period shall be allowed to return to another district position for which they qualify if any are available to choose from. If it is in another different job classification another up to 90-day probationary period shall begin.
- (3). Any employee released at the end of a school year who is picked up by the district within 30 days after the start of the next school year will not be considered to have had a break in service.

E. CLOTHING AND TOOLS

- 1) The Board agrees to furnish all required common-use tools or equipment. If personal tools are used, the district assumes no liability for them.
- 2) Uniforms (as defined by School Board) shall be ordered within thirty (30) days of the start of the school year for employees having full time employment status for the current year. Uniforms for new employees shall be ordered within fifteen (15) days of the completion of the probationary period. The approved uniform furnished by the School Board of Desoto County School Board must be worn while on duty. If uniforms are found to be defective, they will be exchanged for appropriate ones as soon as possible. Similar clothing to the uniforms shall be worn by employees who have not received uniforms. Employees will be allowed to order long sleeve shirts.
- 3) The Board shall provide all specialized equipment and heavy air tools used at the garage.
- 4) The Board agrees to keep on the work site, for use by custodial employees, protective gloves, a minimum of two (2) pairs of rubber protective boots per building, smocks or aprons, eye protectors and other necessary items, when required to handle hazardous chemicals and cleaning agents. Maintenance workers using hot tar and roofing materials will be furnished specialty apparel including arm guards and shoes not to exceed one time annually. Unless shoes-arm guards or protective gear becomes defective with wear and no longer protects the employee from the elements of the job. Unsafe equipment/gear that presents any risk to employee will be reported and replaced immediately. The employee shall check out and return the above

needed items through his/her immediate supervisor.

F. HEALTH AND SAFETY

- 1) No employee shall be discharged or disciplined for refusal to work in an unsafe or hazardous situation where management determines, using guidelines of the Occupational Safety and Health Administration, there is imminent danger to the employee's health. Employees shall be notified of and expected to follow all safety procedures established by management including, but not limited to wearing protective clothing, eyewear, and breathing apparatus, provided by the Board. All employees shall be trained prior to using protective equipment. The safety procedures shall be strictly enforced.
- 2) Should an employee need safety equipment, a request must be made in writing to the immediate Supervisor. The Supervisor should notify the employee the status of the request within (five) 5 days.
- 3) The cost of all physical and/or mental examinations and any tests or vaccinations required by the Board for continued employment shall be paid by the Board.
- 4) The Board shall make every reasonable effort to provide safe working conditions at all job sites.
- 5) The members of the bargaining unit are aware that the School Board has a policy regarding employees who have or may have a communicable disease (including HIV infections). Said policy shall be shared with all the members of the bargaining unit at the initial time of employment.
- 6) A copy of OSHA guidelines shall be available to all employees.
- 7) Training shall be provided for all employees using or exposed to hazardous chemicals and access to all MSDS'.
- 8) Universal precautions (including but not limited to), blood-borne pathogens and emergency hazardous spills clean-up training, shall be provided annually.

G. GENERAL

- 1) Approved expenses incurred by employees required to participate in in-service training and/or courses shall be paid by the Board. Written verification of training and/or courses shall be placed in the employee's personnel file by the Board.
- 2) Adequate and appropriate facilities (i.e., rest rooms, lounges) shall be made available to all employees during lunch and all breaks.
- 3) Telephones and computers shall be made available for use of all employees.

- 4) In the event an emergency causes an employee to be called back to work, and if no Board vehicle is furnished, the employee's round trip mileage shall be paid from the home of the employee to the location of the Board's vehicle or the emergency worksite, whichever is appropriate. Rate of mileage reimbursement shall be Board approved rate. The employee being called back shall be paid 1-1/2 times his normal rate of pay, commencing with time leaving his home and returning home, if in excess of 40 hours per week.
- 5) No employee may be under the direct supervision of a relative if the supervision includes the authority to evaluate and recommend for employment or dismissal.
- 6) All new employees shall be provided copies of their specific job descriptions.
- 7) All regular full-time employees shall be guaranteed a duty-free 30-minute lunch period unless an equivalent time is allowed.
- 8) For employees assigned to seven and one-half hours (7.5) or more workday, the District will provide one 15-minute break.
- 9) Employees may be required to remain after the end of the regular day/shift for the purpose of attending faculty meetings, school improvement meetings, in-service training, etc. If the supervisor requires attendance, employees shall be paid their appropriate hourly rate or have their workday adjusted in accordance with the Fair Labor Standards Act. Employees shall be given at least five working days' notice of such meetings unless the meeting is an emergency.
- 10) The parties agree that unless jointly approved, in-service training for transportation department employees will not be scheduled on non-student attendance days. This excludes the contracted pre-school days.
- 11) When it is determined by the designated supervisor and approved by the Superintendent that a qualified employee be temporarily assigned to act in a higher paid position, compensation will be at step zero of the higher pay grade or at least 50 cents an hour over the current rate of pay whichever is greater. This new pay shall begin on the first workday of the assignment.
- 12) Employees shall have access to a computer terminal for the purpose of gaining access to information related to their employment, including last minute notices related to dismissal of students.
- 13) District employees shall be issued a photo ID badge for the purposes of identification. Employees who transfer to a different location, have a name change, and/or have a break in service, will be required to have a new photo ID badge issued. The school district's employee identification number shall be used on documents and the badge for identification purposes. Employees shall wear such ID badges during the regular workday.

- 14) An employee has the right to refuse over-time work if less than 48-hour notice is given, except in the case of an emergency declared by Superintendent.
- 15) Employees shall be paid for all hours worked. In lieu of over-time pay, an employee may choose flex time equal to 1.5 times the number of hours worked during over-time. This flex time must be used during the next payroll period unless approved by the Superintendent or designee to carry over.
- 16) No employees shall lose their position or be reduced in rank or compensation due to subcontracting by the district. Any subcontracted positions may be filled through attrition of current employees.

H. ADDITIONAL WORKING CONDITIONS FOR BUS OPERATORS AND ATTENDANTS

1) FIELD TRIPS

1. Drivers may sign on/off the field trip list no more than two times per academic year. If a trip or trips has/have already been assigned and you remove yourself or are removed from the list, you shall forfeit those trips. The district transportation department shall provide a form for this purpose.
2. Field trips shall be assigned in the Transportation Department no more than thirty (30) days in advance of the trip. In as much as possible, drivers will be assigned at least three (3) days in advance of the trip. If a trip is assigned with less than four (4) hours' notice, a refusal shall be excused.
3. Trips shall be assigned in seniority order starting with the most senior driver/attendant. Once assigned the next most senior driver/attendant moves up for the next available trip. Once the bottom of the list has been reached, the top starts over again. This process will continue throughout the academic year. The Association President/designee shall have access to the process and data for verification purposes upon notice to transportation department ahead of time.
4. Any operator who refuses more than three (3) trips will be dropped from the contact (rotation) list for the remainder of the academic year. If a driver removes him/herself from the list and they add themselves back to this list, their previous refusal(s) in the given academic year are applied to them. Any trip not accepted by an operator within one (1) workdays' notice will not be considered a refusal. Approved leave from duty does not constitute a refusal. If a trip is assigned and then canceled the operator will receive a minimum of one (1) hour show-up pay at the field trip driving rate if they were in-route or already at the point of departure.

5. Only contracted bargaining unit employees shall be assigned fieldtrips except in an emergency where the assigned employees are no-call no-show or illness/other emergency and no bargaining unit employee is immediately available. The rotation list does not apply in emergency situations.
6. No volunteer drivers shall be allowed for any district approved fieldtrip unless a trip driver is unavailable.
7. If the employee calls in sick, they forfeit any extra trips/routes that day. This does not apply to pre-approved leave.
8. No employee may assign their route or trip to another driver for any reason. All changes in assignment must be approved by the supervisor.
9. Any employee that does not commit to driving their assigned extra route and relinquishes this route three times they will be required to surrender that extra route for the rest of that academic year and will drop 10 positions on the seniority list for the following academic year.

2) **COMPENSATION FOR FIELD TRIPS**

- a) Bus operators will be paid for field trips under this section at their regular rate of pay. Extra trips shall be factored for overtime. Operator's compensable time shall begin at the time the operator is required by the employer to report and shall end upon return to the compound with 30 additional minutes given for preparation and all other required duties.
- b) Bus attendants (not driving) will be paid at their regular hourly rate of pay from the time they are required to report until conclusion of all required duties. Qualified bus attendants who drive trips will be compensated on the same basis as bus operators.
- c) Bus operators/bus attendants shall serve as chaperones, perform other assigned (related) duties, or otherwise stay with the bus unless directed by the Coordinator of Transportation/designee. Employees will be advised of the additional responsibilities expected of them prior to accepting the trip. Declining a trip under these conditions will not count as a trip refused.
- d) While on field trips operators shall not leave the class, team, band, or other group after the destination has been reached unless approval has been given by the sponsor/teacher in charge and the sponsor/teacher knows where the operator will be and how to contact him.
- e) Bus operators shall pre-trip inspect any bus they are to drive before any field trip or extra-curricular trip.

- f) The Board will not solicit bids from commercial (private) carriers for school buses for extra trips. Board-owned buses will be used when scheduling and other factors allow. This provision does not preclude the use of vehicles, as defined in Chapter 1006.22 (6) and in 1006.25 i) (b) Florida Statutes, for field trips.
- g) Every attempt will be made to keep accumulated trip hours equal for all drivers by year's end. This will depend on operator availability. Dispatchers/supervisors cannot be responsible for trips that exceed planned times, cancellations, rescheduling and last minute occurrences.

3) **WORK PROCEDURES**

- a. Bus operator's work day shall begin at the time designated by the employer. One-half hour per day will be allowed for pre-trip inspections, cleaning time, record keeping and fueling. In the event of a bus mechanical breakdown, the operator shall be paid for the time that exceeds their contracted time.
- b. Bus operators shall enforce all rules and regulations regarding students' conduct to the best of their ability and report discipline problems to the appropriate administrator on forms provided by the board. Operators shall be at the bus to supervise the loading and unloading of students at schools.
 - i. The district school board, the district school Superintendent and each school Principal shall fully support the authority of bus operators.
- c. School administrators shall make an effort to notify bus operators of students who have been suspended from the bus on a daily basis. Bus drivers shall be under the direction of the school principal while in contact with students during transport to and from school and while loading and unloading students on school grounds. Bus operators shall be under the direction of the Coordinator of Transportation or his designee at all other times, including the designation of stops. Bus operators shall follow all instructions and complete all assignments issued by the above administrators respectively.
- d. Bus operators shall not deviate from their assigned bus routes and stops without the permission of the Coordinator of Transportation or his designee except in case of emergency. Operators will create no permanent change or route or stops without authorization of the above administrator. Bus operators shall not use school buses for personal errands under any circumstances.

- e. Operators shall not give physical punishment to any student nor suspend the transportation of any student. Bus operators may be expected to call parents for discipline issues and they shall be required to be available to participate in student discipline proceedings. Employees who are required to attend student discipline proceedings outside their normal workday shall be compensated for their time for a minimum of one (1) hour at their hourly rate.
- f. Bus operators shall keep the bus clean at all times. The floor of the bus shall be swept at least twice daily, first in the morning after completing all morning trips and again in the afternoon after completing the last trip of the day. The trash container shall be emptied at the end of each school day and the windshield and rear windows kept clean to insure safe visibility.
- g. The Coordinator of Transportation or his designee shall assign a substitute bus to any driver on whose bus repairs will not be completed in time for use on their route. Operators will return these buses to the spare bus area swept, with all windows up and filled with fuel. When any driver uses another operator's assigned bus for any purpose that bus shall be returned in clean and road ready condition as detailed above.
- h. Operators shall at all times operate buses in a safe, prudent, lawful and courteous manner and shall observe the principles of defensive driving.
- i. Operators shall maintain an acceptable driving record in the operation of personal and board-owned vehicles and shall report to the Coordinator of Transportation any school bus accident in which they may become involved and any citation received by the end of the shift, or if after hours before the start of the next shift.
- j. Bus operators and attendants who are absent shall notify the transportation office no later than 4:00 PM whether they will be able to return to work the next day.
- k. Personal leave without pay will be granted the operator in the event he/she has no personal leave with pay available. Additional violation of this provision shall constitute insubordination. For emergencies after 4 p.m., all bus operators and attendants will be provided an emergency contact and phone number to report the emergency absence.
- l. CPR and First Aid Instruction or any other in-service training, if required by the District, shall be provided by the District. Such training shall occur during the Educators' work day or the employee shall be compensated at their hourly rate of pay. The employee will be given a 5-day notice as to when the in-service training will be offered.
- m. Additional attendants and/or cameras may be added to buses with problem situations as determined by the Supervisor.

6) Filling of Vacant Positions in the Transportation Department:

Vacant bus operator and bus attendant positions shall be posted in accordance with procedures stated for new and/or vacated positions in Article X. Route assignment vacancies will be posted within the Transportation Department only. Postings will be displayed at all Transportation compounds and/or worksites. In the event the terms or conditions of the vacant position need to be amended, the original posting will be rescinded and new posting period will begin. Currently employed operators and attendants will receive consideration based on District seniority before substitutes or new applicants.

- a. Summer school positions for bus operators or bus attendants shall be posted within the Transportation Department. Currently employed operators and attendants who sign an application roster will receive priority consideration before substitutes or new applicants.
- b. Operators or attendants who wish to remain in their current assignment or who wish to be considered for a different assignment may submit a Declaration of Employee Intent form no later than the last day of the regular school year.
- c. A bus operator/attendant's position will be considered vacant if the Operator/attendant's assigned to said position is on unpaid leave more than sixty (60) consecutive days. If such employee returns to work within one year from their first day of leave, they shall be assigned work equal to their hourly guarantee at the time their position was declared vacant. This provision does not apply to employees on leave due to Workers Compensation.

7) Safe driver plan is located in Appendix 5.

J. ADDITIONAL WORKING CONDITIONS FOR PARAPROFESSIONALS, CLERKS AND SECRETARIES

- a. Employees shall be compensated for attendance at two (2) In-service days that fall outside the regular workday at their regular rate of pay.
- b. Classroom paraprofessionals shall be provided with two (2) In-service days during the regular student school year as scheduled by the School Board calendar. Attendance at the scheduled In-service activities will be paid at the regular hourly rate.
- c. In-service points will be awarded for in-service training when appropriate. The records for in-service points will be kept at the county office and will be made available, upon reasonable request, to the employee. Notification of applicable in-service workshops will be posted.
- d. The District will advise employees of the in-service training calendar as soon as it is available.

- e. Any non-instructional employee pulled to cover classrooms for more than 1/2 day will be compensated at \$2.50 an hour for the full workday over the current rate of pay.

K. ADDITIONAL WORKING CONDITIONS FOR SKILLED TRADE EMPLOYEES

First Aid Kits shall be furnished by the Board for each appropriate vehicle, maintenance shop, warehouse, and garage.

L. ADDITIONAL WORKING CONDITIONS FOR CUSTODIAL EMPLOYEES

- a. Custodial employees will be required to take in-service training annually in the proper use of supplies and materials and the use and care of equipment. The District will advise employees of the in-service training calendar as soon as it is available.
- b. Employees are responsible for care and maintenance of all equipment used in the performance of their custodial duties.
- c. The principal shall consider present employees for custodial vacancies prior to advertising a vacancy.

M. ADDITIONAL WORKING CONDITIONS FOR FOOD SERVICE WORKERS

- a. Food Service workers will be offered in-service opportunities.
- b. An extensive effort will be made to employ substitutes when an employee is absent. When a food service employee is absent, and whenever feasible, as determined by the lunchroom manager, the assistant lunchroom manager will fill in for absent employees. Employees shall notify the lunchroom manager of the next day's absence by the end of the manager's workday. In case of an immediate emergency, communicate the absence as soon as possible to facilitate hiring a substitute. The employee must notify the lunchroom manager of their intent to return to work by the end of the workday prior to return to release the substitutes presently employed. If they do not, they will lose the day of work.
- c. Job schedules shall be posted in the food service area within ten (10) days of school opening and within five (5) days of any changes.

ARTICLE 9

REDUCTION IN FORCE (RIF)

A. LAYOFF

In the event it becomes necessary for the Board to reduce the number of employees through layoff from employment, the Superintendent and Board shall proceed as follows:

1. The order of layoff shall be by job classification and/or specialized duty assignment based on countywide seniority and previous written performance evaluations completed by the supervisors.
2. No qualified employee with a continuous employment contract shall be laid off prior to laying off all probationary employees in the same job classification and/or specialized duty assignment.
3. For the purpose of this Article, seniority is defined as the length of continuous full-time service in the bargaining unit back to date of hire.
 - a. In the event of a tie in seniority, the most recent performance evaluation shall be used. If a tie continues, the evaluations shall be considered progressively backwards until the tie is broken. In the event a tie continues, the DCEA President and Superintendent shall meet and determine the lay-off by Evaluation Committee recommendation.
4. The Superintendent and the Board shall determine the areas and the number of positions affected in each area in which reduction in force shall be made. The names, sites, seniority status, and job classification of all employees affected because of a reduction in force shall be given in writing to DCEA thirty (30) days prior to said reduction.
5. The employee whose job is being eliminated as a part of a reduction in force shall be notified by certified mail to the last known address on the Personnel Action Form within ten (10) days prior to such reduction.
6. Any employee selected for lay-off may bump any employee with less seniority in any other job classification they are qualified for, regardless of funding source, even if the new position is at a different pay grade.

B. Recall

1. Any employee who has been laid off shall be recalled, in inverse order, to the first vacancy in the district for which said employee is qualified to fill. This recall list shall remain in use for a period of twenty-four (24) months.
2. Employees may be interviewed for any position for which they meet the minimum job qualifications.
3. Within seven (7) working days of the receipt of a certified letter of recall, an employee shall notify the personnel office in writing whether he/she will accept reemployment. Failure to respond to the letter of recall within the time required terminates the employee's right to recall. It is the responsibility of the laid-off employee to have an accurate address on file in the Personnel Office.
4. Any employee re-employed by exercising recall rights shall be reinstated without loss of seniority at the time of layoff.
5. Laid-off employees are entitled to all rights under COBRA.
6. Employees with continuous employment contract shall be recalled and placed in reverse lay-off order prior to new personnel being hired.

ARTICLE 10

ASSIGNMENTS, VACANCIES and TRANSFERS

A. NEW HIRES, TRANSFERS AND REASSIGNMENTS

1. Vacancies to Include Summer School Positions

When a vacancy is finally declared by the Superintendent in a unit position in the school district, the announcement of the vacancy will be made on the District Web Site.

It is the Board's intention that the best qualified applicant be hired for each vacant position. The Board agrees to give full consideration to the professional background and attainments of applicants for vacancies and supports current employees for professional growth. A bargaining unit member shall be determined as being qualified by virtue of holding that job title. If the ESP bargaining unit member is qualified for said position, he/she shall be considered to be interviewed by the appropriate supervisor. Applicants that are interviewed shall be notified of the decision by the worksite supervisor.

Summer school vacancies shall be posted to the District website, summer ESP vacancies shall be filled with current ESP bargaining unit members who meet the minimum job qualifications and have applied for the position prior to hiring substitutes or new employees. Employees shall be selected by the most senior qualified employee being given first right of refusal for summer employment.

2. Voluntary Transfer Requests

- a. During the regular school year as defined by the adopted School Calendar, all Employee vacancies or newly created positions to be staffed shall normally be posted on-line for a minimum of five (5) workdays prior to the deadline for applying for such vacancies or positions. All District employee applicants meeting selection criteria shall be interviewed for filling positions during the regular school day/year. Personnel interviewed for a position shall be notified of the final decision within five (5) workdays after a candidate has been selected.
- b. Unless otherwise agreed to by the Parties, Employees who desire to voluntarily transfer shall file a written voluntary transfer form with his/her building principal/supervisor and a copy of that transfer form to Human Resources. The Employee shall state the assignment and cost center desired.
- c. An Employee applying for a vacancy within the system for which he is fully qualified and/or certified shall be granted an interview for the vacancy before an applicant not currently in the system, pursuant to the procedures outlined in Section 3 below.

3. Procedures

- a. Voluntary transfer requests shall be considered once a position has been posted or known to be in existence. Employees applying for a transfer must possess the necessary qualifications and/or certification for the vacant position. All voluntary transfers shall require the approval of principal/supervisor involved, the Superintendent, and the School Board.
- b. Requests for transfer by Employees in the system will be granted before out-of-system hiring occurs, if the conditions in section 2 "a" are met.
- c. An unsuccessful applicant may, upon written request, be given a post interview conference.
- d. When two (2) or more Employees are requesting transfer to the same position, the determining factor shall be seniority first. In the event of a tie in seniority, the most recent performance evaluation shall be used. If a tie continues, the evaluations shall be considered progressively backwards until the tie is broken. In the event a tie continues, the DCEA President and Superintendent shall meet and determine the transfer by an objective lottery in the presence of the affected parties.
- e. Barring unpredictable circumstances, no more than one (1) voluntary transfer request per employee will be approved during any school year.

4. ADVERTISING

All vacancies are advertised for five (5) working days in-house and then for ten (10) days for outside applicants. If the Superintendent is satisfied that one of the in-house applicants can satisfactorily perform the job responsibilities, then the Superintendent shall close the advertising period at the end of 5 days. The Superintendent would then screen applicants appropriately to be interviewed by the selected interview team. The Superintendent may request the Office of Human Resources to reopen the advertising period if deemed necessary.

B. INVOLUNTARY TRANSFERS AND REASSIGNMENTS

1. CRITERIA

- a. An involuntary transfer or reassignment may be made in the case of an emergency or to prevent disruption of work or services or as a result of loss of unit allocations. In the case of the loss of unit allocations and where an involuntary transfer or reassignment is necessary, an employee's seniority and satisfactorily meeting minimum qualifications for the position will determine which employee is to be transferred and/or reassigned.

Involuntary Reassignment Within a Cost Center

- a. The principal/supervisor may make reassignments within a cost center. When an Employee is reassigned, he/she may request the reason for such reassignment.
- b. Notice of an involuntary reassignment, shall be given in writing to affected employees no less than ten (10) calendar days prior to the transfer of reassignment, except in the case of an emergency.
- c. Involuntary reassignments shall only occur after volunteers have been requested.
- d. Involuntary reassignment shall not be punitive or retaliatory in nature.

Involuntary Transfers Between Cost Centers

- a. Involuntary transfers from a school or Cost Center necessitated by such factors as budget requirements, changes in student population, or changes in programs shall be specifically recommended by the Superintendent.
- b. Notice of an involuntary transfer from one site to another, shall be given in writing to affected employees no less than ten (10) calendar days prior to the transfer of reassignment, except in the case of an emergency.
- c. Involuntary transfers or reassignments shall only occur after volunteers have been requested.
- d. Involuntary transfers shall not be punitive or retaliatory in nature.

2. PROCEDURE FOR FILLING VACANCIES

- a. If a position falls vacant and must be filled due to an emergency situation or to prevent undue disruption of work and services, it shall be filled by qualified current employees as determined by the administrator and Superintendent. Voluntary transfers shall be given first priority.
- b. When involuntary transfers become necessary due to losing one or more allocated units, a list of vacancies of unit positions shall be made available to those employees being transferred on the basis of seniority. Affected employees may request the vacant positions in order of preference to which they desire to be transferred.

All such employees may be given time off for the purpose of visiting sites where the vacant positions exist, with the permission of the administrator/supervisor.

- c. An employee being involuntarily transferred shall not suffer a reduction in rate of pay for the remainder of the current school year.

3. NOTICE

- a. Nothing contained in this Agreement shall be construed to prevent the Superintendent, at his/her discretion, from effecting the involuntary reassignment, transfer or change in duty station of any employee according to the needs of the unit. Other than filling in for an employee on approved leave and in the absence of a hiring freeze, long-term substitutes will not be used in lieu of full time appointed employees.
- b. If work performed by employees in any unit is to be performed by non-Board employees, the Board agrees to encourage the employing entity to consider any adversely affected unit employees for employment in its organization if the Board has been unable to place the employees in other positions within the unit.
- c. Employees who are involuntarily transferred to a new job classification shall retain all length of service rights to the former job classification.
 - i. Employees who are voluntarily transferred to a different job classification shall receive experience credit for all previous years of Board experience.
 - ii. Employees who are involuntarily transferred by the Board shall receive experience credit on the salary schedule for all previous Board experience, regardless of job classification.

ARTICLE 11

PAID LEAVES

- Section 1**
- a. "Sick Leave" shall be defined as time away from work because of personal illness or disability of the employee, or illness or death of a member of his immediate family.
 - b. "Immediate Family" shall be defined as the employee's spouse, parent, grandparent, sibling, child, or any other close relative that is a member of the employee's own household.
- Section 2 Sick Leave**
- a. Each full-time employee shall earn, during a fiscal year, one (1) day of sick leave time for each month of employment. The District designates six (6) of these sick days as personal leave days.
 - b. Each full-time employee is entitled to receive in advance four (4) days of sick leave at the end of the first month of employment or fraction thereof, and thereafter is credited with the remaining sick days at the rate of one (1) additional day of sick leave at the end of each month of employment to the maximum allowed by Florida Statute.
 - c. The unused portion of sick and personal leave shall accumulate from year to year as sick leave.
 - d. The DeSoto District School Board shall provide incentive pay for those full-time employees not using sick leave* during a contractual year. At the termination of the contractual year, bargaining unit members who have not used sick leave days will be issued an award of one (1) day's pay within (5) five working days after the close of the contractual year.**
 - e. Employees transferring into DeSoto County from another school district may transfer sick leave to DeSoto in accordance with School Board Policy 4430.03c
- * Sick leave includes personal leave and emergency leave.
** Employees who use temporary duty leave or union leave time will be eligible for the award.
- Section 3** Effective July 1, 2012, and Employee Sick Leave Transfer Program replaces the Sick Leave Bank. It shall be made available to all employees in accordance with section 1012.61(5)(e), *Florida Statutes*. See Appendix 3.

Employees who donate sick leave time to other employees through the Employee Sick Leave Transfer Program will be eligible for the award of one (1) day's pay referenced in Section 2 (d).

Section 4 Personal Leave

- a. Six (6) days of an employee's annual sick leave shall be designated as personal leave to be used for the employee's personal business or emergencies. A personal leave day may be used for any purpose at the discretion of the employee.
- b. An employee planning to use a personal leave day or days shall notify his principal/supervisor at least three (3) workdays in advance of requested leave date, except in case of emergency.
- c. Such personal leave shall be charged to sick leave and not be cumulative.
- d. Employees may request personal leave time through Skyward's Employee Access. "Personal Leave" shall be adequate explanation for such leave.
- e. In case of emergency, the employee, upon return to duty, shall request personal leave time after the fact via Skyward's Employee Access.
- f. Personal Leave days shall not be used on the day immediately preceding or following a holiday unless approved by the principal/supervisor 14 calendar days in advance of the anticipated leave, except in case of an emergency which can be substantiated by the Employee.
- g. When employees request and are granted personal leave, the securing of a substitute, if necessary, shall be the responsibility of the school/site administrator.

Section 5 Illness-in-the-Line-of-Duty Leave

- a. All employees shall be entitled to illness-in-the-line-of-duty leave when they are absent from their duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work.
- b. Duration of leave, compensation, and procedures shall be the same as enumerated in section 1012.63(1), (2), *Florida Statutes*.

Section 6 Verification of Reason for Leave

Upon return from leave as described in Section 5 above, the building principal/supervisor shall provide the employee with necessary forms for verification of the reasons for absence. Such completed forms shall be submitted to the building principal/supervisor following the employee's return from leave.

Section 7 Temporary Duty Days

- a. Temporary Duty days with pay requested through Skyward's Employee Access may be granted to employees for purposes stated below:
- 1) Attending and/or participating in professional meetings relating to educational workshops, seminar, or conferences sponsored by professional educational organizations, colleges, universities, or government or private agencies concerned with public school matters. Absences under this section exclude those for DCEA business.
 - 2) Visitation for the purpose of observing job-specific techniques or programs.
 - 3) Employees who are parents of children in the district may attend their awards ceremonies, classroom visitations, parent-teacher conferences, or school performances provided that they obtain written permission from the principal and/or supervisor at least two (2) days in advance. Grandparents that are employees in the district may attend these events in the absence of a parent. Should a field trip be scheduled later than the start of the duty day, the employee must report to work prior to departing for the field trip. Furthermore, should a field trip end before the conclusion of a school day, the employee is expected to return to work for the remainder of the day. To the extent the employee opts to take the remainder of the day off (whether it be prior to or after the field trip), such time will be charged against the employee's leave bank.

Classroom coverage, if needed, will be provided by the school administration.
 - 4) Employees who are parents of children in the district may attend no more than two (2) field trips per year per child for a maximum of six (6) days total in any school year. Grandparents that are employees in the district may attend these events in the absence of a parent. Furthermore, should a field trip end before the conclusion of a school day, the Employee is expected to return to work for the remainder of the day. To the extent the Employee opts to take the remainder of the day off, such time will be charged against the Employee's accumulated leave. Proof of attendance may be required by the Superintendent or designee.
 - 5) Approval or disapproval of a request shall be in accordance with school board policy.
 - 6) Employees participating in the Guardian Ad Litem Program will be given release time when court appearances are necessary.

Section 8 Funds for Expenses

The Board shall provide funds for expenses, as set forth in Section 7 of this article, for temporary duty. Employees shall give ten (10) working days notification on the proper forms and shall report the nature of the professional meeting to be attended. Forms may be obtained from the principal/supervisor. A copy of the agenda shall be provided to the Superintendent.

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Section 9 Leave for Legal Commitments and Transactions

1) Subpoena-Related Absences

- a. Employees who are absent because of a mandatory subpoenaed appearance for a School District-related matter shall incur no reduction in pay or accumulated leave balance because of such appearance.
 - b. Employees who are absent due to a mandatory subpoenaed appearance for matters unrelated to the School District must use accumulated leave to receive pay for such time, unless the Employee does not have any accumulated leave time, in which case, such absences will either be without pay or paid by virtue of the Employee's use of donated leave.
 - c. In either event, a copy of the subpoena must be filed with the leave request.
- 2) An employee may serve on jury duty without loss of pay. Any jury duty compensation shall be retained by the employee.
- 3) An employee released from his subpoena or jury duty with sufficient time remaining to return to his cost center to complete at least one-half (1/2) day of his duty shall return to his cost center unless released by the principal/supervisor.

Section 10 Vacation

Those Employees working 250 days shall be considered twelve-month personnel and will earn vacation days.

Section 11 Bereavement Leave

- a. All full-time employees who have completed a six-month probationary period in their appointed position shall be granted two days bereavement leave per qualifying event in the event of a death in their immediate family.
- b. All full-time employees will be granted two days paid bereavement leave per qualifying event. Bereavement leave is not cumulative. The two days of bereavement leave need not to be taken consecutively. Employees will not be paid bereavement leave for days not scheduled to work (i.e., sick leave, annual leave, leaves without pay.) Employees may be required to provide a copy of the obituary or other satisfactory document. Bereavement leave ordinarily is to be used within 20 days of the death of the family member unless the employee documents a legitimate reason to extend this period.

Section 12 DOMESTIC VIOLENCE LEAVE

The Board shall grant leave for an employee if the employee, or a family or household member, is the victim of domestic or sexual violence per School Board Policy.

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ARTICLE 12

UNPAID LEAVES

Section 1

- a. Leaves of absence for the performance of duty with the United States Armed Forces or with a reserve component thereof or with the National Guard shall be granted in accordance with applicable law.
- b. This Article does not apply to leaves of absence taken pursuant to the Family and Medical Leave Act.

Section 2

- a. A leave of absence without salary may be authorized by the Board for any Employee who has completed four (4) full School Years of employment in the DeSoto County School District.
- b. Leaves shall not exceed one (1) year. However, at the end of a leave, an Employee may request another leave of absence, the granting of which shall be at the sole discretion of the Board.
- c. Application for such leave shall be submitted to the Superintendent not later than sixty (60) days prior to the start of the semester in which leave is to commence.
- d. Experience credit on the salary schedule in the amount authorized in the leave shall be granted upon the Employee's return from duty with the military or other leave if he has served in a capacity similar to one he occupies in the DeSoto County School District.
- e. Notwithstanding the foregoing, no experience credit will be granted for any year in which the Employee does not work or participate in the leave as approved one (1) day more than one-half (1/2) of the regular contract year.

Section 3 Upon return from such leave, the Employee will be reinstated to his former position if possible. If it is not possible he shall be reinstated to any available position for which the Employee is fully qualified.

Section 4 Such leave may be authorized in accordance with this Article for:

- a. engaging in study at an accredited university;
- b. full-time participation in a federally sponsored Peace Corps;
- c. full-time working in foreign or military programs;
- d. cultural travel or work program related to his professional responsibilities;
- e. participating in exchange working programs in other school district, states, territories or countries;

- f. serving as a full-time or as a part-time paid officer of an education association,
- g. personal reasons or family illness. With respect to family illness, appropriate medical documentation shall be required.

Section 5 A leave shall be deemed unauthorized if the employee enters similar or related employment during his leave without express, written prior permission of the Board. An employee who is granted leave may not be employed as a substitute in the DeSoto County School District during such leave, without prior approval of the Board.

Section 6 Any Employee granted a leave of absence as provided in this Article shall be given the opportunity within thirty (30) days of the start of the unpaid leave, unless restricted by insurance contracts with the Board, to continue insurance in the existing school programs during the leave, provided that the premiums for such insurance programs shall be paid by the Employee on a monthly basis in advance of the month due.

Section 7 An Employee granted a leave of absence may receive limited leave of absence credit in his respective retirement system to the extent and in the manner provided by statute. It shall be the sole responsibility of the Employee to make arrangements to obtain such credit.

Section 8 A leave of absence may be granted for a period of up to one year for personal reasons or family illness. With respect to family illness, appropriate medical documentation may be required.

Section 9 Notification of Return: Exclusive of Section 1 of this article, Employees on extended unpaid leave shall notify Human Resources on or before April 1st of their intent to return for the following School Year. The Parties may extend the deadline date by mutual written agreement as to that Employee. However, if the Employee fails to provide proper notice pursuant to this Section, the Employee's employment will automatically terminate at the end of the fiscal year.

Section 10 Contract Status: Continuing Contract status shall be retained in accordance with Florida Statutes 1012.40

Section 11 Child Care Leave

- a. A child care leave without pay, not to exceed one (1) year, shall be granted to an employee upon written request to the Principal/supervisor and the Superintendent.
- b. If both parents are employed by the School District, child care leave shall be restricted to one parent at a time. The parents shall decide which will take the leave first.
- c. Such a leave shall be requested at least thirty (30) calendar days prior to the conclusion of a maternity leave, or in the case of adoption, not later than three (3) months after the date of the adoption.

- d. An Employee may request in writing an additional year of child care leave. Such request shall be submitted not less than thirty (30) calendar days prior to the conclusion of any such year already granted subject to the provision in “b” above.
- e. Upon return from child care leave, the Employee shall be reinstated to his/her former position if possible. If it is not possible, he/she shall be reinstated to any available position for which he/she is qualified.
- f. Leave time shall not accrue to any employee while on child care leave.

ARTICLE 13

PARENTAL LEAVE

Section 1

Parental leave will be governed by the School Board's *Family and Medical Leave Act policy*, as it exists at the time an employee submits a request for FMLA leave, with the exception that employees need not have one year and 1250 hours of service to be eligible for FMLA-style leave. Employees shall be eligible for leave consistent with the FMLA upon completion of 95 duty days of full-time work for the District.

Section 2

By providing this auxiliary, FMLA-style leave with lesser eligibility requirements, the Parties agree that an individual receiving the benefit of such leave does not become, by use of such leave, an FMLA-qualified employee.

ARTICLE 14
EMPLOYEE EVALUATION

A. PROCEDURE

- 1) Within thirty (30) calendar days after the beginning of each school year, the building principal or appropriate supervisor shall acquaint each employee directly under his/her supervision with the evaluation procedures, standards, and instruments and advise each employee as to the supervisors who will observe and assess performance. (The evaluation instrument is attached as Appendix 6).
 - (a) The purpose of the orientation is to achieve mutual understanding of the evaluation system.
 - (b) No evaluation shall take place until such orientation has been completed.
 - (c) A new employee or an employee transferred after the beginning of the school term shall be notified by the appropriate supervisor of evaluation procedures in effect.
 - (d) Such notification shall be within two (2) weeks of the first day in the new assignment.
 - (e) When the evaluator receives written input or recommendations to use for evaluation purposes the comments will be reduced to writing and a true copy given to the employee.
 - (f) The employee will be advised of his or her right to have a response attached to the recommendation document.
- 2) Employees may access job descriptions on the School Board's website. Any modifications to a job description shall be available in school board minutes.
- 3) Each employee shall receive a written evaluation at least annually. At the employee's request, the evaluation shall be discussed in a conference between the employee and evaluating supervisor, which will be held during the duty day unless agreement between the parties allow other times. If the supervisor requests a conference, it will take place within the duty day.
- 4) Where deficiencies are brought to the employee's attention by his/her supervisor ("must improve" on Performance Evaluation), the employee shall be responsible for taking the necessary steps for improving his/her skills to an acceptance level as determined by the principal or supervisor. Recommendations shall be offered the employee and such recommendations for improvement shall be noted in writing and a signed copy be retained by the appropriate supervisor

and the employee. Following remediation, reassessment shall be accorded the employee in compliance with the procedures of this article. If the final evaluation report fails to note specific deficiency, it shall be interpreted to mean adequate improvement has taken place. The professional judgment of the evaluator shall not be subject to the grievance procedure.

- 5) Any employee who believes the evaluation and/or remediation procedure(s) has not been followed may file a grievance on such procedure violation(s).
- 6) Employees shall acknowledge receipt of their written evaluation by signing at the bottom. Such signature does not necessarily indicate agreement with the content of the evaluation but merely indicates receipt. No employee shall be required to sign an incomplete or blank evaluation.
- 7) If the employee does not agree with any portion of the evaluation report given to him/her, he/she shall have the right to a conference with the evaluator and to attach a written response to the evaluation report within ten (10) workdays of receipt. An employee has the right to request, and it shall be granted, a second observation by a different evaluator that will be included in the final evaluation.
- 8) No monitoring by electronic devices shall be allowed other than bus cameras.
- 9) Employees shall not be penalized for appropriate use of accumulated leave.

B. Evaluation Committee

1. The Evaluation Committee is charged with recommending changes to the Evaluation Manual/instrument to the bargaining teams.
2. The Evaluation Committee shall also provide oversight of all planning, development, and implementation of the Evaluation Process.
 - a. This may include creating and overseeing a system to ensure reliability and validity of observations and evaluations conducted by trained personnel.
3. The evaluation committee shall be comprised of 6 members, 3 appointed by the Superintendent and 3 by the DCEA President.

ARTICLE 15
DISCIPLINARY ACTIONS

Section 1

- a. This Article covers actions involving oral or written warnings, written reprimands, suspensions, demotions, dismissals, or reductions in grade or pay with prejudice.
- b. Disciplinary action may not be taken against an Employee except for just cause.
- c. All facts pertaining to a disciplinary action shall be developed as promptly as possible. Actions under this article shall be promptly initiated after all the facts have been made known to the official responsible for taking the actions.

Section 2 Disciplinary action shall be governed by applicable statutes.

Section 3 An employee against whom action is to be taken under this Article shall have the right to review all of the information relied upon to support the proposed action and shall be given a copy upon request.

Section 4 The Union shall be provided with a copy of all correspondence that is related to the action of the employee the Union is representing.

Section 5 The employee and his representative shall be afforded a reasonable amount of time to prepare and present appropriate responses to the proposed actions under this article through Step One of the Grievance Process. This amount of time is to be mutually agreed upon by the parties.

Section 6 Administrative involuntary reassignments to other schools, retraining, recertification, oral counseling, and remedial training shall not be considered disciplinary actions and shall not be used as a substitute thereof.

Section 7 Previous charges or actions that have been brought forth by the administration may be cited against the employee, if these previous acts occurred within the two years preceding the existing charge. All previous charges or actions must have been shared with the employee.

Section 8

- a. The disciplinary dismissal, demotion, and suspension of any Employee shall be for just cause.
- b. Where just cause warrants such action(s), an employee may be demoted, suspended, or dismissed upon recommendation of the immediate supervisor to the Superintendent of Schools. Except in cases that constitute a real immediate danger to the district or other flagrant violation, progressive discipline shall be administered as follows:
 - 1) Verbal reprimand (written notation placed in site file).
 - 2) Written reprimand filed in Personnel and site files.
 - 3) Suspension with or without pay.
 - 4) Dismissal.

- Section 9** Notation for the record of verbal or oral reprimands at the school site level will be removed and/or destroyed after a period of one (1) year.
- Section 10** Letters of reprimand will be marked, “no longer valid for discipline”, in an employee's official personnel file after a period of two (2) years if no further discipline of a like or similar nature has occurred.
- Section 11.** Except in the case of an emergency and the need to remove the employee from the classroom, all warnings, verbal, or written reprimands shall be given to the employee at the end of the duty day unless both parties agree otherwise.

ARTICLE 16
GRIEVANCE AND ARBITRATION

Section 1 **Definitions**

- a. The “grievant” is an Employee, a group of Employees, or the Union filing a grievance.

- b. The Union retains the right to file a grievance on any misapplication of this Agreement or on practices and policies affecting the terms of employment.

- c. “Grievance” is a written allegation by the grievant referencing a specific article and section, that an alleged violation exists involving the interpretation or application of the terms of this agreement. A grievance may be processed through Section 2 of the Article, and shall be presented on the Grievance Form (Appendix 4).

Section 2 **Procedure**

a. Informal Step

The grievant and/or his representative shall request a meeting to discuss a grievance with the administrator and/or his designee allegedly causing the grievance with the objective of adjusting the grievance informally. Said request shall be made to the administrator involved no later than twenty (20) workdays after the incident first occurred or knowledge should reasonably be had thereof by the grievant. A meeting under this step shall take place within ten (10)workdays after such a request. If the grievant is not satisfied with the disposition of the grievance, the grievance may be taken to Step One of the formal procedures.

b. Formal Steps

1. Step One

On the adopted form, the grievant shall present the grievance to the administrator involved no later than ten (10)workdays after the informal meeting or, in the absence of such meeting, no later than twenty (20)workdays after the request for a meeting was made. The Administrator or his designee shall submit on the adopted form a written response to the grievant within ten (10)workdays after submission of the grievance. If the Superintendent is the Administrator involved in the grievance, Step Two may be waived by mutual, written agreement of the Parties.

2. Step Two

If the grievant is not satisfied with the disposition of the grievance in Step One, he may submit it on the adopted form to the Superintendent no later than twenty (20)workdays after the written response in Step One. The Superintendent shall submit on the adopted form a written response to the grievant no later than twenty (20) workdays after submission of the grievance in this step.

3. Step Three

If the grievant/Association is not satisfied with the disposition of the grievance from Step Two, the grievance may be referred to mediation. The grievant/Association and the District may mutually agree to submit a grievance to mediation. The grievant/Association shall notify the District in writing within

ten (10) workdays of the conclusion of Step Two of the grievant/Association's desire to refer the grievance to mediation. The District shall respond to the request for mediation within ten (10) workdays of the written request.

- a. Within ten (10) workdays following the agreement of mediation, the grievant/Association shall request mediation services with Federal Mediation and Conciliation Service (FMCS). (THERE IS NO CHOICE, UNLIKE ARBITRATION, FMCS ONLY HAS 1 FOR OUR AREA). The mediation conference shall be scheduled at a mutually convenient location and time.
- b. There shall be one designated spokesperson from each party at the mediation conference.
- c. The mediator shall have the authority to meet separately with either party, but shall not have the authority to compel the resolution of a grievance.
- d. The presentation of facts and considerations shall be limited to those presented at Step Two of the grievance procedure. However, new information shall be shared between the parties prior to the mediation conference. Proceedings before the mediator shall be informal in nature. There shall be no formal evidence rules. No transcript or record of the mediation conference shall be made.
- e. Written material presented to the mediator shall be returned to the party presenting that material at the termination of the mediation conference, except that the mediator may retain one copy of the written grievance solely for the purpose of statistical analysis.
- f. Any fees and expenses shall be shared equally by the parties.
- g. Resolution through such mediation shall be reduced to writing and signed by all parties to the grievance. The grievance will be considered resolved and may not be appealed to Step Four.

4. **Step Four**

If the grievant is not satisfied with the disposition of the grievance in Step Two or the matter is not resolved through mediation at Step Three, he may submit it to the American Arbitration Association (AAA) or FMCS pursuant to the AAA Employment Arbitration Rules & Mediation Procedures or the rules of FMCS for a binding decision. Any submission hereunder shall be made no later than fifteen (15) workdays:

- a. After the decision in Step Two is rendered; or
- b. After the Parties' waiver of Step Two, if applicable, whichever is later.

Section 3 Rules

- a. A party to a grievance proceeding shall have the right to representation of his choice at any step of the informal and formal proceedings. The parties shall not be required to discuss any grievance if the parties' requested representative is not present. An employee may avail himself of the grievance procedure in person or by counsel and have such grievance adjusted without intervention of the Union provided that:
 - 1) the adjustment is not inconsistent with the terms of this Agreement; and
 - 2) the Union has been given reasonable opportunity to be present at any meeting called for the resolution of such grievance.
- b. At any step of the grievance procedure, the time limits may be extended by mutual written agreement of the Parties to the grievance. Consent shall not be unreasonably withheld.
- c. Except in cases that constitute dangerous and hazardous conditions, directives from administrators shall be complied with pending resolution of any dispute.
- d. If a dispute exists concerning the arbitrability of an issue to arbitration, the issue of arbitrability shall be the first issue before the arbitrator, and no other matter will be considered by the arbitrator until he has issued his findings on the question of arbitrability.
- e. The arbitrator shall have no power to add to, to subtract from, modify or alter the terms of this Agreement, nor shall the arbitrator have the power to arbitrate any matter expressly or impliedly excluded from arbitration.
- f. Neither the Board nor the Union will be permitted to assert before the neutral any ground or evidence which was not previously disclosed to the other party except where a party was unable to produce said grounds or evidence prior to Step Three. The admissibility of such evidence shall be decided by the arbitrator prior to proceeding with the grievance hearing.
- g. Any relief granted prior to Step Two requiring the expenditure of Board funds which is not in accordance with Florida Statutes, DOE Regulations, or Board Policies shall be void at that level but may be carried to Step Three, if appropriate. Any relief granted prior to Step Two shall not be deemed to establish past practice, custom, precedent, or usage as to any other circumstances or occurrences without the express approval of the Superintendent.
- h. Step One and/or Step Two of the grievance procedure may be bypassed by mutual written agreement of the grievant and the Superintendent. The grievance shall be brought directly to Step Two, Three, or Four within the applicable time from the date of the agreement to bypass.

- i. The Parties will cooperate in the investigation of any grievance and will, except as limited in Article 18 (Personnel Records), furnish each other such requested information for the processing of any grievance provided that information is not legally restricted or work product related to the grievance or contract negotiations.
- j. No reprisals or recrimination of any kind shall be taken by the Board, Administration, or Union against any employee because of his participation or non-participation in the procedures set forth in this Article.
- k. Each party shall bear the full cost for its representation in the arbitration. The cost of arbitrator and the American Association (AAA) or FMCS will be divided equally between the parties.
- l. Grievances and answers thereto submitted pursuant to this grievance procedure shall not be placed in an employee's permanent personnel file.
- m. The grievant shall have the unequivocal right to stop a grievance completely at any informal or formal step of the grievance process.

ARTICLE 17

NON-WORKING DUTIES

- Section 1** Employees shall not be assigned or required to perform the following non-working duties:
- a. Lunchroom supervision during the duty-free lunch period.
 - b. Chaperone or attend after-school activities for which a supplement is not provided in accordance with the normal salary schedule. Acceptance of any such duties shall be voluntary.
- Section 2** Employees may tutor for pay consistent with School Board policy and applicable Florida Statute.

ARTICLE 18

PERSONNEL RECORDS

Section 1 Maintenance

There shall be only two (2) personnel files as defined in section 1012.31, *Florida Statutes*. One (1) file shall be maintained at the Department of Human Resources of the DeSoto County School Board and any request to view or copy the file shall be by submission of a written request to the Human Resources Director. The other file shall be maintained at the office of the Employee's Cost Center and any request to view or copy the file shall be by submission of a written request to the applicable School Principal/supervisor. No other file or memo shall be maintained on an Employee unless otherwise mandated by Statute. No copies of the official Personnel File shall be made except that which is photocopied by request of the employee or required by Florida Statute. Employees shall receive up to five (5) pages of their personnel files copied for free during each School Year. Additional pages may be copied at 15 cents per page.

Section 2 Personnel files will be managed and distributed in accordance with section 1012.31, *Florida Statutes*.

Section 3 Complaints

- a. When a written complaint concerning an employee's conduct and performance is made by the parent of a student or any other member of the public, the supervising administrator shall attempt to resolve the complaint with the complaining party and consult with the employee involved.
- b. No complaint shall be placed in the official personnel file until such time as the complaint has been sustained through an impartial hearing procedure (outlined in this contract or consistent with applicable statutes), or the parties involved have mutually agreed to the disposition of the complaint.

Section 4 General

- a. An employee shall have the right, upon request, to review the contents of his personnel file and to receive copies of any documents contained therein. An employee shall have the right to be accompanied by an Association representative during such review. The employee may be charged the usual fee for copy services.
- b. Nothing shall be placed in any employee file without the knowledge of the employee and a copy given to the employee at no expense.
- c. The employee shall have the right to submit a written answer to such material and such answer shall be reviewed by the Superintendent and attached to the file.
- d. The Board or its administrative representatives, including building principals/supervisors shall not establish any separate official personnel file which is not available for the employee's inspection.

ARTICLE 19

EMPLOYEE ASSIGNMENTS AND TRAVEL

- Section 1** Employees will be notified in writing by July 1 of their tentative working assignments for the following year. It is recognized that scheduling problems may necessitate a change in working assignments after such notice. In that event, the employee will be notified of the change in writing within five (5) business days.
- Section 2** If changes are made in items specified in the preceding Section prior to the employee's return to duty, the principal/supervisor shall, as soon as possible, notify the employee in writing using the employee's latest recorded address.
- Section 3** The board shall make every effort to arrange the schedules of employees who are assigned to more than one school so as to minimize the amount of inter-school travel. As soon as practicable, such employee shall be notified of any changes in their schedules.
- Section 4** Any employee who travels under Board authorization shall have prior approval of the Superintendent or designee and be subject to Florida Statutes and policy of the Board. Each person, upon completion of a trip, shall file an expense account on the appropriate form obtained from the school bookkeeper or found on the School Board website within 30 calendar days of the completed trip, or by June 30th of the year, whichever is first.
- Section 5** Out of county travel expenses directly related to attendance at credit earning courses or workshops shall be borne by the School Board when the Board requires such attendance.

ARTICLE 20

SUMMER SCHOOL PARTICIPATIONS

- Section 1** Those Employees who work the summer school are subject to all rights, privileges and obligations contained in this Agreement. All Paraprofessional positions shall be filled with paraprofessionals before a teacher is hired for the paraprofessional position.
- Section 2** An employee participating in the summer school program shall earn, be credited with, and be eligible to use, one(1) additional day of sick leave provided that he is contracted for the full term of the summer i school. Employees already earning sick leave for the month of summer school are excluded.
- Section 3** The hourly salary for summer school working positions will be listed on the job postings.
- Section 4** Employees shall be considered before non-employees for employment in summer working positions.
- Section 5** The selection of summer school staff shall be based upon the following:
- a. Meeting requirements stated in the funding source.
 - b. Having appropriate Florida certification(ParaPro or AA degree)
 - c. Having received *effective or highly effective* on their evaluation in the previous and/or current school year.
 - d. who have been board approved for re-employment in the ensuing year.
 - e. Principal(s) interview/recommendation.
 - f. Availability during summer school dates.
 - g. Attendance/dependability (excluded factor for individuals on approved FMLA leave).
 - h. Previous summer school experience in district
- Once criteria a-h (above) have been met, preference will be given to employees who have worked the same grade level and/or subject or position (In the event that 2 or more employees meet all of the above criteria equally, the one with the longest length of service in the district shall be given preference.)
- Section 6** Employees working at the summer institutes shall receive their normal hourly rate of pay unless the posting specifies otherwise. Pay days may vary from year to year, and therefore will be announced each summer.
- Section 7** All applicants for summer institute will be notified of summer institute staff appointments at the same time.

ARTICLE 21

INSURANCE

Section 1 Health Insurance

The Board agrees to provide employees with hospitalization and health insurance programs.

If the retiree is ineligible for Medicare, the School Board will pay, upon retirement, one (1) year of the retiree's individual medical premium, or (1/2) year of the retiree's family rate. The Board will pay (1) year of the Medicare Part B cost for retirees who are eligible for Medicare. To be eligible for this incentive, an employee must have at least 6 years with FRS, a minimum of 20 continuous years of employment with the DeSoto County School Board and participate in the Board's insurance.

See APPENDIX 5 for rates.

NOTE: The 2024-25 rates will be available by late summer 2024.

Section 2 Life Insurance

- a. The Board agrees to provide each employee with life insurance in an amount as specified in the current approved plan.
- b. Employees are offered optional life insurance. If selected, the employee is responsible for all premiums.

Section 3. Insurance Review Committee

- A. The Superintendent and DCEA President shall upon ratification of this Agreement appoint members to the Insurance Review Committee for the purposes of:
 1. The purpose of this committee will be to review all benefits including but not limited to changes and/or premium increases.
 2. Making recommendations as soon as possible each year.
 3. Provided two-thirds of the committee members agree to the recommendations, they shall be made directly to the Superintendent to present to the School Board which shall either accept the recommendations or refer them back to the committee; if less than this fraction of the committee members agree, the results of the committee's work shall be submitted to the parties' negotiations teams for resolution during subsequent bargaining.

B. The Review Committee shall consist of:

1. Four members appointed by the Superintendent.
2. Four employees appointed by the Union President.
3. One school board member appointed by the Chairman of the School Board.

Section 4. Minimum coverage of the insurance plan

The insurance plan will allow dependent children to remain on the employee's plan up to age 26.

ARTICLE 22

WAGES

Section 1 Employee Compensation Plan

- a. The wages of each Employee covered by this Agreement is set forth in the link in Appendix 9. The applicable part are the sections that apply to non-instructional staff. **For 2024-25 See salary notes at the end after Appendix 9.**
- b. Any employee required to report to work during a hurricane emergency shall be paid for all hours worked in addition to regular pay the employee would have received had they not been required to work. If the hours worked exceed 40 in any week per IRS regulations, overtime pay shall be paid for work performed on district approved worksite. This shall apply only to worksites not opened by the district.

Section 2 Method of Payment

- a. **Number of Payments**
Each Employee will be paid in 26 installments.
- b. **Pay Days**
Pay days shall be bi-weekly on Friday.
- c. **Exceptions**
When a pay day falls on a bank holiday or on a Friday when School District offices are closed, employees shall be paid on the preceding workday.
- d. **Final Pay**
Each Employee shall receive his final paycheck(s) on the last workday.
- e. **Withholding of Pay**
 1. Payment for workdays completed shall not be withheld for punitive reasons.
 2. When an employee is terminated or resigns, his/her final contract pay-out may be withheld for no more than 5 days in order to make necessary payroll adjustments.
 3. The payroll specialist may withhold the direct deposit of a final payment, when notified by the Principal/supervisor or other authorized personnel, to make adjustments necessitated by Employee absence during the final pay cycle. Payment of the corrected amount shall be made to the employee as soon as possible and within (5) days of notification of the needed correction.
- f. **Payroll Errors**
Necessary corrections of payroll errors shall be made within five (5) days of notification.

Section 3 Employment Verification

Employees have up to ninety (90) days to furnish verified experience for the current year. Verifications received after ninety (90) days will not be retroactive, but shall begin within two (2) payrolls cycles.

Section 4

Employees of the School Board of DeSoto County shall not have their salaries decreased in any continuous, successive year of employment with the School District, except as controlled by a change in the individual's employment status, i.e. work hours, promotion, demotion, certificate level upgrade. The exact amount for employees will be determined during the budget cycle and/or the collective bargaining process with the local employee representatives.

Section 5. Extra Duty time

1. Call Back

- a. An employee who is required to report to a work site for duty outside of the regular workday shall be paid for the actual hours worked plus the time normally required to travel to and from the worksite or a minimum of two hours, whichever is greater.
- b. Employees who are called back and receive additional call backs before the expiration of the two-hour minimum will be paid for actual time worked beyond the minimum hours. If an employee is called back after the expiration of a prior two-hour minimum, the employee will be entitled to an additional two-hour minimum. The parties understand that employees on stand-by are entitled to both stand-by and call back pay when applicable.
- c. If the extra duty time becomes contiguous with the employee's regular workday, s/he shall not be paid for the time required for travel.

2. Stand-by Response

- a. Employees required to be on stand-by and respond to calls without reporting to a worksite will be compensated for all extra time worked or a minimum of 15 minutes per call, whichever is greater. Employees shall be compensated for a minimum of 30 minutes per eight-hour period.
- b. Employees who respond to calls requiring them to report back to a worksite shall receive additional compensation in accordance with Section D.1. above.
- c. All calls shall be logged appropriately on official district forms provided by each department.

3. Employees shall be paid for all extra duty time in accordance with Section C above.

Section 6 Workers Compensation

- A. Employees shall be covered by Workers' compensation insurance as provided by Florida Statutes except as excluded under Union Leave. To be eligible for Workers' compensation an employee must be injured while carrying out his/her duties as an employee of the School Board.

1. An employee shall be granted injury-in-the-line of duty leave with pay when his/her absence results from a personal injury received in the discharge of duty. Said leave shall be limited to ten duty days or as governed by Florida Statutes and shall not be chargeable to accumulated leave.
2. If additional leave is needed and not granted under the provisions of Florida Statutes, the employee may elect to take accumulated leave or to be paid under Workers' compensation. The employee may use his/her accumulated leave to maintain his/her current daily wage in combination with Workers' compensation benefits. In this case, the remaining leave balance shall be prorated.
3. Light Duty
 - a. An employee may be offered light duty status on a temporary basis based upon a doctor's recommendation. Such employees shall experience no loss in their rate of pay, or benefits, while on light duty.
 - b. Employees who have been determined medically to be unable to return to their regular position shall be assisted in identifying and applying for positions for which they are qualified. The employee shall be given first consideration for these positions for which they qualify and apply.
4. An employee shall be granted illness-in-the-line of duty leave with pay when his/her absence results from an illness contracted as a direct result of his/her employment, if it can be proven that the illness was not contracted from another source. Said leave shall be limited to ten duty days or as governed by Florida Statutes and shall not be chargeable to accumulated leave. If additional leave is needed and not granted under the provisions of Florida Statutes, the employee may elect to take accumulated leave.

- B. Employees shall be covered by Unemployment Compensation insurance as provided by Florida Statutes.

Section 7 Advanced Degree (See the compensation plan Appendix 2 for the supplement amounts.)

ARTICLE 23

TERMINAL PAY FOR ACCUMULATED LEAVE

- Section 1** The Board will provide terminal pay to an employee at normal retirement from the Florida Retirement System or to his beneficiary if service is terminated by death. Such terminal pay shall be an amount consistent with section 1012.61, *Florida Statutes*.
- a. During the first 3 years of service, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
 - b. During the next 3 years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
 - c. During the next 3 years of service, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
 - d. During the next 3 years of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
 - e. During and after the 13th year of service, the daily rate of pay multiplied by 100 percent times the number of days of accumulated sick leave.
- Section 2** Terminal pay shall be awarded based solely on those days earned in the DeSoto County School District.

ARTICLE 24

EFFECT OF AGREEMENT

Section 1 Any provision of this Agreement shall be determined a valid exception to and shall supersede any existing DeSoto School Board rules, regulations, orders, or practices which are contrary to or inconsistent with the terms of this Agreement.

Section 2 An individual contract which is executed during the terms of this Agreement between the Board and an Employee shall be made expressly subject to the terms of this Agreement. An individual contract which is executed during an interim period between this and subsequent agreements between the Board and an Employee shall contain a clause providing that after execution of the Agreement, said individual contract shall be brought into conformity with the terms of that Agreement.

ARTICLE 25

MULTI-YEAR PROVISIONS

- Section 1** The DeSoto County School Board and the DeSoto County Educators Association agree to a three year contract effective July 1, 2024 through June 30, 2027 with the understanding that
- a. by mutual consent, the parties may reopen articles contained in the Agreement or introduce new articles.
 - b. The Union and/or School District may each reopen for negotiations each school year monetary items and up to three non-monetary articles.
- Section 2** Monetary items shall include salary, salary adjustments, supplements and other fringe benefits as well as monetary items not contained in current/then current contract language or requiring additional contract language.
- Section 3** Notwithstanding provisions contained in Section 1 and 2 of this Article, items subject to negotiations may be expanded by mutual consent of the parties.

ARTICLE 26

DURATION OF AGREEMENT

1. Salary shall be effective July 1, 2024 or the beginning date of the individual's contract. All other Articles in this Agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2027. This Agreement may be extended.
2. This Agreement may not be assigned by either party.
3. The authority to implement this agreement is granted by ratification by the Bargaining Unit Employees and approval by the School Board of DeSoto County.

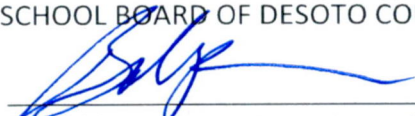
IN CONSIDERATION OF THE MUTUAL COVENANTS THIS AGREEMENT IS MADE AND ENTERED INTO BY AND BETWEEN THE DESOTO COUNTY EDUCATORS' ASSOCIATION AND THE SCHOOL BOARD OF DESOTO COUNTY, FLORIDA.

D.C.E.A.



Jerry Mead, President

SCHOOL BOARD OF DESOTO COUNTY



Dr. Bobby Bennett, Superintendent of Schools

APPENDICES

APPENDIX 1: PERC CERTIFICATION NO. 1890

STATE OF FLORIDA
PUBLIC EMPLOYEES RELATIONS COMMISSION

DESOTO COUNTY TEACHERS'
ASSOCIATION,

Petitioner,

v.

SCHOOL DISTRICT OF DESOTO
COUNTY, FLORIDA,

Respondent.

Case No. EL-2016-015
(Relates to RC-2016-003)

VERIFICATION OF ELECTION
RESULTS AND CERTIFICATION
OF EXCLUSIVE COLLECTIVE
BARGAINING REPRESENTATIVE

Order Number: 16E-164
Date Issued: June 17, 2016

Thomas W. Brooks, Tallahassee, attorney for petitioner.

Mark E. Levitt, Winter Park, attorney for respondent.

A secret ballot election was conducted May 11, 2016, through June 1, 2016 in the following unit:

INCLUDED: All full-time and regular part-time nonprofessional educational support employees of the School District of DeSoto County including:

Accounting Clerk; Accounting-Inventory Clerk; Accounts Payable Clerk; Assessment and Data Specialist; Benefits Operations Specialist; Bookkeeper, Elementary School; Bookkeeper, High School; Bookkeeper, Middle School; Bus Driver-Operator; Bus Monitor; Certification Specialist; Child Care Paraprofessional; Communication Specialist; Custodian, Head; Custodian; Data Systems Advocate; Data Systems Analyst; Data Technician; Facilities Operations Specialist; Fire, Health and Safety Specialist; Food Service Assistant Manager; Food Service Assistant; Graphics Assistant; Graphics Specialist; Information Specialist; Maintenance Assistant; Maintenance Specialist; Mechanic, Chief; Mechanic; Network Specialist; Paraprofessional, Exceptional Student Education; Paraprofessional, Exceptional Student Education-Intervention Assistant;

EL-2016-015
(Relates to RC-2016-003)

Paraprofessional, Workforce Education;
Paraprofessional; Payroll Operations Specialist;
Personnel Specialist; Purchasing Specialist;
Receptionist, District; Receptionist, School; Records
Clerk; School Computer Resources Technician;
School Data Clerk; Secretary, Attendance; Secretary,
District; Secretary, Guidance-Discipline; Student
Services Specialist; Systems Analyst; Systems
Support Specialist; Translator-Foreign Language-
English; and Transportation Dispatcher.

EXCLUDED: Superintendent, instructional personnel covered by PERC certification 73, administrative personnel and managers as defined in Section 1012.01(2), (3), and (7), Florida Statutes (2015), Maintenance Supervisor, Manager Food Services, Executive Assistant to the Superintendent, Executive Assistant, Secretary to the School Board, Secretary to the Superintendent; Executive Secretary Administrator, Executive Secretary Instruction, Executive Secretary, Public Information Specialist, managerial, professional and confidential employees, and all other employees of the School District of DeSoto County, Florida.

The election results are as follows:

1. Approximate number of eligible voters	<u>288</u>
2. Void ballots	<u>0</u>
3. Votes cast for Petitioner	<u>99</u>
4. Votes cast against participating organization	<u>56</u>
5. Valid votes counted	<u>155</u>
6. Challenged ballots	<u>3</u>
7. Valid votes counted plus challenged ballots	<u>158</u>
8. Challenges are not sufficient to affect the results of the election	

EL-2016-015
(Relates to RC-2016-003)

The Commission VERIFIES the results of the election conducted May 11, 2016, through June 1, 2016. Petitioner (OR-86-074) received a majority of the valid votes plus challenged ballots.

Pursuant to Section 447.307(3)(b), Florida Statutes (2015), the Commission CERTIFIES the Petitioner as the exclusive bargaining representative for employees in the unit described above. Certification number 1890 is issued to the Petitioner.

This order may be appealed to the appropriate district court of appeal. A notice of appeal must be received by the Commission and the district court of appeal within thirty days from the date of this order. Except in cases of indigency, the court will require a filing fee and the Commission will require payment for preparing the record on appeal. Further explanation of the right to appeal is provided in Sections 120.68 and 447.504, Florida Statutes (2015), and the Florida Rules of Appellate Procedure.

It is so ordered.

POOLE, Chair, BAX and KISER, Commissioners, concur.

I HEREBY CERTIFY that this document was filed and a copy served on each party on June 17, 2016.

BY: *Barrfedum*
Clerk



/rib

STATE OF FLORIDA
PUBLIC EMPLOYEES RELATIONS COMMISSION

IN RE

PEITION OF THE DESOTO
COUNTY TEACHERS'
ASSOCIATION TO AMEND
CERTIFICATION NO. 1890.

Case No. AC-2017-014

FINAL ORDER AMENDING
CERTIFICATION 1890

Order Number: 17E-205
Date Issued: July 26, 2017

Thomas W. Brooks, Tallahassee, attorney for Desoto County Teachers' Association.

Eugene B. Waldron, Arcadia, and Mark E. Levitt, Winter Park, attorneys for School District of Desoto County.

On June 8, 2017, the DeSoto County Teachers' Association (Teachers' Association) filed a petition seeking to change the name of the certified bargaining agent in Certification 1890 to the DeSoto County Educators Association. On July 10, the Commission-appointed hearing officer issued an order recommending that the requested amendment be granted because it involved a mere name change and the procedures used to accomplish the change were consistent with the applicable constitution and bylaws. *See In re Petition of the North Collier Professional Fire Fighters and Paramedics, International Association of Fire Fighters, Local 2297, AFL-CIO to Amend Certification 1863*, 43 FPER ¶ 193 (2017). On July 13, the Teachers' Association filed a notice that it waived its right to file exceptions to the hearing officer's recommended order. The Employer, the School District of DeSoto County, did not file exceptions to the recommended order.

AC-2017-014

Upon consideration, and for the reasons stated by the hearing officer, the Teachers' Association's petition is GRANTED. Accordingly, Certification 1890 is amended to designate the DeSoto County Educators Association as the certified bargaining agent. It is incumbent that the Teachers' Association update its registration to reflect its new name. See *In re Petition of the Hillsborough School Employees Federation to Amend Certification No. 685*, 43 FPER ¶ 115 (2016).

This order may be appealed to the appropriate district court of appeal. A notice of appeal must be received by the Commission and the district court of appeal within **thirty** days from the date of this order. Except in cases of indigency, the court will require a filing fee and the Commission will require payment for preparing the record on appeal. Further explanation of the right to appeal is provided in Sections 120.68 and 447.504, Florida Statutes (2016), and the Florida Rules of Appellate Procedure.

It is so ordered.

POOLE, Chair, BAX and KISER, Commissioners, concur.

I HEREBY CERTIFY that this document was filed and a copy served on each party on July 26, 2017.

BY: Barry Edmund
Clerk

/rlb



APPENDIX 2: EMPLOYEE COMPENSATION PLAN

Please refer to School District of DeSoto County website www.desotoschools.com under Departments-Human Resources-Documents for School Board Approved 2024-25 Compensation Plan.

APPENDIX 3: EMPLOYEE SICK LEAVE TRANSFER PROGRAM

Employee Sick Leave Transfer Program

Purpose

The purpose of the *Employee Sick Leave Transfer Program (ESLTP)* is to establish a means by which all full-time district employees may donate sick leave time to, or accept sick leave time from, other full-time district employees, regardless of their familial or marital relationship.

The ESLTP replaces the current Sick Leave Bank which is currently only available to instructional personnel who voluntarily enroll.

Eligibility for Membership

All full-time district employees who have completed one (1) employment or contract year without a break in service with the DeSoto County School Board are eligible to receive sick leave time through the ESLTP.

Conditions for Donating Sick Leave Time

- The donor employee must designate the employee to whom the donated sick leave time is to be given and the number of sick leave hours to be donated to that employee.
- The donor employee must maintain a balance of sick leave time equivalent to 10 days (usually 75/80 hours) for his/her own use.
- The donor employee must reclaim any unused sick leave time given to another employee in the ESLTP. Reclaimed sick leave time will retain its terminal value for the donor employee.

Conditions for Receiving Donated Sick Leave Time

- The recipient employee must have used all accrued sick and annual leave time.
- The recipient employee must not be collecting workers compensation.

- The recipient employee must not have used more than 60 days (usually 450/480 hours) of transferred sick leave time in the preceding twelve month period.
- The recipient employee must have suffered an illness or accident which requires absence from the workplace for a minimum of 5 consecutive days. Such illness or accident must be documented by the Florida-licensed treating physician within 5 working days of the request.
- The recipient employee will not accrue additional sick leave time while out of work on the Employee Sick Leave Transfer Program.
- Excluded from the ESLTP are absences from the workplace due to
 - Elective and/or cosmetic surgery
 - Pregnancy and/or childbirth without medically verified complications
- Sick leave time transferred to a recipient employee has no terminal value for that employee.

The Donating/Receiving Process

- It will be the responsibility of the employee seeking donated sick leave time to provide physician documentation to the Benefits Specialist in the Department of Human Resources. This documentation must certify that a minimum of 5 consecutive days of absence from the workplace is required and must estimate the total length of time the employee will be unable to work.
- The employee seeking donated sick leave time must complete the ***Request for Sick Leave Transfer*** form and approve the release of any information distributed to employees for the purpose of requesting donations of sick leave time. If the employee is unable to complete the Request form, the bookkeeper at his/her worksite may complete and submit the form upon request.
- The request for donations of sick leave time will be posted, circulated, or otherwise distributed by the bookkeeper at the employee's work site and, if requested, among all district employees at all work sites by the HR Department.
- Employees wishing to donate sick leave time must contact the Benefits Specialist in HR and complete the ***Sick Leave Transfer Authorization*** form in a timely manner.

- The ***Sick Leave Transfer Authorization*** form must be approved by the Associate Director of Human Resources and forwarded to the appropriate personnel in the Finance Department for implementation.
- No more than 60 days (450/480 hours) of sick leave time may be transferred to any one individual within a 12-month period.
- If more sick leave time is donated than is needed by the employee, donors will be selected chronologically by date and time of donation. If multiple donors submit forms as a group at the same time, the needed donors will be selected at random from the group. Donors of all remaining, unused donated sick time will be notified by Human Resources that their donated sick leave time was not used.

EMPLOYEE SICK LEAVE TRANSFER PROGRAM (ESLTP)

Request for Sick Leave Transfer

Name: _____

Date: _____

Full-Time Employee: ___ YES ___ NO

Work Site: _____

Number of Days Requested: ___ (5 days minimum; 60 days maximum)

Dates of Sick Leave: _____ thru _____

Physician Documentation: ___ YES ___ NO

Information to be posted or distributed to employees:

Location of Posting: ___ Work site only ___ District-wide

Employee Signature: _____

Benefits Specialist Verification: _____

Human Resources Approval: _____

EMPLOYEE SICK LEAVE TRANSFER PROGRAM (ESLTP)

Sick Leave Transfer Authorization

Name: _____

Date: _____

Full-Time Employee: YES NO

Work Site: _____

Number of Days Transferred: _____ (donor must maintain 10-day balance)

Name of Recipient: _____

Employee Signature: _____

Payroll Verification: _____

Human Resources Approval: _____

APPENDIX 4: GRIEVANCE FORM

I. GRIEVANCE

REGISTER NUMBER _____

Desoto County Educators Association - DCEA.
SCHOOL BOARD OF Desoto COUNTY, FLORIDA Teacher ESP

The parties agree to use the following form to resolve disputes in good faith.

NAME: _____ HOME PHONE: __
IMMEDIATE SUPERVISOR: _____ WORK LOCATION: _____
SERVICE UNIT CONTACT: _____
DATE OF VIOLATION: _____
DATE OF INFORMAL MEETING: _____
DATE OF INFORMAL RESPONSE: _____

ATTACH A STATEMENT CONTAINING THE FOLLOWING:

1. Statement of the facts upon which the grievance is based:
2. A reference to the specific section(s) of the Contract allegedly violated
3. An explanation as to how the employee believes each cited section was violated
4. A suggested remedy by the employee

STEP ONE: SIGNATURE OF GRIEVANT

SIGNATURE: _____ DATE: _____

STEP ONE: RESPONSE BY IMMEDIATE SUPERVISOR

DENIED _____ GRANTED _____ REASON: _____

SIGNATURE: _____ DATE: _____

STEP TWO: RESPONSE BY SUPERINTENDENT OR DESIGNEE

DENIED _____ GRANTED _____ REASON: _____

SIGNATURE: _____ DATE: _____

STEP THREE: ASSOCIATION DECISION RE: APPEAL TO MEDIATION

- () ACCEPT SUPT. / DESIGNEE'S RESPONSE
- () WAIVE APPEAL WITH PREJUDICE
- () APPEAL TO MEDIATION
- () MOVE DIRECTLY TO STEP 5

FOR THE ASSOCIATION: _____

STEP FOUR: ASSOCIATION DECISION RE: APPEAL TO ARBITRATION

- () ACCEPT MEDIATION DECISION
- () WAIVE APPEAL WITH PREJUDICE
- () APPEAL TO ARBITRATION

FOR THE ASSOCIATION: _____

STEP FIVE: ARBITRATION

APPENDIX 5: SAFE DRIVER PLAN

The School Board of DeSoto County Administrative Procedures

8600B - BUS DRIVER SAFETY (SAFE DRIVER PLAN)

In order to qualify and remain employed by the School Board, every bus driver must establish and maintain an overall driving record which exemplifies careful driving habits and meets the criteria prescribed by this plan. The associate director is responsible for monitoring all driving records and all bus drivers will be required to report the following to the associate director:

- A. all accidents and violations in which they are involved as the driver of a Board-owned/leased vehicle;
- B. all accidents and violations in which they are cited or charged as the driver of non-school owned/leased vehicles;
- C. all evidence of damage to assigned vehicle(s);
- D. suspension or revocation of driver's license. No driver shall be allowed to drive a vehicle belonging to or leased by the Board without proper license or when such license is under suspension or revocation.

Failure to report within twenty-four (24) hours or before the next driving assignment or making false misleading report(s) may be grounds for termination of employment.

Drivers shall not be assigned points until court action is taken. The effective date of the points assigned shall be the date of the first meeting following the date of conviction.

For monitoring purposes, driving records will be checked by using the weekly driver records checked, required by the Department of Education.

This plan will be applicable to those employees who are listed on the District's drug/alcohol testing program pool and prospective school bus drivers. No primary employee, as defined in the drug/alcohol testing program, will be terminated based on his/her driving record prior to the original effective date of this plan. Prospective employees (drivers) will not be hired if, according to this plan, they have more than four (4) points in the last year or more than eight (8) in the last seven (7) years or convicted of a DWI, DUI, or DUBAL. If an employee is terminated as a driver due to his/her driving record and desires re-employment s/he may apply for employment and will be considered for employment in a non-driving position. Any substitute employee or volunteer driver, as defined in the drug/alcohol testing program, whose driving record does not meet the point criteria described in this section will be allowed to drive a bus after the original effective date of this plan.

The driving record of all Board bus drivers (primary employees, substitute employees and volunteers) will be reviewed at least twice annually. The committee shall assign points as convictions occur according to the schedule at the end of this procedure. A driver involved in a single accident or event and convicted for more than one (1) violation will receive no less than the maximum points assigned to the highest violation category.

A safe driver plan committee will administer this plan. The committee will be organized and trained to perform the following duties:

- A. to determine if an accident was preventable in accordance with the definition found in the Nation Safe Driver Award Rules and Guidelines;

A preventable accident is any occurrence involving an employer owned or leased vehicle which results in property damage regardless of who was injured, what property was damaged, to what extent or where it occurred in which the driver in question failed to do everything reasonable to prevent it.

- B. to make recommendations to the Superintendent or designee concerning positive corrective action to be taken;
- C. review any convictions for driving violations;
- D. assess points in accordance with the attached schedule to this plan.

A safe driver plan committee consisting of the individuals in the following positions will administer the plan:

- A. transportation dispatcher;
- B. a driver to be selected by the associate director;
- C. school bus driver trainer.

The Associate Director of Transportation shall establish a schedule for review of driver's records and shall provide to the Chairperson a record of convictions in accordance with this plan. An employee has the right to appeal assessment of points and/or administrative actions relating thereto by requesting a hearing before the safe driver plan committee. This appeal shall be by letter to the Chairperson within five (5) working days of receipt of notice of committee action and will state the employee's objections in detail.

Each employee shall be given an opportunity to read this plan and have all his/her questions answered. Each employee shall sign a form indicating that s/he has read this plan.

Violation Categories	Maximum Points to be Assigned
1. Conviction of driving while impair (DWI), driving under the influence (DUI), or driving with unlawful blood alcohol level (DUBAL) will result in mandatory recommendation for termination as a driver.	10
2. Speeding 15 mph or less over the posted limit.	3
3. Speeding more than 15 mph over posted limit.	4
4. Careless driving.	4
5. Reckless driving.	4
6. Failure to observe stop sign.	4

Violation Categories	Maximum Points to be Assigned
7. Failure to observe red light.	4
8. Failure to observe traffic instruction sign.	1
9. Operating without a valid driver's license or improper (revoked, suspended, and the like) licenses.	10
10. Improper lane change.	4
11. Failure to have vehicle under control.	4
12. Crossing private property to avoid traffic light or stop sign.	2
13. Driving on wrong side of road.	2
14. Improper turn.	2
15. Failure to yield - entering through highway.	4
16. Failure to yield - right-of-way.	4
17. Improper backing.	2
18. Following too close.	2
19. Improper passing.	4
20. Leaving the scene of an accident.	10
21. Failure to stop at railroad crossing (when required to do so).	5

- | | | |
|-----|---|------|
| 22. | Fleeing or attempting to elude police officer. | 10 |
| 23. | Failure to observe any other established driving law. Points will be established 0-10 by the committee using the above schedule as a guide. | 0-10 |

Violation Categories	Maximum Points to be Assigned
-----------------------------	--------------------------------------

- | | | |
|-----|---|--------|
| 24. | Not at fault. | 0 |
| 25. | Unable to determine. | 0 |
| 26. | Any accident indicating evidence of driver negligence, results in injuries, causes damage to vehicles or property, or demonstrates unsafe driving practices may be charged in this category. The committee using the above schedule may assess 0-10 points using above violation categories as guide. A simple majority of committee members must agree on the number of points assessed. | 0 - 10 |

An accumulation of points shall result in the following administrative action.

Number of Points	Time Period	Primary Employee Action	Substitute/Volunteer Driver Action
1-2 points within	12 month period	Verbal warning/corrective action	Verbal warning/corrective action
1-4 points within	12 month period	Documented warning and/or corrective action	Documented warning and/or corrective action

5-6 points within	12 month period	1 day suspension without pay	1 day suspension without pay
7-9 points within	12 month period	3 day suspension without pay	3 day suspension without pay
10 points within	12 month period	Termination of employment as a driver	Termination of employment as a driver

Number of Points	Time Period	Primary Employee Action	Substitute/Volunteer Driver Action
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15 points within (SBP EEBC, passed 9-14-1999)	24 month period	Termination of employment as a driver	Termination of employment as a driver
20 points within	36 month period	Termination of employment as a driver	Termination of employment as a driver

Approved 1/12/15 © DeSoto 2015

APPENDIX 6: EMPLOYEE EVALUATION FORM

Instructional Support Evaluation Information

Evaluation Procedures:

If an employee is completing his/her job responsibilities effectively an "E" (or Effective) will be indicated for each applicable dimension of the evaluation. If improvement has been noted AND the employee has received feedback via the Instructional Support Feedback Form or through progressive discipline then "NI" (Needs Improvement) or "U" (Unsatisfactory) may be indicated.

Needs Improvement Rating - If one Instructional Support Feedback Form was discussed and provided to the employee for one given dimension an "NI" may be indicated for that dimension. This indicator may be marked if an oral reprimand was received and is in alignment with an indicated dimension of the evaluation.

Unsatisfactory Rating - If two Instructional Support Feedback Forms were discussed and provided to the employee for one given dimension a "U" may be indicated for that dimension. This indicator may be marked if a written reprimand was received and is in alignment with an indicated dimension of the evaluation.

Evaluation Results:

If two or more dimensions are rated as "U" (or Unsatisfactory) that would constitute an overall Unsatisfactory evaluation.

District Improvement Plan:

A District Improvement Plan will be initiated if an overall rating of Unsatisfactory is indicated on the Instructional Support Evaluation. If a District Improvement Plan (DIP) is initiated the DIP Team [Director of HR, evaluator, employee, and representative (if applicable)] must meet within 20 working days of the time that the evaluation was presented to the employee in order to begin implementation of the process.

At the first meeting, the evaluator must specifically outline areas of unsatisfactory performance and present what improvements would be necessary for the performance to be considered satisfactory. The evaluator must also recommend prescriptions for improvement in the specific areas of concern. The employee has the right to have representation at all meetings during the District Improvement Plan process.

Within 20 working days of the first meeting of the District Improvement Plan process, a written plan of improvement must be presented by the evaluator to the employee. The plan must define specific persons, procedures, activities, or training which will assist the employee in achieving success. The plan evaluation period will last approximately 100 working days. The plan may be terminated prior to the 100 working days by mutual agreement if deficiencies have been remedied.

The plan will outline specific meeting times for the DIP team members and the employee to share feedback on the progress of the plan. Meetings will be held on approximately day 25, 50, and 75 of the evaluation period. Within ten days of the conclusion of the 100-day evaluation period, the evaluator will undertake another complete evaluation. If the employee has not achieved the goals of the improvement plan, s/he may be recommended for termination. The result of the evaluation will be presented to the employee at the final evaluation meeting (at approximately the 100th working day).

School District of DeSoto County
Instructional Support Evaluation Form – School Bus Driver

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Uses good judgement in writing referrals to discipline students, identified the specific violations, etc. • Uses appropriate techniques in maintaining order among students on the bus. • Provides careful and close supervision of students. • Demonstrates an understanding in use and care of vehicles. • Demonstrates proficiency in defensive driving techniques. • Adheres to federal, state, and local regulations affecting position/duties. • Completes walk-around and safety inspection. • Reports all mechanical vehicle needs promptly in writing. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Attends safety meetings and preschool training. • Completes necessary reports accurately and submits them on time. • Demonstrates willingness to help in emergencies. • Maintains a clean bus. • Follows written and oral instructions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and public. • Demonstrates effective oral communication to students, staff, parents, administrators, and public. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Wears assigned uniform and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator

Date

Signature of Employee

Date

The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.

School District of DeSoto County
Instructional Support Evaluation Form – Custodian, Maintenance, Supply and Other Trades

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates appropriate use of tools and equipment. • Follows appropriate procedures for requesting materials. • Follows appropriate estimating requirements for each job. • Understands and executes proper paperwork as required. • Adheres to federal, state, and local rules and regulations affecting position/duties. • Properly maintains and cares for tools, equipment, including vehicles and materials. • Maintains a safe and orderly work area. • Reports safety deficiencies. • Takes appropriate action to correct safety deficiencies. • Operates vehicles and other equipment in a safe manner. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Secures tools, equipment and vehicles. • Completes assigned tasks effectively and efficiently. • Follows oral/written directions and work schedules. • Completes appropriate follow-up actions. • Effectively plans, schedules, and monitors work. • Participates in department/school/district meetings/training workshops. • Achieves expected results with few errors. • Follows prescribed clean-up techniques. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and public. • Demonstrates effective oral communication to students, staff, parents, administrators, and visitors. 			
Personal Attributes: <ul style="list-style-type: none"> • Exhibits a positive attitude toward work. • Accepts feedback and criticism constructively. • Works effectively with, cooperates with, and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Wears assigned uniform and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator	Date	Signature of Employee	Date
<i>The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.</i>			

School District of DeSoto County
Instructional Support Evaluation Form – Food Service Workers and Other Similar Positions

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Shows adaptability to duties. • Maintains high standards in quality food preparation. • Practices high standards in sanitation care of equipment. • Helps merchandise food in an appropriate manner. • Practices proper use and care of equipment. • Follows accuclaim regulations and school food service policies. • Paperwork is complete and accurate. • Follows standardized recipes. • Able to complete tasks using assigned speed level. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Follows written and oral work schedules. • Exhibits dependability. • Is cooperative and flexible. • Shows initiative to improve services to students. • Participates in staff improvement meetings/training workshops. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and genuine concern in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and visitors. • Supports projects and communicates with supervisor to expediate completion of School/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Exhibits a positive attitude toward work. • Accepts feedback and criticism constructively. • Works effectively with, cooperates with, and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Wears assigned uniform and is well groomed. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator	Date	Signature of Employee	Date
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The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.

School District of DeSoto County Instructional Support Feedback Form

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:

Feedback Based Upon (check all that apply):

<input type="checkbox"/>	Observation
<input type="checkbox"/>	Records/Reports
<input type="checkbox"/>	Review of Work
<input type="checkbox"/>	Other (please specify): _____

Feedback is aligned to the following dimension of the evaluation (check only one box):

<input type="checkbox"/>	Technical Knowledge and Job Skills
<input type="checkbox"/>	Professional Qualities
<input type="checkbox"/>	Tolerance for Stress
<input type="checkbox"/>	Communication
<input type="checkbox"/>	Personal Attributes
<input type="checkbox"/>	Attendance

Descriptive Feedback	
<i>Statement specifying deficiencies:</i>	
<i>Statement of improvement desired:</i>	
<i>Improvement strategy 1:</i>	
<i>Improvement strategy 2:</i>	
<i>Success in rectifying deficiencies will be determined by:</i>	
<i>Time frame to improve:</i>	
<i>Potential consequences for lack of improvement:</i>	

Next meeting date (date of progress review): _____

Signature of Evaluator	Date	Signature of Employee	Date
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The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.

School District of DeSoto County
Instructional Support Evaluation Form – Office Personnel

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates skill in keyboarding and use of related office equipment. • Adheres to federal, state, and local rules and regulations affecting position/duties. • Demonstrates ability to learn new job-related skills with routine training. • Demonstrates knowledge of where to obtain job-related information within school district. • Effectively plans, schedules, and prioritizes work to meet deadlines. • Completes assigned work in a timely manner. • Demonstrates attention to detail by completing work accurately. • Utilizes a system of accessing specific information and demonstrates capability for retrieving and delivering information. • Maintains a safe and orderly work area. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Follows oral/written directions and work schedule. • Exhibits dependability. • Cooperates with others to facilitate school/department/district goals. • Shows initiative to improve services. • Participates in department/school/district meetings/training workshops. • Completes appropriate follow-up actions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and visitors, in person and on the telephone. • Demonstrates sensitivity to the confidentiality of records/information. • Proofreads and edits all work to ensure that it is accurate and grammatically correct. • Monitors and supports projects and communicates with supervisor to expedite completion of school/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Dresses in an appropriate manner and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			
Overall Evaluation: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			

Signature of Evaluator _____ Date _____ Signature of Employee _____ Date _____
The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.

School District of DeSoto County
Instructional Support Evaluation Form – Paraprofessional and Teacher Assistant

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates ability to learn new job-related skills. • Adhere to federal, state, local rules and regulations affecting position/duties. • Uses appropriate techniques in maintaining order among students. • Provides careful and close supervision of students. • Performs assigned duties. • Demonstrates knowledge of skills in effectively serving the needs of students. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Cooperates with others to facilitate school/department/district goals. • Follows written and oral directions and work schedules. • Shows initiative to improve job performance. • Participates in department/school/district meetings/training workshops. • Completes assigned work/tasks efficiently and effectively. • Completes appropriate follow-up actions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays concern in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communication to students, staff, parents, administrators, and visitors, in person and on the telephone. • Demonstrates sensitivity to the confidentiality of records/information. • Proofreads and edits all work to ensure that it is accurate and grammatically correct. • Monitors and supports projects and communicates with supervisor to expedite completion of school/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Dresses in an appropriate manner and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator	Date	Signature of Employee	Date
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The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.

School District of DeSoto County
Instructional Support Evaluation Form – Professional, Technical Personnel

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates a level of training in his/her ability to use technical information. • Adheres to federal, state, and local rules and regulations affecting position/duties. • Applies new job-related information in work assignments. • Demonstrates knowledge of where to obtain job-related information within school systems. • Effectively plans, schedules, and prioritizes work to meet deadlines. • Completes assigned work in a timely manner. • Demonstrates attention to detail by completing work accurately. • Develops a system of access to specific information and demonstrates capability for retrieving and delivering information. • Uses technical language/jargon of the job. • Prepares detailed/technical reports. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Follows oral/written directions and work schedules. • Exhibits dependability. • Cooperates with others to facilitate school/department/district goals. • Shows initiative to improve services. • Participates in department/school/district meetings/training workshops. • Completes appropriate follow-up actions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and visitors, in person and on the telephone. • Demonstrates sensitivity to the confidentiality of records/information. • Proofreads and edits all work to ensure that it is accurate and grammatically correct. • Monitors and supports projects and communicates with supervisor to expedite completion of school/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Dresses in an appropriate manner and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			
Overall Evaluation: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			

Signature of Evaluator	Date	Signature of Employee	Date
The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.			

APPENDIX 7: INSURANCE RATES

School District of DeSoto County

October 1, 2023- September 30, 2024

	2022-2023	Per Pay EE	Per Pay ER	2023-2024	Per Pay EE	Per Pay ER
BENEFIT						
PPC						
Individual	\$ 1,077.73	\$ 86.86	\$ 452.01	\$ 1,107.08	\$ 86.86	\$ 466.68
Child	\$ 1,638.24	\$ 328.35	\$ 490.78	\$ 1,682.84	\$ 328.35	\$ 513.07
Spouse	\$ 1,998.57	\$ 400.57	\$ 598.71	\$ 2,052.98	\$ 400.57	\$ 625.92
Family	\$ 2,492.35	\$ 499.54	\$ 746.63	\$ 2,560.20	\$ 499.54	\$ 780.56
2 Employees - Family	\$ 2,492.35	\$ 287.04	\$ 959.14	\$ 2,560.20	\$ 287.04	\$ 993.06
(per employee)		\$ 143.52	\$ 479.57		\$ 143.52	\$ 496.53
HMO						
BENEFIT						
Individual	\$ 993.43	\$ 44.70	\$ 452.01	\$ 1,020.48	\$ 44.70	\$ 466.54
Child	\$ 1,510.08	\$ 264.26	\$ 490.78	\$ 1,551.19	\$ 264.26	\$ 511.34
Spouse	\$ 1,842.19	\$ 322.38	\$ 598.71	\$ 1,892.34	\$ 322.38	\$ 623.79
Family	\$ 2,297.34	\$ 402.03	\$ 746.63	\$ 2,359.88	\$ 402.03	\$ 777.91
2 Employees - Family	\$ 2,297.34	\$ 189.53	\$ 959.14	\$ 2,359.88	\$ 189.54	\$ 990.40
(per employee)		\$ 94.77	\$ 479.57		\$ 94.77	\$ 495.20

**APPENDIX 8:
MEMORANDUM OF UNDERSTANDING
(MOU'S)**

There were no active MOUs at the time of Board approval of this document.

**APPENDIX 9:
SUMMER SCHOOL RUBRIC**

SUMMER SCHOOL RUBRIC

All applicants need to meet the following requirements to be considered:

1. Meeting requirements stated in funding source.
2. Having appropriate certification.
3. Having received effective or highly effective on the classroom observation portion of the evaluation in the previous and/or current school year.
4. Having been board approved for re-employment in the ensuing year.

Once criteria above have been met the following rubric will be used to select Summer School employees:

Applicant Name:			
School Year Work Location:			
Criterion	Response	Rating	Notes
Number of the years in the district		0 1 2 3 4 5 6 7 8 9 10	
Number of years in public education		0 1 2 3 4 5 6 7 8 9 10	
Having taught the same grade level/subject in the previous school year		0 1 2 3 4 5 6 7 8 9 10	
Attendance for previous 2 school years		0 1 2 3 4 5 6 7 8 9 10	
Summer School availability		0 1 2 3 4 5 6 7 8 9 10	
Principal Recommendation		0 1 2 3 4 5 6 7 8 9 10	
Sum of the Ratings			

The employee with the highest score will be employed.

In case where the tie breaker does not resolve the issue, seniority will be the tie breaker.

NOTES ON SALARY CHANGES ESP

pay raises for all staff including 1 step movement.

New hourly grid developed based upon base teacher pay starting at \$50,000. Thus, the level 0 is a % of \$50,000. Then every level moving down the column is 1.5% increase through level 35.

This is now full elimination of compression.

Added longevity pay to base salaries with respect to the years of service within the county in the following manner:

See table below.

ESP

15 - 19	\$450	
20 - 24	\$700	
25+	\$1200	

→ Indexed based on \$50,000 teacher salary

→ Uniform 1.50% increases built into each step within scale which

eliminates any compression

Move some jobs one or more pay lanes

Degree Supplements

- Degree supplements indexed on starting teacher pay
- Shifting teacher base pay will adjust degree supplements accordingly
- All Teacher Assistants are now eligible for AA Stipend

Associates	0.026
Bachelors	0.052
Masters	0.069
Specialists	0.072
Juris Doctorate	0.089
Doctorate	0.106

example AA \$50,000 X 0.026 = \$1,300

Stipends - Additional Duty

- Extra supplements indexed on starting teacher pay. Multiple the decimal X \$50,000.
- Worked with building leaders to reassess all extra duty areas to realign them based upon expected work.

The Compensation plan has the positions listed in each area A--M

- Shifting teacher base pay will adjust stipends supplements accordingly.

A	0.084	H	0.031
B	0.068	I	0.029
C	0.050	J	0.020
D	0.046	K	0.017
E	0.042	L	0.012
F	0.038	M	0.011
G	0.034		

Example group D \$50,000 X .046 =\$2300

DESOTO COUNTY SCHOOLS EMPLOYEE COMPENSATION PLAN



We are #OneDeSoto, all for kids.

2024-2025

- 📍 Arcadia, Florida
- 🌐 www.desotoschools.com

- ✔️ Competitive Compensation
- ✔️ Based on Benchmarking Analysis
- ✔️ Excellent Benefits

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SCHOOL DISTRICT OF DESOTO COUNTY

INSTRUCTIONAL EMPLOYEE COMPENSATION PLAN

GENERAL PROVISIONS

Section 1 - Other Post-Employment Benefits

If the retiree is ineligible for Medicare, the School Board will pay, upon retirement, one (1) year of the retiree's individual medical premium, or one half (1/2) year of the retiree's family rate. The Board will pay one (1) year of the Medicare Part B cost for retirees who are eligible for Medicare. To be eligible for this incentive, an employee must have a minimum of 20 years of continuous employment with the DeSoto County School Board and participate in the Board's insurance.

Section 2 - Educational Supplements

Instructional Staff hired before July 1, 2011:

All degrees must be earned at a college or university accredited by an organization recognized for that purpose by the Florida (or US) Department of Education.

The Human Resources Director will determine eligibility for the advanced degree supplement in consultation with the district Certification Specialist.

The School District of DeSoto County encourages its teachers to make continuous improvements in their content area knowledge, in the pedagogy of the teaching profession, and in the pursuit of leadership training by offering a salary supplement for an advanced degree (Master's, Specialist's, or Doctorate) that meets at least one of the following criteria:

- a) The advanced degree is in the same subject area as the one shown on the teacher's Florida Temporary or Professional Educator's Certificate;
- b) The advanced degree is in the same subject area as the teacher's current teaching assignment;
- c) The advanced degree is in a subject area that has been added to the teacher's Florida Temporary or Professional Educator's Certificate;
- d) The advanced degree is in a pedagogical area (ex: MA in Teaching; Ph.D. in Education; EdD in Curriculum)
- e) The advanced degree results in the teacher being certified in Florida as a school-level or district-level administrator (MS in Educational Leadership; EdD in Administration and Supervision, etc.)

All advanced degrees which conform to at least one of the criteria will qualify for the current supplement. Degrees earned after December 31, 2007, which do not conform to at least one of the criteria, will not qualify for any supplement.

Employees currently holding non-qualifying degrees and receiving a supplement for those degrees will continue to receive their prior supplement of **\$2559** without any future increases. Employees who have earned more than one qualifying

degree are entitled to receive only one advanced degree supplement.

Instructional Staff hired on or after July 1, 2011:

All degrees must be earned at a college or university accredited by an organization recognized for that purpose by the Florida (or US) Department of Education.

The School District of DeSoto County encourages its teachers to make continuous improvements in their content area knowledge, in the pedagogy of the teaching profession, and in the pursuit of leadership training. Florida Statute 1012.22(1)(c) only allows a salary supplement if the advanced degree is “in the individual’s area(s) of certification.”

Consequently, the School District of DeSoto County will offer a yearly salary supplement for an advanced degree:

- a) That is in the same subject area as one already shown on the teacher’s current Florida Temporary or Professional Educator’s Certificate; or
- b) That is in a subject area that has been added to the teacher’s Florida Temporary or Professional Educator’s Certificate as a result of earning the advanced degree; or
- c) That is in a college/university program directly related to the subject area shown on the teacher’s Florida Temporary or Professional Educator’s Certificate. (Ex: A teacher certified in Biology 6-12 earns a master’s degree in Entomology, Anatomy, and Physiology, Genetics, etc. A teacher certified in Middle Grades Integrated Curriculum earns a master’s degree in one of the 4 core subject areas (science, math, English, or social science) covered by that certification. A teacher certified in Elementary Education K-6 earns a master’s degree in Literacy, English, Math, Social Science, or Science.)

Degree	Supplement	Index
Master’s Degree	\$3450	.069
Specialist’s Degree	\$3600	.072
Juris Doctorate	\$4450	.089
Doctorate’s Degree	\$5300	.106
Employees holding a Department of Health License in the following categories: Speech Language Pathologist Occupational Therapist (OT) Licensed Clinical Social Work (LCSW) Licensed Mental Health Counselor (LMHC) *Employees must hold the licenses directly. *Employees must be in a position of the same type.	\$2500	.050
Employees that hold the following certification from the Behavior Analyst Certification Board (BACB): Board Certified Behavior Analyst (BCBA) *Employees must hold the licenses directly. *Employees must be in a position of the same type.	\$2000	.040

Degree	Supplement	Index
Employees that are qualified supervisors as indicated on a Department of Health License or the American Speech-Language-Hearing Association (ASHA): Speech Language Pathologist (CCC) Qualified Supervisor CSW Qualified Supervisor MHC *Employees must hold the licenses directly. *Employees must be in a position of the same type. *Employees must agree to supervise peers seeking licensure in order to qualify for the supplement.	\$1500	.030

Administrative Staff

All degrees must be earned at a college or university accredited by an organization recognized for that purpose by the Florida (or US) Department of Education.

For school administrators (s. 1012.01(3)c), Florida Statute 1012.22(1)(c) only allows a salary supplement if the advanced degree is “in the individual’s area(s) of certification.” This section does not apply to those falling outside the school administrator definition.

Degree	Supplement	Index
Master’s Degree	\$3450	.069
Specialist’s Degree	\$3600	.072
Juris Doctorate	\$4450	.089
Doctorate’s Degree	\$5300	.106

Support Staff

All degrees must be earned at a college or university accredited by an organization recognized for that purpose by the Florida (or US) Department of Education.

Degree / Certificate	Supplement	Index
Food Service Workers who meet the School Nutrition Associate training requirements prior to the opening of the pre-school period.	\$300	.006
Associate's Degree	\$1300	.026
Bachelor's Degree	\$2600	.052
Master's Degree	\$3450	.069
Specialist's Degree	\$3600	.072
Juris Doctorate	\$4450	.089
Doctorate's Degree	\$5300	.106
Employees holding Florida Certified Contractor Licenses in the following categories: <ul style="list-style-type: none"> ● Air Conditioning ● Building ● CPA ● General ● Mechanical ● Plumbing ● Roofing *Employees must hold the licenses directly. *Employees must be in a position of the same type. *Registered licenses are not eligible for this supplement.	\$2600	.052

Section 3 - Credit for Experience

Employees will be paid on Step 0 until the Human Resources Department has received all written requests for verification of experience. Employees have up to ninety (90) days to furnish verified experience for the current year. Verifications received after ninety (90) days will not be retroactive but shall begin within two (2) payroll cycles.

The Superintendent of Schools may make other specific recommendations for employee compensation to the School Board.

Instructional Staff

Instructional applicants/new hires/re-hires may be credited with up to fifteen (15) years of verifiable teaching experience in a public elementary or secondary school. Credit for experience teaching in a private school will be accepted if that school is accredited by any accrediting agency approved by the US Department of Education.

Administrative Staff

Administrative applicants/new hires/re-hires may be credited with up to fifteen (15) years of verifiable experience at the discretion of the Superintendent of Schools.

- Up to seven (7) years of verifiable teaching and/or up to fifteen (15) years of administrative experience may be counted for all administrative positions.
- The Superintendent of Schools shall evaluate the applicant's experience and recommend appropriate salary placement.
- When transferring from Instructional or Support Staff to Administrative Staff, the Superintendent of Schools shall evaluate the applicant's experience and recommend appropriate salary placement.

Support Staff

Support Staff applicants/new hires/re-hires may be credited with up to seven (7) years of verified full-time experience in a related field.

Paraprofessionals/Teacher Assistants transferring to a teaching position may be credited with up to seven (7) years of verified classroom experience in the School District of DeSoto County.

Section 4 - Stipends

Stipends are payments made for attendance at special events, workshops, professional development, etc. They are not retirement-eligible.

Stipends awarded to district employees require a Board-approved list that includes the employee Name, Gross Amount, and Account Code.

All stipends must have the School Board's prior approval.

A PAF is required if the Stipend being awarded is for one individual.

Section 5 - Compensation for Employees:

Performance Pay Salary Schedule

Instructional employees hired after July 1, 2014, instructional employees on annual contracts, and instructional employees who choose to move to this scale will be paid salary increases based on their total employee evaluation.

Employees on the Performance Pay Salary Schedule shall receive the following for the 2024-2025 school year:

Performance Pay Plan	Supplement
Highly Effective	\$125
Effective	\$90
Needs Improvement	\$0
Unsatisfactory	\$0

Grandfathered Salary Schedule

All instructional employees on Professional Services Contracts and Continuing Contracts will continue to be on the Grandfathered Salary Schedule unless they choose to move to the Performance Pay Salary Schedule. Once they move from this plan, they may not return to it.

Grandfathered Plan	Supplement
Highly Effective	\$100
Effective	\$100
Needs Improvement	\$0
Unsatisfactory	\$0

Administrative Performance Pay

School Leaders include the following: Principals, Assistant Principals, and Deans. It does not include TOA Deans.

Statutory Requirement: FS 1012.34(3)(3) requires that “at least one-third of the performance evaluation [for school administrators] be based upon each of the leadership standards...including performance measures related to the effectiveness of classroom teachers in the school, the administrator’s appropriate use of evaluation criteria and procedures, recruitment and retention of effective and highly effective classroom teachers, improvement in the percentage of instructional personnel evaluated at the highly effective and effective level, and other leadership practices that result in student learning growth.”

The School Leader’s effectiveness rating will be based on both School Grade (67%) and School VAM (33%) as follows:

School Grade	Effectiveness Rating
A	Highly Effective
B	Effective
C	Needs Improvement
D	Unsatisfactory
F	Unsatisfactory

School VAM	Effectiveness Rating
80% to 100% of teachers have HE or E Student Performance Scores	Highly Effective
70% to 79% of teachers have HE or E Student Performance Scores	Effective
60% to 69% of teachers have HE or E Student Performance Scores	Needs Improvement
Needs Improvement 0% to 59% of teachers have HE or E Student Performance Scores	Unsatisfactory

Performance Pay Calculation

Position	Highly Effective	Effective
Principal	\$500	\$250
Assistant Principal	\$375	\$190
Administrative Dean	\$250	\$125

Section 6 - School Demographics & Level of Job Performance Difficulties

Teachers who complete one year of teaching in DeSoto County School District in an ESE Self-Contained classroom will receive a year-end bonus of \$1000 due to certification requirements for this area.

Section 7 - Critical Shortage Areas

DeSoto County School District designates the following as critical shortage areas:

- Speech Pathologist
- Deaf Interpreter Teacher
- Reading K-12
- Secondary Science
- Secondary Mathematics

The district will pay a one-time bonus of \$1000 for newly hired qualified teachers who complete one year of teaching in the areas listed above in DeSoto County School District.

Any certified teacher currently employed in the DeSoto County School District who earns a certification in a shortage area (or earns a Reading or ESOL Endorsement) and accepts a teaching assignment in that area will also be eligible for a one-time bonus of \$1000 upon completing one year of teaching that subject.

Teachers who earn and add Reading or ESOL Endorsement (or Reading K-12 certification) to their valid teaching

certificates will receive a one-time bonus of \$1000 after completing one year of teaching in the DeSoto County School District.

Section 8 - Failing Schools Incentive

Instructional personnel who are assigned full-time to a failing school will receive a \$1.00 supplement for the 2024-2025 school year, pursuant to section 1012.22(1)(5)(c)(ii), Florida Statutes.

Section 9 - Support Staff Training Program

Support Staff at all levels impact the ability of the District to provide the optimum opportunities for all students to learn. The Support Staff Training Program provides incentives for all full-time district support staff employees to gain knowledge and skills that will enable them to do their jobs effectively and efficiently. Participants who complete a program of 30 hours or training directly related to their job assignment within a three (3) year period will receive \$200 per year for a maximum of three (3) years. The incentive will be extended for additional years, in three (3) year increments, provided the participant continues to meet the thirty (30) hour requirement.

Hours of participation are converted to points. Points earned in one three (3) year period may not be extended to another three (3) year period. For points to be awarded, the following must be met:

- Approved by Supervisor and Instructional Services.
- The session must provide training in skills and knowledge pertinent to job performance.
- The session may occur during or outside of the duty day.
- Submission of points must be made within ten (10) working days of the session.

Section 10 - Longevity

In recognition of years of service to our district, the following amounts will be added to a base salary for longevity. The amount to be added is a flat rate for an individual falling within the specified years of service. This is a non-compounding value.

Non-Instructional Staff

Years of Service	Amount
15-19	\$450
20-24	\$700
25+	\$1200

COMPENSATION PLAN

Section 1 - 2024-2025 Salary Adjustment Summary

Instructional Staff

1. All contracted instructional staff shall receive a base increase of \$2,000 to align with the new base rate (\$50,000).
2. All eligible instructional staff shall receive an adjustment to salary based upon their base rate of pay with respect to their years of service within the county in the following manner:

Years of Service	Amount
0-4	0.5%
5-9	1.0%
10-14	1.5%
15-19	2.0%
20-24	2.5%
25+	3%

3. Adjusted year-end bonus for teachers who completed 1 full year in an ESE Self-Contained Classroom from \$200 to \$1000.
4. Updated all degree supplements to follow market rates and indexed to base teacher pay of \$50,000.
5. Additional supplements for Juris Doctorate and various State Agency Certifications were added, indexed to a base teacher pay of \$50,000.
6. To maintain the equitability of the pay scale and performance pay increases, minor variations in salary may occur for specific individual employees.

Support Staff

1. Updated salary schedule to have even increases between all steps at 1.5%.
2. Indexed all pay rates to a base teacher pay of \$50,000.
3. All eligible employees will move 1 step. If any single-step increase would be to an employee's detriment, additional steps will be added accordingly.
4. Additional supplements for Master's Degrees & above and various State Agency Certifications were added, indexed to a base teacher pay of \$50,000.
5. Adjusted District minimum pay for ESP to \$15.55 and adjusted multiple lanes in accordance with market research.

6. Added longevity pay to base salaries with respect to the years of service within the county in the following manner:

Years of Service	Amount
15-19	\$450
20-24	\$700
25+	\$1200

7. Minor variations in salary may occur for specific individual employees to maintain the equitability of the pay scale increases.

Administrative Staff

1. Indexed all pay rates to a base teacher pay of \$50,000.
2. All eligible administrators move 1 step.
3. Minor variations in salary may occur for specific individual employees to maintain the equitability of the pay scale increases.

Section 2 - Salary Schedules

Instructional Staff - Grandfathered

In accordance with Florida Statute 1012.22(1)(c), the District has adopted a Grandfathered Salary Schedule for all instructional staff with Continuing Contract or Professional Services Contract status. This schedule only applies to individuals hired prior to July 1, 2014.

Instructional Position	Minimum
Teacher - 196 Days	\$53,850
Teacher - 225 Days	\$63,244
Teacher - 250 Days	\$78,659

The minimum salaries shown will not be reduced in subsequent years unless specifically authorized in the General Appropriations Act.

Instructional Staff - Initial Placement

This Salary Schedule will be used at the time of initial hiring to determine the base salary for individuals hired after July 1, 2014.

Instructional (Experience Placement)						
Yrs	ES Hourly		SS Hourly		BS Hourly	
	196	ES	225	SS	250	BS
	7.5		7.5		7.5	
0	\$34.01	\$50,000	\$34.01	\$57,398	\$34.01	\$63,776
1	\$34.08	\$50,100	\$34.08	\$57,513	\$34.08	\$63,903
2	\$34.22	\$50,300	\$34.22	\$57,742	\$34.22	\$64,158
3	\$34.35	\$50,500	\$34.35	\$57,972	\$34.35	\$64,413
4	\$34.49	\$50,700	\$34.49	\$58,202	\$34.49	\$64,668
5	\$34.63	\$50,900	\$34.63	\$58,431	\$34.63	\$64,923
6	\$34.76	\$51,100	\$34.76	\$58,661	\$34.76	\$65,179
7	\$34.90	\$51,300	\$34.90	\$58,890	\$34.90	\$65,434
8	\$35.03	\$51,500	\$35.03	\$59,120	\$35.03	\$65,689
9	\$35.24	\$51,800	\$35.24	\$59,464	\$35.24	\$66,071
10	\$35.75	\$52,550	\$35.75	\$60,325	\$35.75	\$67,028
11	\$36.26	\$53,300	\$36.26	\$61,186	\$36.26	\$67,985
12	\$36.77	\$54,050	\$36.77	\$62,047	\$36.77	\$68,941
13	\$37.28	\$54,800	\$37.28	\$62,908	\$37.28	\$69,898
14	\$37.79	\$55,550	\$37.79	\$63,769	\$37.79	\$70,855
15	\$38.30	\$56,300	\$38.30	\$64,630	\$38.30	\$71,811

Upon hiring, an individual's initial placement will be determined by the number of years of experience credited to that individual.

Support Staff

Support staff pay categories are broken down into several schedules that align with their respective calendars:

A Schedule - 9 Month Calendar, 186 Days - 7.5 Hours

B Schedule - 10 Month Calendar, 196 Days - 7.5 Hours

D Schedule - 11 Month Calendar, 225 Days - 7.5 Hours

E Schedule - 12 Month Calendar, 250 Days - 7.5 Hours

F Schedule - Food Service Calendar, 192 Days - 6.5 Hours

T Schedule - Transportation Calendar, 186 Days - 6.0 Hours

A Schedule (9 Month)

Step	A01	A01	A02	A02	A03	A03	A04	A04	A05	A05	A06	A06	A07	A07
	Hourly		Hourly		Hourly		Hourly		Hourly		Hourly		Hourly	
0	\$15.55	\$21,694	\$15.71	\$21,917	\$15.90	\$22,178	\$16.27	\$22,695	\$16.88	\$23,549	\$17.41	\$24,289	\$18.08	\$25,224
1	\$15.78	\$22,019	\$15.95	\$22,245	\$16.14	\$22,510	\$16.51	\$23,035	\$17.13	\$23,902	\$17.67	\$24,653	\$18.35	\$25,602
2	\$16.02	\$22,349	\$16.19	\$22,579	\$16.38	\$22,848	\$16.76	\$23,381	\$17.39	\$24,261	\$17.94	\$25,023	\$18.63	\$25,986
3	\$16.26	\$22,685	\$16.43	\$22,918	\$16.62	\$23,191	\$17.01	\$23,732	\$17.65	\$24,625	\$18.21	\$25,399	\$18.91	\$26,376
4	\$16.51	\$23,025	\$16.67	\$23,262	\$16.87	\$23,539	\$17.27	\$24,087	\$17.92	\$24,994	\$18.48	\$25,780	\$19.19	\$26,772
5	\$16.75	\$23,370	\$16.93	\$23,610	\$17.13	\$23,892	\$17.53	\$24,449	\$18.19	\$25,369	\$18.76	\$26,166	\$19.48	\$27,173
6	\$17.00	\$23,721	\$17.18	\$23,965	\$17.38	\$24,250	\$17.79	\$24,816	\$18.46	\$25,749	\$19.04	\$26,559	\$19.77	\$27,581
7	\$17.26	\$24,077	\$17.44	\$24,324	\$17.64	\$24,614	\$18.06	\$25,188	\$18.74	\$26,136	\$19.32	\$26,957	\$20.07	\$27,995
8	\$17.52	\$24,438	\$17.70	\$24,689	\$17.91	\$24,983	\$18.33	\$25,566	\$19.02	\$26,528	\$19.61	\$27,362	\$20.37	\$28,415
9	\$17.78	\$24,804	\$17.96	\$25,059	\$18.18	\$25,358	\$18.60	\$25,949	\$19.30	\$26,926	\$19.91	\$27,772	\$20.67	\$28,841
10	\$18.05	\$25,176	\$18.23	\$25,435	\$18.45	\$25,738	\$18.88	\$26,338	\$19.59	\$27,329	\$20.21	\$28,189	\$20.98	\$29,273
11	\$18.32	\$25,554	\$18.51	\$25,817	\$18.73	\$26,124	\$19.16	\$26,733	\$19.88	\$27,739	\$20.51	\$28,611	\$21.30	\$29,712
12	\$18.59	\$25,937	\$18.78	\$26,204	\$19.01	\$26,516	\$19.45	\$27,134	\$20.18	\$28,156	\$20.82	\$29,041	\$21.62	\$30,158
13	\$18.87	\$26,326	\$19.07	\$26,597	\$19.29	\$26,914	\$19.74	\$27,541	\$20.49	\$28,578	\$21.13	\$29,476	\$21.94	\$30,610
14	\$19.16	\$26,721	\$19.35	\$26,996	\$19.58	\$27,317	\$20.04	\$27,955	\$20.79	\$29,007	\$21.45	\$29,918	\$22.27	\$31,070
15	\$19.44	\$27,122	\$19.64	\$27,401	\$19.88	\$27,727	\$20.34	\$28,374	\$21.11	\$29,442	\$21.77	\$30,367	\$22.61	\$31,536
16	\$19.73	\$27,529	\$19.94	\$27,812	\$20.17	\$28,143	\$20.64	\$28,799	\$21.42	\$29,883	\$22.10	\$30,823	\$22.95	\$32,009
17	\$20.03	\$27,942	\$20.24	\$28,229	\$20.48	\$28,565	\$20.95	\$29,231	\$21.74	\$30,331	\$22.43	\$31,285	\$23.29	\$32,489
18	\$20.33	\$28,361	\$20.54	\$28,653	\$20.78	\$28,994	\$21.27	\$29,670	\$22.07	\$30,786	\$22.76	\$31,754	\$23.64	\$32,976

A Schedule (9 Month)

Step	A01	A01	A02	A02	A03	A03	A04	A04	A05	A05	A06	A06	A07	A07
	Hourly		Hourly		Hourly		Hourly		Hourly		Hourly		Hourly	
19	\$20.64	\$28,786	\$20.85	\$29,082	\$21.10	\$29,429	\$21.59	\$30,115	\$22.40	\$31,248	\$23.10	\$32,230	\$23.99	\$33,471
20	\$20.94	\$29,218	\$21.16	\$29,519	\$21.41	\$29,870	\$21.91	\$30,567	\$22.74	\$31,717	\$23.45	\$32,714	\$24.35	\$33,973
21	\$21.26	\$29,657	\$21.48	\$29,961	\$21.73	\$30,318	\$22.24	\$31,025	\$23.08	\$32,193	\$23.80	\$33,205	\$24.72	\$34,482
22	\$21.58	\$30,101	\$21.80	\$30,411	\$22.06	\$30,773	\$22.57	\$31,491	\$23.42	\$32,676	\$24.16	\$33,703	\$25.09	\$35,000
23	\$21.90	\$30,553	\$22.13	\$30,867	\$22.39	\$31,234	\$22.91	\$31,963	\$23.77	\$33,166	\$24.52	\$34,208	\$25.47	\$35,525
24	\$22.23	\$31,011	\$22.46	\$31,330	\$22.73	\$31,703	\$23.26	\$32,442	\$24.13	\$33,663	\$24.89	\$34,721	\$25.85	\$36,058
25	\$22.56	\$31,476	\$22.80	\$31,800	\$23.07	\$32,179	\$23.61	\$32,929	\$24.49	\$34,168	\$25.26	\$35,242	\$26.24	\$36,598
26	\$22.90	\$31,948	\$23.14	\$32,277	\$23.41	\$32,661	\$23.96	\$33,423	\$24.86	\$34,681	\$25.64	\$35,771	\$26.63	\$37,147
27	\$23.25	\$32,428	\$23.48	\$32,761	\$23.76	\$33,151	\$24.32	\$33,924	\$25.23	\$35,201	\$26.03	\$36,307	\$27.03	\$37,705
28	\$23.59	\$32,914	\$23.84	\$33,252	\$24.12	\$33,648	\$24.68	\$34,433	\$25.61	\$35,729	\$26.42	\$36,852	\$27.43	\$38,270
29	\$23.95	\$33,408	\$24.19	\$33,751	\$24.48	\$34,153	\$25.05	\$34,950	\$26.00	\$36,265	\$26.81	\$37,405	\$27.85	\$38,844
30	\$24.31	\$33,909	\$24.56	\$34,258	\$24.85	\$34,665	\$25.43	\$35,474	\$26.39	\$36,809	\$27.22	\$37,966	\$28.26	\$39,427
31	\$24.67	\$34,418	\$24.93	\$34,771	\$25.22	\$35,185	\$25.81	\$36,006	\$26.78	\$37,361	\$27.62	\$38,535	\$28.69	\$40,018
32	\$25.04	\$34,934	\$25.30	\$35,293	\$25.60	\$35,713	\$26.20	\$36,546	\$27.18	\$37,921	\$28.04	\$39,113	\$29.12	\$40,619
33	\$25.42	\$35,458	\$25.68	\$35,822	\$25.98	\$36,249	\$26.59	\$37,094	\$27.59	\$38,490	\$28.46	\$39,700	\$29.55	\$41,228
34	\$25.80	\$35,990	\$26.06	\$36,360	\$26.37	\$36,793	\$26.99	\$37,651	\$28.01	\$39,068	\$28.89	\$40,296	\$30.00	\$41,846
35	\$26.19	\$36,530	\$26.46	\$36,905	\$26.77	\$37,345	\$27.39	\$38,215	\$28.43	\$39,654	\$29.32	\$40,900	\$30.45	\$42,474

B Schedule (10 Month)

	B01		B02		B03		B04		B05		B06		B07		B08		B09		B10		B11	
Step	Hourly	B01	Hourly	B02	Hourly	B03	Hourly	B04	Hourly	B05	Hourly	B06	Hourly	B07	Hourly	B08	Hourly	B09	Hourly	B10	Hourly	B11
0	\$15.55	\$22,860	\$15.71	\$23,095	\$15.90	\$23,370	\$16.27	\$23,915	\$16.88	\$24,815	\$17.41	\$25,595	\$18.08	\$26,580	\$18.33	\$26,945	\$19.63	\$28,860	\$20.54	\$30,195	\$26.42	\$38,840
1	\$15.78	\$23,203	\$15.95	\$23,441	\$16.14	\$23,721	\$16.51	\$24,274	\$17.13	\$25,187	\$17.67	\$25,979	\$18.35	\$26,979	\$18.60	\$27,349	\$19.93	\$29,293	\$20.85	\$30,648	\$26.82	\$39,423
2	\$16.02	\$23,551	\$16.19	\$23,793	\$16.38	\$24,076	\$16.76	\$24,638	\$17.39	\$25,565	\$17.94	\$26,369	\$18.63	\$27,383	\$18.88	\$27,759	\$20.23	\$29,732	\$21.16	\$31,108	\$27.22	\$40,014
3	\$16.26	\$23,904	\$16.43	\$24,150	\$16.62	\$24,438	\$17.01	\$25,007	\$17.65	\$25,949	\$18.21	\$26,764	\$18.91	\$27,794	\$19.17	\$28,176	\$20.53	\$30,178	\$21.48	\$31,574	\$27.63	\$40,614
4	\$16.51	\$24,263	\$16.67	\$24,512	\$16.87	\$24,804	\$17.27	\$25,383	\$17.92	\$26,338	\$18.48	\$27,166	\$19.19	\$28,211	\$19.45	\$28,598	\$20.84	\$30,631	\$21.80	\$32,048	\$28.04	\$41,223
5	\$16.75	\$24,627	\$16.93	\$24,880	\$17.13	\$25,176	\$17.53	\$25,763	\$18.19	\$26,733	\$18.76	\$27,573	\$19.48	\$28,634	\$19.75	\$29,027	\$21.15	\$31,090	\$22.13	\$32,529	\$28.46	\$41,842
6	\$17.00	\$24,996	\$17.18	\$25,253	\$17.38	\$25,554	\$17.79	\$26,150	\$18.46	\$27,134	\$19.04	\$27,987	\$19.77	\$29,064	\$20.04	\$29,463	\$21.47	\$31,557	\$22.46	\$33,017	\$28.89	\$42,469
7	\$17.26	\$25,371	\$17.44	\$25,632	\$17.64	\$25,937	\$18.06	\$26,542	\$18.74	\$27,541	\$19.32	\$28,406	\$20.07	\$29,500	\$20.34	\$29,905	\$21.79	\$32,030	\$22.80	\$33,512	\$29.32	\$43,106
8	\$17.52	\$25,752	\$17.70	\$26,016	\$17.91	\$26,326	\$18.33	\$26,940	\$19.02	\$27,954	\$19.61	\$28,833	\$20.37	\$29,942	\$20.65	\$30,353	\$22.12	\$32,511	\$23.14	\$34,014	\$29.76	\$43,753
9	\$17.78	\$26,138	\$17.96	\$26,407	\$18.18	\$26,721	\$18.60	\$27,344	\$19.30	\$28,373	\$19.91	\$29,265	\$20.67	\$30,391	\$20.96	\$30,809	\$22.45	\$32,998	\$23.49	\$34,525	\$30.21	\$44,409
10	\$18.05	\$26,530	\$18.23	\$26,803	\$18.45	\$27,122	\$18.88	\$27,754	\$19.59	\$28,799	\$20.21	\$29,704	\$20.98	\$30,847	\$21.27	\$31,271	\$22.78	\$33,493	\$23.84	\$35,043	\$30.66	\$45,075
11	\$18.32	\$26,928	\$18.51	\$27,205	\$18.73	\$27,529	\$19.16	\$28,171	\$19.88	\$29,231	\$20.51	\$30,150	\$21.30	\$31,310	\$21.59	\$31,740	\$23.13	\$33,996	\$24.20	\$35,568	\$31.12	\$45,752

B Schedule (10 Month)

	B01		B02		B03		B04		B05		B06		B07		B08		B09		B10		B11	
Step	Hourly	B01	Hourly	B02	Hourly	B03	Hourly	B04	Hourly	B05	Hourly	B06	Hourly	B07	Hourly	B08	Hourly	B09	Hourly	B10	Hourly	B11
12	\$18.59	\$27,332	\$18.78	\$27,613	\$19.01	\$27,942	\$19.45	\$28,593	\$20.18	\$29,669	\$20.82	\$30,602	\$21.62	\$31,780	\$21.92	\$32,216	\$23.47	\$34,506	\$24.56	\$36,102	\$31.59	\$46,438
13	\$18.87	\$27,742	\$19.07	\$28,027	\$19.29	\$28,361	\$19.74	\$29,022	\$20.49	\$30,114	\$21.13	\$31,061	\$21.94	\$32,256	\$22.24	\$32,699	\$23.83	\$35,023	\$24.93	\$36,643	\$32.06	\$47,134
14	\$19.16	\$28,158	\$19.35	\$28,447	\$19.58	\$28,786	\$20.04	\$29,457	\$20.79	\$30,566	\$21.45	\$31,527	\$22.27	\$32,740	\$22.58	\$33,190	\$24.18	\$35,548	\$25.30	\$37,193	\$32.55	\$47,841
15	\$19.44	\$28,580	\$19.64	\$28,874	\$19.88	\$29,218	\$20.34	\$29,899	\$21.11	\$31,025	\$21.77	\$32,000	\$22.61	\$33,231	\$22.92	\$33,688	\$24.55	\$36,082	\$25.68	\$37,751	\$33.03	\$48,559
16	\$19.73	\$29,009	\$19.94	\$29,307	\$20.17	\$29,656	\$20.64	\$30,348	\$21.42	\$31,490	\$22.10	\$32,480	\$22.95	\$33,730	\$23.26	\$34,193	\$24.91	\$36,623	\$26.07	\$38,317	\$33.53	\$49,287
17	\$20.03	\$29,444	\$20.24	\$29,747	\$20.48	\$30,101	\$20.95	\$30,803	\$21.74	\$31,962	\$22.43	\$32,967	\$23.29	\$34,236	\$23.61	\$34,706	\$25.29	\$37,172	\$26.46	\$38,892	\$34.03	\$50,027
18	\$20.33	\$29,886	\$20.54	\$30,193	\$20.78	\$30,553	\$21.27	\$31,265	\$22.07	\$32,442	\$22.76	\$33,461	\$23.64	\$34,749	\$23.96	\$35,226	\$25.67	\$37,730	\$26.85	\$39,475	\$34.54	\$50,777
19	\$20.64	\$30,334	\$20.85	\$30,646	\$21.10	\$31,011	\$21.59	\$31,734	\$22.40	\$32,928	\$23.10	\$33,963	\$23.99	\$35,270	\$24.32	\$35,755	\$26.05	\$38,296	\$27.26	\$40,067	\$35.06	\$51,539
20	\$20.94	\$30,789	\$21.16	\$31,106	\$21.41	\$31,476	\$21.91	\$32,210	\$22.74	\$33,422	\$23.45	\$34,473	\$24.35	\$35,799	\$24.69	\$36,291	\$26.44	\$38,870	\$27.67	\$40,668	\$35.59	\$52,312
21	\$21.26	\$31,251	\$21.48	\$31,572	\$21.73	\$31,948	\$22.24	\$32,693	\$23.08	\$33,924	\$23.80	\$34,990	\$24.72	\$36,336	\$25.06	\$36,835	\$26.84	\$39,453	\$28.08	\$41,278	\$36.12	\$53,097
22	\$21.58	\$31,720	\$21.80	\$32,046	\$22.06	\$32,427	\$22.57	\$33,184	\$23.42	\$34,432	\$24.16	\$35,515	\$25.09	\$36,881	\$25.43	\$37,388	\$27.24	\$40,045	\$28.50	\$41,897	\$36.66	\$53,893
23	\$21.90	\$32,196	\$22.13	\$32,526	\$22.39	\$32,914	\$22.91	\$33,681	\$23.77	\$34,949	\$24.52	\$36,047	\$25.47	\$37,435	\$25.82	\$37,949	\$27.65	\$40,646	\$28.93	\$42,526	\$37.21	\$54,701

B Schedule (10 Month)

Step	B01		B02		B03		B04		B05		B06		B07		B08		B09		B10		B11	
	Hourly	B01	Hourly	B02	Hourly	B03	Hourly	B04	Hourly	B05	Hourly	B06	Hourly	B07	Hourly	B08	Hourly	B09	Hourly	B10	Hourly	B11
24	\$22.23	\$32,678	\$22.46	\$33,014	\$22.73	\$33,407	\$23.26	\$34,187	\$24.13	\$35,473	\$24.89	\$36,588	\$25.85	\$37,996	\$26.20	\$38,518	\$28.06	\$41,255	\$29.36	\$43,164	\$37.77	\$55,522
25	\$22.56	\$33,169	\$22.80	\$33,510	\$23.07	\$33,909	\$23.61	\$34,699	\$24.49	\$36,005	\$25.26	\$37,137	\$26.24	\$38,566	\$26.60	\$39,096	\$28.49	\$41,874	\$29.80	\$43,811	\$38.34	\$56,355
26	\$22.90	\$33,666	\$23.14	\$34,012	\$23.41	\$34,417	\$23.96	\$35,220	\$24.86	\$36,545	\$25.64	\$37,694	\$26.63	\$39,145	\$26.99	\$39,682	\$28.91	\$42,502	\$30.25	\$44,468	\$38.91	\$57,200
27	\$23.25	\$34,171	\$23.48	\$34,522	\$23.76	\$34,933	\$24.32	\$35,748	\$25.23	\$37,093	\$26.03	\$38,259	\$27.03	\$39,732	\$27.40	\$40,277	\$29.35	\$43,140	\$30.70	\$45,135	\$39.50	\$58,058
28	\$23.59	\$34,684	\$23.84	\$35,040	\$24.12	\$35,457	\$24.68	\$36,284	\$25.61	\$37,650	\$26.42	\$38,833	\$27.43	\$40,328	\$27.81	\$40,882	\$29.79	\$43,787	\$31.16	\$45,813	\$40.09	\$58,929
29	\$23.95	\$35,204	\$24.19	\$35,566	\$24.48	\$35,989	\$25.05	\$36,829	\$26.00	\$38,215	\$26.81	\$39,416	\$27.85	\$40,933	\$28.23	\$41,495	\$30.23	\$44,444	\$31.63	\$46,500	\$40.69	\$59,813
30	\$24.31	\$35,732	\$24.56	\$36,099	\$24.85	\$36,529	\$25.43	\$37,381	\$26.39	\$38,788	\$27.22	\$40,007	\$28.26	\$41,547	\$28.65	\$42,117	\$30.69	\$45,110	\$32.11	\$47,197	\$41.30	\$60,710
31	\$24.67	\$36,268	\$24.93	\$36,641	\$25.22	\$37,077	\$25.81	\$37,942	\$26.78	\$39,370	\$27.62	\$40,607	\$28.69	\$42,170	\$29.08	\$42,749	\$31.15	\$45,787	\$32.59	\$47,905	\$41.92	\$61,621
32	\$25.04	\$36,812	\$25.30	\$37,190	\$25.60	\$37,633	\$26.20	\$38,511	\$27.18	\$39,960	\$28.04	\$41,216	\$29.12	\$42,802	\$29.52	\$43,390	\$31.61	\$46,474	\$33.08	\$48,624	\$42.55	\$62,545
33	\$25.42	\$37,364	\$25.68	\$37,748	\$25.98	\$38,198	\$26.59	\$39,089	\$27.59	\$40,560	\$28.46	\$41,834	\$29.55	\$43,444	\$29.96	\$44,041	\$32.09	\$47,171	\$33.57	\$49,353	\$43.19	\$63,483
34	\$25.80	\$37,925	\$26.06	\$38,315	\$26.37	\$38,771	\$26.99	\$39,675	\$28.01	\$41,168	\$28.89	\$42,462	\$30.00	\$44,096	\$30.41	\$44,702	\$32.57	\$47,879	\$34.08	\$50,093	\$43.83	\$64,435
35	\$26.19	\$38,494	\$26.46	\$38,889	\$26.77	\$39,352	\$27.39	\$40,270	\$28.43	\$41,786	\$29.32	\$43,099	\$30.45	\$44,758	\$30.87	\$45,372	\$33.06	\$48,597	\$34.59	\$50,845	\$44.49	\$65,402

D Schedule (11 Month)

Step	D01		D02		D03		D04		D05		D06		D07		D08		D09		D10		D11		D12		D13	
	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
0	\$15.55	\$26,242	\$15.71	\$26,512	\$16.88	\$28,487	\$17.38	\$29,336	\$17.55	\$29,612	\$18.21	\$30,731	\$19.40	\$32,740	\$19.63	\$33,130	\$20.54	\$34,663	\$21.21	\$35,793	\$21.50	\$36,281	\$24.50	\$41,338	\$31.44	\$53,059
1	\$15.78	\$26,636	\$15.95	\$26,910	\$17.13	\$28,914	\$17.65	\$29,776	\$17.81	\$30,056	\$18.48	\$31,192	\$19.69	\$33,231	\$19.93	\$33,627	\$20.85	\$35,183	\$21.53	\$36,330	\$21.82	\$36,825	\$24.86	\$41,958	\$31.91	\$53,855
2	\$16.02	\$27,036	\$16.19	\$27,313	\$17.39	\$29,348	\$17.91	\$30,223	\$18.08	\$30,507	\$18.76	\$31,660	\$19.99	\$33,729	\$20.23	\$34,131	\$21.16	\$35,710	\$21.85	\$36,875	\$22.15	\$37,378	\$25.24	\$42,587	\$32.39	\$54,662
3	\$16.26	\$27,441	\$16.43	\$27,723	\$17.65	\$29,788	\$18.18	\$30,676	\$18.35	\$30,964	\$19.04	\$32,135	\$20.29	\$34,235	\$20.53	\$34,643	\$21.48	\$36,246	\$22.18	\$37,428	\$22.48	\$37,939	\$25.62	\$43,226	\$32.88	\$55,482
4	\$16.51	\$27,853	\$16.67	\$28,139	\$17.92	\$30,235	\$18.45	\$31,136	\$18.62	\$31,429	\$19.33	\$32,617	\$20.59	\$34,749	\$20.84	\$35,163	\$21.80	\$36,790	\$22.51	\$37,990	\$22.82	\$38,508	\$26.00	\$43,875	\$33.37	\$56,315
5	\$16.75	\$28,270	\$16.93	\$28,561	\$18.19	\$30,688	\$18.73	\$31,603	\$18.90	\$31,900	\$19.62	\$33,106	\$20.90	\$35,270	\$21.15	\$35,691	\$22.13	\$37,341	\$22.85	\$38,560	\$23.16	\$39,085	\$26.39	\$44,533	\$33.87	\$57,159
6	\$17.00	\$28,695	\$17.18	\$28,989	\$18.46	\$31,148	\$19.01	\$32,077	\$19.19	\$32,379	\$19.91	\$33,602	\$21.21	\$35,799	\$21.47	\$36,226	\$22.46	\$37,902	\$23.19	\$39,138	\$23.51	\$39,671	\$26.79	\$45,201	\$34.38	\$58,017
7	\$17.26	\$29,125	\$17.44	\$29,424	\$18.74	\$31,616	\$19.29	\$32,559	\$19.48	\$32,864	\$20.21	\$34,106	\$21.53	\$36,336	\$21.79	\$36,769	\$22.80	\$38,470	\$23.54	\$39,725	\$23.86	\$40,267	\$27.19	\$45,879	\$34.90	\$58,887
8	\$17.52	\$29,562	\$17.70	\$29,866	\$19.02	\$32,090	\$19.58	\$33,047	\$19.77	\$33,357	\$20.51	\$34,618	\$21.86	\$36,881	\$22.12	\$37,321	\$23.14	\$39,047	\$23.89	\$40,321	\$24.22	\$40,871	\$27.60	\$46,567	\$35.42	\$59,770
9	\$17.78	\$30,005	\$17.96	\$30,314	\$19.30	\$32,571	\$19.88	\$33,543	\$20.06	\$33,858	\$20.82	\$35,137	\$22.18	\$37,434	\$22.45	\$37,881	\$23.49	\$39,633	\$24.25	\$40,926	\$24.58	\$41,484	\$28.01	\$47,265	\$35.95	\$60,667
10	\$18.05	\$30,455	\$18.23	\$30,768	\$19.59	\$33,060	\$20.18	\$34,046	\$20.36	\$34,365	\$21.13	\$35,664	\$22.52	\$37,996	\$22.78	\$38,449	\$23.84	\$40,227	\$24.62	\$41,540	\$24.95	\$42,106	\$28.43	\$47,974	\$36.49	\$61,577
11	\$18.32	\$30,912	\$18.51	\$31,230	\$19.88	\$33,556	\$20.48	\$34,556	\$20.67	\$34,881	\$21.45	\$36,199	\$22.85	\$38,566	\$23.13	\$39,026	\$24.20	\$40,831	\$24.99	\$42,163	\$25.33	\$42,737	\$28.86	\$48,694	\$37.04	\$62,500
12	\$18.59	\$31,376	\$18.78	\$31,698	\$20.18	\$34,059	\$20.79	\$35,075	\$20.98	\$35,404	\$21.77	\$36,742	\$23.20	\$39,144	\$23.47	\$39,611	\$24.56	\$41,443	\$25.36	\$42,795	\$25.71	\$43,379	\$29.29	\$49,424	\$37.59	\$63,438
13	\$18.87	\$31,846	\$19.07	\$32,174	\$20.49	\$34,570	\$21.10	\$35,601	\$21.29	\$35,935	\$22.10	\$37,294	\$23.54	\$39,731	\$23.83	\$40,205	\$24.93	\$42,065	\$25.74	\$43,437	\$26.09	\$44,029	\$29.73	\$50,166	\$38.16	\$64,389
14	\$19.16	\$32,324	\$19.35	\$32,656	\$20.79	\$35,089	\$21.41	\$36,135	\$21.61	\$36,474	\$22.43	\$37,853	\$23.90	\$40,327	\$24.18	\$40,808	\$25.30	\$42,696	\$26.13	\$44,089	\$26.48	\$44,690	\$30.17	\$50,918	\$38.73	\$65,355
15	\$19.44	\$32,809	\$19.64	\$33,146	\$21.11	\$35,615	\$21.73	\$36,677	\$21.94	\$37,021	\$22.77	\$38,421	\$24.26	\$40,932	\$24.55	\$41,420	\$25.68	\$43,336	\$26.52	\$44,750	\$26.88	\$45,360	\$30.63	\$51,682	\$39.31	\$66,336
16	\$19.73	\$33,301	\$19.94	\$33,643	\$21.42	\$36,149	\$22.06	\$37,227	\$22.27	\$37,577	\$23.11	\$38,997	\$24.62	\$41,546	\$24.91	\$42,042	\$26.07	\$43,986	\$26.92	\$45,421	\$27.28	\$46,040	\$31.09	\$52,457	\$39.90	\$67,331
17	\$20.03	\$33,801	\$20.24	\$34,148	\$21.74	\$36,691	\$22.39	\$37,785	\$22.60	\$38,140	\$23.46	\$39,582	\$24.99	\$42,170	\$25.29	\$42,672	\$26.46	\$44,646	\$27.32	\$46,103	\$27.69	\$46,731	\$31.55	\$53,244	\$40.50	\$68,341
18	\$20.33	\$34,308	\$20.54	\$34,660	\$22.07	\$37,242	\$22.73	\$38,352	\$22.94	\$38,712	\$23.81	\$40,176	\$25.36	\$42,802	\$25.67	\$43,312	\$26.85	\$45,316	\$27.73	\$46,794	\$28.11	\$47,432	\$32.03	\$54,043	\$41.11	\$69,366
19	\$20.64	\$34,822	\$20.85	\$35,180	\$22.40	\$37,800	\$23.07	\$38,928	\$23.28	\$39,293	\$24.16	\$40,778	\$25.74	\$43,444	\$26.05	\$43,962	\$27.26	\$45,996	\$28.15	\$47,496	\$28.53	\$48,143	\$32.51	\$54,854	\$41.72	\$70,406
20	\$20.94	\$35,345	\$21.16	\$35,708	\$22.74	\$38,367	\$23.41	\$39,511	\$23.63	\$39,883	\$24.53	\$41,390	\$26.13	\$44,096	\$26.44	\$44,621	\$27.67	\$46,686	\$28.57	\$48,208	\$28.96	\$48,866	\$32.99	\$55,676	\$42.35	\$71,462
21	\$21.26	\$35,875	\$21.48	\$36,244	\$23.08	\$38,943	\$23.77	\$40,104	\$23.99	\$40,481	\$24.90	\$42,011	\$26.52	\$44,757	\$26.84	\$45,291	\$28.08	\$47,386	\$29.00	\$48,932	\$29.39	\$49,599	\$33.49	\$56,511	\$42.98	\$72,534
22	\$21.58	\$36,413	\$21.80	\$36,787	\$23.42	\$39,527	\$24.12	\$40,706	\$24.35	\$41,088	\$25.27	\$42,641	\$26.92	\$45,429	\$27.24	\$45,970	\$28.50	\$48,097	\$29.43	\$49,666	\$29.83	\$50,343	\$33.99	\$57,359	\$43.63	\$73,622
23	\$21.90	\$36,959	\$22.13	\$37,339	\$23.77	\$40,120	\$24.48	\$41,316	\$24.71	\$41,704	\$25.65	\$43,281	\$27.32	\$46,110	\$27.65	\$46,660	\$28.93	\$48,818	\$29.87	\$50,411	\$30.28	\$51,098	\$34.50	\$58,220	\$44.28	\$74,727
24	\$22.23	\$37,514	\$22.46	\$37,899	\$24.13	\$40,722	\$24.85	\$41,936	\$25.08	\$42,330	\$26.03	\$43,930	\$27.73	\$46,802	\$28.06	\$47,360	\$29.36	\$49,550	\$30.32	\$51,167	\$30.73	\$51,864	\$35.02	\$59,093	\$44.95	\$75,848
25	\$22.56	\$38,076	\$22.80	\$38,468	\$24.49	\$41,333	\$25.22	\$42,565	\$25.46	\$42,965	\$26.42	\$44,589	\$28.15	\$47,504	\$28.49	\$48,070	\$29.80	\$50,294	\$30.78	\$51,934	\$31.20	\$52,642	\$35.54	\$59,979	\$45.62	\$76,985
26	\$22.90	\$38,647	\$23.14	\$39,045	\$24.86	\$41,952	\$25.60	\$43,204	\$25.84	\$43,609	\$26.82	\$45,258	\$28.57	\$48,216	\$28.91	\$48,791	\$30.25	\$51,048	\$31.24	\$52,713	\$31.66	\$53,432	\$36.08	\$60,879	\$46.31	\$78,140

D Schedule (11 Month)

Step	D01		D02		D03		D04		D05		D06		D07		D08		D09		D10		D11		D12		D13	
	Hourly	D01	Hourly	D02	Hourly	D03	Hourly	D04	Hourly	D05	Hourly	D06	Hourly	D07	Hourly	D08	Hourly	D09	Hourly	D10	Hourly	D11	Hourly	D12	Hourly	D13
27	\$23.25	\$39,227	\$23.48	\$39,630	\$25.23	\$42,582	\$25.99	\$43,852	\$26.23	\$44,263	\$27.22	\$45,937	\$29.00	\$48,939	\$29.35	\$49,523	\$30.70	\$51,814	\$31.71	\$53,504	\$32.14	\$54,233	\$36.62	\$61,792	\$47.00	\$79,312
28	\$23.59	\$39,815	\$23.84	\$40,225	\$25.61	\$43,221	\$26.38	\$44,509	\$26.62	\$44,927	\$27.63	\$46,626	\$29.44	\$49,674	\$29.79	\$50,266	\$31.16	\$52,591	\$32.18	\$54,306	\$32.62	\$55,047	\$37.17	\$62,719	\$47.70	\$80,502
29	\$23.95	\$40,413	\$24.19	\$40,828	\$26.00	\$43,869	\$26.77	\$45,177	\$27.02	\$45,601	\$28.04	\$47,325	\$29.88	\$50,419	\$30.23	\$51,020	\$31.63	\$53,380	\$32.66	\$55,121	\$33.11	\$55,872	\$37.72	\$63,660	\$48.42	\$81,709
30	\$24.31	\$41,019	\$24.56	\$41,441	\$26.39	\$44,527	\$27.17	\$45,855	\$27.43	\$46,285	\$28.47	\$48,035	\$30.33	\$51,175	\$30.69	\$51,785	\$32.11	\$54,180	\$33.15	\$55,948	\$33.61	\$56,711	\$38.29	\$64,615	\$49.15	\$82,935
31	\$24.67	\$41,634	\$24.93	\$42,062	\$26.78	\$45,195	\$27.58	\$46,542	\$27.84	\$46,980	\$28.89	\$48,755	\$30.78	\$51,943	\$31.15	\$52,562	\$32.59	\$54,993	\$33.65	\$56,787	\$34.11	\$57,561	\$38.86	\$65,584	\$49.88	\$84,179
32	\$25.04	\$42,259	\$25.30	\$42,693	\$27.18	\$45,873	\$27.99	\$47,241	\$28.26	\$47,684	\$29.33	\$49,487	\$31.24	\$52,722	\$31.61	\$53,350	\$33.08	\$55,818	\$34.16	\$57,639	\$34.62	\$58,425	\$39.45	\$66,568	\$50.63	\$85,442
33	\$25.42	\$42,893	\$25.68	\$43,334	\$27.59	\$46,561	\$28.41	\$47,949	\$28.68	\$48,400	\$29.77	\$50,229	\$31.71	\$53,513	\$32.09	\$54,150	\$33.57	\$56,655	\$34.67	\$58,504	\$35.14	\$59,301	\$40.04	\$67,566	\$51.39	\$86,723
34	\$25.80	\$43,536	\$26.06	\$43,984	\$28.01	\$47,259	\$28.84	\$48,668	\$29.11	\$49,126	\$30.21	\$50,982	\$32.19	\$54,315	\$32.57	\$54,963	\$34.08	\$57,505	\$35.19	\$59,381	\$35.67	\$60,190	\$40.64	\$68,580	\$52.16	\$88,024
35	\$26.19	\$44,189	\$26.46	\$44,643	\$28.43	\$47,968	\$29.27	\$49,399	\$29.55	\$49,862	\$30.66	\$51,747	\$32.67	\$55,130	\$33.06	\$55,787	\$34.59	\$58,368	\$35.72	\$60,272	\$36.20	\$61,093	\$41.25	\$69,608	\$52.94	\$89,345

E Schedule (12 Month)

Step	E01		E02		E03		E04		E05		E06		E07		E08		E09		E10		E11		E12	
	Hourly	E01	Hourly	E02	Hourly	E03	Hourly	E04	Hourly	E05	Hourly	E06	Hourly	E07	Hourly	E08	Hourly	E09	Hourly	E10	Hourly	E11	Hourly	E12
0	\$15.55	\$29,158	\$16.88	\$31,652	\$17.55	\$32,902	\$18.21	\$34,145	\$18.67	\$35,006	\$20.54	\$38,514	\$21.21	\$39,770	\$22.75	\$42,653	\$23.57	\$44,203	\$24.50	\$45,931	\$28.51	\$53,457	\$31.44	\$58,954
1	\$15.78	\$29,596	\$17.13	\$32,127	\$17.81	\$33,395	\$18.48	\$34,658	\$18.95	\$35,531	\$20.85	\$39,092	\$21.53	\$40,367	\$23.09	\$43,293	\$23.93	\$44,866	\$24.86	\$46,620	\$28.94	\$54,258	\$31.91	\$59,838
2	\$16.02	\$30,039	\$17.39	\$32,608	\$18.08	\$33,896	\$18.76	\$35,177	\$19.23	\$36,064	\$21.16	\$39,678	\$21.85	\$40,972	\$23.44	\$43,942	\$24.29	\$45,539	\$25.24	\$47,319	\$29.37	\$55,072	\$32.39	\$60,736
3	\$16.26	\$30,490	\$17.65	\$33,098	\$18.35	\$34,405	\$19.04	\$35,705	\$19.52	\$36,605	\$21.48	\$40,273	\$22.18	\$41,587	\$23.79	\$44,601	\$24.65	\$46,222	\$25.62	\$48,029	\$29.81	\$55,898	\$32.88	\$61,647
4	\$16.51	\$30,947	\$17.92	\$33,594	\$18.62	\$34,921	\$19.33	\$36,241	\$19.82	\$37,154	\$21.80	\$40,877	\$22.51	\$42,211	\$24.14	\$45,270	\$25.02	\$46,915	\$26.00	\$48,750	\$30.26	\$56,737	\$33.37	\$62,572
5	\$16.75	\$31,412	\$18.19	\$34,098	\$18.90	\$35,445	\$19.62	\$36,784	\$20.11	\$37,712	\$22.13	\$41,491	\$22.85	\$42,844	\$24.51	\$45,949	\$25.40	\$47,619	\$26.39	\$49,481	\$30.71	\$57,588	\$33.87	\$63,510
6	\$17.00	\$31,883	\$18.46	\$34,609	\$19.19	\$35,976	\$19.91	\$37,336	\$20.41	\$38,277	\$22.46	\$42,113	\$23.19	\$43,487	\$24.87	\$46,639	\$25.78	\$48,333	\$26.79	\$50,223	\$31.17	\$58,452	\$34.38	\$64,463
7	\$17.26	\$32,361	\$18.74	\$35,129	\$19.48	\$36,516	\$20.21	\$37,896	\$20.72	\$38,852	\$22.80	\$42,745	\$23.54	\$44,139	\$25.25	\$47,338	\$26.16	\$49,058	\$27.19	\$50,976	\$31.64	\$59,329	\$34.90	\$65,430
8	\$17.52	\$32,846	\$19.02	\$35,656	\$19.77	\$37,064	\$20.51	\$38,465	\$21.03	\$39,434	\$23.14	\$43,386	\$23.89	\$44,801	\$25.63	\$48,048	\$26.56	\$49,794	\$27.60	\$51,741	\$32.12	\$60,219	\$35.42	\$66,411
9	\$17.78	\$33,339	\$19.30	\$36,190	\$20.06	\$37,620	\$20.82	\$39,042	\$21.35	\$40,026	\$23.49	\$44,037	\$24.25	\$45,473	\$26.01	\$48,769	\$26.96	\$50,541	\$28.01	\$52,517	\$32.60	\$61,122	\$35.95	\$67,408
10	\$18.05	\$33,839	\$19.59	\$36,733	\$20.36	\$38,184	\$21.13	\$39,627	\$21.67	\$40,626	\$23.84	\$44,697	\$24.62	\$46,155	\$26.40	\$49,501	\$27.36	\$51,299	\$28.43	\$53,305	\$33.09	\$62,039	\$36.49	\$68,419
11	\$18.32	\$34,347	\$19.88	\$37,284	\$20.67	\$38,757	\$21.45	\$40,222	\$21.99	\$41,236	\$24.20	\$45,368	\$24.99	\$46,848	\$26.80	\$50,243	\$27.77	\$52,069	\$28.86	\$54,105	\$33.58	\$62,969	\$37.04	\$69,445
12	\$18.59	\$34,862	\$20.18	\$37,843	\$20.98	\$39,338	\$21.77	\$40,825	\$22.32	\$41,854	\$24.56	\$46,048	\$25.36	\$47,550	\$27.20	\$50,997	\$28.19	\$52,850	\$29.29	\$54,916	\$34.09	\$63,914	\$37.59	\$70,487
13	\$18.87	\$35,385	\$20.49	\$38,411	\$21.29	\$39,928	\$22.10	\$41,437	\$22.66	\$42,482	\$24.93	\$46,739	\$25.74	\$48,263	\$27.61	\$51,762	\$28.61	\$53,642	\$29.73	\$55,740	\$34.60	\$64,872	\$38.16	\$71,544
14	\$19.16	\$35,916	\$20.79	\$38,987	\$21.61	\$40,527	\$22.43	\$42,059	\$23.00	\$43,119	\$25.30	\$47,440	\$26.13	\$48,987	\$28.02	\$52,538	\$29.04	\$54,447	\$30.17	\$56,576	\$35.12	\$65,846	\$38.73	\$72,617
15	\$19.44	\$36,454	\$21.11	\$39,572	\$21.94	\$41,135	\$22.77	\$42,690	\$23.34	\$43,766	\$25.68	\$48,151	\$26.52	\$49,722	\$28.44	\$53,326	\$29.47	\$55,264	\$30.63	\$57,425	\$35.64	\$66,833	\$39.31	\$73,706
16	\$19.73	\$37,001	\$21.42	\$40,166	\$22.27	\$41,752	\$23.11	\$43,330	\$23.69	\$44,423	\$26.07	\$48,874	\$26.92	\$50,468	\$28.87	\$54,126	\$29.92	\$56,093	\$31.09	\$58,286	\$36.18	\$67,836	\$39.90	\$74,812
17	\$20.03	\$37,556	\$21.74	\$40,768	\$22.60	\$42,378	\$23.46	\$43,980	\$24.05	\$45,089	\$26.46	\$49,607	\$27.32	\$51,225	\$29.30	\$54,938	\$30.36	\$56,934	\$31.55	\$59,160	\$36.72	\$68,853	\$40.50	\$75,934
18	\$20.33	\$38,120	\$22.07	\$41,380	\$22.94	\$43,014	\$23.81	\$44,640	\$24.41	\$45,765	\$26.85	\$50,351	\$27.73	\$51,993	\$29.74	\$55,762	\$30.82	\$57,788	\$32.03	\$60,048	\$37.27	\$69,886	\$41.11	\$77,073
19	\$20.64	\$38,691	\$22.40	\$42,000	\$23.28	\$43,659	\$24.16	\$45,309	\$24.77	\$46,452	\$27.26	\$51,106	\$28.15	\$52,773	\$30.19	\$56,599	\$31.28	\$58,655	\$32.51	\$60,948	\$37.83	\$70,934	\$41.72	\$78,229
20	\$20.94	\$39,272	\$22.74	\$42,630	\$23.63	\$44,314	\$24.53	\$45,989	\$25.15	\$47,149	\$27.67	\$51,873	\$28.57	\$53,565	\$30.64	\$57,447	\$31.75	\$59,535	\$32.99	\$61,863	\$38.40	\$71,998	\$42.35	\$79,403
21	\$21.26	\$39,861	\$23.08	\$43,270	\$23.99	\$44,979	\$24.90	\$46,679	\$25.52	\$47,856	\$28.08	\$52,651	\$29.00	\$54,368	\$31.10	\$58,309	\$32.23	\$60,428	\$33.49	\$62,791	\$38.98	\$73,078	\$42.98	\$80,594
22	\$21.58	\$40,459	\$23.42	\$43,919	\$24.35	\$45,653	\$25.27	\$47,379	\$25.91	\$48,574	\$28.50	\$53,441	\$29.43	\$55,184	\$31.56	\$59,184	\$32.71	\$61,334	\$33.99	\$63,732	\$39.56	\$74,174	\$43.63	\$81,803
23	\$21.90	\$41,066	\$23.77	\$44,578	\$24.71	\$46,338	\$25.65	\$48,090	\$26.29	\$49,302	\$28.93	\$54,242	\$29.87	\$56,012	\$32.04	\$60,072	\$33.20	\$62,254	\$34.50	\$64,688	\$40.15	\$75,287	\$44.28	\$83,030
24	\$22.23	\$41,682	\$24.13	\$45,246	\$25.08	\$47,033	\$26.03	\$48,811	\$26.69	\$50,042	\$29.36	\$55,056	\$30.32	\$56,852	\$32.52	\$60,973	\$33.70	\$63,188	\$35.02	\$65,659	\$40.76	\$76,416	\$44.95	\$84,275

E Schedule (12 Month)

Step	E01		E02		E03		E04		E05		E06		E07		E08		E09		E10		E11		E12	
	Hourly	E01	Hourly	E02	Hourly	E03	Hourly	E04	Hourly	E05	Hourly	E06	Hourly	E07	Hourly	E08	Hourly	E09	Hourly	E10	Hourly	E11	Hourly	E12
25	\$22.56	\$42,307	\$24.49	\$45,925	\$25.46	\$47,739	\$26.42	\$49,543	\$27.09	\$50,792	\$29.80	\$55,882	\$30.78	\$57,705	\$33.01	\$61,887	\$34.21	\$64,136	\$35.54	\$66,644	\$41.37	\$77,563	\$45.62	\$85,539
26	\$22.90	\$42,942	\$24.86	\$46,614	\$25.84	\$48,455	\$26.82	\$50,286	\$27.50	\$51,554	\$30.25	\$56,720	\$31.24	\$58,570	\$33.50	\$62,816	\$34.72	\$65,098	\$36.08	\$67,643	\$41.99	\$78,726	\$46.31	\$86,822
27	\$23.25	\$43,586	\$25.23	\$47,313	\$26.23	\$49,182	\$27.22	\$51,041	\$27.91	\$52,328	\$30.70	\$57,571	\$31.71	\$59,449	\$34.00	\$63,758	\$35.24	\$66,074	\$36.62	\$68,658	\$42.62	\$79,907	\$47.00	\$88,125
28	\$23.59	\$44,239	\$25.61	\$48,023	\$26.62	\$49,919	\$27.63	\$51,806	\$28.33	\$53,112	\$31.16	\$58,434	\$32.18	\$60,341	\$34.51	\$64,714	\$35.77	\$67,065	\$37.17	\$69,688	\$43.26	\$81,106	\$47.70	\$89,446
29	\$23.95	\$44,903	\$26.00	\$48,743	\$27.02	\$50,668	\$28.04	\$52,583	\$28.75	\$53,909	\$31.63	\$59,311	\$32.66	\$61,246	\$35.03	\$65,685	\$36.30	\$68,071	\$37.72	\$70,733	\$43.91	\$82,322	\$48.42	\$90,788
30	\$24.31	\$45,577	\$26.39	\$49,474	\$27.43	\$51,428	\$28.47	\$53,372	\$29.18	\$54,718	\$32.11	\$60,201	\$33.15	\$62,164	\$35.56	\$66,670	\$36.85	\$69,093	\$38.29	\$71,794	\$44.56	\$83,557	\$49.15	\$92,150
31	\$24.67	\$46,260	\$26.78	\$50,216	\$27.84	\$52,200	\$28.89	\$54,173	\$29.62	\$55,539	\$32.59	\$61,104	\$33.65	\$63,097	\$36.09	\$67,670	\$37.40	\$70,129	\$38.86	\$72,871	\$45.23	\$84,810	\$49.88	\$93,532
32	\$25.04	\$46,954	\$27.18	\$50,970	\$28.26	\$52,983	\$29.33	\$54,985	\$30.06	\$56,372	\$33.08	\$62,020	\$34.16	\$64,043	\$36.63	\$68,685	\$37.96	\$71,181	\$39.45	\$73,964	\$45.91	\$86,083	\$50.63	\$94,935
33	\$25.42	\$47,658	\$27.59	\$51,734	\$28.68	\$53,777	\$29.77	\$55,810	\$30.52	\$57,217	\$33.57	\$62,950	\$34.67	\$65,004	\$37.18	\$69,716	\$38.53	\$72,249	\$40.04	\$75,073	\$46.60	\$87,374	\$51.39	\$96,359
34	\$25.80	\$48,373	\$28.01	\$52,510	\$29.11	\$54,584	\$30.21	\$56,647	\$30.97	\$58,075	\$34.08	\$63,895	\$35.19	\$65,979	\$37.74	\$70,761	\$39.11	\$73,332	\$40.64	\$76,200	\$47.30	\$88,684	\$52.16	\$97,805
35	\$26.19	\$49,099	\$28.43	\$53,298	\$29.55	\$55,403	\$30.66	\$57,497	\$31.44	\$58,947	\$34.59	\$64,853	\$35.72	\$66,969	\$38.31	\$71,823	\$39.70	\$74,432	\$41.25	\$77,343	\$48.01	\$90,015	\$52.94	\$99,272

Food Service (6.5Hrs)				
Step	F01 Hourly	F01	F02 Hourly	F02
0	\$15.55	\$19,408	\$16.88	\$21,067
1	\$15.78	\$19,699	\$17.13	\$21,383
2	\$16.02	\$19,994	\$17.39	\$21,704
3	\$16.26	\$20,294	\$17.65	\$22,030
4	\$16.51	\$20,599	\$17.92	\$22,360
5	\$16.75	\$20,908	\$18.19	\$22,696
6	\$17.00	\$21,221	\$18.46	\$23,036
7	\$17.26	\$21,540	\$18.74	\$23,382
8	\$17.52	\$21,863	\$19.02	\$23,732
9	\$17.78	\$22,191	\$19.30	\$24,088
10	\$18.05	\$22,523	\$19.59	\$24,450
11	\$18.32	\$22,861	\$19.88	\$24,816
12	\$18.59	\$23,204	\$20.18	\$25,189
13	\$18.87	\$23,552	\$20.49	\$25,566
14	\$19.16	\$23,906	\$20.79	\$25,950
15	\$19.44	\$24,264	\$21.11	\$26,339
16	\$19.73	\$24,628	\$21.42	\$26,734
17	\$20.03	\$24,997	\$21.74	\$27,135
18	\$20.33	\$25,372	\$22.07	\$27,542
19	\$20.64	\$25,753	\$22.40	\$27,955
20	\$20.94	\$26,139	\$22.74	\$28,375
21	\$21.26	\$26,531	\$23.08	\$28,800
22	\$21.58	\$26,929	\$23.42	\$29,232
23	\$21.90	\$27,333	\$23.77	\$29,671
24	\$22.23	\$27,743	\$24.13	\$30,116
25	\$22.56	\$28,159	\$24.49	\$30,568
26	\$22.90	\$28,582	\$24.86	\$31,026
27	\$23.25	\$29,011	\$25.23	\$31,492
28	\$23.59	\$29,446	\$25.61	\$31,964
29	\$23.95	\$29,887	\$26.00	\$32,443
30	\$24.31	\$30,336	\$26.39	\$32,930
31	\$24.67	\$30,791	\$26.78	\$33,424

Food Service (6.5Hrs)				
Step	F01 Hourly	F01	F02 Hourly	F02
32	\$25.04	\$31,253	\$27.18	\$33,925
33	\$25.42	\$31,721	\$27.59	\$34,434
34	\$25.80	\$32,197	\$28.01	\$34,951
35	\$26.19	\$32,680	\$28.43	\$35,475

Transportation (6Hrs)						
Step	T01 Hourly	T01	T02 Hourly	T02	T03 Hourly	T03
0	\$16.27	\$18,156	\$19.40	\$21,652	\$17.50	\$19,528
1	\$16.51	\$18,428	\$19.69	\$21,977	\$17.76	\$19,821
2	\$16.76	\$18,705	\$19.99	\$22,306	\$18.03	\$20,119
3	\$17.01	\$18,985	\$20.29	\$22,641	\$18.30	\$20,420
4	\$17.27	\$19,270	\$20.59	\$22,981	\$18.57	\$20,727
5	\$17.53	\$19,559	\$20.90	\$23,325	\$18.85	\$21,038
6	\$17.79	\$19,852	\$21.21	\$23,675	\$19.13	\$21,353
7	\$18.06	\$20,150	\$21.53	\$24,030	\$19.42	\$21,674
8	\$18.33	\$20,452	\$21.86	\$24,391	\$19.71	\$21,999
9	\$18.60	\$20,759	\$22.18	\$24,757	\$20.01	\$22,329
10	\$18.88	\$21,071	\$22.52	\$25,128	\$20.31	\$22,664
11	\$19.16	\$21,387	\$22.85	\$25,505	\$20.61	\$23,004
12	\$19.45	\$21,707	\$23.20	\$25,887	\$20.92	\$23,349
13	\$19.74	\$22,033	\$23.54	\$26,276	\$21.24	\$23,699
14	\$20.04	\$22,364	\$23.90	\$26,670	\$21.55	\$24,054
15	\$20.34	\$22,699	\$24.26	\$27,070	\$21.88	\$24,415
16	\$20.64	\$23,040	\$24.62	\$27,476	\$22.21	\$24,781
17	\$20.95	\$23,385	\$24.99	\$27,888	\$22.54	\$25,153
18	\$21.27	\$23,736	\$25.36	\$28,306	\$22.88	\$25,530
19	\$21.59	\$24,092	\$25.74	\$28,731	\$23.22	\$25,913
20	\$21.91	\$24,453	\$26.13	\$29,162	\$23.57	\$26,302
21	\$22.24	\$24,820	\$26.52	\$29,599	\$23.92	\$26,697
22	\$22.57	\$25,192	\$26.92	\$30,043	\$24.28	\$27,097
23	\$22.91	\$25,570	\$27.32	\$30,494	\$24.64	\$27,503
24	\$23.26	\$25,954	\$27.73	\$30,951	\$25.01	\$27,916
25	\$23.61	\$26,343	\$28.15	\$31,416	\$25.39	\$28,335
26	\$23.96	\$26,738	\$28.57	\$31,887	\$25.77	\$28,760
27	\$24.32	\$27,139	\$29.00	\$32,365	\$26.16	\$29,191
28	\$24.68	\$27,547	\$29.44	\$32,851	\$26.55	\$29,629
29	\$25.05	\$27,960	\$29.88	\$33,344	\$26.95	\$30,073
30	\$25.43	\$28,379	\$30.33	\$33,844	\$27.35	\$30,525
31	\$25.81	\$28,805	\$30.78	\$34,351	\$27.76	\$30,982

Transportation (6Hrs)						
Step	T01 Hourly	T01	T02 Hourly	T02	T03 Hourly	T03
32	\$26.20	\$29,237	\$31.24	\$34,867	\$28.18	\$31,447
33	\$26.59	\$29,675	\$31.71	\$35,390	\$28.60	\$31,919
34	\$26.99	\$30,121	\$32.19	\$35,920	\$29.03	\$32,398
35	\$27.39	\$30,572	\$32.67	\$36,459	\$29.47	\$32,884

Administrative Staff

Administrative										
Step	Range I	Range II	Range III	Range IV	Range V	Range VI	Range VII	Range VIII	Range IX	Range X
0	\$51,500	\$59,120	\$61,375	\$65,955	\$72,895	\$75,165	\$81,165	\$85,595	\$90,925	\$95,215
1	\$52,170	\$59,889	\$62,173	\$66,812	\$73,843	\$76,142	\$82,220	\$86,708	\$92,107	\$96,453
2	\$52,848	\$60,667	\$62,981	\$67,681	\$74,803	\$77,132	\$83,289	\$87,835	\$93,304	\$97,707
3	\$53,535	\$61,456	\$63,800	\$68,561	\$75,775	\$78,135	\$84,372	\$88,977	\$94,517	\$98,977
4	\$54,231	\$62,255	\$64,629	\$69,452	\$76,760	\$79,150	\$85,469	\$90,133	\$95,746	\$100,264
5	\$54,936	\$63,064	\$65,469	\$70,355	\$77,758	\$80,179	\$86,580	\$91,305	\$96,991	\$101,567
6	\$55,650	\$63,884	\$66,321	\$71,270	\$78,769	\$81,222	\$87,705	\$92,492	\$98,252	\$102,887
7	\$56,373	\$64,714	\$67,183	\$72,196	\$79,793	\$82,278	\$88,845	\$93,695	\$99,529	\$104,225
8	\$57,106	\$65,556	\$68,056	\$73,135	\$80,830	\$83,347	\$90,000	\$94,913	\$100,823	\$105,580
9	\$57,849	\$66,408	\$68,941	\$74,085	\$81,881	\$84,431	\$91,170	\$96,146	\$102,134	\$106,952
10	\$58,601	\$67,271	\$69,837	\$75,049	\$82,945	\$85,528	\$92,356	\$97,396	\$103,461	\$108,343
11	\$59,362	\$68,146	\$70,745	\$76,024	\$84,024	\$86,640	\$93,556	\$98,663	\$104,806	\$109,751
12	\$60,134	\$69,032	\$71,665	\$77,012	\$85,116	\$87,767	\$94,772	\$99,945	\$106,169	\$111,178
13	\$60,916	\$69,929	\$72,596	\$78,014	\$86,222	\$88,908	\$96,004	\$101,244	\$107,549	\$112,623
14	\$61,708	\$70,838	\$73,540	\$79,028	\$87,343	\$90,063	\$97,253	\$102,561	\$108,947	\$114,087
15	\$62,510	\$71,759	\$74,496	\$80,055	\$88,479	\$91,234	\$98,517	\$103,894	\$110,363	\$115,571
16	\$63,323	\$72,692	\$75,464	\$81,096	\$89,629	\$92,420	\$99,798	\$105,245	\$111,798	\$117,073
17	\$64,146	\$73,637	\$76,446	\$82,150	\$90,794	\$93,622	\$101,095	\$106,613	\$113,251	\$118,595
18	\$64,980	\$74,594	\$77,439	\$83,218	\$91,975	\$94,839	\$102,409	\$107,999	\$114,724	\$120,137
19	\$65,824	\$75,564	\$78,446	\$84,300	\$93,170	\$96,072	\$103,740	\$109,403	\$116,215	\$121,698
20	\$66,680	\$76,546	\$79,466	\$85,396	\$94,381	\$97,321	\$105,089	\$110,825	\$117,726	\$123,280
21	\$67,547	\$77,541	\$80,499	\$86,506	\$95,608	\$98,586	\$106,455	\$112,266	\$119,256	\$124,883
22	\$68,425	\$78,549	\$81,545	\$87,631	\$96,851	\$99,867	\$107,839	\$113,725	\$120,807	\$126,507
23	\$69,315	\$79,570	\$82,605	\$88,770	\$98,110	\$101,166	\$109,241	\$115,203	\$122,377	\$128,151
24	\$70,216	\$80,605	\$83,679	\$89,924	\$99,386	\$102,481	\$110,661	\$116,701	\$123,968	\$129,817
25	\$71,128	\$81,653	\$84,767	\$91,093	\$100,678	\$103,813	\$112,100	\$118,218	\$125,580	\$131,505
26	\$72,053	\$82,714	\$85,869	\$92,277	\$101,987	\$105,163	\$113,557	\$119,755	\$127,212	\$133,214
27	\$72,990	\$83,789	\$86,985	\$93,477	\$103,312	\$106,530	\$115,033	\$121,312	\$128,866	\$134,946
28	\$73,939	\$84,879	\$88,116	\$94,692	\$104,656	\$107,915	\$116,529	\$122,889	\$130,541	\$136,700
29	\$74,900	\$85,982	\$89,262	\$95,923	\$106,016	\$109,317	\$118,044	\$124,487	\$132,238	\$138,478
30	\$75,874	\$87,100	\$90,422	\$97,170	\$107,394	\$110,739	\$119,578	\$126,105	\$133,957	\$140,278

STIPENDS

Section 1 - Additional Responsibility

Supplements		
Category	Amount	Index
A	\$4,200.00	0.0840
B	\$3,400.00	0.0680
C	\$2,500.00	0.0500
D	\$2,300.00	0.0460
E	\$2,100.00	0.0420
F	\$1,900.00	0.0380
G	\$1,700.00	0.0340
H	\$1,550.00	0.0310
I	\$1,450.00	0.0290
J	\$1,000.00	0.0200
K	\$850.00	0.0170
L	\$600.00	0.0120
M	\$550.00	0.0110

Category	Description
A	DHS Athletic Director
A	DHS Head Varsity Football Coach
A	DHS Band Director (at least 2 performances)
B	DHS Head Varsity Basketball Coach (1-B/-1G)
B	DHS Head Varsity Boys' Baseball Coach
B	DHS Head Varsity Girls' Softball Coach
B	DHS Head Varsity Girls' Volleyball Coach
B	DHS Head Varsity Soccer Coach (1-B/1-G)
C	DHS FFA Sponsor (2)
C	DHS Head Track Coach (1-B/1-G)
C	DMS Athletic Director
C	DHS Academic Team Sponsor (2) (min. 1 mtg per month)

Category	Description
C	DHS ROTC Instructor (2)
C	DHS Chorus Director (at least 2 performances)
C	DMS FFA Sponsor
C	District Threat Management Coordinator Alternative
D	DHS Asst Football Coach (4)
D	DMS Head Football Coach
E	DHS Varsity Asst Basketball Coach (2-B/2-G)
E	DHS Asst Girls' Softball Coach (2)
E	DHS Asst Varsity Girls' Volleyball Coach (1)
E	DHS Head JV Volleyball Coach (1)
E	DHS Head JV Boys' Baseball Coach
E	DHS Asst Boys' Baseball Coach
E	DHS Asst Soccer Coach (2-B/2-G)
E	DHS Head JV Football Coach
E	DHS Assistant Band Director (at least 2 performances)
F	DHS Varsity Cheerleader Sponsor (2073)
F	DHS Head Cross Country Coach (1-B/1-G) (2073)
F	DHS Asst Track Coach (2-B/2-G)
F	DHS Head Golf Coach (1-B/1-G)
F	DHS Head Tennis Coach (1-B/1-G)
F	DHS Weightlifting Coach (1-B/1G)
G	Junior Class Sponsor
G	Senior Class Sponsor
G	DMS Head Basketball Coach (1-B/1-G)
G	DMS Girls Softball Coach
G	DMS Volleyball Coach
G	DMS Head Soccer Coach (1-B/1G)
G	DMS Head Cross Country Coach (1-B/1-G)
G	DMS Cheerleading Head Coach
H	DHS Yearbook Sponsor
H	DHS Newspaper Sponsor
H	DHS Drama Sponsor (at least 1 performance)
H	DHS FBLA Sponsor
H	DHS HOSA Sponsor
H	DHS Student Council Sponsor (2)

Category	Description
I	DHS Credit Retrieval Sponsor
I	DHS SADD Sponsor
I	DHS SWOT Sponsor
J	DHS Asst Girls' JV Softball Coach
J	DHS Asst JV Girls' Volleyball Coach (1)
J	DHS Freshman Basketball Coach (1-B/1-G)
J	DHS Asst JV Boys' Baseball Coach
J	DHS Asst Cross Country Coach (2-B/2-G)
J	DHS JV Cheerleader Sponsor
J	DHS Freshman Class Sponsor
J	DHS Sophomore Class Sponsor
J	DHS Piano Accompanist
J	DHS Color Guard Sponsor
J	DHS Percussion Sponsor
J	DMS Asst Football Coach (2)
J	DMS Asst Softball Coach
J	DMS Asst Basketball Coach (1-B/1-G)
J	DMS Asst Volleyball Coach
J	DMS Asst Soccer Coach (1-B/1-G)
J	DMS Asst Cross Country Coach (1-B/1-G)
J	DMS Cheerleading Asst. Sponsor
J	DHS Varsity Cheerleading Asst Coach (2)
J	District Science Fair Assistant (5)
J	DHS National Honor Society (2)
J	DHS Foreign Language Club Sponsor (1 meeting per month)
J	DHS Debate Team
J	DHS Mock Trial Team
J	Department Heads (6+ Department Members) - 7 Mtgs. Min
J	DHS Art Club Sponsor
J	DMS Band Director (2 performances)
J	DMS Chorus Director (2 performances)
J	DMS Academic Team Sponsor
J	DMS Yearbook Sponsor
K	DMS Newspaper Sponsor (1 publication per month)
K	DMS Student Council Sponsor (2)

Category	Description
K	Department Heads (1-5 Department Members) - 7 Mtgs. Min
K	Grade Level Chairpersons (Elementary)
L	DMS Honor Society (3)
L	DHS Omegas Sponsor
L	DHS Sub Debs Sponsor
L	DMS Team Leaders (12)
L	DHS JV Cheerleading Asst (2)
L	Elementary Band/Chorus Sponsor (3)
L	Elementary Art Sponsor (3)

Temporary Employment

Section 1 - Temporary Position

- The position will not exist beyond six (6) consecutive months, and will work less than 30 hours per week.
- The position does not offer insurance or retirement benefits.

Section 2 - Established Part-Time Position

- Position may exist beyond six (6) consecutive months.
- The employee works less than 30 hours per week.
- The position does not offer insurance benefits.
- Administrators will make every effort to fill temporary teaching positions with certified teachers. Vacant teaching positions will continue to be advertised until a certified teacher fills each position.

Section 3 - Rates for Other Employment

Effective July 1, 2024

Position	Hourly Rate
Substitute Teacher - High School Diploma	\$15.00
Substitute Teacher - College without Degree	\$15.00
Substitute Teacher - AA/AS Degree	\$16.00
Substitute Teacher - BA/BS Degree	\$17.00
Interim Substitute	\$22.00
Substitute LPN/Adult CNA Instructor	\$21.27
Part-Time Teacher - certified Vocational/BA/BS Degree	\$22.62
OPS (including HS Students)	\$15.00
Sub - Paraprofessional	\$15.00
Sub - Food Service	\$15.00
Sub - Bus Driver	\$15.00
Sub - Custodian	\$15.00
Extra Events Pay	\$15.00
All Other	\$15.00

Extra Hours – Full Time

- The stipend paid for lunchroom duty is \$1740 per year, paid in 2 increments.

Temporary employment compensation not covered in Sections 1-3 above shall require the approval of the Superintendent of Schools.

Payroll Calendar

The payroll calendar is a board-approved item that must be approved before the start of the following school year.

All payroll calendars can be found on our website: <https://www.desotoschools.com> under the Human Resources Department Documents

EXHIBIT R

Project Summary Report

Fiscal Year: 2024-2025
 Month: June

DeSoto, FL

Account Number	Object Source Description	Selected FY Beginning	Monthly Activity -	YTD Activity - Current Yr.	Total Encumbrance	Selected FY Unencumbered
41000 - FOOD SERVICE						
4100 E 7600 1610 0031 41000 00000 00000	OTHER SUPPORT	162,526.30	0.00	162,526.30	0.00	0.00
4100 E 7600 1630 0031 41000 00000 00000	SUPPLEMENTS	400.00	0.00	400.00	0.00	0.00
4100 E 7600 1690 0031 41000 00000 00000	STIPEND	1,250.00	0.00	1,250.00	0.00	0.00
4100 E 7600 2100 0031 41000 00000 00000	RETIREMENT	21,048.08	0.00	21,048.08	0.00	0.00
4100 E 7600 2200 0031 41000 00000 00000	SOCIAL	11,995.23	0.00	11,995.23	0.00	0.00
4100 E 7600 2310 0031 41000 00000 00000	HEALTH AND	58,989.14	0.00	58,989.14	0.00	0.00
4100 E 7600 2320 0031 41000 00000 00000	LIFE	138.98	0.00	138.98	0.00	0.00
4100 E 7600 2340 0031 41000 00000 00000	CAFETERIA	4,788.18	0.00	4,788.18	0.00	0.00
4100 E 7600 3300 0031 41000 00000 00000	TRAVEL	98.00	0.00	98.00	0.00	0.00
4100 E 7600 3500 0031 41000 00000 00000	REPAIRS AND	2,719.90	0.00	2,719.90	0.00	0.00
4100 E 7600 3690 0031 41000 00000 00000	TECH-RENTALS	3,158.28	0.00	3,158.28	0.00	0.00
4100 E 7600 3900 0031 41000 00000 00000	OTHER	1,006.00	136.00	1,006.00	0.00	0.00
4100 E 7600 5100 0031 41000 00000 00000	SUPPLIES	20,039.82	84.91	20,039.82	0.00	0.00
4100 E 7600 5100 0031 41000 00000 00600	SUPPLIES	178.84	0.00	178.84	0.00	0.00
4100 E 7600 5700 0031 41000 REIMB 00000	FOOD	192,000.00	1,425.57	151,505.05	0.00	40,494.95
4100 E 7600 6410 0031 41000 00000 00000	FURN/FIX/EQUI	49,090.00	0.00	49,090.00	0.00	0.00
4100 E 7600 7300 0031 41000 00000 00000	DUES AND FEES	410.00	0.00	410.00	0.00	0.00
4100 E 7600 1610 0061 41000 00000 00000	OTHER SUPPORT	162,568.82	0.00	162,568.82	0.00	0.00
4100 E 7600 1630 0061 41000 00000 00000	SUPPLEMENTS	400.00	0.00	400.00	0.00	0.00
4100 E 7600 1680 0061 41000 00000 00000	HRLY PAY	63.11	0.00	63.11	0.00	0.00
4100 E 7600 2100 0061 41000 00000 00000	RETIREMENT	23,800.00	0.00	23,800.00	0.00	0.00
4100 E 7600 2200 0061 41000 00000 00000	SOCIAL	11,513.34	0.00	11,513.34	0.00	0.00
4100 E 7600 2310 0061 41000 00000 00000	HEALTH AND	59,935.37	0.00	59,935.37	0.00	0.00
4100 E 7600 2320 0061 41000 00000 00000	LIFE	112.76	0.00	112.76	0.00	0.00
4100 E 7600 2340 0061 41000 00000 00000	CAFETERIA	4,270.15	0.00	4,270.15	0.00	0.00
4100 E 7600 3500 0061 41000 00000 00000	REPAIRS AND	3,239.90	0.00	3,239.90	0.00	0.00
4100 E 7600 3500 0061 41000 00000 00600	REPAIRS AND	8,180.00	0.00	8,180.00	0.00	0.00
4100 E 7600 3690 0061 41000 00000 00000	TECH-RENTALS	1,690.83	0.00	1,690.83	0.00	0.00
4100 E 7600 3900 0061 41000 00000 00000	OTHER	1,091.00	221.00	1,091.00	0.00	0.00
4100 E 7600 5100 0061 41000 00000 00000	SUPPLIES	26,566.16	229.79	18,271.53	0.00	8,294.63
4100 E 7600 5100 0061 41000 00000 00600	SUPPLIES	178.84	0.00	178.84	0.00	0.00
4100 E 7600 5700 0061 41000 00000 00000	FOOD	4,434.65	0.00	4,434.65	0.00	0.00

Project Summary Report

Fiscal Year: 2024-2025
Month: June

DeSoto, FL

Account Number	Object Source Description	Selected FY Beginning	Monthly Activity -	YTD Activity - Current Yr.	Total Encumbrance	Selected FY Unencumbered
41000 - FOOD SERVICE						
4100 E 7600 5700 0061 41000 REIMB 00000	FOOD	205,000.00	2,232.29	170,429.57	0.00	34,570.43
4100 E 7600 6420 0061 41000 00000 00000	FURN/FIX/EQUI	17,415.00	0.00	4,415.00	0.00	13,000.00
4100 E 7600 7300 0061 41000 00000 00000	DUES AND FEES	250.00	0.00	250.00	0.00	0.00
4100 E 7600 1610 0081 41000 00000 00000	OTHER SUPPORT	162,201.25	25.43	162,201.25	0.00	0.00
4100 E 7600 1630 0081 41000 00000 00000	SUPPLEMENTS	200.00	0.00	200.00	0.00	0.00
4100 E 7600 1690 0081 41000 00000 00000	STIPEND	1,000.00	0.00	1,000.00	0.00	0.00
4100 E 7600 2100 0081 41000 00000 00000	RETIREMENT	23,789.30	3.47	23,789.30	0.00	0.00
4100 E 7600 2200 0081 41000 00000 00000	SOCIAL	12,045.55	1.95	12,045.55	0.00	0.00
4100 E 7600 2310 0081 41000 00000 00000	HEALTH AND	26,636.52	0.00	26,636.52	0.00	0.00
4100 E 7600 2320 0081 41000 00000 00000	LIFE	124.41	0.00	124.41	0.00	0.00
4100 E 7600 2340 0081 41000 00000 00000	CAFETERIA	4,700.22	0.00	4,700.22	0.00	0.00
4100 E 7600 3500 0081 41000 00000 00000	REPAIRS AND	3,142.75	0.00	3,142.75	0.00	0.00
4100 E 7600 3500 0081 41000 00000 00600	REPAIRS AND	3,082.29	0.00	3,082.29	0.00	0.00
4100 E 7600 3690 0081 41000 00000 00000	TECH-RENTALS	1,690.83	0.00	1,690.83	0.00	0.00
4100 E 7600 3900 0081 41000 00000 00000	OTHER	1,006.00	136.00	1,006.00	0.00	0.00
4100 E 7600 5100 0081 41000 00000 00000	SUPPLIES	29,134.01	815.65	29,134.01	0.00	0.00
4100 E 7600 5100 0081 41000 00000 00600	SUPPLIES	915.57	0.00	915.57	0.00	0.00
4100 E 7600 5700 0081 41000 REIMB 00000	FOOD	295,000.00	1,946.45	273,658.23	0.00	21,341.77
4100 E 7600 5900 0081 41000 00000 00000	OTHER	690.90	336.17	690.90	0.00	0.00
4100 E 7600 6420 0081 41000 00000 00000	FURN/FIX/EQUI	2,019.96	0.00	2,019.96	0.00	0.00
4100 E 7600 6810 0081 41000 00000 00000	RENOVATION/RE	7,429.82	0.00	7,429.82	0.00	0.00
4100 E 7600 7300 0081 41000 00000 00000	DUES AND FEES	250.00	0.00	250.00	0.00	0.00
4100 E 7600 1610 0161 41000 00000 00000	OTHER SUPPORT	177,778.00	0.00	167,902.71	0.00	9,875.29
4100 E 7600 1630 0161 41000 00000 00000	SUPPLEMENTS	400.00	0.00	400.00	0.00	0.00
4100 E 7600 2100 0161 41000 00000 00000	RETIREMENT	22,939.78	0.00	22,939.78	0.00	0.00
4100 E 7600 2200 0161 41000 00000 00000	SOCIAL	12,227.62	0.00	12,227.62	0.00	0.00
4100 E 7600 2310 0161 41000 00000 00000	HEALTH AND	68,934.92	0.00	68,934.92	0.00	0.00
4100 E 7600 2320 0161 41000 00000 00000	LIFE	147.80	0.00	147.80	0.00	0.00
4100 E 7600 2340 0161 41000 00000 00000	CAFETERIA	5,135.28	0.00	5,135.28	0.00	0.00
4100 E 7600 3500 0161 41000 00000 00000	REPAIRS AND	1,300.00	0.00	1,300.00	0.00	0.00
4100 E 7600 3690 0161 41000 00000 00000	TECH-RENTALS	2,149.13	0.00	2,149.13	0.00	0.00
4100 E 7600 3900 0161 41000 00000 00600	OTHER	1,006.00	136.00	1,006.00	0.00	0.00

Project Summary Report

Fiscal Year: 2024-2025
Month: June

DeSoto, FL

Account Number	Object Source Description	Selected FY Beginning	Monthly Activity -	YTD Activity - Current Yr.	Total Encumbrance	Selected FY Unencumbered
41000 - FOOD SERVICE						
4100 E 7600 5100 0161 41000 00000 00000	SUPPLIES	29,370.00	0.00	18,063.33	0.00	11,306.67
4100 E 7600 5100 0161 41000 00000 00600	SUPPLIES	1,953.72	0.00	1,953.72	0.00	0.00
4100 E 7600 5700 0161 41000 REIMB 00000	FOOD	250,000.00	940.15	199,608.27	0.00	50,391.73
4100 E 7600 5900 0161 41000 00000 00600	OTHER	2,858.62	0.00	2,858.62	0.00	0.00
4100 E 7600 6420 0161 41000 00000 00000	FURN/FIX/EQUI	1,580.00	0.00	1,580.00	0.00	0.00
4100 E 7600 6490 0161 41000 00000 00000	TECH-	678.88	508.89	678.88	0.00	0.00
4100 E 7600 6820 0161 41000 00000 00000	RENOVATION/RE	3,600.00	0.00	3,600.00	0.00	0.00
4100 E 7600 7300 0161 41000 00000 00000	DUES AND FEES	250.00	0.00	250.00	0.00	0.00
4100 E 7600 1610 0181 41000 00000 00000	OTHER SUPPORT	130,229.95	0.00	130,229.95	0.00	0.00
4100 E 7600 1630 0181 41000 00000 00000	SUPPLEMENTS	500.00	0.00	500.00	0.00	0.00
4100 E 7600 1680 0181 41000 00000 00000	HRLY PAY	73.43	0.00	73.43	0.00	0.00
4100 E 7600 1690 0181 41000 00000 00000	STIPEND	400.00	0.00	400.00	0.00	0.00
4100 E 7600 2100 0181 41000 00000 00000	RETIREMENT	16,534.04	0.00	16,534.04	0.00	0.00
4100 E 7600 2200 0181 41000 00000 00000	SOCIAL	8,826.98	0.00	8,826.98	0.00	0.00
4100 E 7600 2310 0181 41000 00000 00000	HEALTH AND	69,006.24	0.00	69,006.24	0.00	0.00
4100 E 7600 2320 0181 41000 00000 00000	LIFE	92.56	0.00	92.56	0.00	0.00
4100 E 7600 2340 0181 41000 00000 00000	CAFETERIA	3,967.88	0.00	3,967.88	0.00	0.00
4100 E 7600 3500 0181 41000 00000 00000	REPAIRS AND	2,842.75	0.00	2,842.75	0.00	0.00
4100 E 7600 3500 0181 41000 00000 00600	REPAIRS AND	3,269.02	0.00	3,269.02	0.00	0.00
4100 E 7600 3690 0181 41000 00000 00000	TECH-RENTALS	1,690.83	0.00	1,690.83	0.00	0.00
4100 E 7600 3900 0181 41000 00000 00000	OTHER	1,032.41	136.00	1,032.41	0.00	0.00
4100 E 7600 5100 0181 41000 00000 00000	SUPPLIES	15,321.72	141.41	15,321.72	0.00	0.00
4100 E 7600 5100 0181 41000 00000 00600	SUPPLIES	178.84	0.00	178.84	0.00	0.00
4100 E 7600 5700 0181 41000 REIMB 00000	FOOD	169,000.00	1,170.42	150,964.53	0.00	18,035.47
4100 E 7600 5900 0181 41000 00000 00000	OTHER	601.17	0.00	601.17	0.00	0.00
4100 E 7600 6420 0181 41000 00000 00000	FURN/FIX/EQUI	1,580.00	0.00	1,580.00	0.00	0.00
4100 E 7600 6810 0181 41000 00000 00000	RENOVATION/RE	14,441.93	0.00	14,441.93	0.00	0.00
4100 E 7600 6820 0181 41000 00000 00000	RENOVATION/RE	2,800.00	0.00	2,800.00	0.00	0.00
4100 E 7600 7300 0181 41000 00000 00000	DUES AND FEES	250.00	0.00	250.00	0.00	0.00
4100 E 7600 7300 0291 41000 00000 00000	DUES AND FEES	160.00	0.00	160.00	0.00	0.00
4100 E 7600 1110 9008 41000 00000 00000	ADMINISTRATOR	81,315.72	5,861.18	81,315.72	0.00	0.00
4100 E 7600 1610 9008 41000 00000 00000	OTHER SUPPORT	57,787.57	6,851.70	49,828.14	0.00	7,959.43

Project Summary Report

Fiscal Year: 2024-2025
Month: June

DeSoto, FL

Account Number	Object Source Description	Selected FY Beginning	Monthly Activity -	YTD Activity - Current Yr.	Total Encumbrance	Selected FY Unencumbered
41000 - FOOD SERVICE						
4100 E 7600 1630 9008 41000 00000 00000	SUPPLEMENTS	218.98	15.21	218.98	0.00	0.00
4100 E 7600 1690 9008 41000 00000 00000	STIPEND	500.00	0.00	500.00	0.00	0.00
4100 E 7600 2100 9008 41000 00000 00000	RETIREMENT	26,415.03	2,174.44	26,415.03	0.00	0.00
4100 E 7600 2200 9008 41000 00000 00000	SOCIAL	10,896.20	-1,997.95	7,930.10	0.00	2,966.10
4100 E 7600 2300 9008 41000 00000 00000	GROUP	-2,966.10	2,966.10	0.00	0.00	-2,966.10
4100 E 7600 2310 9008 41000 00000 00000	HEALTH AND	26,869.72	3,008.76	26,869.72	0.00	0.00
4100 E 7600 2320 9008 41000 00000 00000	LIFE	49.74	4.14	49.74	0.00	0.00
4100 E 7600 2340 9008 41000 00000 00000	CAFETERIA	1,546.52	160.38	1,546.52	0.00	0.00
4100 E 7600 3100 9008 41000 00000 00000	PROFESSIONAL	2,250.00	0.00	2,250.00	0.00	0.00
4100 E 7600 3300 9008 41000 00000 00000	TRAVEL	1,967.44	518.57	1,967.44	0.00	0.00
4100 E 7600 3500 9008 41000 00000 00000	REPAIRS AND	876.00	0.00	876.00	0.00	0.00
4100 E 7600 3600 9008 41000 00000 00000	RENTALS	7,987.11	888.57	7,987.11	0.00	0.00
4100 E 7600 3690 9008 41000 00000 00000	TECH-RENTALS	2,996.80	0.00	2,996.80	0.00	0.00
4100 E 7600 3700 9008 41000 00000 00000	COMMUNICATION	18.51	0.00	18.51	0.00	0.00
4100 E 7600 3900 9008 41000 00000 00000	OTHER	1,720.51	0.00	773.61	0.00	946.90
4100 E 7600 4500 9008 41000 00000 00000	GASOLINE	905.54	341.69	905.54	0.00	0.00
4100 E 7600 5100 9008 41000 00000 00000	SUPPLIES	5,257.09	132.10	5,257.09	0.00	0.00
4100 E 7600 5100 9008 41000 00000 00600	SUPPLIES	33.88	0.00	33.88	0.00	0.00
4100 E 7600 5500 9008 41000 00000 00000	REPAIR	422.69	0.00	422.69	0.00	0.00
4100 E 7600 5700 9008 41000 00000 00000	FOOD	350.51	0.00	350.51	0.00	0.00
4100 E 7600 5700 9008 41000 NONPR 00000	FOOD	5,000.00	0.00	0.00	0.00	5,000.00
4100 E 7600 5800 9008 41000 00000 00000	COMMODITIES	250,000.00	232,202.55	232,202.55	0.00	17,797.45
4100 E 7600 5900 9008 41000 00000 00000	OTHER	452.65	0.00	452.65	0.00	0.00
4100 E 7600 6420 9008 41000 00000 00000	FURN/FIX/EQUI	75.99	0.00	75.99	0.00	0.00
4100 E 7600 6440 9008 41000 00000 00000	COMPUTER	99.98	0.00	99.98	0.00	0.00
4100 E 7600 7300 9008 41000 00000 00000	DUES AND FEES	241.00	0.00	241.00	0.00	0.00
4100 E 7600 7500 9008 41000 00000 00000	OTHER	14,445.00	480.00	14,445.00	0.00	0.00
4100 E 7600 7920 9008 41000 00000 00000	INDIRECT COST	0.00	96,247.98	96,247.98	0.00	-96,247.98
-----	41000	3,158,449.64	360,482.97	3,015,682.90	0.00	142,766.74

Project Summary Report

Fiscal Year: 2024-2025
Month: June

DeSoto, FL

Account Number	Object Source Description	Selected FY Beginning	Monthly Activity -	YTD Activity - Current Yr.	Total Encumbrance	Selected FY Unencumbered
41001 - FOOD SERVICE SUMMER						
4100 E 7600 1680 0061 41001 00000 00000	HRLY PAY	16,960.21	16,960.21	16,960.21	0.00	0.00
4100 E 7600 2100 0061 41001 00000 00000	RETIREMENT	2,369.15	2,369.15	2,369.15	0.00	0.00
4100 E 7600 2200 0061 41001 00000 00000	SOCIAL	1,297.42	1,297.42	1,297.42	0.00	0.00
4100 E 7600 5100 0061 41001 00000 00000	SUPPLIES	2,500.15	2,500.15	2,500.15	0.00	0.00
4100 E 7600 5700 0061 41001 REIMB 00000	FOOD	29,177.55	16,003.18	16,003.18	0.00	13,174.37
----- 41001 -----		<u>52,304.48</u>	<u>39,130.11</u>	<u>39,130.11</u>	<u>0.00</u>	<u>13,174.37</u>

Project Summary Report

Fiscal Year: 2024-2025
Month: June

DeSoto, FL

Account Number	Object Source Description	Selected FY Beginning	Monthly Activity -	YTD Activity - Current Yr.	Total Encumbrance	Selected FY Unencumbered
41002 - FOOD SERVICE SUMMER						
4100 E 7600 1680 0061 41002 00000 00000	HRLY PAY	9,790.45	0.00	9,790.45	0.00	0.00
4100 E 7600 2100 0061 41002 00000 00000	RETIREMENT	1,239.36	0.00	1,239.36	0.00	0.00
4100 E 7600 2200 0061 41002 00000 00000	SOCIAL	748.96	0.00	748.96	0.00	0.00
4100 E 7600 5100 0061 41002 00000 00000	SUPPLIES	27.95	0.00	27.95	0.00	0.00
4100 E 7600 5700 0061 41002 REIMB 00000	FOOD	1,222.45	0.00	1,222.45	0.00	0.00
----- 41002 -----		<u>13,029.17</u>	<u>0.00</u>	<u>13,029.17</u>	<u>0.00</u>	<u>0.00</u>
Account Monthly Activity Grand Totals:		3,223,783.29	399,613.08	3,067,842.18	0.00	155,941.11

EXHIBIT S

[Click here for Pending Payments](#)

CR 24-0107

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 596000580

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2024/09/03	<u>0124153</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V002974	MH082624	<u>29.50</u>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/09/05	<u>0129623</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V003121	MH082824	<u>134.50</u>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/09/09	<u>0135342</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V003264	MH090224	<u>75.75</u>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/09/10	<u>0136566</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V000062	A2400408	<u>221,434.60</u>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AT (850) 617-7411

2024/09/10	<u>0136682</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00485	FEFP	<u>666,881.00</u>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF EDUCATION AT (850) 245-0401

2024/09/10	<u>0136755</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00487	FEFP	<u>88,298.00</u>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF EDUCATION AT (850) 245-0401

2024/09/10	<u>0136828</u>	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00489	FEFP	<u>200,142.00</u>
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Florida Automated Nutrition System

Sponsor Claim Summary with Site Meal Details

Organization Name: Desoto County School Board Reimbursement Claims Official - NSLP: Tammy Lewis School Year: 2024-2025
 Sponsor Number: 14 Phone: (863) 494-4222 Ext: 1701 County: DESOTO

Program: NSLP **Revision Number:** 0 **Date Started:** 9/5/2024 **Date Submitted:** 9/5/2024
Claim Month: Aug 2024 **Submission Type:** Original **Date Processed:** **Time Submitted:** 07:40 AM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
HighLunch			
Free	40946	\$4.45	\$182,209.70
Reduced	0	\$4.05	\$0.00
Paid	0	\$0.44	\$0.00
Total	40946	N/A	\$182,209.70
Meal Pattern \$0.09 Lunch Earnings 041DR32L61 PRT11			
Claimed	40946	\$0.09	\$3,685.14
Adjusted	0	\$0.09	\$0.00
Total	40946	N/A	\$3,685.14
SevereNeedBreakfast			
Free	12514	\$2.84	\$35,539.76
Reduced	0	\$2.54	\$0.00
Paid	0	\$0.39	\$0.00
Total 041DR32L62 SNBRK	12514	N/A	\$35,539.76

\$ 185,894.84

Claim Total: \$221,434.60
Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0031	Desoto High School	HighLunch	8281	\$37,595.74	0	\$0.00	0	\$0.00	\$37,595.74
		SevereNeedBreakfast	1080	\$3,067.20	0	\$0.00	0	\$0.00	\$3,067.20
Total Earnings Site									\$40,662.94
0061	West Elementary School	HighLunch	6691	\$30,377.14	0	\$0.00	0	\$0.00	\$30,377.14
		SevereNeedBreakfast	2495	\$7,085.80	0	\$0.00	0	\$0.00	\$7,085.80
Total Earnings Site									\$37,462.94
0081	Memorial Elementary School	HighLunch	9982	\$45,318.28	0	\$0.00	0	\$0.00	\$45,318.28



Florida Automated Nutrition System

Sponsor Claim Summary with Site Meal Details

Organization Name: Desoto County School Board

Reimbursement Claims Official: Tammy Lewis
NSLP:

School Year: 2024-2025

Sponsor Number: 14

Phone: (863) 494-4222 Ext: 1701

County: DESOTO

		SevereNeedBreakfas	4966	\$14,103.44	0	\$0.00	0	\$0.00	\$14,103.44
		Total Earnings Site							\$59,421.72

0161	Desoto Middle School	HighLunch	9903	\$44,959.62	0	\$0.00	0	\$0.00	\$44,959.62
		SevereNeedBreakfas	1774	\$5,038.16	0	\$0.00	0	\$0.00	\$5,038.16
		Total Earnings Site							\$49,997.78

0181	Nocatee Elementary School	HighLunch	5688	\$25,823.52	0	\$0.00	0	\$0.00	\$25,823.52
		SevereNeedBreakfas	2091	\$5,938.44	0	\$0.00	0	\$0.00	\$5,938.44
		Total Earnings Site							\$31,761.96

0291	DeSoto Secondary School	HighLunch	401	\$1,820.54	0	\$0.00	0	\$0.00	\$1,820.54
		SevereNeedBreakfas	108	\$306.72	0	\$0.00	0	\$0.00	\$306.72
		Total Earnings Site							\$2,127.26

Claim Specialist: Porter-Roach, Takima
Specialist Phone Number: 9048283134

STATE OF FLORIDA PAYMENTS ACH ENTRY MEMO POSTED TODAY
Pending - 9/10/2024

+\$221,434.60



Attach to a conversation

Similar transactions

<i>September 10</i>	+\$16,930.00
<i>September 10</i>	+\$10,307.00
<i>September 10</i>	+\$200,142.00
<i>September 10</i>	+\$88,298.00

View all

Crews Bank - Combined 5206
STATE OF FLORIDA PAYMENTS ACH ENTRY MEMO POSTED TODAY

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CR 24-1666

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 596000580

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2024/10/03	0186862	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V004419	MH092324	16.00

FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/10/03	0187382	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V004541	MH092724	59.50
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/10/04	0189944	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V001437	D24092895	14.00
2024/10/04	0189944	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V001437	D24093218	14.00

***PAYMENT TOTAL: 28.00**

FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HEALTH AT (850) 617-4904

2024/10/08	0196445	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V004711	MH093024	40.75
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/10/09	0197653	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V000087	A2400448	273,281.10
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AT (850) 617-7411

2024/10/09	0199778	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V004809	MH100224	40.00
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Florida Automated Nutrition System

Sponsor Claim Summary with Site Meal Details

Organization Name: Desoto County School Board Reimbursement Claims Official - Tammy Lewis School Year: 2024-2025
 Sponsor Number: 14 Phone: (863) 494-4222 Ext: 1701 County: DESOTO

Program: NSLP **Revision Number:** 0 **Date Started:** 10/3/2024 **Date Submitted:** 10/3/2024
Claim Month: Sep 2024 **Submission Type:** Original **Date Processed:** **Time Submitted:** 12:28 PM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
HighLunch			
Free	50169	\$4.45	\$223,252.05
Reduced	0	\$4.05	\$0.00
Paid	0	\$0.44	\$0.00
Total	50169	N/A	\$223,252.05
<i>0410R 3261 PRT11 \$227,767.26</i>			
Meal Pattern \$0.09 Lunch Earnings			
Claimed	50169	\$0.09	\$4,515.21
Adjusted	0	\$0.09	\$0.00
Total	50169	N/A	\$4,515.21
SevereNeedBreakfast			
Free	16026	\$2.84	\$45,513.84
Reduced	0	\$2.54	\$0.00
Paid	0	\$0.39	\$0.00
Total	16026	N/A	\$45,513.84
<i>0410R 3262 SNBKK</i>			

Claim Total: \$273,281.10 ✓
Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0031	Desoto High School	HighLunch	10377	\$47,111.58	0	\$0.00	0	\$0.00	\$47,111.58
		SevereNeedBreakfast	1462	\$4,152.08	0	\$0.00	0	\$0.00	\$4,152.08
Total Earnings Site									\$51,263.66
0061	West Elementary School	HighLunch	8236	\$37,391.44	0	\$0.00	0	\$0.00	\$37,391.44
		SevereNeedBreakfast	2968	\$8,429.12	0	\$0.00	0	\$0.00	\$8,429.12
Total Earnings Site									\$45,820.56
0081	Memorial Elementary School	HighLunch	12180	\$55,297.20	0	\$0.00	0	\$0.00	\$55,297.20



Florida Automated Nutrition System

Sponsor Claim Summary with Site Meal Details

Organization Name: Desoto County School Board

Reimbursement Claims Official -
NSLP: Tammy Lewis

School Year: 2024-2025

Sponsor Number: 14

Phone: (863) 494-4222 Ext: 1701

County: DESOTO

		SevereNeedBreakfas	6315	\$17,934.60	0	\$0.00	0	\$0.00	\$17,934.60
		Total Earnings Site							\$73,231.80

0161	Desoto Middle School	HighLunch	11918	\$54,107.72	0	\$0.00	0	\$0.00	\$54,107.72
		SevereNeedBreakfas	2495	\$7,085.80	0	\$0.00	0	\$0.00	\$7,085.80
		Total Earnings Site							\$61,193.52

0181	Nocatee Elementary School	HighLunch	6949	\$31,548.46	0	\$0.00	0	\$0.00	\$31,548.46
		SevereNeedBreakfas	2668	\$7,577.12	0	\$0.00	0	\$0.00	\$7,577.12
		Total Earnings Site							\$39,125.58

0291	DeSoto Secondary School	HighLunch	509	\$2,310.86	0	\$0.00	0	\$0.00	\$2,310.86
		SevereNeedBreakfas	118	\$335.12	0	\$0.00	0	\$0.00	\$335.12
		Total Earnings Site							\$2,645.98

Claim Specialist: Porter-Roach, Takima
Specialist Phone Number: 9048283134

CR 24-230

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HEALTH AT (850) 617-4904

2024/11/08	0260454	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VM21177	A2500003	261,294.88
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AT (850) 617-7411

2024/11/08	0260558	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00916	FEFP	1,001,232.00
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF EDUCATION AT (850) 245-0401

2024/11/08	0260631	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00918	FEFP	64,429.00
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF EDUCATION AT (850) 245-0401

2024/11/08	0260703	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00920	WORKFORCE	27,237.00
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF EDUCATION AT (850) 245-0401

2024/11/08	0260758	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	VR00921	PERFORMBA	3,716.00
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF EDUCATION AT (850) 245-0401

2024/11/08	0262682	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V006402	MH110124	1,160.25
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES AT (850) 617-3301

2024/11/12	0266093	DESOTO COUNTY SCHOOL BOARD	REGULAR EFT	V006489	MH110424	1,566.13
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Florida Automated Nutrition System

Sponsor Claim Summary with Site Meal Details

Organization Name: Desoto County School Board Reimbursement Claims Official - Tammy Lewis School Year: 2024-2025
 Sponsor Number: 14 Phone: (863) 494-4222 Ext: 1701 County: DESOTO

Program: NSLP **Revision Number:** 0 **Date Started:** 11/4/2024 **Date Submitted:** 11/4/2024
Claim Month: Oct 2024 **Submission Type:** Original **Date Processed:** **Time Submitted:** 01:43 PM

Sponsor Claim Summary

Meal Type	Meals	Rate	Earnings
HighLunch			
Free	48394	\$4.45	\$215,353.30
Reduced	0	\$4.05	\$0.00
Paid	0	\$0.44	\$0.00
Total	48394	N/A	\$215,353.30
Meal Pattern \$0.09 Lunch Earnings 0410R 32461 PRT11			
Claimed	48394	\$0.09	\$4,355.46
Adjusted	0	\$0.09	\$0.00
Total	48394	N/A	\$4,355.46
SevereNeedBreakfast			
Free	14643	\$2.84	\$41,586.12
Reduced	0	\$2.54	\$0.00
Paid	0	\$0.39	\$0.00
Total	14643	N/A	\$41,586.12
Snack - Area Eligible			
Free	0	\$1.21	\$0.00
Reduced	0	\$0.00	\$0.00
Paid	0	\$0.00	\$0.00
Total	0	N/A	\$0.00

219,708.76

Claim Total: \$261,294.88
Schedule Number:

Site Meal Details

Note - Lunch earning includes Meal Pattern Compliance Rate.

Site Number	Site Name	Program	Free Meals	Total Free	Reduced Price Meals	Total Reduced Price	Paid Meals	Total Paid	Total Earnings
0031	Desoto High School	HighLunch	9392	\$42,639.68	0	\$0.00	0	\$0.00	\$42,639.68
		SevereNeedBreakfast	1217	\$3,456.28	0	\$0.00	0	\$0.00	\$3,456.28
		Snack - Area Eligible	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		Total Earnings Site							\$46,095.96



Florida Automated Nutrition System

Sponsor Claim Summary with Site Meal Details

Organization Name: Desoto County School Board

Reimbursement: Tammy Lewis

School Year: 2024-2025

Claims Official:
NSLP

Sponsor Number: 14

Phone: (863) 494-4222 Ext: 1701

County: DESOTO

0061	West Elementary School	HighLunch	7908	\$35,902.32	0	\$0.00	0	\$0.00	\$35,902.32
		SevereNeedBreakfas	2574	\$7,310.16	0	\$0.00	0	\$0.00	\$7,310.16
		Total Earnings Site							\$43,212.48
0081	Memorial Elementary School	HighLunch	12034	\$54,634.36	0	\$0.00	0	\$0.00	\$54,634.36
		SevereNeedBreakfas	5982	\$16,988.88	0	\$0.00	0	\$0.00	\$16,988.88
		Total Earnings Site							\$71,623.24
0161	Desoto Middle School	HighLunch	11650	\$52,891.00	0	\$0.00	0	\$0.00	\$52,891.00
		SevereNeedBreakfas	2394	\$6,798.96	0	\$0.00	0	\$0.00	\$6,798.96
		Total Earnings Site							\$59,689.96
0181	Nocatee Elementary School	HighLunch	6954	\$31,571.16	0	\$0.00	0	\$0.00	\$31,571.16
		SevereNeedBreakfas	2351	\$6,676.84	0	\$0.00	0	\$0.00	\$6,676.84
		Total Earnings Site							\$38,248.00
0291	DeSoto Secondary School	HighLunch	456	\$2,070.24	0	\$0.00	0	\$0.00	\$2,070.24
		SevereNeedBreakfas	125	\$355.00	0	\$0.00	0	\$0.00	\$355.00
		Total Earnings Site							\$2,425.24

Claim Specialist: Porter-Roach, Takima
 Specialist Phone Number: 9048283134


ACH CREDIT STATE OF FLOPAYMENTS CTX 9001395052

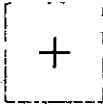
11/8/2024


+\$261,294.88

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Similar transactions

November 8	+\$1,001,232.00
November 8	+\$64,429.00
November 8	+\$27,237.00
November 8	+\$3,716.00

View all

Crews Bank - Combined 5206
ACH CREDIT STATE OF FLOPAYMENTS CTX 9001395052

EXHIBIT T

Certificate of Independent Price Determination

Both the Sponsor and the Vendor shall execute this Certificate of Independent Price Determination.

Sponsor Name

Vendor Name

A. By submission of this offer, the vendor certifies as to its own organization, that in connection with this solicitation:

- 1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or competitor;
- 2) Unless otherwise required by law, the prices provided in this offer have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to the award either directly or indirectly to any other vendor or competitor; and
- 3) No attempt has been made or will be made by the vendor to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

B. The person signing this offer on behalf of the vendor certifies that:

- 1) He or she is the person in the vendor's organization responsible for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
- 2) He or she is not the person in the vendor's organization responsible for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A.1 through A.3 above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

To the best of my knowledge, this vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

Signature of Authorized Vendor Representative	Title	Date
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In accepting this offer, the sponsor certifies that no representative of the sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

Signature of Authorized Sponsor Representative	Title	Date
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