



District Advisory Council (DAC) 2024-2025

DRAFT AGENDA

Thursday, October 10, 2024

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

	What	Who	Outcome
1.	Welcome and Introductions	Shane Syfrett, Assistant Superintendent	
2.	Approval of Agenda	Jacquelyn Steele, Chair	Vote
3.	Approval of Minutes (September 2024)	Jacquelyn Steele, Chair	Vote
4.	Policy updates Policy 2520 Adoption of Instructional Materials Owner: Shane Syfrett Policy 3120.03 Athletic Coaches Owner: Scott Hansen/ Dr. Benny Bolden Policy 3120.08 Part-time Extra-Curricular Personnel Owner: Scott Hansen/ Dr. Benny Bolden Policy 7440.03 Small Unmanned Aircraft Systems Owner: Scott Hansen & Tod Stupski/Dr. Benny Bolden		Information/Vote
5.	Crime Solvers	Sharon Ofuani, Executive Director	Information



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6.	Title I	April Knight, Director	Information
7.	Suggestions for Agenda Topics	Jacquelyn Steele, Chair	Information
8.	S.A.C. Questions	Jacquelyn Steele, Chair	Information
9.	Wrap up on Issue	Jacquelyn Steele, Chair	Information
	Adjourn		

**Please note that one or more Board members may attend this meeting.*



Next Meeting: November 7, 2024

District Advisory Council
Thursday, September 19, 2024
In-Person Meeting: 6:00 P.M. – 8:00 P.M

- I. **Schools/Members Attending:** Jacquelyn Steele (Chair/Conley), Demaris Barrrios (Vice-Chair/ Desoto Trail, Montford), Scott Whittle (Parliamentary/ District Staff), Kristy Ward (A.C.E. - Transitions & Everhart), Joanne Clark (A.C.E.), Dr. Pam Hightower (Apalachee), Latasha Jones (Astoria Park), Renee Gadson (Bond), Linda Edson (Buck Lake/Swift Creek), Daniel Zeruto (Buck Lake), James Michael Sutherland (Canopy Oaks), Brittani A. Davidson (Canopy Oaks), Stacy Ball (Chaires), Jennifer Portero (Chiles), Kristin McClellan (Early Childhood), Jenny Taylor (E.S.E.), Cheryl Collier-Brown (Fairview/ Griffin), Tod Lanter (Ft. Braden), Sophia Perkins (Hartsfield), Katie Lyons (Hawks Rise), Stephanie Santiago (K.L.E.S.), Dr. Louis Dilbert (L.C.S.B.: Dr. Marcus Nicolas), Mariah Deadwiley (Leon), Sarah Latimer (Leon), Katie Crawley (L.C.V.S.), Shelly Green (Lincoln), Nathaniel Wienert (Montford / DeSoto Trails), Ranae A. Vos (PACE), Tashara Daniel (Pineview), Dr. Marcus Scott (R.A.A.), Melissa Cooper (Rickards), Leah Hutchins (Riley), Brandi Andrews (Roberts), Lacie Moore (Ruediger), Heather Daugherty (Ruediger), LaToyer Hankerson (Sabal Palm), Glondetra Arnold (Sealey), Deanna C. Hughes (Sealey), Amy Alvis (Superintendent appointee- particular sites/G.L.C.), Kerri Anderson (Superintendent appointee- Elementary), Jason Koener (Superintendent appointee- middle) Dwan Knight (Woodville), Chris Chaback (Chiles)
- II. **District Members/Visitors:** Dr. Michelle Gayle (Deputy Superintendent), Stacey Turknett (District/PICS), Shane Syfrett (Asst. Superintendent: Academic Services), Wallace Knight (Policy and Title 9), Allie Fleming (Chiles/Montford/Star Metro), Ursula Moore (Bond), Jimmy Williams (Chief, Safety & Security)
- III. **Excused Members:** Lauren Brewer (K.L.E.S.), Desmond Cole (Superintendent Appointee- High Schools/Godby)
- IV. **Special Guest:** Matt Guse (211 Big Bend), Braden Richardson (S.D.A.C./Lincoln), Tolulope Binitie (Godby/Student School Board member), Kate Frizzell (Star Metro),
- V. **Approval of Agenda:** Chris Chabek motioned to approve the agenda, which Cheryl Collier-Brown seconded. The motion was unanimously approved.
- VI. **Approval of Minutes:** Deanna Hughes moved to approve the minutes from the May 2024 D.A.C. meeting, which Cheryl Collier-Brown seconded. The motion was unanimously approved.
- VII. **Student School Board Member:** Tolulope Binitie was introduced as the new Student School Board Member. Tolulope introduced himself and discussed some events happening in several schools. He mentioned he would be providing input during the school board meetings. He is a senior at Godby and concurrently pursuing his A.A. at Tallahassee State College. He plans to major in Medicine.

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- VIII. **S.D.A.C.:** Introduction of new S.D.A.C. representative Braden Richardson from Lincoln High School. Braden is a co-chair for S.D.A.C. with Olive Gauding from SAIL and Nishi Nandini from Rickards High School. They will meet with student representatives from each high school and district leaders to discuss safety, mentoring, and graduation. Braden is a senior and wishes to pursue medicine.
- IX. **Policy Updates:** Wallace Knight presented highlights of current policies that are up for approval.
- a. Policy 2520 Adoption of Instructional Materials—Daniel Zeruto moved the motion to the table, which Chris Chabek seconded. The motion was unanimously approved.
 - b. Policy 2522.01 Objections to Material Used in Classrooms—Motion to approve was made by Carrie Anderson and seconded by Marcus Scott. The motion was unanimously approved.
 - c. Policy 2460 Exceptional Student Education—Cheryl Collier-Brown made the motion to approve, which Amy Alvis seconded. The motion was unanimously approved.
 - d. Policy 2440 Summer Programs—Cheryl Collier-Brown made the motion to approve, which Marion Deadwhile seconded. The motion was unanimously approved.
 - e. Policy 2371 Hope Scholarships—Daniel Zeruto motioned to approve, which Cheryl Collier-Brown seconded. The motion was unanimously approved.

During the questions, it was mentioned that the district could better communicate approved policy changes. Dr. Gayle confirmed that all approved policies have been emailed to school administrators and directors. It was acknowledged that sometimes, they do not reach the affected groups within the school as effectively as they should.

- X. **211 Big Bend:** Kay Mayer presented the phone numbers available for the community. September is Suicide prevention month. D.A.C. was asked to please share the phone numbers with the community. They will support the person in distress if it takes over the phone. Only 2% of the calls end in maximum intervention. Website www.211bigbend.org for all phone numbers or dial 2-1-1.
- XI.
- XII. **Star Metro K-12 Transportation:** Kathryn Frizzell presented the availability of Bus Cards for K-12 Students. You apply once, and it lasts until they graduate. Last month, over 7,800 trips used student cards. Grades 6-12 can ride the Star Metro buses unaccompanied with their bus cards. An A.C.E. representative mentioned that they use the service to aid in travel training for their students. Star Metro is a 'safe space.' If the card is misplaced, they will not be denied access to the ride.
- XIII. **L.C.S. Safety and Security:** Jimmy Williams, Chief of Safety and Security, presented updates. In the last few weeks, there has been an increase in non-credible threats to schools. Every single



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one was investigated thoroughly. A portion of his team went to Orlando, Brevard, and Palm Beach to see A.I. weapons recognition technology innovations. They continue to visit the schools unannounced to ensure they follow their lock and secure facility procedures. They continue to look for vulnerabilities and act accordingly. He is proud that they get full support from the school administrators during all visits. Chief Williams addressed the increased security at football games and the zero-tolerance policy for weapons. We must continue supporting the 'see something, say something' initiative. The anonymous application Fortify Florida is available to report concerns. Also available are 922-kids and 922kids@leonschools.net. We also need your help with 'Report, don't Repost'. Reposting may create mass hysteria that causes resources to be used in the wrong places. They are updating over 3000 district cameras.

- XIV. **K-12 Instructional Materials:** Shane Syfrett presented updates to next year's adoptions. 2025 Elementary Science is currently selecting committee members. In October, they will convene a committee of teachers, parents, and community members. By January, the voting begins. For high school, the timeline begins in January. For updates and available material, visit the L.C.S. website and view the public notices for instructional materials.
- XV. **New Member Orientation:** Dr. Gayle walked through the D.A.C. website and showed how to view all materials necessary to participate effectively, including Board Docs and School Board Meetings.
- XVI. **S.A.C. Questions:** There were no S.A.C. questions.
- XVII. **Wrap-Up:** Remember to wear PINK at the next D.A.C. meeting to support Breast Cancer Awareness.
- XVIII. **Adjourn: 7:56 PM**



Book	Policy Manual
Section	2000 Program
Title	SELECTION OF AND ADOPTION OF INSTRUCTIONAL MATERIALS
Code	po2520
Status	
Legal	<p>F.S. 1006.40</p> <p>F.A.C. 6A-7.0715</p> <p>F.A.C. 6A-7.0713</p> <p>F.S. 1014.05</p> <p>F.S. 1008.25 (5) (c)</p> <p>F.S. 1008.25(5) (a)</p> <p>F.S. 1008.22</p> <p>F.S. 1006.28</p> <p>F.S. 1003.485</p> <p>F.S. 1002.22</p> <p>F.S. 1001.215</p> <p>F.S. 212.183</p> <p>F.S. 119.071</p> <p>F.S. 1006.28 through 1006.42</p> <p>F.A.C. 6A-6.03028</p> <p>34 C.F.R. Part 300</p>
Adopted	September 4, 2012
Last Revised	November 15, 2023

2520 - **SELECTION OF AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The School Board adopts courses of study pursuant to State law and Policy 2220. When adopting courses of study, State law also requires the Board to adopt and provide adequate instructional materials to students enrolled in the District.

"Instructional materials" means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.

"Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction ~~for each student~~ in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's Individualized Education Program (IEP). Such accessible instructional materials may be of a type or in a format as specified in the definition of adequate instructional materials in this policy.

"Library media center" means any collection of books, ebooks, periodicals, or videos maintained and accessible on the site of a school, including in classrooms.

As required by State law, instructional materials adopted and used in the District shall be consistent with the goals and objectives in the District's adopted course of study and with the course descriptions established by State Board rule. The Board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list.

Each principal shall provide that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed pursuant to adopted Board policies. Each principal shall communicate to parents the manner in which instructional materials are used to implement the curricular objectives of the school and the procedures for contesting the adoption and use of instructional materials. Principals are also responsible for overseeing compliance with District procedures for selecting school library media center materials at the school to which they are assigned and notifying parents of the process for objecting to the use of specific materials.

The Superintendent shall develop administrative procedures that set forth a process to involve staff in the review and evaluation of instructional materials. The staff involved in this process shall recommend to the Superintendent for submission to the Board for adoption the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board rule. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.

A meeting of a committee for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the Board must be noticed and open to the public in accordance with F.S. 286.011. A committee convened for such purposes must include parents of students who will have access to such materials.

The Superintendent's procedures shall also prescribe the process for the acquisition, management, use, accountability, and reporting requirements of all instructional materials.

Certification by Superintendent

The Superintendent shall annually provide notice to the Department of Education of the State-adopted instructional materials that will be requisitioned for use in the district, including the District's plan for use of the materials.

On or before July 1 each year, the Superintendent will certify to the Commissioner of Education the estimated allocation of state funds for instructional materials for the ensuing fiscal year.

By August 1 each year, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided, that the materials are being implemented as designed, and that core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of F.S. 1001.215.

Adoption of Instructional Materials

Prior to submitting a recommendation to the Board regarding the recommended instructional materials, those materials will be accessible for review online for at least twenty (20) calendar days prior to the open publicly noticed meeting at which a public hearing will be held so that the Board can receive comment, if any, about the instructional material under consideration. The Superintendent shall establish reasonable safeguards against the unauthorized use, reproduction, and distribution of the instructional material under consideration.

Following the public hearing, the Board may act upon the Superintendent's recommendation to adopt the instructional materials. The Board will select, approve, and adopt all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

At an open publicly noticed meeting following the meeting at which the instructional material is adopted, the Board shall consider a recommendation to approve an annual instructional materials plan that identifies any instructional materials to be purchased pursuant to the instructional materials review process described herein.

The Superintendent shall maintain a list of all adopted instructional materials.

Publication on Website of List of Instructional Materials and Process to Limit Student Access

The Board will publish on its website, in a searchable format, a list of all instructional materials, including those used to provide required instruction under Florida law.

The Board will adopt and publish on its website the process for a parent to limit their student's access to materials in the school or classroom library.

School Library Media Centers and Reading Lists

Effective July 1, 2022, each book newly made available to students through a school library media center or included in a recommended or assigned school or grade level reading list must be selected and approved by a District employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated or otherwise made available to students.

Procedure

The media specialist will endeavor to stay informed about appropriate new publications, using multiple sources, such as discussions with colleagues, attendance at conferences, and reading a variety of periodicals and book reviews. The media specialist will also receive and consider suggestions or requests brought forward by other faculty, students, and parents.

Potential new books for the school library media center and reading lists will be evaluated to determine if they would be suitable for student needs and whether they would be appropriate for the intended grade level and age group. In considering possible new acquisitions, the media specialist will consult reputable, professionally recognized reviewing periodicals and school community stakeholders. The media specialist will also assess the level of student interest in the subject(s) presented and the ability of students to comprehend the material. Books that are selected must be free of pornography and material prohibited under F.S. 847.012.

The goal of the selection process is for the school's library media center and reading list collections to be based on reader interest, the support of state standards and aligned curriculum, and the academic needs of students and faculty.

After evaluation, the media specialist will inform the Principal of those books that have been evaluated and are approved for inclusion in the collections.

Periodically, books will be removed from the collection or discontinued, based on their poor physical condition, low rate of recent circulation, non-alignment to state standards, out-of-date content, or status following a parent's or community member's objection.

The procedure for developing library media center and reading list collections will be posted on the website for each school in the District.

Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The Principal shall arrange for a convenient time to provide such access.

Each elementary school must publish on its website, in searchable format, a list of all materials maintained and accessible in the school library media center or a classroom library which can be checked out or used by a student or required as part of a school or grade-level reading list. The format must:

- A. identify the type of material maintained in the library media center by category, such as books, ebooks, periodicals, and videos;
- B. list, at a minimum, the following information:
 1. the title and author for books and ebooks;
 2. the name or title for periodicals and videos; and

3. the title for any other material maintained in the media center.

C. Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

Purchase of Instructional Materials

Following adoption by the Board, requisitions shall be issued to purchase current instructional materials from the State-adopted instructional materials list so that each student in kindergarten through grade 12 will have a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available. The Board will purchase all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

Requisitions shall also be issued to purchase instructional materials that will be the major tool of instruction for subjects in the State Course Code Directory for which the Board has adopted courses of study, but for which there are no materials on the State-adopted instructional materials list.

The Superintendent shall approve these purchases.

In any year in which the total instructional materials allocation for District has not been expended or obligated prior to June 30th, the unobligated amount shall be carried forward and added to the next year's allocation.

The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District.

Replacement and Purchase of Instructional Materials by Students/Parents

Students ~~shall~~ **may** be held responsible for the cost of replacing any instructional materials lost, destroyed, or unnecessarily damaged. Failure to provide payment for the damage or loss may result in the suspension of the student from participation in extra-curricular activities, or the debt may be satisfied by the student performing community service activities at the school site as determined by the school principal.

A student or their parent(s) may purchase a copy of the designated course instructional materials for the District's purchase price, including shipping.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Free School-Related Instructional Materials

Free instructional materials may be accepted for classroom and school purposes under conditions that meet the following criteria:

- A. The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.
- B. The materials should fill a legitimate purpose of the school curriculum.
- C. The advertising feature of the materials should be minimized.
- D. Educational films should contain a minimum amount of commercial advertising.

Equipment or Instructional Materials Vendors

The Principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

New Worlds Reading Initiative

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to prekindergarten through grade 5 students who are not yet reading on grade level, who score below a level 3 in the preceding year on the most recent Statewide, standardized English Language Arts Assessment (ELA), or who have a substantial reading deficiency identified under F.S. 1008.25, or who have a substantial deficiency in early literacy skills

based upon the results of the coordinated screening and progress monitoring under F.S. 1008.25.

The School District must notify parents of eligible students upon enrollment and at the beginning of each school year options for specific book topics or genres in order to maximize student interest in reading. The District must coordinate monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. The District must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The District shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

Effective 9/5/12

Revised 3/27/18

Revised 2/28/23

Revised 11/15/23

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Book Policy Manual

Section 3000 Instructional Staff

Title ATHLETIC COACHES

Code po3120.03

Status

Legal F.S. 1012.55
F.S. 1012.55(2)
 F.A.C. 6A-4.004
 F.A.C. 6A-4.0282

Adopted September 4, 2012

3120.03 - ATHLETIC COACHES

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either full-time or part-time positions. (The provisions of this policy do not apply to any athletic coach who voluntarily renders service and who is not employed by any public school district in this State.)

All employed public school coaches shall be certified in Cardiopulmonary Resuscitation ("CPR"), first aid, and the use of an Automated External Defibrillator ("AED"). Such certification must be "consistent with national evidence-based emergency cardiovascular care guidelines."

In addition to the requirements for certification provided for in Policy 3120, athletic coaches shall complete a sports safety course which shall count for six (6) hours of required School District in-service instruction for athletic coaching certification if the course is approved by the Florida High School Athletic Association Board of Directors and meets specified requirements. The course must consist of at least eight (8) modules, must immediately provide an individual with a "merit" certificate at the time of successful completion, and must be delivered through hands-on and online teaching methods. The hands-on course material must be less than 120 pages. In addition, the course must be taught by either a State-licensed athletic trainer who holds a current certificate from the Board of Certification or a member of the American Academy of Orthopedic Surgeons. The course must cover sports safety specifically, excluding coaching principles and procedures for cardiopulmonary resuscitation. The course must be authorized or approved by at least ten (10) health care professionals, must be revised and reviewed for updates at least once every thirty (30) months, and must be available to the general public for a retail price under \$50. Also, each course examination must be automated and taken online with a score of eighty percent (80%) or better for successful completion.

F.S. 1012.55

F.S. 1012.55(2)

F.A.C. 6A-4.004

F.A.C. 6A-4.0282

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Book	Policy Manual
Section	3000 Instructional Staff
Title	PART-TIME EXTRA-CURRICULAR PERSONNEL
Code	po3120.08
Status	
Legal	F.S. 1012.01 F.S. 1012.55(2) F.A.C. 6A-1.0502(11)
Adopted	September 4, 2012

3120.08 - **PART-TIME EXTRA-CURRICULAR PERSONNEL**

Part-time extra-curricular personnel may be employed in positions paid on the instructional supplemental salary schedule (primarily coaching positions). Such persons will not be eligible for employee benefits.

Additional Requirements for Employment of Athletic Coaches Who are Not Full-Time Employees of the School Board

Persons who are not full-time employees of the Board and hold an athletic coach's certificate or athletic trainer's license issued by the State of Florida, may be recommended by the Superintendent and appointed by the Board to perform designated secondary school coaching and training responsibilities, and the contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Athletic Association, and the policies of the Board and administrative procedures established by the Superintendent. (See Policy 3120.03)

All employed public school coaches shall be certified in cardiopulmonary resuscitation ("CPR"), first aid, and the use of an Automated External Defibrillator ("AED"). Such certification must be "consistent with national evidence-based emergency cardiovascular care guidelines".

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Book	Policy Manual
Section	7000 Property
Title	New Policy - SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	
Legal	F.S. 330.41

7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS

The School Board prohibits the operation of small unmanned aircraft systems (sUAS) at any time on a property that is owned or leased or contracted for by the Board unless prior written approval of the Superintendent is obtained, or such operation is conducted by law enforcement. Small unmanned aircraft systems are commonly known as drones.

Pursuant to the Florida High School Athletic Association's (FHSAA) administrative policies, the Board also prohibits the operation of an sUAS at any FHSAA event conducted on property owned or leased or contracted for by the Board. District officials may deny admission or entry to anyone attempting to use an sUAS until the event has been completed.

To be authorized to operate an sUAS on property owned or leased or contracted for by the Board, a staff member or administrator, law enforcement, or other individual (agent) under contract with the Board must have a remote pilot certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member, administrator, law enforcement, or agent of the Board who is authorized to operate an sUAS on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AP 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AP 7440.03 may result in loss of authorization to operate an sUAS on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student. Further, violations of the provisions of F.S. 330.41 may result in a second-degree misdemeanor up to a third-degree felony.

F.S. 330.41

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