



Teacher Inservice Center, 2233 Village Square Parkway, Fleming Island, FL

February 4, 2021 - Regular School Board Meeting

Date: Feb 04 2021 (6:00 p.m.)

Student Showcase

Invocation (Rev. David Jackson, First United Methodist Church of Green Cove Springs)

Pledge of Allegiance

Call to Order

Recognitions and Awards

- 1. Ceremonial signing of the Ratified Clay County Education Association Contract
 - ARTICLE XXX- Term of Agreement.pdf
- 2. Ceremonial Signing of the Ratified Clay Educational Staff Professional Association Contract
 - **Ø** ARTICLE XIX TERMS OF AGREEMENT.pdf
- 3. Recognition of 2020-2021 School Related Employee of the Year and Teacher of the Year

Presenters

- 4. Career and Technical Education Presentation
- 5. School Counselors Presentation

School Showcase

Presentations from the Audience (Public Comment)

Consent Agenda

Superintendent

- 6. C1 Minutes of Workshop on December 15, 2020; Special Meeting on December 17, 2020; Student Discipline Hearings and Regular Meeting on January 7, 2021
 - 2020 Dec 15 Workshop.pdf
 - 2020 Dec 17 Special Meeting.pdf
 - Ø 2020 Jan 7 Student Discipline.pdf (Confidential)
 - Ø 2020 Jan 7 Regular Meeting.pdf
- 7. C2 2021 Exceptional Student Education Extended School Year (ESY) Calendar

Ø 2021 ESE Extended School Year Calendar.pdf

Human Resources

- 8. C3 Personnel Consent Agenda
 - Personnel Consent Agenda 2 4 2021.pdf
- 9. C4 Complete Salary Schedule 2020-21

Instruction-Academic Services

- 10. C5 K-12 Academic Services Out of State and Overnight Student Travel
 - Feb 2021 Student Travel.pdf

Instruction-Career and Technical Education

- 11. C6 Proclamation #21-08 for Career and Technical Education Month
 - **2021 PROCLAMATION.doc.pdf**

Instruction-Instructional Resources

- 12. C7 APPROVAL TO ADVERTISE THE ADOPTION AND SET THE PUBLIC HEARING FOR APRIL 1, 2021 OF 2021 English Language Arts (ELA) Materials
 - Ø 2021 ELA Adoption NOTICE OF APPROVAL TO ADVERTISE SB Policy.pdf
 - Ø 2021 ELA Preselection Committee Top Choices Sheet1.pdf

Instruction-Professional Development

- 13. C8 Affiliation Agreement between Clay County District Schools and Grand Canyon University
 - Ø 210074 Grand Canyon University Approved.pdf

Instruction-Climate and Culture

- 14. C9 Proclamation #21-07 for National School Counseling Week
 - National School Counseling Week.pdf

Business Affairs

- 15. C10 Proposed Allocation Changes for 2020-2021
 - @ allocation-summary-february-4-20211 (1).pdf

Business Affairs-Accounting

- 16. C11 Monthly Financial Reports for December, 2020
 - December 2020 Board Monthly Financial Report.pdf
 - December 2020 Board Monthly Property Report.pdf

Business Affairs-Property

- 17. C12 Deletion of Certain Items Report January, 2021
 - Deletion Report-January, 2021.pdf

Business Affairs-Purchasing

18. C13 - BID Renewal

Operations

19. C14 - Mutual Aid Agreement Between the Clay County Sheriff and Clay County District Schools Police Department

Operations-Facilities

20. C15 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Middleburg High School Restroom Renovations.

21. C16 - Pre-Qualification of Contractors

Table for Board Backup Contractor Prequal, 2.4.21.pdf

22. C17 - Change Order #1 for Tynes Elementary School New Classroom Addition

Ø TES CO 1.pdf

Adoption of Consent Agenda

CCEA Update

CESPA Update

Superintendent's Update and Presentations

Discussion Agenda

School Board Attorney

23. D1 - Public Hearing to Approve as Advertised School Board Policy 1.14 Establishing the Citizens Oversight Committee, for Half Cent Sales Tax

- Proposed SB Policy 1.14 Sales Surtax Citizens Advisory Committee.pdf
- Legal Adv. Public Hearing for SB Policy 1.14.pdf

Human Resources

24. D2 - Human Resources Special Action

Instruction-Professional Development

- 25. D3 Public hearing to approve as advertised revisions to Inservice Education School Board Policy 4.46.C
 - Proposed Revisions_Board Policy 4.46(C)_In-service1.pdf
 - PH to approve as advertised revisions to SB Policy 4.46C.pdf

School Board Attorney Remarks

School Board Member Remarks

Adjournment





February 4, 2021 - Regular School Board Meeting

Title

Ceremonial signing of the Ratified Clay County Education Association Contract

Description

Ceremonial signing of the fully ratified contract between the Clay County Education Association and the Clay County School Board.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Ceremonial signing of contract by Mrs. Victoria Kidwell, (President of CCEA) and Mrs. Mary Bolla (Chairwoman of the Clay County School Board).

Contact

Brenda G. Troutman, Assistant Superintendent of Human Resources, (904) 336-6701, brenda.troutman@myoneclay.net

Financial Impact

\$1,800,000.00

Review Comments

Attachments

ARTICLE XXX- Term of Agreement.pdf

ARTICLE XXX TERM OF AGREEMENT

This Agreement is signed and ratified on this 13th day of January, 2021. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2023. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

CLAY COUNTY EDUCATION	ON ASSOCIATION	CLAY COUNTY SCHOOL BOARD
President		School Board Chair





February 4, 2021 - Regular School Board Meeting

Title

Ceremonial Signing of the Ratified Clay Educational Staff Professional Association Contract

Description

Ceremonial signing of the fully ratified contract between the Clay Educational Staff Professional Association and the Clay County School Board.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Ceremonial signing of contract by Mr. Lonnie Roberts, (President of CESPA) and Mrs. Mary Bolla (Chair of the Clay County School Board).

Contact

Brenda G. Troutman, Assistant Superintendent of Human Resources, (904) 336-6701, brenda.troutman@myoneclay.net

Financial Impact

\$ 2,800,000.00

Review Comments

Attachments

Ø ARTICLE XIX TERMS OF AGREEMENT.pdf

ARTICLE XIX TERMS OF AGREEMENT

This Agreement is signed and ratified on this 8th day of January, 2021. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2021. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

CLAY EDUCATIONSAL STAFF PROFESSIONAL ASSOCIATION LOCAL 7409	SCHOOL DISTRICT OF CLAY COUNTY
President	School Board Chair





February 4, 2021 - Regular School Board Meeting

Title

Recognition of 2020-2021 School Related Employee of the Year and Teacher of the Year

Description

Recognizing the recipients for for School Related Employee of the Year and Teacher of the Year

Gap Analysis

Previous Outcomes

Expected Outcomes

Recognizing the School Related Employee of the Year and Teacher of the Year

Strategic Plan Goal

5.1.11 Develop and implement a school and district-wide employee recognition program.

Recommendation

Recognition only.

Contact

Bonnie O'Nora, Board Assistant, bonnie.onora@myoneclay.net

Financial Impact

None

Review Comments





February 4, 2021 - Regular School Board Meeting

Title

Career and Technical Education Presentation

Description

Every February, the CTE community celebrates CTE Month® to raise awareness of the role that CTE has in readying our students for careers and college. CTE Month is also a time to recognize and celebrate the CTE community members' achievements and accomplishments nationwide. There will be a 5-7 minute presentation.

Gap Analysis

This presentation will highlight Career and Technical Education programs offered in Clay County Schools.

Previous Outcomes

N/A

Expected Outcomes

The citizens of Clay County will have an enhanced understanding of CTE programs offered in Clay County Schools.

Strategic Plan Goal

Ensure that every classroom provides a quality and rigorous instructional experience in order to elevate student outcomes.

Recommendation

N/A

Contact

Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net; 904-336-6904

Financial Impact

None

Review Comments





February 4, 2021 - Regular School Board Meeting

Title

School Counselors Presentation

Description

Presentation will focus public attention on the unique contribution of school counselors within U.S. school systems.

Gap Analysis

Promote and highlight School Counselors in the School Board of Clay County School District.

Previous Outcomes

The citizens of Clay County recognized and appreciated the contributions of School Counselors.

Expected Outcomes

The citizens of Clay County will recognize and reinforce their understanding of school counselors' contributions to students' academic and mental health.

Strategic Plan Goal

Recommendation

Prresentation only

Contact

Laura Fogarty, Director Climate and Culture, laura.fogarty@myoneclay.net

Financial Impact

None

Review Comments





February 4, 2021 - Regular School Board Meeting

Title

C1 - Minutes of Workshop on December 15, 2020; Special Meeting on December 17, 2020; Student Discipline Hearings and Regular Meeting on January 7, 2021

Description

Florida Statute 1001.42(1) requires the superintendent, as secretary, to keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the school board. The minutes of each meeting shall be reviewed, corrected if necessary, and approved at the next regular meeting; provided that this action may be taken at an intervening special meeting if the board desires.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve minutes as submitted.

Contact

David S. Broskie, Superintendent of Schools, david.broskie@myoneclay.net; Bonnie O'Nora, Board Assistant

Financial Impact

None

Review Comments

- 2020 Dec 15 Workshop.pdf
- Ø 2020 Jan 7 Student Discipline.pdf (Confidential)
- 2020 Jan 7 Regular Meeting.pdf





District Multi-Purpose Center (Corner of Walnut St. & Gratio Place) Green Cove Springs, FL

December 15, 2020 - School Board Workshop

Date: Dec 15 2020 (9:00 a.m.)

Invocation (Tina Bullock)

Call to Order (Present: Janice Kerekes, District 1; Beth Clark, District 2; Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; and Superintendent David Broskie)

Workshop Items

1. Review Draft Agenda for Regular School Board Meeting on January 7, 2021

January-7-2021-regular-school-board-meeting agenda packet.pdf

Minutes:

Recognitions and Presentations:

- Recognize President's Volunteer Service Award Recipients no discussion;
- Recognize the 2020 Clay County Academic Team no discussion;
- Student Membership and Attendance Areas Presentation no discussion;

Consent Agenda:

- C1 Minutes of Workshop on December 1, 2020; Special Meeting on December 1, 2020; Student Discipline Hearings and Regular Meeting on December 10, 2020 no discussion;
- C2 School Board Member Out-of-County Travel Expenses to Attend School Finance Forum sponsored by Florida School Boards Association no discussion;
- C3 Personnel Consent Agenda revisions to transportation job descriptions are included; Mrs. Bullock would like to explore the inclusion of behavior management/parent relationship procedures in the bus trainer job description;
- C4 K-12 Academic Services Out of State and Overnight Student Travel no discussion;
- C5 Affiliation Agreement between Clay County District Schools and Florida State University College of Education no discussion;
- C6 Affiliation Agreement between Clay County District Schools and Indian River State College School Board Attorney Mr. Bickner advised he has re-written and re-submitted the contract to Indian River State College; there will be a revised attachment with no substantive changes submitted, with the permission of the Chair, prior to submission deadline;
- C7 Proposed Allocation Changes for 2020-2021 none at this time;
- C8 Monthly Financial Reports for November, 2020 routine reports;
- C9 Deletion of Certain Items Report December, 2020 routine surplus of items;
- C10 Final Completion of the District Office Building #1 West End Renovations no discussion;
- C11 Pre-Qualification of Contractors no discussion;

Discussion Agenda:

- D1 2021 Legislative Priorities hold harmless clauses for teachers and students have been added under State Assessment Scores per board members' requests at Dec 10 board meeting;
- D2 Human Resources Special Action none apaigein 2 of 196

 D3 RFP to be Awarded - answers to questions posed by board members at the December 10th Regular meeting will be provided as well as any additional information requested for consideration of this item.
2. Review, Discuss, and Revise Draft Policy for Establishing the Citizen Oversight Committee to Provide Oversight for Expenditure of the Half-Cent Discretionary Sales Surtax Minutes:

School Board Attorney Bruce Bickner shared draft proposed School Board Policy 1.14, Sales Surtax Citizens Advisory

Committee, incorporating revisions and concerns previously brought to his attention by board members. Lengthy discussion ensued as each section was reviewed and analyzed, resulting in further requests for revisions to be made to the proposed

policy.

Questions from the Audience (None)

Superintendent Comments

3. Superintendent Comments

Minutes:

Superintendent Broskie advised that a tentative agreement has been reached with Clay County Education Association that honors and supports veteran teachers while maintaining fiscal responsibility. If ratified and approved by the board, the agreement will be submitted to the state for approval.

School Board Comments

4. School Board Member Comments

Minutes:

Board members collectively expressed gratitude and well wishes for the holiday season. Mrs. Clark reported that she was impressed with the grand jury report on public safety. Mrs. Kerekes is pleased with the policy development accomplished today and the contributions of all participants.





District Multi-Purpose Center (Corner of Walnut St. & Gratio Place) Green Cove Springs, FL

December 17, 2020 - School Board Special Meeting

Date: Dec 17 2020 (1:00 p.m.)

Invocation (Mary Bolla)

Call to Order (Present: Janice Kerekes, District 1; Beth Clark, District 2; Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; and Superintendent David Broskie)

Agenda Items

1. Approve advertisement of public hearing of school board policy (new) establishing the Citizens Oversight Committee, for half cent sales tax, setting public hearing shall be February 4, 2021

Legal Adv. & Notice of PH SB Policy 1.14.pdf

Proposed SB Policy 1.14 Sales Surtax Citizens Advisory Committee.pdf

Motion

Motion to approve

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Beth Clark

Janice Kerekes

(E 36) HE

Ashley Gilhousen

Mary Bolla Tina Bullock

Beth Clark

and the second

- Aye

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- Aye

- Aye

- Aye

- Aye

Presentations from the Audience (None)

2. Public Comment

Superintendent Comments

3. Superintendent Comments

Minutes:

Superintendent Broskie and the School Board discussed the necessity of planning future workshops and meetings to address alternative proposals for consideration of boundary realignment. Superintendent Broskie also advised that a tentative agreement has been reached with Clay Educational Staff Professionals Association (CESPA) and there would be an additional agenda item added to the January 7th agenda for approval.

School Board Comments

4. School Board Member Comments

Minutes:

Board members commented on recently attended and upcoming school and community events. Mrs. Kerekes would like to explore reinstating the Battle of the Books program. Mrs. Clark expressed her appreciation to Dr. Legutko for working towards contract salary resolutions. Mrs. Bolla presented a certificate of appreciation to Superintendent Broskie.

Adjournment (1:32 p.m.)

Superintendent of Schools

School Board Chairman





Teacher Inservice Center, 2233 Village Square Parkway, Fleming Island, FL

January 7, 2021- Regular School Board Meeting

Date: Jan 07 2021 (6:00 p.m.)

Student Showcase (None)

Invocation (Reverend Patrick Martin, Russell Baptist Church)

Pledge of Allegiance

Call to Order (Present: Janice Kerekes, District 1; Beth Clark, District 2, Tina Bullock, District 3; Mary Bolla, District 4; Ashley Gilhousen, District 5; Superintendent David Broskie)

Recognitions and Awards

1. Recognize President's Volunteer Service Award Recipients

Minutes:

Superintendent Broskie and Christine Howell, Teacher, Orange Park High, recognized student recipients of The President's Volunteer Service Award, a prestigious national honor that highlights students' commitment to serving the community and the nation -

- Reagan Elia (10th) OPH
- Anna Keene (12th) OPH
- Benjamin Boatright (12th) OPH
- Katlyn Griffin (11th) MHS
- Hailey Alilio (7th) LAJ

Students were presented with certificates from The White House and Clay County District Schools.

2. Recognize the 2020 Clay County Academic Team

Minutes:

Treasure Pickett, Director K-12 Academic Services, introduced Kenneth Remsen, Teacher Clay High School, for the recognition of the achievements of the 2020 Academic Team Season -

Lake Asbury Junior High - undefeated season and County Champion in the Junior High School category

- Riley Chapman
- Ashlyn Amburgey
- Massi Zori
- Ward Parker
- Lily Phillips
- Dylan Collins
- Tyler Collins
- Prisha Dabhi

• Charlotte Googin

Fleming Island High - County Champion in the Junior Varsity High School category -

- William Hughes (MVP)
- Jennifer Zheng
- Grace Pearce
- Bayan Mahmoodi
- Audrey Freehafer
- Hayden Patalinghug
- Brady White
- Zeinab Faraj
- Ethan Taing

Oakleaf High - County Champion in the Varsity High School category -

- Tara Mahmoud
- Larissa Phung
- Julianna Lee
- Lilly Justice
- Andrew Bevis
- Ty Villalon
- Chloe Dupree
- Maggie Davis
- Caden Henderson
- Jarahn Johnson
- Joe Antonacci

The High School Varsity coaches also selected one team member from each team to create a celebratory All County Team -

- Middleburg High School Emma Howle
- Orange Park High School Darby Mason
- Oakleaf High School Joe Antonacci
- Clay High School Emma Glazener
- Ridgeview High School Nicole Lunsford
- Fleming Island High School Lucas Schreiber

Joel Miller and Julie Miller were also honored for their assistance and commitment to the students' teams.

3. Orange Park Art Guild Recognition

Minutes:

Tina Bullock, Board Member, presented a certificate of recognition to Kathy Signorile, Lori Butler, and Sophie Dare in honor of the artwork of The Orange Park Art Guild on display at the intersection of Palmer St. & U.S. Highway 17.

Presenters

4. Boundary Realignment Presentation

Schoolboard mtng2021.pdf

Minutes:

James Fossa, Coordinator Facilities & Planning, used the attached presentation to communicate a needs assessment and attendance boundary growth analysis to inform consideration of potential school boundary realignment. A Board Workshop will be held to examine and develop options to address current problem boundary alignments.

School Showcase (None)

Presentations from the Audience (Public Comment)

5. Public Comment

Minutes:

There were no public speakers.

Consent Agenda

Superintendent

6. C1 - Minutes of Workshop on December 1, 2020; Special Meeting on December 1, 2020; Student Discipline Hearings and Regular Meeting on December 10, 2020

2020 Dec 1 Special Meeting.pdf

2020 Dec 1 Board Workshop.pdf

2020 Dec 10 Student Hearings.pdf (Confidential)

2020 Dec 10 Regular Meeting.pdf

School Board Member

7. C2 - School Board Member Out-of-County Travel Expenses to Attend School Finance Forum sponsored by Florida School Boards Association

Human Resources

8. C3 - Personnel Consent Agenda

Personnel Consent Agenda 01 07 2021.pdf

9. C4 - Ratification of the 2020-2021 Amendment to the 2018-2020 Master Contract between the Clay County Education Association and the Clay County School Board

Ratification Summary - CCEA.pdf

10. C5 - Ratification of the 2020-2021 Amendment to the 2020-2022 Master Contract between the Clay Educational Staff Professional Association and the Clay County School Board

Ratification Summary - CESPA.pdf

Instruction-Academic Services

11. C6 - K-12 Academic Services Out of State and Overnight Student Travel

Jan 2021 - Student Travel.pdf

Instruction-Professional Development

12. C7 - Affiliation Agreement between Clay County District Schools and Florida State University College of Education

210063 Fl State Univ Intern Placement.pdf

Executed 210063 FL State Univ Intern Placement.pdf

13. C7A - Affiliation Agreement between Clay County District Schools and Indian River State College

210070 Indian River State College Teaching Affiliation.pdf

Business Affairs

14. C8 - Proposed Allocation Changes for 2020-2021

Business Affairs-Accounting

15. C9 - Monthly Financial Reports for November, 2020

November 2020 Board Monthly Financial Report.pdf

November 2020 Board Monthly Property Report.pdf

Contract List.pdf

Business Affairs-Property

16. C10 - Deletion of Certain Items Report - December, 2020

Deletion Report-December, 2020.pdf

Operations-Facilities

17. C11 - Final Completion of the District Office Building #1 West End Renovations

DO Bldg 1 West End Final Completion.pdf

18. C12 - Pre-Qualification of Contractors

Table for Board Backup Contractor Prequal, 1.7.21.pdf

Adoption of Consent Agenda

19. Adoption of Consent Agenda

Motion

Motion to Approve

Vote Results (Approved)

Motion: Janice Kerekes

Second: Ashley Gilhousen

Janice Kerekes

Ashley Gilhousen

Mary Bolla

Tina Bullock

Beth Clark

CCEA Update (Victoria Kidwell)

CESPA Update (Lonnie Roberts)

Superintendent's Update and Presentations

20. Superintendent's Update

SB Superintendent's Update January 2021.pdf

Minutes:

Superintendent Broskie provided an update including:

- Graduation Rates 2019-2020
- Tools 4 Clay Schools Ribbon Cutting Event
- Upcoming Events to Celebrate in January
- COVID-19 Safety Reminders
- Second Semester Enrollment and Dates

Discussion Agenda

Superintendent

21. D1 - 2021 Legislative Priorities Page 19 of 196



- Aye - Aye

- Aye

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- Aye

2021 Legislative Priorities.pdf

Motion

Motion to Approve

Vote Results (Approved)

Motion: Janice Kerekes

Second: Tina Bullock

Janice Kerekes - Aye

Ashley Gilhousen - Aye

Mary Bolla - Aye

- Aye

Beth Clark - Aye

Human Resources

Tina Bullock

22. D2 - Human Resources Special Action

Minutes:

There were no Human Resources Special Actions.

Business Affairs-Purchasing

23. D3 - RFP to be Awarded

RFP 20-MA-319 Athletic Field Maintenance Services Service Agreement AGROW PRO INC.pdf

5a. (2) RFP 20-MA-319 Athletic Field Maintenance Services Service Agreement ST JOHNS TURF CARE.pdf

Minutes:

Mrs. Gilhousen submitted CE Form 8A Memorandum of Voting Conflict for State Officers and recused herself from voting.

Board Chair opened the floor for a motion. Mrs. Clark moved to approve. With no one to second the motion, the motion failed.

School Board Attorney Remarks

24. School Board Attorney Comments

Minutes:

Mr. Bickner, School Board Attorney, is scheduled for a medical appointment on 1/12/2021 and will either be late or not in attendance at the Workshop scheduled that afternoon. He remains available by phone if needed.

School Board Member Remarks

25. School Board Member Comments

Minutes:

Board members discussed the upcoming Workshop to address student growth and potential school boundary realignment, improved graduation rates, AMI Kids and Adult Community Education graduations, Teacher of the Year and Support Related Employee of the Year celebrations, and additional school-related events.

Superintendent of Schools	Sui	perin	tende	ent of	Schools
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School Board Chairman







February 4, 2021 - Regular School Board Meeting

Title

C2 - 2021 Exceptional Student Education Extended School Year (ESY) Calendar

Description

All student/employee calendars require School Baord approval to establish school/work schedules for students and employees.

Gap Analysis

N/A

Previous Outcomes

Prior years' Exceptional Student Education (ESE) Extended School Year (ESY) calendars were Board approved and posted on the district website.

Expected Outcomes

All student calendars require School Board approval to establish school schedules for students and employees.

Strategic Plan Goal

N/A

Recommendation

That the Clay County School Board will approve the recommended Exceptional Student Education (ESE) Extended School Year (ESY) calendar for summer 2021 for students and employees.

Contact

Terri Dennis, Chief of Staff, terri.dennis@myoneclay.net

Financial Impact

None

Review Comments

Attachments

Clay County District Schools Exceptional Student Education Extended School Year (ESY) 2021



* ESY SITES RHS, KHE, MHS, BLC

SITE SCHEDULES	DATES/HOURS
Planning Day, All ESY Sites Teachers & Nurses (RN/LPN)	Thursday, June 10, 2021 7:30 a.m 12:30 p.m.
First Day, RHS & BLC Students & Assistants	Monday, June 14, 2021
First Day, KHE & MHS Students & Assistants	Tuesday, June 15, 2021
<u>Holiday</u>	Monday, July 5 - Thursday, July 8, 2021
Last Day, RHS & BLC Students & RHS/ BLC ESY Staff	Wednesday, July 14, 2021
Last Day, KHE & MHS Students & KHE/MHS ESY Staff	Thursday, July 15, 2021
Hours, Employee Teachers, Nurses & Assistants Hours (Does Not Include Lunch)	Monday/Wednesday (RHS/BLC) Tuesday/Thursday (KHE/MHS) 7:30 a.m 12:00 p.m.
Hours, Student All ESY Students	Monday/Wednesday (RHS/BLC) Tuesday/Thursday (KHE/MHS) 7:50 a.m 11:50 a.m. (Includes a 15 minute break)

THE ESY CALENDAR IS A GENERAL FRAMEWORK FOR SERVICES; THE IEP TEAM MAKES THE DECISION REGARDING ESY SERVICES NECESSARY FOR THE PROVISION OF FAPE.

*STUDENTS ARE ASSIGNED TO AN ESY SITE BASED ON THEIR NEEDS.

SCHOOL BOARD APPROVED: FEBRUARY, 2021





February 4, 2021 - Regular School Board Meeting

Title

C3 - Personnel Consent Agenda

Description

Florida Statutes, State Board Rules and Clay County School Board Policies require Board notification and/or action regarding decisions and recommendations of the Superintendent related to Personnel matters. Actions regarding personnel have been recommended by Supervisors, approved by the Superintendent and are being forwarded to the Board for action or, if appropriate, for information. Personnel Actions, Transfer Requests, Pre-employments, Leave Forms or Directives from the Superintendent are available for review in the Human Resources Division.

Gap Analysis

These personnel actions are necessary for the effective operation of the school district.

Previous Outcomes

The Clay County School Board has approved each month a Personnel Consent Agenda which contains appointments, reappointments, transfers, redesignations, retirements, resignations, and conclude employments.

Expected Outcomes

Approval of the Personnel Consent Agenda.

Strategic Plan Goal

Goal 5: Develop and support great educators, support personnel, and leaders.

Initiative 5.1.1 - Recruit and retain highly skilled, qualified, and diverse educators, leaders, and support staff.

Recommendation

To approve the Personnel Consent Agenda.

Contact

Brenda G. Troutman, Assistant Superintendent for Human Resources. (904) 336-6701 Brenda. Troutman@myoneclay.net

Financial Impact

Personnel changes involving already-allocated positions will result in salary impact per the current Board-approved Salary Schedule. This also includes supplemental positions. See current backup for allocation changes for impact of new positions.

Review Comments

Attachments

Personnel Consent Agenda 2 4 2021.pdf

DIVISION OF HUMAN RESOURCES PERSONNEL CONSENT AGENDA

February 4, 2021

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A. APPOINTMENT

Name/Assignment	Site State Commence	Contract



B. RE-APPOINTMENT

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į	Name/Assignment	i one	Contract	
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<u>. </u>	STATE OF A CONTRACT OF THE PARTY OF THE PART			



C. RE-DESIGNATION

Name/Assignment	! Previous Assignments



D. TRANSFER

Name/Assignment	<u>Site</u>	<u>Contract</u>
OTIS, KELLY RENEE AES PRINCIPAL, ELEMENTARY 12 MONTH	Argyle Elementary	Effective 2021-01-14 /transfer from / DOE ASST PRINCIPAL EL 12 MO



E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
CASIAS, RUTH A DIS ASST PRINCIPAL EL 12 MO 12 MONTH	Doctors Inlet Elementary	Effective 2021-03-31 RETIREMENT
WARD, ANGELA M AES PRINCIPAL, ELEMENTARY 12 MONTH	Argyle Elementary	Effective 2021-01-01 RESIGNATION



F. SUPPLEMENT

N	ame/∆esianment			Cita					



II. JOB DESCRIPTION ACTIONS

A. Administrative - Approve the following job descriptions:

REVISED:

As a response to the OPPAGA Audit, and in an effort to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. Human Resources is implementing a strategic plan to review and revise all job descriptions every two (2) years.

This month, Business Affairs has carefully reviewed and revised each job description within their department.

- B-1.1.03 Assistant Superintendent for Business Affairs
- **B-1.1.26 Coordinator of Internal Accounts**
- B-1.1.28 Director of Finance
- B-1.1.29 Supervisor of Purchasing and Material Management
- B-1.1.33 Coordinator of Procurement/Buyer
- **B-1.1.41 Coordinator of Accounts Payable**
- B-1.1.47 Coordinator of Health Benefits
- **B-1.2.46 Coordinator of Accounting Budget**
- **B-1.4.01 Coordinator of Payroll Activities**
- B-1.4.02 Coordinator of Risk Management
- **B-1,4.04 Coordinator of Property Control**

Job Locator: B-1.1.03

Job Title: Assistant Superintendent for Business Affairs

Position Grade: Assistant Superintendent

Evaluated By: Superintendent

Job Description:

The Assistant Superintendent for Business Affairs is directly responsible to the Superintendent of Schools and works in collaboration with other members of the Superintendent's Cabinet. This person serves in a line-staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents. This position is responsible for the administration of the business affairs of the District in such a way to provide the best possible educational services with the financial resources available.

Responsibilities and duties of this position include:

- 1. Responsible for coordinating the business and financial affairs of the school district.
- 2. Ability to analyze, plan, and develop short and long-range plans and effectively organize and administer district Business Affairs Division.
- 3. Provides leadership, coordination, direct supervision and professional guidance over the department heads and their staff members who are responsible for the functions of Accounting, Auditing, Internal Accounts, Budget, Resource Allocation, Cash Management and Investments, Payroll, Purchasing, Property Records, Warehousing, Central Printing Services, Risk Management and Employee Benefits. Supervise and evaluate the areas of Purchasing, Warehousing, Financial Records, Payroll, Accounts Payable, Property Control, Accounting, Auditing Risk Management, Insurance and School Food Service.
- 4. Provide leadership and Responsible for the coordination and development of the annual District Budget. Responsible for keeping the Superintendent and Cabinet informed as to current critical issues relating to funding. for all aspects of work in the Division and at all levels for the budgeting process.
- 5. Supervise the reporting Responsible for the coordination of all financial data to meet requirements set by local, state and federal agencies.
- 6. Work with auditors for district level and/or school auditing of financial records. Responsible for planning, coordinating, analyzing and submitting the annual FTE student enrollment projections to the Department of Education.
- 7. Establish procedures and guidelines for operations of Internal Accounts.
- 8. Work with auditors for district level and/or school auditing of financial records.
- 9. Plan and conduct and investment/loan schedule for the school system's funds. Manages the investment/loans of District funds in a prudent manner that ensures maximum returns.
- 10. <u>Responsible for planning, coordinating, monitoring, evaluating and recommending improvement to the district's financial and business services, including policies, procedures and processes.</u>
- 11. Establish a positive public relations program with all aspects of the community as related to the financial management of the school system.
- 12. Responsible for administering the District Rental of Facilities program.

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- 13. Responsible for administering the District's Insurance and Risk Management programs.
- 14. Supervise salary modeling for collective bargaining. Serves as the district's finance representative in bargaining activities with the labor organizations.
- 15. Review cost analysis of salary proposals.
- 16. Represent the Business/Finance functions at official school board meetings and workshops.
- 17. <u>Provide responses to Board questions or concerns related to agenda items which involve potential financial impacts of various alternatives or policy decisions being considered.</u>
- 18. <u>Attends meetings of the Florida professional associations that provide training and legislation information when appropriate.</u>
- 19. Perform other duties as may be requested by the Superintendent of Schools.

Required Qualifications:

- 1. Master's Degree from accredited college or university in Accounting, Business Administration, or Finance. A CPA certification may be substituted for Master's Degree.
- 2. <u>Leadership experience in public school administration, public school district administration, or leadership of other large, diverse organizations.</u>
- 3. <u>Minimum of five (5) years of supervisory experience with responsibilities related to the financial/business operations of a school district or comparable experience with substantial operating budgets.</u>
- 4. Minimum of five (5) years successful administrative experience with responsibilities related to the financial/business operations of a school district or comparable government experience with operating budgets in excess of \$150 million annually.
- 5. Skill in human relations and supervision of personnel.

Desired Qualifications:

- 1. Experience in preparing or reviewing GASB compliant annual financial statements.
- 2. Certified Public Account (CPA) designation
- 3. Experience in preparing or reviewing school district budgets according to DOE and TRIM requirements-
- 4. Knowledge of the following: Florida Education Finance Program, Florida Statutes, State Board of Education Regulations, and Financial and Program Cost Accounting and Reporting for Florida Schools. and the ability to understand and interpret applicable policies, state statutes, and federal guidelines, including Florida Statutes, Florida Education Finance Program, Capital Improvement Funding, governmental accounting principles, cost accounting systems, and School Board Policy.

Revised: 01/14/1992 Revised: 09/09/1997 Revised: 08/21/2012 Revised: 02/10/2014 Revised: 02/04/2021

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Job Locator: B-1.1.26

Job Title: Coordinator of Internal Accounts

Position Grade: Coordinator 1

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

Provides administrative leadership for Internal Accounts in support of process accountability and safeguarding of internal funds by keeping the School Board in compliance with statutes and rules regarding school internal accounts and to assist school bookkeepers and principals with their financial responsibilities.

Responsibilities and duties of this position include:

- 1. Oversees and monitors the monthly and annual reconciliation of Internal Fund financial information for all schools and centers.
- 2. Develops and implements procedures manuals for accountability of internal funds and compliance with State and District rules, regulations and policies.
- 3. Provides guidance to schools on issues concerning policies, procedures and financial accountability.
- 4. Monitors to ensure compliance with Board Rules, Federal regulations, state regulations and good business practices relating to school funds.
- 5. Maintains and supports internal accounting software, develops and recommends modifications of existing systems to improve efficiency and effectiveness for all schools and centers.
- 6. Trains and assists bookkeepers in bookkeeping procedures and concepts relevant to Internal Funds.
- 7. Maintain a close working relationship with appropriate school personnel to ensure information exchange and coordination of efforts.
- 8. Conduct follow-up audits as directed by the Assistant Superintendent for Business Affairs to review compliance after deficiencies have been noted.
- 9. Communicate with principals, cost center supervisors and other employees regarding audit evaluations and recommendations.
- 10. Perform other duties as assigned by the Assistant Superintendent for Business Affairs.
- 11. Conduct and assist (including communicating with local law enforcement and state agencies) in investigations as to non-compliance with State and District rules, regulations and policies.
- 12. Prepare and submit Qualified Public Depository Reporting to state agency on an annual basis.
- 13. Consolidate 1099 tax information for all schools and centers on an annual basis.
- 14. Acts as the coordinator between school and center staff on required internal account audits by outside auditors.

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Required Qualifications:

- 1. Bachelor's degree in Accounting or Business Administration, or a combination of education/training/experience which provides an equivalent background.
- 2. Knowledge of the following; The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies as they relate to Internal Accounts.
- 3. Minimum of five (5) years successful experience in School Board internal accounts school bookkeeping.
- 4. Demonstrated evidence of strong organization, and leadership skills.
- 5. Demonstrated ability to communicate in oral and written communication and work with a diverse group of people.
- 6. Knowledge of current financial software, internal accounts software and other applicable software.

Desired Qualifications:

- 1. Supervisory experience.
- 2. Experience in Clay County School Board internal accounts policies, procedures and software.

Approved: 02/10/2014 Revised: 05/07/2015 Revised: 06/07/2018 Revised: 04/04/2019 Reviewed: 02/04/2021 Job Locator: B-1.1.28

Job Title: Director of Finance Position Grade: Director I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Director of Finance is responsible for directing the operation of accounting and budgeting. This position serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

- 1. Supervises the daily operations of the accounting department to ensure that records are accurate for the preparation of all financial and management reporting.
- 2. Supervises the daily operations of the Accounts Payable department to maintain and implement accounts payable policies and procedures in accordance with District Goals and School Board Policies.
- 3. Coordinates, monitors and evaluates internal controls, systems and procedures related to the accounting function to help ensure the effective, efficient and appropriate utilization of district resources.
- 4. Coordinates the preparation of monthly and annual financial reports to meet the requirements of the laws of the State of Florida and rules of Florida State agencies.
- 5. Assists the Assistant Superintendent for Business Affairs in the development, preparation, and submission of the annual budget in the format required by the Florida Department of Education.
- 6. Advises divisions and departments of budget policies and procedures and assists in the maintenance of proper budget controls, monitoring and management of the district's budget.
- 7. Develops and implements new procedures to ensure compliance with governmental accounting standards (State and Federal).
- 8. Conducts fiscal impact analyses and revenue and expenditure forecasting.
- 9. Supervises the receipt and deposit of all funds.
- 10. Conducts analysis and balancing of assets and liability accounts.
- 11. Supervises the accounting for federal programs and food services.
- 12. Supervises the preparation of the School Program Cost Report.
- 13. Acts as the coordinator between school board staff and federal/state agency personnel on required audits other than the audits of school internal accounts.
- 14. Coordinates cash management, investment opportunities and determines daily cash needs.
- 15. Prepares a variety of complex, periodic reports, trend analysis and other statistical data.
- 16. Attends meeting of the Florida professional associations that provide training and legislative information when appropriate.
- 17. Analyzes bond issues for timely dispensation and refund of monies.

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- 18. Disburses charter school funds and monitors charter school budgets and financial reports to ensure fiscal stability and compliance.
- 19. Initiates draws for Federal cash advance requests of the school district.
- 20. Exports the files to process the bi-monthly ACH transactions for all employee direct deposit paychecks, as well as, for various payroll liabilities
- 21. Performs other duties requested by the Assistant Superintendent for Business Affairs.

- 1. Bachelor's Degree in Accounting and/or Business Administration.
- 2. Five (5) years experience in accounting and/or auditing.
- 3. Knowledge of laws and rules pertaining to School/Governmental Accounting.

Desired Qualifications:

- 1. Certified Public Accountant.
- 2. Experience in school financial management or accounting/auditing.
- 3. Knowledge of Business Software Applications.

Revised: 02/09/1984 Revised: 12/13/1984 Revised: 01/21/1993 Revised: 04/15/1993 Revised: 05/15/2003 Revised: 02/19/2004 Revised: 03/18/2004 Revised: 02/10/2014 Revised: 02/23/2016 Revised: 05/03/2018 Revised: 02/04/2021 Job Locator: B-1.1.29

Job Title: Supervisor of Purchasing and Material Management

Position Grade: Supervisor II

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

Directs the District's Purchasing and Materials Management (Print Center and Property Control) processes and performance.

Responsibilities and duties of this position include:

- Administer bidding process and contracts for vendor performance/compliance within established limits (e.g.) prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc. for the purpose of securing items and or services within budget and in compliance with regulatory requirements.
- 2. Develop bid tabulations and make recommendations to the Superintendent for School Board action related to bid contracts.
- 3. Advise district personnel regarding needed products or services and assist with development of product/service specifications and available sources.
- 4. Supervise the maintenance of bid contracts, state contracts purchasing and files.
- 5. Establish and maintain procedures to ensure District purchases are in compliance with current local, state, and Federal regulations.
- 6. Supervise the process for professional negotiations for selection of consultants including assistance with development of the resulting contract.
- 7. Supervise the development and implementation of policies, standards and procedures for district Purchasing and Materials Management.
- 8. Establish the criteria for the selection, indoctrination, performance and development of Department personnel.
- 9. Assist with preparation of Purchasing and Material Management's annual budget for review.
- 10. Assist other personnel in areas of mutual concern and perform other such duties as requested by the Assistant Superintendent for Business Affairs.
- 11. Supervises personnel in the Purchasing Department, Property Control Department, and the Print Center.
- Resolve issues pertaining to Purchasing, Property Control, and the Print Center for Schools and Departments.
- 13. Handle and maintain store purchasing cards.

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- 14. Assists with Buyer and Purchasing Assistant tasks.
- 15. Supervises the Contract Review Process for District Agreements.
- 16. Collaborates with Departments regarding Contract/Agreement needs and requirements.
- 17. Collaborates with School Board Attorney regarding elements of a contract and business law within the framework of School Board policies and State Board of Education regulations.
- 18. Interface with other agencies for cooperative bid process.
- 19. <u>Demonstrates proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.</u>
- 20. <u>Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.</u>
- 21. Perform the duties as assigned by the Assistant Superintendent of Business Affairs.

- 1. Bachelor's Degree in Business Administration or Related Area and/or five (5) years experience in governmental purchasing and materials management within an educational system.
- 2. Must hold a current certification as Certified Public Purchasing Buyer (C.P.P.B.)
- 3. Knowledge of the following: Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and School Board Policies.
- 4. Experience in Contract Development and Negotiations
- 5. Knowledge of Business Software Application.

Desired Qualifications:

- 1. Skill in Human Relations
- 2. Supervisory experience in local school and/or district level purchasing and material management.
- 3. Skill in written and oral communication.

Effective: 07/14/1983 Revised: 04/24/1984 Revised: 12/13/1984

Revised: 07/01/1993 Revised: 04/15/2004 Revised: 05/19/2005

Revised: 02/10/2014 Revised: 03/20/2014 Revised: 02/23/2016

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Revised: 05/19/2016 Revised: 05/03/2018 Revised: 02/04/2021



Job Locator: B-1.1.33

Job Title: Coordinator of Procurement/Buyer

Position Grade: Coordinator II

Evaluated By: Supervisor of Purchasing and Material Management

Job Description:

The Coordinator of Procurement is directly responsible to the Supervisor of Purchasing and Material Management. This person serves in a staff relationship with other administrators. This person performs advanced, specialized duties pertaining to the procurement of materials, supplies, equipment and/or services. Work includes duties pertaining to the formal bidding process such as assisting in the writing of specifications, issuing bid invitations and attending and tabulating bid openings.

Responsibilities and duties of this position include:

- 1. Reviews and processes requisitions, confers with school and departmental personnel as needed.

 Oversees the daily purchasing functions for commodities and/or services.
- 2. Secures prices from vendors and obtains written quotations when required. Develops and maintains systems to track documents and purchasing data for reporting, auditing and/or records request.
- 3. Reviews all bid documents for compliance with piggyback option. Assists with the development of Request for Proposals, Invitation to Bid, and Request for Quotations procedures and processes.
- 4. Performs statistical analyses to determine district needs for new term contracts and implements same to satisfy those needs.
- 5. Develops Reviews and edits all bid/RFP documents-and reviews specifications for clarity and compliance with Board policy, Federal, State and local regulations; assists bid openings, assists requesting department in evaluation of bids/RFPs and reviews rationale for rejection/acceptance of bid/RFP.
- 6. Reviews, edits and compiles Board agenda materials prior to submission to Supervisor.
- 7. Mediates payment/invoice problems or minor contract or purchasing disputes between requesting department and vendor.
- 8. Assists with Purchasing and Accounts Payable issues.
- 9. Confers with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations.
- 10. Participate in staff development and training sessions to maintain a competitive purchasing edge to support the needs of the District.
- 11. Coordinate training sessions of District Procurement Procedures.
- 12. Coordinates with vendors for Charter Bus Master Agreement and communicates with District Personnel regarding eligibility.

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13. Performs other related work as required. assigned by the Assistant Superintendent of Business Affairs and/or the Administrator.

Required Qualifications:

- 1. Must have a Bachelor's Degree from an accredited college or university with business courses or a related field and Purchasing Certification, CPPO, CPM and/or CPPB.
- 2. Minimum of three (3) years experience in governmental purchasing or related field.
- 3. Knowledge of the following: Florida Statutes, State Board of Education Regulations, Financial and Program Cost Account and Reporting for Florida School and School Board policies.
- 4. Proficient in Word and Excel.

Desired Qualifications:

- 1. Experience in local school and/or district level purchasing/accounting regulation.
- 2. Knowledge of TERMS and/or other ERP systems.

Approved: 06/21/2007 Revised: 09/17/2007 Revised: 02/10/2014 Revised: 05/03/2018 Revised: 02/04/2021 Job Locator: B-1.1.41

Job Title: Coordinator of Accounts Payable

Position Grade: Coordinator I Evaluated by: Director of Finance

Job Description:

The Coordinator is directly responsible to the Director of Finance. This person serves in a staff relationship with the Coordinator of Accounting, Coordinator of Payroll, the Property Control Coordinator, Coordinator of Insurance Activities, and Coordinator of Procurement.

Responsibilities and duties of this position include:

- Coordinates Accounts Payable and assists with processing of processes Construction Payments and Travel.
- 2. Reconciles P-card statements for all departments and schools and prepares corresponding journal entries to record payment.
- 3. Coordinates and processes payment of vendor invoices through District's E-card system.
- 4. Coordinates Accounts Payable procedures and processes with all schools and centers.
- 5. Supervises Accounts Payable personnel and assists in evaluations.
- 6. Mediates payment/invoice problems or disputes between requesting department and vendor.
- 7. Assists with the hiring and training of Accounts Payable personnel.
- 8. Executes monthly Florida Retirement System and child support garnishment ACH transactions and prepares reconciliations of payroll liability accounts to general ledger.
- 9. Preparation of the Annual Program Cost Report, schools' financial reports, Abandoned Property Report and other reports as assigned.
- 10. Preparation of monthly PECO request reports and sales tax returns.
- 11. Preparation of quarterly fuel tax refund applications and Unemployment Compensation remittance.
- 12. Preparation of monthly bank reconciliations.
- 13. Preparation and distribution of 1099s.
- 14. Preparation of monthly vouchers and warrants report for the School Board.
- 15. Submission of bi-monthly positive pay files for Payroll and Accounts Payable accounts for fraud prevention and reconcilement.
- 16. Perform other duties as assigned <u>by Assistant Superintendent of Business Affairs</u> and provide support to the Director of Finance as needed.

Required Qualifications:

1. Graduate from an accredited college or university with Bachelor's Degree in Accounting or Business.

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- 2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
- 3. Knowledge of current financial software and other applicable software.

Desired Qualifications:

- 1. Supervisory experience.
- 2. Experience in local school and/or district level purchasing/accounting regulations.
- 3. Knowledge of data processing procedures and programs.

Effective: 04/24/1984
Revised: 08/17/1989
Revised: 07/01/1993
Revised: 10/13/2011
Revised: 02/10/2014
Revised: 02/20/2014
Revised: 03/20/2014
Revised: 05/03/2018
Revised: 02/04/2021



Job Locator: B-1.1.47

Job Title: Coordinator of Health Benefits

Position Grade: Coordinator I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Health Benefits is directly responsible to the Assistant Superintendent for Business Affairs. This person serves in a staff relationship with other administrators in the Business Affairs Division.

Responsibilities and duties of this position include:

- 1. Assist in the preparation and analyzing of bids and/or negotiations.
- 2. Examine and approve new and renewal insurance policies.
- 3. Coordinate and implement all aspects of the fringe benefit program related to employee, retiree and COBRA health insurance and wellness benefits.
- 4. Program <u>Update</u> and maintain Access software <u>Web based system</u> for Retirees, Leave and Cobra participants.
- 5. Coordinate payroll information as necessary, i.e. changes in carrier/coverage/services.
- 6. Reconcile and calculate the monthly premium payments for all group insurance policies and wellness partnerships and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
- 7. Interface with other departments, especially Payroll and Human Resources, in the data accumulation and other pertinent employee information related to insurance eligibility.
- 8. Act as liaison for the department in the area of data processing by assisting the Information Service programmers with the information necessary to program the needs of the Insurance Department.
- 9. Responsible for the accounting, reconciling and submitting the Division of Retirement Certification of Retirees' Health Insurance Premium Payments, Health Care Reform reports (IRS 1095-C & 1094-C) and Health Savings Account and Flexible Spending Accounts uploads to financial institutions.
- 10. Ensures compliance with federal, state and local mandates by studying existing and new legislation; obtaining legal opinions; enforcing adherence to mandates; advising executive staff on needed actions.
- 11. Enroll, term and process QLE (qualified life events) and run reports in multiple Insurance Carriers eligibility and administrative systems.
- 12. Coordinate and implement the annual or open enrollment process for all benefit eligible employees, retirees, and COBRA participants.
- 13. Supervise and coordinate Wellness Committee Activities, Near-site Clinics, Well Workplace Designation, yearly recertification and coordinates with outside agencies, businesses and health care

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providers to implement wellness initiatives.

- 14. Serves as liaison for activities of the Employee Assistance Program and participates on the School Health Advisory Committee (SHAC).
- 15. Oversee multiple Insurance Carriers, Consultant, Web Enrollment System, Insurance Committee, Wellness Committee, Health Programs and Partnerships.
- 16. Supervise and evaluate Insurance Support Staff and Supervise Onsite Representatives
- 17. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

Required Qualifications:

- 1. Bachelor's Degree or graduate from an accredited college with an Associates Degree and 3-5 years of Insurance Benefits experience
- 2. Demonstrate knowledge of the principles and practices of health and wellness promotion, health education and disease prevention/management.
- 3. Supervisor and Administrative experience
- 4. Experience in financial management and/or accounting.
- 5. Skilled in Excel Spreadsheet and other applicable software.
- 6. Skill in Human Relations
- 7. Ability to work independently

Desired Qualifications:

- 1. Bachelor's Degree in Business with emphasis in Health Insurance Benefits.
- 2. Experience in insurance procedures and management.
- 3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost accounting and Reporting for Florida Schools and Clay County School Board Policy.
- 4. Knowledge in Data processing Procedures and Programs.

Approved: 04/15/2004 Effective: 07/01/2004 Revised: 02/16/2006 Revised: 05/03/2018 Revised: 02/04/2021 Job Locator: B-1.2.46

Job Title: Coordinator of Accounting/Budget

Position Grade: Coordinator I

Evaluated By: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator is directly responsible to the Assistant Superintendent for Business Affairs and serves in a staff relationship with other administrators. Provides financial information to management by researching and analyzing accounting data; preparing reports.

Responsibilities and duties of this position include:

- 1. Review and analyze federal grant expenditures and contracts for adequate documentation and compliance with grant documents, OMB circular A-128 and A-87.
- 2. Prepare FA-399's for federal grants and perform on-line disbursement reports.
- 3. Request federal cash advance draw downs.
- 4. Coordinate with the Office of the Auditor General and outside Auditing firms regarding federal grants.
- 5. Assist with the preparation of the Annual Program Cost Report, schools' financial reports and other reports as assigned.
- 6. Prep monthly budget reports.
- 7. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- 8. Documents financial transactions by entering account information.
- 9. Recommends financial actions by analyzing accounting options.
- 10. Perform other duties as assigned by the Assistant Superintendent for Business Affairs.
- 11. Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
- 12. Substantiates financial transactions by auditing documents.
- 13. Maintains accounting controls by preparing and recommending policies and procedures.
- 14. Guides district and school's clerical staff by coordinating activities and answering questions. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- 15. Reconciles financial discrepancies by collecting and analyzing account information.
- 16. Maintains financial security by following internal controls.
- 17. Prepares payments by verifying documentation, and requesting disbursements.

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- 18. Complies with federal, state, and local financial legal requirements by studying existing and new legislation enforcing adherence to requirements.
- 19. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- 20. Maintains customer confidence and protects operations by keeping financial information confidential.
- 21. Contributes to team effort by accomplishing related results as needed.

- 1. Graduate from an accredited college or university with a Bachelor's Degree in Business Administration Management or Accounting.
- 2. Three (3) years accounting/auditing experience.
- 3. Knowledge of fund accounting.
- 4. Skilled in Excel spreadsheet, current accounting system and other applicable software.
- 5. Ability to work independently.
- 6. Experience in auditing of Travel, P-card and Construction payment procedures.

Desired Qualifications:

- 1. Supervisory experience.
- 2. Ability to communicate effectively with the public.
- 3. Knowledge of federal grants.

Approved: 06/30/1999 Effective: 07/01/1999 Revised: 03/18/2004 Revised: 10/13/2011 Revised: 02/10/2014 Revised: 05/03/2018 Reviewed: 02/04/2021 Job Locator: B-1.4.01

Job Title: Coordinator of Payroll Activities

Position Grade: Coordinator I

Evaluated by: Assistant Superintendent for Business Affairs

Job Description:

The Coordinator of Payroll Activities is directly responsible to the Assistant Superintendent of Business Affairs. This person serves in a staff relationship with the other administrators in the Business Affairs Division. This person supervises the support staff assigned to the Payroll Department.

Responsibilities and duties of this position include:

- 1. Supervise payroll reporting, processing and accounting functions.
- 2. Supervise payroll deductions, remittance to proper companies and maintenance of related files
- 3. Supervise the payroll direct deposit program.
- 4. Supervise current records and files for earnings, payroll deductions and other pertinent payroll information.
- 5. Supervise the sick leave activity files to include transfers and shared sick leave.
- 6. Develop and implement payroll audit procedures to ensure compliance with School Board/State policies. Supervise and assist in the yearly payroll audits.
- 7. Interface with other departments, especially Human Resources and Datea Processing, in the data accumulation and other pertinent payroll information.
- 8. Be responsible for the accounting, balancing and submitting of all payroll related reports, including the following: Retirement Report, Payroll Bank Reconciliation Data; Quarterly Report to the Florida Department of Revenue (Reemployment), Labor Statistics to the U.S. Department of Labor; Employer's Quarterly Federal Tax Return (Form 941); Employee Wage and Tax Statements (W-2) to Social Security Administration; Florida Disbursement Unit for Child Support; and TSA Consulting Report.
- 9. Act as liaison for the department in the area of data processing by assisting the Data Processing programmers with the information necessary to program the needs of the Payroll Department.
- 10. Assist in the development of comprehensive plan and budgeting for the Payroll Department.
- 11. Coordinate aspects of fringe benefit program (other than health insurance) related to payroll accounting.
- 12. Monitor and ensure compliance with salary reduction contribution plan limits.
- 13. Create yearly payroll calendars.
- 14. Perform other duties as requested by the Assistant Superintendent for Business Affairs.

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- 1. Bachelor's Degree in Business Administration or Accounting or a combination of education/training/experience which provides an equivalent background.
- 2. Experience in financial management and/or accounting.
- 3. Experience with datea processing procedures and programs.

Desired Qualifications:

- 1. Experience in payroll procedures and management.
- 2. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting, and Reports for Florida Schools and Clay County School Board Policies.

Effective: 11/16/1988 Revised: 07/01/1993 Revised: 02/16/1995 Revised: 06/23/1998 Revised: 03/18/2004 Revised: 02/10/2014 Revised: 02/04/2021 Job Locator: B-1.4.02

Job Title: Coordinator of Risk Management

Position Grade: Coordinator I

Evaluated By: Assistant Supt. for Business Affairs

Job Description:

Under direct supervision of the Assistant Superintendent for Business Affairs, the Risk Manager is responsible for managing claims or litigations related to workers compensation, student accident, visitor accident, vehicle accident, property damage and other insurance claims. The position is a direct liaison between insurance adjusters, legal counsel, state and federal emergency management authorities, as well as other departments and divisions in regards to safety and risk.

Responsibilities and duties of this position include:

1. Reviews and evaluates accidents including workers' compensation, auto, property, and student accidents.

2. Workers Compensation:

- a. Works with Third Party Administrator (TPA) to investigate and qualify claims to determine eligibility for workers' compensation benefits; ensuring all legal and procedural requirements are met for the processing of claims, in order to ensure proper and timely payments to employees and medical facilities.
- b. Reviews each weekly check register before authorizing payment.
- c. Provides authoritative advice and counsel campus-wide on the interpretation and application of worker's compensation policies, legislation, regulations, and processes, as well as on loss control procedures and related regulations.
- d. Designs and implements training and orientation programs to disseminate this safety practices and procedural information to the School Board employees.
- e. Monitors each case receiving benefits and is the liaison between employee and support agencies.
- f. Communicates and interacts with medical professionals, support agencies and others to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or, depending upon medical status of the claimant, placement into appropriate alternative positions within the School Board, ensuring compliance with all appropriate regulations and guidelines.
- g. Communicates to School/Site, Human Resources, Benefits and Payroll Department on progress of injured employee.
- h. Coordinates with HR and other departments in regards to light duty meetings.
- Works closely with TPA and legal counsel while contributing to petitions, depositions, and mediations to reduce exposure.
- j. Acts as an advocate for injured employee to ensure all parties (TPA, Medical Professionals, District Personnel) are compliant with mandates, standard practices, and timely treatment,

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- k. Assigns tasks, supervises, and supports Light Duty employees while they work remotely during restricted recovery.
- 3. Safety, Insurance and Managing Risk:
 - a. Participates in strategic planning aimed at minimizing District exposure, controlling cost, promoting awareness and reducing the incidences of, accidents, injuries, property damage and identifiable dangers.
 - b. Analyzes accidents and works with appropriate department(s) to address and resolve hazards.
 - c. Reviews contracts and certificates of insurance to ascertain appropriate language and proper coverage I present to protect the District from avoidable liability or unintended obligation.
 - d. Investigates, documents, and communicates details of claims; making recommendations on settlements or further actions required to achieve closure.
 - e. Works with departments, vendors, and District Management to prepare for yearly insurance renewals.
 - f. Coordinates with Maintenance, Operations, FEMA and state agencies to procure available reimbursements after natural disasters.
 - g. Composes, recommends changes, and updates on forms, documents, plans etc. to communicate and address associated needs of the district safety program.
 - h. Liaises with vendor(s), Student Services and Schools to ensure timely delivery of supplemental student accident policies to school sites.
 - i. Negotiates with insurance and other vendors to ensure the District is provided with maximum coverage, adequate services, and competitive pricing for the District's needs.
- 4. Performs other duties as requested by the Assistant Superintendent for Business Affairs.

- 1. High School Diploma, including or supplemented by education, training, and/or experience in risk management, management and/or insurance field.
- 2. Minimum of five (5) years progressively responsible experience in Worker's Compensation laws claims processing, staff benefits ADA compliance, and related risk management functions.
- 3. Highly Skilled in Human Relations and conflict resolutions.
- 4. Strong analytical, problem solving, written and verbal skills.
- 5. Adept at computer programs, spreadsheets, reporting and processing of critical data.
- 6. Ability to work with Confidential/sensitive information and employee files.

Desired Qualifications:

- 1. Bachelor's Degree in Business, Risk Management, or Insurance.
- 2. CPCU or ARM Certification.

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- 3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policy.
- 4. Knowledge in Data Processing Procedures and Programs.

Approved: 03/15/2012 Reviewed: 02/10/2014 Revised: 04/05/2018 Revised: 05/03/2018 Reviewed: 02/04/2021



Job Locator: B-1.4.04

Job Title: Coordinator of Property Control

Position Grade: Coordinator I

Evaluated by: Supervisor of Purchasing and Material Management

Job Description:

The Coordinator of Property Control is directly responsible to the Supervisor of Purchasing and Material Management. This person serves in a staff relationship with other administrators. Coordinator of Property Control supervises both Property Control Warehouse and Print Center's daily activities.

Responsibilities and duties of this position include:

- 1. Maintain a master control ledger on all school board tangible personal property.
- 2. Assure that all property is tagged upon receipt and entered into inventory.
- 3. Up-date assets on value adds.
- 4. Coordinate transfer of property from location to location and delete unusable property from inventory when necessary.
- 5. Transfer all property within a cost center on the inventory system.
- 6. Reconcile property records and submit a monthly Property Report to the Board.
- 7. Instruct and assist Property managers in maintaining their property records.
- Conduct annual on-site inventory audits at schools/district offices and balance sheets each fiscal year as required.
- 9. Coordinate activities for disposition of surplus property.
- 10. Conduct Needs Assessments for furniture acquisition new and/or replacement.
- 11. Coordinate data and assist with Bids for furniture Needs Assessments for procurement.
- 12. Amend budgets, propose purchase orders, and coordinate acquisitions with all cost centers.
- 13. Coordinate the surplus/reissue warehouse for movement from, to, between cost centers.
- 14. Coordinate data and approves Equipment Assessments for all schools
- 15. Coordinate all office moves within the district.
- 16. Handle all donations to and from the school district.
- 17. Gather and process all vandalism reports for the school district. Collaborates with Schools and Departments regarding vandalized real property.
- 18. Attend all court appearances in regards to all vandalism restitutions. Collaborates with Schools and Departments regarding stolen, lost, and damaged tangible Property.

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- 19. Coordinate the pickup and delivery of all special events items for the school district.
- 20. Coordinate with "IT" on all surplus computers and verify all hard drives removed before auction.
- 21. Process request from liability insurance for vehicle values.
- 22. Approve workflow on ERP system.
- 23. Coordinate with Facilities portable movements.
- 24. Coordinate Print Shop daily activities with staff and school district.
- 25. Coordinate repairs with print shop equipment and supplies orders.
- 26. Oversee all staff duties and evals.
- 27. Perform other duties as requested by the <u>Assistant Superintendent of Business Affairs or the</u> Administrationor.

- 1. Bachelor's Degree.
- 2. Minimum of three (3) years experience in auditing, purchasing of equipment, and inventory methods.
- 3. Must possess excellent oral and written skills.
- 4. Ability to work independently.
- 5. Skill in Excel spreadsheets
- 6. Must have and maintain a safe driving record.

Desired Qualifications:

- 1. Experience in local school and district level inventory procedures.
- 2. Knowledge of data processing procedures and programs.
- 3. Skills in human relations.
- 4. Worked with "On-Line" auction houses
- 5. Class "B" driver license

Revised: 05/03/2018 Revised: 02/04/2021

II. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

As a response to the OPPAGA Audit and in an effort to ensure that all job descriptions are current, Human Resources is leading the revision of all job descriptions throughout the District. This month, Business Affairs has carefully reviewed and revised each job description within their department.

C-3.2.04 - Press Operator

C-3.3.01 - Accounts Payable Assistant

C-3.3.03 (C) - Insurance Assistant

C-3.3.05 (C) - Payroll Assistant

C-3.3.09 - Purchasing Support Assistant

C-3.7.01 - Bookkeeper

C-3.8.01 - Accounting Assistant

C-3.8.02 - Accounting Support Assistant

C-3.8.14 - Position Control / Allocations Specialist

Current job descriptions were reviewed and revised to update language, remove outdated applications and systems and aligned requirements with other equivalent job descriptions, as well as the addition of the Physical Abilities Grid.

Job Locator: C-3.2.04
Title: Press Operator

Position Grade: Support Salary Schedule

Evaluated By: Supervisor of Purchasing and Material Management

Job Description:

Operates a variety of duplicating equipment within the printing department. Participates in the printing process by setting up and operating printing presses and copiers. Operates bindery equipment, wraps, and packs work orders as needed. Performs necessary maintenance and repairs to equipment to assure the proper operation and quality of work orders.

Responsibilities and duties of this position include:

- 1. Sets up and operates copiers and printing presses making proper adjustments in accordance with work order specifications or work orders.
- 2. Operates bindery equipment to complete printing work orders including stapling and three-hole punch.
- 3. Assists in the completion of printing work orders by performing a variety of finishing tasks including collating, wrapping, and packing.
- 4. Runs a proof of all printing orders prior to running work order in order to adjust and ensure quality.
- 5. Reviews all work in progress to ensure compliance with work order specifications and continued quality of production.
- 6. Cleans and maintains work areas to ensure a safe working environment.
- 7. Runs priority sheets and keys completed work orders into database program to establish priorities and determine status of jobs.
- 8. Performs other duties as assigned by the Administrator a similar nature or level.

Required Qualifications:

- 1. Must be a high school graduate or have passed the GED equivalency examination.
- 2. Possess basic computer skills.
- 3. Ability to move objects weighing up to fifty pounds.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	<u>OCCASIONALLY</u>	<u>NEVER</u>
Lifting/carrying objects under 20 pounds	<u>X</u>			
Lifting/carrying object	<u>X</u>			
between 21-50 pounds				
Standing for sustained period of time	<u>X</u>			
Stooping/bending	<u>X</u>			

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Walking for sustained periods of time		<u>X</u>	
Climb steps, stools or ladders		<u>X</u>	
Kneeling/crouching		<u>X</u>	
<u>Twisting</u>		<u>X</u>	
Pushing/pulling carts or other such objects	<u>X</u>		
Reach above shoulders		<u>X</u>	
Repetitive motions of the	X		
wrists, hands and fingers			
Operation of power tools,	X		
mechanical equipment			

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment			<u>X</u>	
with few physical discomforts.				
Working in an area that is somewhat	<u>X</u>			
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				
Working with equipment or performing	X			
procedures where carelessness could				
<u>result in injury</u>				
Work Conditions that may have a variety	X			
of physical conditions, such as proximity				
to moving mechanical parts, electrical				
current, working on scaffolding and high				
places, and exposure to heat or				
chemicals.				

Desired Qualifications:

1. Experience operating a variety of copiers and/or printing presses and the daily operation of a printing center; or a combination of education/training/experience which provides for an equivalent background necessary to perform the work.

Approved: 05/20/1993 Revised: 09/21/1995 Revised: 09/04/2003 Revised: 11/17/2015 Revised: 06/01/2017 Revised: 02/04/2021 Job Locator: C-3.3.01

Title: Accounts Payable Assistant

Position Grade: Support Salary Schedule

Evaluated By: Director of Purchasing/Warehouse Finance

Job Description:

Processes purchase orders and expedites payment on purchase orders incoming invoices for remittance/disbursement to ensure payment of purchases for the District in compliance with District financial procedures, School Board policies, Florida State statutes, and Federal regulations. Conducts all accounts payable activities to ensure deadlines and that accounts payable functions are performed according to established school and accounting procedures.

Responsibilities and duties of this position include:

- 1. Audits invoices for payment from purchase orders submitted for capital equipment, supplies, and expendable merchandise ordered from District schools and departments.
- 2. Resolves and makes recommendations to schools/departments regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, and verifying State contract or bid prices.
- Receives and routes telephone calls for Accounts Payable and Purchasing Departments. Interprets
 policies and procedures or questions relating to payment or other problems with purchase orders.
 Refers question to Director of Purchasing or Purchasing Coordinator Coordinator of Accounts Payable,
 as required.
- 4. Enters bids on word processor or types bids; makes copies and mails to vendors. Determines format for bid specification.
- 5. Composes and types Purchasing/Accounts Payable correspondence to vendors regarding purchase order problems or payment of invoices.
- 6. Reviews quarterly reconciliation of invoices from District schools, departments and vendors to ensure paperwork is submitted to complete orders.
- Separates Accounts Payable checks and travel checks including attaching purchase orders with invoices or travel reimbursements to vouchers, inserts in envelopes to be mailed and files by check number.
- 8. Orders requisitions, enters data for supply requisitions on the computer for Accounts Payable and Purchasing Departments. Makes recommendations for new products. Disburses routine expenditures from revolving petty cash fund.
- 9. Enters data for new purchase orders on computer for the Department of Business Affairs including purchasing, accounts payable, payroll, accounting, property records and warehouse data. Determines if orders should be entered that exceed budgeted amounts.

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- 10. Gather data on State contracts from schools or departments and sets up and maintains microfilm files.

 Duplicates contracts and sends them to schools/departments.
- 11. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to Accounting to make deposits.
- 12. Performs other duties of a similar nature or level. as assigned by the Coordinator of Accounts Payable.
- 13. <u>Audits invoices for subsequent processing of payment. Reviews for accuracy and verifies legitimacy and appropriateness.</u>
- 14. Ensures expenditure authorization by verifying either partial or full receipt of the goods or services order and the goods are services have been found to be acceptable.
- 15. <u>Checks invoices for mathematical and clerical accuracy and for agreement with purchase order (PO) and/or contract as to prices, dates, vendor name, vendor address, and terms.</u>
- 16. Coordinates with the District school or department that initiated the purchase order for capital equipment, supplies, travel, services, and/or merchandise. If necessary, resolves invoice problems and provides recommendations to school/department personnel regarding issues including prices not in agreement with PO, duplicate shipments, missing purchase order numbers, and use of State contract or bid prices.
- 17. Scans invoice copy and enters invoice information in accounting system for approval processing.
- 18. Answers vendor inquiries and composes correspondence to vendors about payment of invoices.
- 19. <u>Provides technical assistance by receiving and routing telephone calls for the Accounts Payable Department relating to payment. In some instances, refers questions to Coordinator of Accounts Payable.</u>
- 20. <u>Prepares checks for distribution after they are printed by separating vendor checks and travel checks including attaching purchase orders with invoices or travel reimbursements and inserting checks in envelopes to be mailed.</u>
- 21. Completes Accounts Payable Fund total code sheets (indicates total amount paid from each fund when checks are run) and submits to the Accounting Department to make deposits.
- 22. Sets up and organizes files and manuals relating to the Accounts Payable Department and its function.
- 23. Perform other duties as assigned by the Administrator.

- 1. Possess a high school diploma or GED equivalency.
- 2. Two years related accounts payable/training/experience which provides for an equivalent background necessary to perform the work.

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- 3. Pass the secretarial/clerical skills test.
- 4. Possess basic computer skills
- 5. Pass the 10-key calculator test.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	<u>NEVER</u>
Lifting/carrying objects under 20 pounds				
Lifting/carrying object				
between 21-50 pounds				
Standing for sustained period of time				
Stooping/bending				
Walking for sustained periods of time			-	
Climb steps, stools or ladders				
Kneeling/crouching				
<u>Twisting</u>				
Pushing/pulling carts or other such objects				
Reach above shoulders				
Repetitive motions of the				
wrists, hands and fingers				
Operation of power tools,				
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	<u>OCCASIONALLY</u>	<u>NEVER</u>
Working in a normal office environment				
with few physical discomforts.				
Working in an area that is somewhat				
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				
Working with equipment or performing				
procedures where carelessness could				
result in injury				
Work Conditions that may have a variety				
of physical conditions, such as proximity				
to moving mechanical parts, electrical				
current, working on scaffolding and high				
places, and exposure to heat or				
<u>chemicals.</u>				

Board Approved: 05/20/1993

Revised: 03/21/1996 Revised: 01/19/2006 Revised: 02/04/2021 Job Locator: C-3.3.03 (C)
Title: Insurance Assistant

Position Grade: Confidential Salary Schedule

Evaluated By: Coordinator Insurance Activities or Assigned Administrator

Job Description:

Maintains insurance funds and related accounting records, completes insurance reports and claims, while ensuring complete and proper documentation for insurance benefits and processes. Provides accurate and confidential assistance and support to all employees, retirees and COBRA participants.

Responsibilities and duties of this position include:

- 1. Maintains accounts receivable for insurance report including distributing payment schedules and collecting and refunding money, and preparing deposits for accounting office.
- 2. Reconciles and balances insurance reports and distributes to multiple insurance companies.
- 3. Processes insurance applications/forms of employees, retirees and COBRA participants ensuring information is complete, determining effective date of insurance and submitting forms to insurance companies. Responds to general insurance questions during the open enrollment process for benefit eligible employees, retirees and COBRA participants.
- 4. Designs and maintains confidential HIPAA compliant files; keys insurance information, employee changes and data into multiple database systems including current HRPY database, web enrollment system and multiple vendor database systems.
- 5. Compiles and files data relating to employee's insurance claims including data verification for health insurance, life, GAP, voluntary workplace benefits, disability, vision and dental. Prepares and processes death claims, evidence of insurability, beneficiary change request and disability claims.
- 6. Maintains and updates employee health insurance and administrative records for employees on FMLA, extended leave, ILOD, military leave, professional leave and year-long leave in the leave database system. Monitor all leave employees deductions. Sets up and direct bills any employee who goes to an unpaid status, post payments and submit payment to appropriate carrier.
- 7. Prepares and collects listing of high risk employees who qualify for the Hepatitis B and Tetanus vaccine. Monitors each eligible employee to make sure they complete the Hepatitis B vaccine series. Processes the invoice from the Clay County Health Department for payment of both vaccines.
- 8. Prepares and processes new retiree and COBRA enrollment/change forms in retiree database system and appropriate carrier database systems. Completes and submits the Health Insurance Subsidy Certification form to FRS Retired Payroll Section.
- 9. Performs miscellaneous secretarial and clerical duties including keying, distributing and collecting mail, answering phones, and maintaining budgetary and financial records relating to insurance programs.

- 10. Coordinates, prepares information and schedules meetings for insurance committee and wellness committee reviews.
- 11. Completes and submits verification of employment information for Department of Health and Human Services for employees or former employees signing up for Medicare Part B.
- 12. Reconcile expenditures and accounts receivables to supporting carrier reconciliation reports.
- 13. Assists in preparing insurance benefit information used in the Collective Bargaining Process.
- 14. Performs other duties as assigned by the Administrator similar in nature or level.

- 1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- 2. One year experience in providing insurance support services and bookkeeping; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
- 3. Pass the secretarial/clerical skills test.
- 4. Possess basic computer skills

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			<u>X</u>	
Lifting/carrying object				X
between 21-50 pounds				
Standing for sustained period of time			<u>X</u>	
Stooping/bending			<u>X</u>	
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders		9	<u>X</u>	
Kneeling/crouching			<u>X</u>	
Twisting			<u>X</u>	
Pushing/pulling carts or other such objects			<u>X</u>	
Reach above shoulders			<u>X</u>	
Repetitive motions of the	X			
wrists, hands and fingers				
Operation of power tools,			<u>X</u>	
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	<u>NEVER</u>
Working in a normal office environment	X			
with few physical discomforts.				
Working in an area that is somewhat			X	
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				

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Working with equipment or performing procedures where carelessness could result in injury		X	
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.	-		<u>X</u>

Approved: 05/20/1993 Revised: 03/21/1996 Revised: 07/17/1997 Revised: 01/19/2006 Revised: 04/04/2019 Revised: 02/04/2021



Job Locator: C-3.3.05 (C)
Title: Payroll Assistant

Position Grade: Confidential Salary Schedule

Evaluated By: Assigned Administrator

Job Description:

To review, analyze, and processes payroll data items for all District employees; maintains all payroll related records and ensures the payroll needs of all District employees are met.

Responsibilities and duties of this position include:

- Processes regular and supplemental payrolls including posting employee sick bank and shared bank leave entries, calculating adjustments for salary changes, entering data for other payroll adjustments, and payroll balancing against computer generated totals. Review school/department certifications to ensure accurate employee reporting. Process all District employees Time and Attendance online timesheet reporting.
- 2. Initiates payroll computer processing to calculate and produce District payroll and other related balancing reports. Analyzes and reviews payroll reports for errors and makes adjustments and corrections as needed.
- 3. Analyzes changes to employee HR records to ensure proper payroll processing. Analyzes salary changes to determine retroactive payments due and determine other salary adjustments needed to ensure employee salary is paid out properly during the contract period. Checks employee employment classification to ensure proper retirement and federal tax reporting. Inactivates employee's payroll status for terminating, resigning and contract end employees.
- 4. Monitors and verifies other payroll related deductions. Enters new enrollments and cancellations for tax shelter annuities, direct deposits, union dues, District child care, garnishments and W-4's into employee records. Each payroll processing verifies payroll related vendor checks against payroll reports and mails payments to vendors.
- 5. Answers and screens incoming calls from all District employees regarding payroll issues. Provides assistance to employees regarding questions or concerns arising from the review of pay check stubs.
- 6. Sorts manually generated payroll checks by cost center and puts in folders to be delivered by carriers. Stops payment on payroll checks when lost or stolen.
- 7. Enters payroll transactions for in- service, overtime, extra time, class C meal reimbursement, prior payroll corrections, and sick and annual leave payouts for payroll processing.
- 8. Separates, seals, and distributes all District employee W-2 forms. Mails W-2 forms to employees that no longer work for the district.

- 9. Maintains year-end payroll file maintenance including updating data base for new retirement and social security rates and federal withholding tables and testing employee pay calculations to determine and resolve discrepancies.
- 10. Monitors leave balances for FML employees to ensure proper payroll processing. Notifies school and HR when employee record needs to be updated to FML status. Manages sick bank and shared sick leave transactions.
- 11. Maintains employee payroll records including changes in position, payroll related deductions, and W-4's.
- 12. Provides support to schools and district department payroll secretaries regarding employee time and leave reporting, semi-monthly payroll reporting, and other payroll related issues that may arise.
- 13. Assists in preparing salary modeling used in the Collective Bargaining Process.
- 14. Perform other duties as assigned by the Administrator. of a similar nature or level.

- 1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- 2. Minimum of one years' previous bookkeeping or payroll accounting experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
- 3. Pass the secretarial/clerical skills test.
- 4. Pass the 10-key calculator test.
- 5. Possess basic computer skills

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			<u>X</u>	
Lifting/carrying object				<u>X</u>
between 21-50 pounds				
Standing for sustained period of time			<u>X</u>	
Stooping/bending			<u>X</u>	
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders			<u>X</u>	
Kneeling/crouching			<u>X</u>	
Twisting			<u>X</u>	
Pushing/pulling carts or other such objects			<u>X</u>	
Reach above shoulders			<u>X</u>	
Repetitive motions of the		<u>X</u>		
wrists, hands and fingers				
Operation of power tools,			<u>X</u>	
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment	X			
with few physical discomforts.				
Working in an area that is somewhat			<u>X</u>	
uncomfortable due to drafts, noise,	4			
temperature variations and other				
conditions.				
Working with equipment or performing			X	
procedures where carelessness could	- W			
<u>result in injury</u>				
Work Conditions that may have a variety			X	
of physical conditions, such as proximity				
to moving mechanical parts, electrical				
current, working on scaffolding and high				
places, and exposure to heat or				
chemicals.				

Approved: 05/20/1993 Revised: 03/21/1996 Revised: 01/19/2006 Revised: 04/04/2019 Revised: 02/04/2021 Job Locator: C-3.3.09

Title: Purchasing Support Assistant
Position Grade: Support Salary Schedule

Evaluated By: Business Affairs Assigned Administrator

Job Description:

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

Responsibilities and duties this position include:

- 1. Responsible for overall administrative support of the Supervisor and department staff.
- 2. Assist with review of purchase requisitions for compliance with governmental purchasing procedures and School Board Policy; process and distribute purchase orders; review information for product procurement, verify bid pricing and revise as necessary.
- 3. Assist with the preparation of Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualifications (RFQ), quote packages and bid evaluation and bid renewal processes.
- 4. Communicate with other agencies to acquire or distribute bid-related documents.
- 5. Interact with the public, including vendors and bidders, and assist with inquiries regarding bid documents, bid openings, and bid awards.
- 6. Update and Maintain Assist with Bid/Quote spreadsheets, documents, files, etc.
- 7. Obtain certificates of insurance for vendors and maintain renewal information.
- 8. Receive and process all contract review contracts which includes: ensuring all documents are attached, routing for approval, scanning approved contract back to originator, follow up with purchase requisition.
- 9. Update and Maintain Contract Review spreadsheet, documents, files, etc.
- 10. Prepare agenda items or materials for meetings as assigned
- 11. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs; work orders & IssueTrak service tickets for both Purchasing Department and Print Center.
- 12. Prepare and submit <u>budget transfers and</u> purchase requisitions for both Purchasing Department and Print Center.
- 13. Submit Budget Transfers for both the Purchasing Department and Print Center.
- 14. Update and Maintain Print Center budget in regards to purchasing expenses.
- 15. Receive and review invoices for both the Purchasing Department and Print Center.
- 16. Respond to inquiries and concerns from customers, vendors, etc., in a timely manner.

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- 17. Utilize current technology, as appropriate, to perform job functions and participate in training programs offered to increase technology skill level and proficiency related to job assignment.
- 18. Receive and distribute mail. Order and maintain office supplies.
- 19. Maintain positive effective working relationships with District / school personnel and co-workers.
- 20. Perform other duties as assigned by the Administrator other incidental tasks consistent with the goals and objectives of this position.

- Associate's Degree.
- 2. Minimum of two year's previous bookkeeping and or accounting experience providing background necessary to perform the work.
- 3. Pass the secretarial/clerical skills test.
- 4. Possess basic computer skills
- 5. Pass the 10-key calculator test.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			<u>X</u>	
Lifting/carrying object				X
between 21-50 pounds				
Standing for sustained period of time			<u>X</u>	
Stooping/bending			<u>X</u>	
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders			<u>X</u>	
Kneeling/crouching				<u>X</u>
Twisting		<u>X</u>		
Pushing/pulling carts or other such objects			<u>X</u>	
Reach above shoulders			<u>X</u>	
Repetitive motions of the		<u>X</u>		
wrists, hands and fingers				
Operation of power tools,				X
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	<u>OCCASIONALLY</u>	<u>NEVER</u>
Working in a normal office environment	<u>X</u>			
with few physical discomforts.				
Working in an area that is somewhat			<u>X</u>	
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				

Working with equipment or performing procedures where carelessness could result in injury		<u>X</u>	
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.			X

Approved: 05/03/2018

Revised: 02/04/2021



Job Locator: C-3.7.01 Title: Bookkeeper

Position Grade: Support Salary Schedule

Evaluated By: Principal

Job Description:

Performs accounting duties such as collecting receipts and monies; preparing financial reports; posting, reconciling and balancing school's internal accounts; and monitoring District budgeted funds consistent with District requirements to provide financial record keeping of school funds.

Responsibilities and duties of this position include:

- Performs posting and reconciliation activities relating to maintaining the school's funds including posting receipts and checks to receipts, expense journals and to depository ledger; writing checks and official receipts for cash received; reconciling bank statements; maintaining and balancing ledgers; and, preparing financial reports.
- 2. Performs miscellaneous secretarial and clerical duties, such as, calling for substitute teachers, ordering supplies, editing newspaper, emptying money from vending machines, arranging for maintenance of office equipment, registering students, making copies, distributing/collecting insurance forms, distributing yearbooks, answering phones, greeting public, processing field trip and bus applications; arranging for printing of forms/reports, and typing.
- 3. Enters data on computer for information relating to property records, warehouses and purchase orders, print center requests, sick leave, budget information, etc.
- 4. May verify purchase orders to ensure information is complete and maintains files of purchase orders and requisitions; receives and distributes supplies and materials.
- 5. May perform accounts payable duties including verifying purchase requisitions against invoices, writing checks and submitting to District office for payment.
- 6. May balance school budget and make internal budget transfers, prepares budget amendments for District to line budget as needed.
- 7. May maintain and submit school payroll records, including collecting leave forms, ensuring leave forms are complete and signed by administrator, and distributing forms to District office.
- 8. Maintains ledger for sales tax due; prepares sales tax return and writes check for tax.
- 9. May operate school store including selling, ordering items, pricing, stocking, inventory and maintaining records and accounts.
- 10. May prepare internal accounts information for annual audit to ensure records and reports are complete.
- 11. May coordinate school activities, i.e., student pictures, fund raising events, etc. Collaborates with outside vendors to gather information and respond to issues or concerns.

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- 12. Determines amount of school funds to be invested, sends investment monies to investment agencies and posts interest.
- 13. Performs other duties of a similar nature or level.
- 14. Types memos, correspondences, reports, schedules, etc. Makes copies and files appropriately.

Required Qualifications:

- 1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- 2. One year bookkeeping experience and knowledge of school office operations and bookkeeping practices; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
- 3. Pass the 10-key calculator test.
- 4. Possess basic computer skills.
- 5. Pass the secretarial/clerical skills test.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	<u>OCCASIONALLY</u>	NEVER
Lifting/carrying objects under 20 pounds			<u>X</u>	
Lifting/carrying object			<u>X</u>	
between 21-50 pounds		•		
Standing for sustained period of time		<u>X</u>		
Stooping/bending			<u>X</u>	
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders			<u>X</u>	
Kneeling/crouching		<u>X</u>		
Twisting		<u>X</u>		
Pushing/pulling carts or other such objects			<u>X</u>	
Reach above shoulders		<u>X</u>		
Repetitive motions of the	<u>X</u>			
wrists, hands and fingers				
Operation of power tools,				X
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	<u>NEVER</u>
Working in a normal office environment	<u>X</u>	*		
with few physical discomforts.				
Working in an area that is somewhat			X	
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				
Working with equipment or performing				<u>X</u>
procedures where carelessness could				
result in injury				

Work Conditions that may have a variety	<u>X</u>
of physical conditions, such as proximity	
to moving mechanical parts, electrical	
current, working on scaffolding and high	
places, and exposure to heat or	
chemicals.	

Board Approved: 05/20/1993

Revised: 03/21/1996 Revised: 08/17/2006 Revised: 02/04/2021



Job Locator: C-3.8.01

Title: Accounting Assistant

Position Grade: Support Salary Schedule Evaluated by: Assigned Administrator

Job Description:

Depending upon the office of assignment, maintains accounting records, titles, ledgers, journals and accounts in accordance with the District policies, procedures and guidelines. Prepares and compiles financial information for various District financial reports or state reports. Audits and verifies invoices and/or entries to ensure proper amounts, codes, balances and/or reports.

Responsibilities and duties of this position include:

- 1. Audits and reviews invoices or purchase orders to ensure proper bid price, amounts received or other information.
- 2. Posts, codes, balances and/or maintains the general ledger and revenue journal
- 3. Posts capital outlay expenditures and balances to budget expenditures.
- 4. Posts revenues and expenditures to appropriate accounts according to established procedures.
- 5. Prepares bank deposits for revenues received. Posts and codes receipts. May reconcile bank statements.
- Compiles revenue and expenditure information to prepare and type reports required by the school or state.
- 7. Updates, enters and maintains vendor information and orders on computer and mMaintains departmental files and records.
- 8. Reviews and Mmaintains, posts and balances transfers and deletions of fixed assets from property reports to budget.
- 9. Types manual checks and maintains check registers.
- 10. Types and/or prepares letters, memos, budget amendments or other correspondence in the conduct of duties.
- 11. Ensures payments are collected and applied as mandated.
- 12. Creates and maintains confidential files.
- 13. Performs other duties of a similar nature or level as assigned by the assigned administrator.

Required Qualifications:

1. Must be a high school graduate or have passed the GED equivalency examination.

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- 2. Requires a minimum or three years previous bookkeeping or financial records experience, or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work. A two year degree may be required in lieu of the above listed requirements.
- 3. Must pass the 10-key calculator test.
- 4. Pass the secretarial/clerical skills test.
- 5. Possess basic computer skills

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	<u>NEVER</u>
Lifting/carrying objects under 20 pounds			<u>X</u>	
<u>Lifting/carrying object</u>			<u>X</u>	
between 21-50 pounds				
Standing for sustained period of time			<u>X</u>	
Stooping/bending		X		
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders			<u>X</u>	
Kneeling/crouching		<u>X</u>		
Twisting			<u>X</u>	
Pushing/pulling carts or other such objects			<u>X</u>	
Reach above shoulders			<u>X</u>	
Repetitive motions of the	X			
wrists, hands and fingers				
Operation of power tools,				X
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment	X			
with few physical discomforts.				
Working in an area that is somewhat			X	
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				
Working with equipment or performing			X	
procedures where carelessness could				
result in injury				
Work Conditions that may have a variety				<u>X</u>
of physical conditions, such as proximity		š.		
to moving mechanical parts, electrical				
current, working on scaffolding and high				
places, and exposure to heat or				
chemicals.				

Board Approved: 05/20/1993

Revised: 03/21/1996 Revised: 02/20/1997 Revised: 08/17/2006 Revised: 02/04/2021



Job Locator: C-3.8.02

Title: Accounting Support Assistant
Position Grade: Support Salary Schedule
Evaluated By: Assigned Administrator

Job Description:

Maintains accounts and assets of the District in accordance with Florida Statutes and District Operating procedures. Processes purchase orders and expedites payment on purchase orders to ensure payment of purchases for the District. Conducts all accounts payable activities to ensure deadlines and the accounts payable functions are performed according to established school and accounting procedures. Ensure records are accurate and functions are performed according to procedures. Prepares and compiles financial information for financial reports or state reports pertaining to tangible personal property. Audits and verifies invoices and/or entries to ensure proper amounts, codes and balances are reported. Provides support to property managers at all schools/departments. Interacts and assists the general public on the sale of surplus property items. Prepare documents for Board approval.

Responsibilities and duties of this position include:

- 1. Audits area Cost Center inventories, performing random checks of fixed assets by CCSB number, description, and room location-as required by the School District and Auditor General's Office. Updates listesing listings of District school inventories including making room changes and transfers. Prepares inventory list of missing items for submission to the Board for approval. Audits and enters invoices for payment of District wide purchase orders, Payroll insurance payables and all other District expenditures. Resolves problems and makes recommendations to School Administrators, Departments and vendors, regarding invoice problems including price increases, duplicate shipments, missing purchase order numbers, back orders, cancelled orders, researches past due statements and verifies contract prices.
- Establish property records for master control ledger for all school board tangible personal property. Adds
 new expenditures, donations and deletions to master control schedule and balances to maintain ledger
 accounts. Pulls and prepares invoices and purchase order receiving copies for auditing.
- 3. Print checks, check register, and expenditure reports. Processes Accounts Payable fund total (indicates total amount paid for each fund when checks are run and submits to Accounting Department to make deposits. Verifies payments are correct, separates and mails checks, compiles back-up to corresponding permanent file voucher. Review and approve purchase requisitions in the workflow on the ERP system for all capitalized tangible personal property ensuring correct object coding is used.
- 4. Completes monthly property/software/audio visual reports, reconciles with the master control ledger and prepares for submission to the board for approval. Reports Cost Center figures and initiates new starting balances for ensuing month. Compiles and submits the monthly accounts payable total to the Coordinator of Purchasing/AP.
- Compiles monthly deletion property report based on surveys completed by the Property Control Coordinator. Lists surveyed items by Cost Center, prepares for submission to the Board for approval

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- and deletes items from the master control ledger. Reviews purchase order aging report for District and vendors to ensure appropriate paperwork is submitted to complete purchase orders.
- 6. Assists the Property Control Coordinator in purchasing new furniture for schools from needs assessment forms incorporating budgeting items, making budget amendments, entering requisitions on computer and ensuring property is received on orders. As required, contacts vendors to resolve purchasing problems relating to furniture purchases.
- 7. Compiles monthly report of District Cost Center transactions based on weekly activity listing submitted by schools for the transfer of property between District buildings.
- 8. Resolves property problems at District building with designated property managers. Provides recommendations on property issues to the Property Control Coordinator for implementation. Identifies policy and procedure issues relating to payments. Refers appropriate questions to Director the Supervisor of Purchasing or Purchasing Coordinator.
- 9. At District level, reconciles and posts new expenditures to receiving Cost Centers. Verifies assigned control numbers entered on the computer to ensure proper entry.
- 10. Reconciles, balances and makes adjustments to Cost Center inventory totals against the master control ledger biannually. Prepares/submits reconciliation report for Board review. Daily reconciles and balance's accounts payable to computer batch program and expenditure report.
- 11. Assists Property Control Coordinator in conducting inservice in-service training for new building designated property managers. AssistsPurchasing/AP Coordinator in conducting inservice in-service training for accounts payable purchasing program users. Gathers and duplicates data on contracts for distribution to schools/departments.
- 12. <u>Creates and coordinates the distribution of property tags for new capital assets for the entire District.</u>

 <u>Maintain log of issued property numbers. Assures all property is tagged.</u>
- 13. Assist with the selling of approved surplus property; to include adding items to surplus sale website, answering customer questions regarding items, arrange for pickup of surplus items and update website to reflect item has been picked up.
- 14. Create spreadsheet reports for ERP systems.
- 15. Design property forms and prepare/edits property manuals.
- 16. Performs other duties of a similar nature or level. as assigned by the Administrator.

Required Qualifications:

- 1. Must be a high school graduate or have passed the G.E.D. equivalency exam.
- 2. Minimum of two year's previous bookkeeping and or accounting experience providing background necessary to perform the work.
- 3. Pass the secretarial/clerical skills test.

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- 4. Possess basic computer skills.
- 5. Pass the 10-key calculator test.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			<u>X</u>	
Lifting/carrying object				X
between 21-50 pounds				
Standing for sustained period of time			<u>X</u>	
Stooping/bending			<u>X</u>	
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders			<u>X</u>	
Kneeling/crouching			<u>X</u>	
Twisting			<u>X</u>	
Pushing/pulling carts or other such objects	1		<u>X</u>	
Reach above shoulders			<u>X</u>	
Repetitive motions of the		X		
wrists, hands and fingers				
Operation of power tools,			<u>X</u>	
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment	X	*		
with few physical discomforts.				
Working in an area that is somewhat			<u>X</u>	
uncomfortable due to drafts, noise,				
temperature variations and other				
conditions.				
Working with equipment or performing			<u>X</u>	
procedures where carelessness could				
result in injury				
Work Conditions that may have a variety				<u>X</u>
of physical conditions, such as proximity				
to moving mechanical parts, electrical				
current, working on scaffolding and high				
places, and exposure to heat or				
chemicals.				

Board Approved: 05/20/1993

Revised: 03/21/1996 Revised: 03/31/1999 Revised: 08/17/2006 Revised: 02/04/2021 **Job Locator: C-3.8.14 (C)**

Title: Position Control/Allocations Specialist Position Grade: Confidential Salary Schedule

Evaluated By: Assistant Superintendent of Business Affairs

Job Description:

Performs varied and complex administrative and financial, confidential activities in support of the Business Affairs Division and the services provided by Business Affairs.

Responsibilities and duties of this position include:

- 1. Prepares, organizes, schedules, and updates District staff allocation documents. Prepares and submits documents for Board approval, amends and distributes documents to appropriate personnel.
- 2. Assists with processing of public records requests as needed.
- 3. Assists with preparation of contract negotiation materials, including salary modeling to assess fiscal impact.
- 4. Maintains and updates budget, invoicing, and accounting records. Creates and maintains confidential files and records.
- 5. Attends meetings and other proceedings as needed and within normal work hours.
- 6. Analyzes, inputs, and manages data in system to ensure District staff allocations are properly reflected in number, cost center, and aligned correctly to funding source.
- 7. Monitors District-wide budgets to ensure fidelity with all project and grant funding sources.
- 8. Works with schools and departments on all aspects of facility use.
- 9. Ensures fund utilization is in compliance with Federal guidelines, with accurate budget coding of salaries and expenditures.
- 10. Prepares and compiles financial information for various District financial reports or state reports.
- 11. Addresses salary funding sources to verify accuracy, and resolve and provide information as appropriate to Senior Staff.
- 12. Prepare financial impact reports to assess cost and sources of proposed allocation changes.
- 13. Works directly with the Division Assistant Superintendents to manage and accurately delineate all staffing positions and funding sources.
- 14. Tracks all employment status changes/additions for all District personnel, ensuring accurate budget distribution.

- 15. Monitor district-wide activities to ensure appropriate as approved by the Board and the State of Florida Financial and Program Cost Accounting and Reporting for School Districts "Red Book".
- 16. <u>Supports Risk Management, Departments and schools with all aspects of Facility Use, Workers' Compensation and Liability.</u>
- 17. Performs other duties as assigned by the Assistant Superintendent of Business Affairs or Administrator.

Required Qualifications:

- 1. Must be high school graduate or have passed the G.E.D. equivalency examination.
- 2. Requires a minimum of seven (7) five (5) years of budget experience, preferably within a school district setting.
- 3. Pass the secretarial/clerical skills test.
- 4. Possess basic computer skills.
- 5. Possess a combination of previous education/ training and/or experience which provides for an equivalent background necessary to perform the work.
- 6. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.
- 7. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with as well as provide direct support to Senior Staff.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Lifting/carrying objects under 20 pounds			<u>X</u>	
Lifting/carrying object			<u>X</u>	
between 21-50 pounds				
Standing for sustained period of time			<u>X</u>	
Stooping/bending		<u>X</u>		
Walking for sustained periods of time			<u>X</u>	
Climb steps, stools or ladders			<u>X</u>	
Kneeling/crouching		<u>X</u>		
Twisting			<u>X</u>	
Pushing/pulling carts or other such objects			<u>X</u>	
Reach above shoulders			<u>X</u>	
Repetitive motions of the	<u>X</u>			
wrists, hands and fingers				
Operation of power tools,				X
mechanical equipment				

WORKING CONDITIONS	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
Working in a normal office environment	<u>X</u>			
with few physical discomforts.				

Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.		X	
Working with equipment or performing procedures where carelessness could result in injury		X	
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.			X



A. APPOINTMENT

	Name/Assignment	Site	Contract
	BICE, JOSHUA D BLC TEACHER, SOC STUD, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-11 10 MONTH / interim
0.5	CHAMNESS, AYANAMARIE Q SLE TEACHER, ART, ELEM SPECIAL	Shadowlawn Elementary	Effective 2020-12-09 SPECIAL / Instructional Probationary Annual
	COOPER IRWIN, AUCHE SERENA DIS TEACHER, SC, SECOND GR 10 MONTH	Doctors Inlet Elementary	Effective 2020-12-14 10 MONTH / Instructional Probationary Annual
	DELUCA, AVERY MICHELLE FIH TEACHER, SOC STUD, SH 10 MONTH	Fleming Island High School	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	FORSTER, WHITNEY NICOLE OLJ COUNSELOR, JH 10 MONTHS 10 MONTH	Oakleaf Junior High School	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	FRANKO, JESSICA FAY DOE TEACHER, SC, THIRD GR 10 MONTH	Discovery Oaks Elementary	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	GRIGGS JR, UNDRE CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2021-01-06 10 MONTH / Instructional Probationary Annual
	HAYES, MATTHEW DAVID GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2021-01-12 10 MONTH / interim
	HOBBS, LARISA DARNELLE ESE TEACHER OCCUPATION THERAPI 10 MONTH	Oakleaf Village Elementary	Effective 2020-12-10 10 MONTH / Instructional Probationary Annual
	HUDSON, MISTY DAWN ESE TEACHER OCCUPATION THERAPI 10 MONTH	Lakeside Elementary	Effective 2020-12-10 10 MONTH / Instructional Probationary Annual
	KOBELIN, JORDAN ADLER TES TEACHER, SC, FOURTH GR 10 MONTH	Tynes Elementary	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
	LEFEBVRE, SHERI M LES TEACHER, VE/INCLUSION 10 MONTH	Lakeside Elementary	Effective 2021-01-07 10 MONTH / Instructional Probationary Annual
	LUSK, JACOB CHARLES FIH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Fleming Island High School	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
	MALDONADO, FARAH DOE TEACHER, SC, FOURTH GR 10 MONTH	,	Effective 2020-12-07 10 MONTH / Instructional Probationary Annual
	MCCLURE, STACY KAYLA TES TEACHER, SC, FOURTH GR 10 MONTH		Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
	RAND, ERIC SHYKWON OPH TEACHER, VE SELF- CONTAINED 10 MONTH		Effective 2021-01-11 10 MONTH / interim
	RAYFIELD, BRITTNEY LEHELEN KHE TEACHER, VE/INCLUSION		Effective 2021-01-08 10 MONTH / interim

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	<u>Contract</u>
10 MONTH		
SEGARS, JAMIE OLIVIA KHE TEACHER, SC, THIRD GR 10 MONTH	Keystone Heights Elementary	Effective 2020-12-09 10 MONTH / Instructional Probationary Annual
STOUDNOUR, KELLY LAUREN CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2021-01-04 10 MONTH / Instructional Probationary Annual
TUFANO, JAMIE MARIE RVE TEACHER, SC, FIFTH GR 10 MONTH	Ridgeview Elementary	Effective 2020-12-14 10 MONTH / Instructional Probationary Annual

RR	F-AP	POIN	MTL	FNT

Name/Assignment	



III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
BROCK, DANA LYNN MHS COUNSELOR, SH 12 M 12 MONTH	Middleburg High O	Effective 2021-01-07 / redesignated from / MHS COUNSELOR, SH 11 MO / 11 MONTH
RANDALL, ANGELA JO IB PROGRAM FACILITATOR, 12M 12 MONTH	Ridgeview High School	Effective 2021-01-08 / redesignated from / RHS TEACHER, LANGUAGE ARTS, SH / 10 MONTH



D. TRANSFER

DI TIVATOI EN		
Name/Assignment	Site	Previous Assignment
ALJADA, ANITRA LJH COUNSELOR, JH 11 MONTH 11 MONTH	Oakleaf Junior High School	Effective 2021-01-19 /transfer from / OLJ COUNSELOR, JH 10 MONTHS
CLARK-ALEXANDER, VERNESTER WJH COUNSELOR, JH 10 MONTH 10 MONTH	Wilkinson Jr High	EFFECTIVE 08/03/2020 / TRANSFER FROM WJH TEACHER, BUSINESS ED / 10 MONTH
HODGDEN, JESSICA ANNE MARIE MRE TEACHER, PRE-KDG/ASD ESE 10 MONTH	Mcrae Elementary	Effective 2020-12-07 /transfer from / BLC TEACHER, AUTISM SPECTR DIS
SMITH, GENNIFER DENISE OPH COUNSELOR, SH 11 MO 11 MONTH	Oakleaf High School	Effective 2021-01-19 /transfer from / OHS TEACHER, SUPP FACIL
SNYDER, LYNNE CHARLENE OPJ TEACHER, VE SELF- CONTAINED 10 MONTH	Thunderbolt Elementary	Effective 2021-01-18 /transfer from / TBE TEACHER, IND
SYKES, MARY TORODE MHS COUNSELOR, SH 11 MO 11 MONTH	Wilkinson Jr High	Effective 2021-01-18 /transfer from / WJH COUNSELOR, JH 10 MONTH
WILLIAMS, JOHN WHITFIELD BLC TEACHER, DROPOUT PREV SH 10 MONTH	Keystone Heights Elementary	Effective 2021-01-19 /transfer from / KHE TEACHER, EBD
WOLFE, RYAN MICHAEL MHS TEACHER, PHYSICAL ED SH 10 MONTH	Fleming Island High School	Effective 2021-01-19 /transfer from / FIH TEACHER, PHYSICAL ED SH

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	Site	Effective/Action
	BRYAN, CHRISTOPHER ROBERT MHS COUNSELOR, SH 12 MO 12 MONTH	Middleburg High	Effective 2021-01-06 RESIGNATION
0.9	CHAMNESS, AYANAMARIE Q RHS GENERAL HEALTH ASSISTA 9 MON SU	Shadowlawn Elementary	Effective 2020-12-08 RESIGNATION
	CLEARY, NORA ROSA CVA TEACHER, SCIENCE, SH 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RETIREMENT
	CRANE, RACHEL LAUREN CVA TEACHER, READING, SH 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RESIGNATION
	DESIR, ALYSSA-MAREE OPH TEACHER, LANGUAGE ARTS, SH 10 MONTH	Orange Park High	Effective 2021-01-04 RESIGNATION
	ERON, MICHELLE L OPJ TEACHER, VE SELF- CONTAINED 10 MONTH	Orange Park Jr High	Effective 2021-01-15 RESIGNATION
	FRANCIS-FORREST, ASHLEY NOEL INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-12-22 RESIGNATION
	JOHNSON, TERRENCE ONEIL BLC TEACHER, SCIENCE, SH 10 MONTH	Bannerman Learning Center	Effective 2021-01-08 RESIGNATION
	LINSNER, MICHELLE DAWN CEB TEACHER, SC, SIXTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-12-16 RESIGNATION
(MORRISON, KATHERINE ANN CEB TEACHER, SC, SECOND GR 10 MONTH	Charles E. Bennett Elementary	Effective 2020-12-10 RESIGNATION
(PEEPLES, BILLIE J CVA TEACHER, FAMILY/CONSUMER 10 MONTH	Clay Virtual Academy	Effective 2021-01-19 RESIGNATION
ŀ	PELLETIER, FRANCIS C AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2021-01-14 RESIGNATION
F	ROGERS, ERIN ELIZABETH RHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Ridgeview High School	Effective 2021-01-28 RESIGNATION
C	SAMPSON, LERA MONIQUE DPJ TEACHER, VE/INCLUSION IO MONTH	Orange Park Jr High	Effective 2020-12-11 RESIGNATION
C	SAWYER, ASHLEY L DVE TEACHER, SC, SECOND GR 0 MONTH	Oakleaf Village Elementary	Effective 2021-01-15 RESIGNATION
В	STARNES, DAVID HAMPTON BLC TEACHER, SOC STUD, SH 0 MONTH	Bannerman Learning Center	Effective 2021-01-08 RESIGNATION

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
STARNES, DORI GORDON CHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Clay High	Effective 2021-01-08 RESIGNATION
WHIDDEN, VIKKI A KHE TEACHER, VE/INCLUSION LNG TRM	Keystone Heights Elementary	Effective 2020-12-31 RETIREMENT



F. SUPPLEMENT

	Name/Assignment	<u>Site</u>	Supplement Action
	ANDREWS JR, LOREN WALLACE OPH BASEBALL JV HD SH SUPPLEME	Orange Park High	Appointment
	BARNIDGE, GARY MICHAEL MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	BATTLE, TONY S CHS TRACK ASST SH SUPPLEME	Green Cove Springs Junior High	Appointment
	BOWMAN, MICHAEL DAVID OPH TRACK ASST SH SUPPLEME	Bannerman Learning Center	Appointment
	BRADLEY, DAVID OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Appointment
	BURKE II, MARVIN AUSTIN CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
0.5	COLE, MICHELE L OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Appointment
0.5	FIGUEROA MERLE, ERICK YADIER OLJ DEPT HEAD (6-10) SUPPLEME	Oakleaf Junior High School	Appointment
	GRAHAM, LAWRENCE CHRISTIAN RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	GRAHAM, LAWRENCE CHRISTIAN RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	HAMMONDS, SUSAN B CVA ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Resignation
	HARRISON, MICHAEL L OPH BASEBALL ASST SH SUPPLEME	Orange Park High	Appointment
	JUSTINO, ROBERT E MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Resignation
0.5	LESTER, SHELLEY A OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
	MONCRIEF, HELEN SUZANNE KHH NATIONAL BETA CLUB SP SUPPLEME	Keystone Heights High School	Appointment
	MORIARTY, MICHEALA A FIH TENNIS HD SH SUPPLEME	Fleming Island High School	Resignation
0.5	MORRISON, KATHERINE ANN CEB DEPT HD (3-5) SUPPLEME	Charles E. Bennett Elementary	Resignation
	NEDRICH, BRIAN WILLIAM	Fleming Island High School	Resignation

III. Instructional Actions

F. SUPPLEMENT

	JPPLEMEN I		
	<u>Name/Assignment</u>	<u>Site</u>	Supplement Action
	FIH TENNIS HD SH SUPPLEME		
	OSBORNE, CHRISTINA MARIE KHH NATIONAL BETA CLUB SP SUPPLEME	Keystone Heights High School	Resignation
0.5	PIERSON, LISA MILDRED PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	RACE, PAMELA LEENELL TES DEPT HEAD 17-20 SUPPLEME	Tynes Elementary	Resignation
0.1	RANDALL, ANGELA JO RHS (.128) SIXTH PERIOD SUPPLEME	Ridgeview High School	Resignation
0.5	RAYBECK, CARRIE A PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
0.5	SMELTZER, KARL RYAN MHS WEIGHTLIFTING HD SH SUPPLEME	Middleburg High	Resignation
0.5	SOWERS, BRIAN GREGORY CHS FOOTBALL HD JV 25% SUPPLEME	Clay High	Appointment
0.5	SOWERS, BRIAN GREGORY CHS FOOTBALL HD JV 75% SUPPLEME	Clay High	Appointment
0.7	STARNES, DORI GORDON CHS CHEERLEADING JV SUPPLEME	Clay High	Resignation
0.5	STILIANOU, JOHN WILLARD MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Appointment
0.5	SWANN, BENJAMIN W OPJ DEPT HEAD (6-10) SUPPLEME	Orange Park Jr High	Appointment
0.5	TAKACS, ZSOLT C MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Appointment
	TAYLOR, LAURA JEAN FIH TENNIS HD SH SUPPLEME	Fleming Island High School	Appointment
	TRAYWICK, BENJAMIN D FIH TENNIS HD SH SUPPLEME	Middleburg Elementary	Appointment
	UNDERWOOD, DANIEL CHARLES GCJ WRESTLING HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	WADLEY, WILLIAM C GCJ SOFTBALL FP HD JH SUPPLEME	Green Cove Springs Junior High	Appointment
	WHITE, ROBERT LYNN OPH TENNIS HD SH SUPPLEME	Orange Park High	Appointment

F. SUPPLEMENT		
Name/Assignment	Site	Supplement Action
WILLIAMS, KYLE XAVIER OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
WOLFE, RYAN MICHAEL FIH FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation
WOLFE, RYAN MICHAEL MHS FOOTBALL HD HS 25% SUPPLEME	Fleming Island High School	Appointment
0.5 WOLFE, RYAN MICHAEL MHS WEIGHTLIFTING HD SH SUPPLEME	Fleming Island High School	Appointment

III. INSTRUCTIONAL ACTIONS 2020-2021

G. PENDING APPOINTMENTS

Name/Assignment

Location

Effective



III. INSTRUCTIONAL ACTIONS 2020-2021

H. OUT OF FIELD

Name Subject OOF Subject Site Effective



A. SUMMER SCHOOL

Name/Assignment

<u>Site</u>

Effective Dates



IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

B. COMMUNITY EDUCATION

Appointments



IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

C. ADULT EDUCATION

Appointments



V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2020-2021

A. SUBSTITUTE TEACHER APPROVAL

Appointments



A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	Action/Effective
	CASTEEL, MARK S OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2020-12-18 12 MO SU / Annual
0.9	GANNON, STEFANIE NICOLE PES GENERAL HEALTH ASSISTA 9 MON SU	Robert M. Paterson Elementary	Effective 2021-01-05 9 MON SU / Annual
8.0	GONZALEZ, MARIA MORENO RHS ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview High School	Effective 2021-01-07 9 MON SU / limited
0.9	HAGER, LAUREN DENISE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2021-01-12 9 MON SU / Annual
0.9	HANCOCK, GAIL DELYN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2020-12-03 9 MON SU / Annual
0.8	HUGHES, PAMELA WALKER DOE GENERIC CLASSROOM ASSISTAN 9 MON SU	Discovery Oaks Elementary	Effective 2021-01-13 9 MON SU / Annual
0.9	JADRO, CAROLYN TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2020-12-09 9 MON SU / Annual
0.9	JOHNSON, JASMINE M AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2021-01-11 9 MON SU / Annual
	KELLEY, DORA ALICIA WES IN SCHOOL SUSPENSION 9 MON SU	Wilkinson Elementary	Effective 2020-12-09 9 MON SU / Annual
	KENNEDY, DOUGLAS CHRISTOPHE SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2020-12-22 12 MO SU / AC Safety and Security
	KITCHENS, PHILLIP MARK LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2021-01-07 12 MO SU / Annual
	LOCKETTE, DEBORAH LENICE OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2020-12-14 12 MO SU / Annual
	LOUIS, LAURENTE TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2021-01-11 12 MO SU / Annual
	MANGRUM, KAREN JOYCE FIH CAFE ASSISTANT 4.5 HOURS 9 MON CA	Fleming Island High School	Effective 2021-01-06 9 MON CA / Annual
	MCWILLIAMS, KELSEY LAUREN PES LICENSED PRAC NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2020-12-08 10 MONTH / Annual
0.8	RODRIGUEZ CORRETJER, DANIEL AN MCE ESOL CLASSROOM ASSISTANT 9 MON SU	Montclair Elementary	Effective 2021-01-07 9 MON SU / limited

A. APPOINTMENT

	Name/Assignment	<u>Site</u>	Action/Effective
0.9	RODRIGUEZ, STACEY L AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2021-01-12 9 MON SU / Annual
	SANDERS, YVONNE PAIGE OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2020-12-14 10 MONTH / Annual
8.0	SANTIAGO, THERESA POE IN SCHOOL SUSPENSION 9 MON SU	Plantation Oaks Elementary	Effective 2020-12-11 9 MON SU / Annual
	URSO, ERIC RYAN TRN MECHANIC 12 MO SU	Transportation	Effective 2021-01-04 12 MO SU / Annual
	WILLS, MARY KATHERINE TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2021-01-12 12 MO SU / Annual
0.9	WITT, REBECCA KATHLEEN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2021-01-08 9 MON SU / Annual
0.9	WRIGHT, ASHLYN RENE FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2021-01-13 9 MON SU / Annual

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	BIGELOW, GINGER L MHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Middleburg High	9 MON CA / Annual
	BLITCHINGTON, ASHLEY LORRAINE OHS SECRETARY 11 MO 11 MONTH	Oakleaf High School	11 MONTH / Annual
0.9	NAGLE, KIMBERLY M KHE GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights Elementary	9 MON SU / Annual
0.9	PIERSON, DAWN C SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	9 MON SU / Multi-Year Conditional
0.9	SANTIAGO, ELIZABETH LOUISE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	9 MON SU / Multi-Year Conditional

C.	RF.	-DE	SIG	MA.	TION

Name/Assignment	



D. TRANSFER

	Name/Assignment	<u>Site</u>	<u>Previous</u>
	BIRTEL, JEANNE SBJ HEAD CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-12-02 /transfer from / SBJ CUSTODIAN
	BROWN, DANIELLE BRYMER JAN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2021-01-05 /transfer from / RHS BEHAVIORAL HEALTH ASST
	GRUENWALD, KANDI MICHELLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2020-12-17 /transfer from / TRN BUS DRIVER
	HAYMON COLSON, JOSHUA C MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Srvcs	Effective 2020-12-09 /transfer from / MNT WAREHOUSER
	LAWRENCE, JESSICA M LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2020-12-17 /transfer from / SLE CUSTODIAN
0.9	MOORE, MARY E RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2020-12-21 /transfer from / SLE CUSTODIAN
	MUSSANTE, JODIE D CGE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Coppergate Elementary	Effective 2021-01-05 /transfer from / RVE CAFE ASSISTANT 5.5 HOURS
	PARRISH, CHERYL JEANINE MRE CAFE ASSISTANT 4.25 HOURS 9 MON CA	Mcrae Elementary	Effective 2021-01-05 /transfer from / KHH CAFE ASSISTANT 5 HOURS
	RAMOS, DAMARIS SBJ CUSTODIAN 12 MO SU	S. Bryan Jennings Elementary	Effective 2020-12-09 /transfer from / OPR CUSTODIAN
8.0	SICKMAN, MEGAN NICOLE CHE GENERIC CLASSROOM ASSISTAN 9 MON SU	Clay Hill Elementary	Effective 2021-01-05 /transfer from / LJH BEHAVIORAL HEALTH ASST
0.2	SICKMAN, MEGAN NICOLE CHE TITLE I ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2021-01-05 /transfer from / LJH BEHAVIORAL HEALTH ASST
	WILKES, DEBRA FNS ACCOUNTING ASSISTANT 12 MO SU	Food & Nutrition Srvc	Effective 2021-01-04 /transfer from / TRN ADMINSTRATIVE SECRETARY
8.0	WILLIAMS, MELISSA B SLE IN SCHOOL SUSPENSION 9 MON SU	Shadowlawn Elementary	Effective 2021-01-05 /transfer from / SLE GENERAL ASSISTANT

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	ALVAREZ NOVALES, AIXA MARIA CEB CAFE ASSISTANT 6.5 HOURS 9 MON CA	Charles E. Bennett Elementary	Effective 2020-12-22 RESIGNATION
	BRITT, AARON J TRN MECHANIC 12 MO SU	Transportation	Effective 2021-01-19 RESIGNATION
8.	BROCK, AMANDA JANE DOE IN SCHOOL SUSPENSION 9 MON SU	Discovery Oaks Elementary	Effective 2021-01-29 RESIGNATION
9	CARLTON, ANNETTE M MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2020-12-22 RESIGNATION
	CORNISH, SU OHS CAFE ASSISTANT 5 HOURS 9 MON CA	Oakleaf High School	Effective 2020-12-11 RESIGNATION
	CORTEZ, MARIA DE JESUS SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2020-08-17 RESIGNATION
	CROTHERS, MATTHEW GENE SUPPORT - CWL 12 M0 LNG TRM	COUNTY-WIDE LEAVE	Effective 2021-01-08 RESIGNATION
.9	DISMUKE, LI FENITY M CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2020-12-18 RESIGNATION
	HARRIS, LINA FIE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Fleming Island Elementary	Effective 2020-12-22 RESIGNATION
	HAYDEN, BRANDI M SLE CAFE ASSISTANT 5.75 HOURS 9 MON CA	Shadowlawn Elementary	Effective 2020-12-22 RESIGNATION
9	HOLLAND, SHANDA SHAVON LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2020-12-18 RESIGNATION
9	MILEY, LISA D LES TITLE I ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2020-12-22 RESIGNATION
	OWENS, LORI MARIE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2020-12-01 RESIGNATION
	PISECHKO, CHERYL PATTERSON CEB LICENSED PRAC NURSE 10 MONTH	Charles E. Bennett Elementary	Effective 2020-12-02 RESIGNATION
	RODRIGUEZ, CARMEN H POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2020-12-15 RESIGNATION
	SMITH, RACHEL ANN LJH BEHAVIORAL HEALTH ASST	Lakeside Junior High	Effective 2020-12-08 RESIGNATION

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	<u>Site</u>	Action/Effective
	9 MON SU		
	ST.PETER, CHERYL LYNNE RVE GENERAL HEALTH ASSISTA LNG TRM	Ridgeview Elementary	Effective 2021-01-05 RESIGNATION
	STAINCLIFFE, NICOLE AMBER OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2020-12-18 RESIGNATION
	SWARTZWELDER, LYNN M KHH ST RECORD SEC 12 MO 12 MO SU	Keystone Heights High School	Effective 2020-12-10 CONCLUDE EMPLOYMENT
	WHEELER, RONALD L ITS TECH SPECIALIST 12 MO SU	Information Services	Effective 2021-01-04 RESIGNATION
	WILLIAMS, MCKENZIE P MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2021-01-05 RESIGNATION
	WILSON, ROBERT EUGENE LAE CUSTODIAN 12 MO SU	Lake Asbury Elementary	Effective 2020-12-09 RESIGNATION
	WISE, DANYELL MICHELLE LAJ CUSTODIAN 12 MO SU	Lake Asbury Junior High School	Effective 2020-12-17 RESIGNATION

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	AMBIELLI, STEFANI LYNN WJH TRACK HD JH SUPPLEME	Wilkinson Jr High	Resignation
	AMBIELLI, STEFANI LYNN WJH WRESTLING HD JH SUPPLEME	Wilkinson Jr High	Resignation
	BALL, MARCUS STEPHEN OHS TRACK HD SH SUPPLEME	Oakleaf High School	Appointment
	HOLDREN, BRANDEN MHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	MORAN, CHRISTIAN G OLJ SOCCER HEAD JH SUPPLEME	Division Of Support Services	Appointment
	PEREZ CRUZ, YAMUEL OMAR OLJ SOFTBALL FP ASST JH SUPPLEME	Information Services	Appointment
	POWELL, ARINTON D OHS TRACK ASST SH SUPPLEME	Orange Park High	Resignation
0.5	SWARTZWELDER, LYNN M KHH JUNIOR SUPPLEME	Keystone Heights High School	Resignation





School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

C4 - Complete Salary Schedule 2020-21

Description

Florida Statutes 1012.22 and 1012.27 require the district school board and superintendent to adopt a salary schedule to be used as a basis for paying school district employees.

Agreements with both CCEA and CESPA have been ratified by all parties. The attached document represents those agreements along with the Administrative/Management/Supervisory/Confidential Section, Miscellaneous, and Travel to complete the Salary Schedule for 2020-2021. The document is routinely updated as changes occur.

The CCEA compensation increase includes funding by the state through the Teacher Salary Increase Allocation (TSIA) and through district contributions. The TSIA provided funding to raise the minimum base salary to \$44,867.00. The district's contribution, to the allocated TSIA funding, provided a minimum salary increase to veteran teachers of \$1200.00. Instructional Personnel received an average salary increase of 5.5%, with veteran teachers receiving an average salary increase of 2.5% for the 2020-2021 school year. The District total contribution to the CCEA salary increase is approximately 1.8 million dollars for the 2020-2021 school year.

The CESPA compensation increase provided an hourly increase of one dollar (\$1.00) for all support personnel. Support personnel received an average of 7.33% increase for the remainder of the 2020-2021 school year, effective January 03, 2021. The District total contribution to the CESPA salary increase is approximately 1.4 million dollars for the 2020-2021 school year. Included in the Miscellaneous Salary Schedule is an hourly increase of \$0.96 per hour for current Clay County Police officers and sergeants. This hourly rate increase will be effective January 03, 2021. Clay County Guardians will receive a \$1.00 hourly rate increase, as other support employees, effective January 03, 2021.

The administrative salary adjustment for the 2020-2021 school year is equivalent to a 2.6% increase for school-based administration, district administration, and cafeteria managers. The starting base index is raised from \$38,500 to \$39,500. The District total contribution for administrative salary increase is approximately \$484,000.

Gap Analysis

Annual approval of Salary Schedules are required pursuant to section F.S. 1011.60(4).

Previous Outcomes

Collective Bargaining agreement with both CESPA ratified on January 8, 2021 and CCEA ratified on January 13, 2021. The Complete Salary Schedule was last brought to the Board on November 7, 2019.

Expected Outcomes

Approval of the 2020-2021 Salary Schedule as presented.

Strategic Plan Goal

Ensure the retention of effective employees.

Recommendation

Approve the 2020-2021 Salary Schedule as presented.

Contact

Brenda Troutman, Assistant Superintendent Human Resources. Brenda. Troutman@myoneclay.net. 904.336.6701

Financial Impact

Section I: Change in Table VIII which reflects a \$1.00 increase effective January 03, 2021 for all confidential employees. This mirrors the step enrichment in the CESPA contract. Financial impact is included with the CESPA financial impact. Administrative financial impact is \$484,000, including benefits

Section II: See Certificated (CCEA) – Financial impact is \$1.8 million including benefits

Section III: See Support (CESPA) – Financial impact is \$1.4 million including benefits

Section IV: Miscellaneous Salaries: Financial impact is \$57,000, including benefits

Section V: No change was recorded to administrative travel pay.

Review Comments

Attachments







School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

C5 - K-12 Academic Services Out of State and Overnight Student Travel

Description

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips supplement and enrich classroom instruction by providing learning experiences that will enhance mastery of the curriculum standards of the State of Florida. A field trip is defined as any planned, student-travel activity which is approved as part of the district's educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

Field Trips Details

School	Date	Destination	Group	Purpose
Green Cove				
Springs Junior	2/5-7, 2021	Orlando, FL	Cheer	National Championship
High				
Lake Asbury	2/4-7 2021	Orlando, FL	Cheer	National Championship
Junior High	2/4-1, 2021	Oriando, i L	Cileei	Ivational Championship
Keystone	2/5 7 2021	Daytona	JROTC	Color Guard will perform at the Daytona Supercross
Heights High	3/5-7, 2021	Beach, FL	JKOTO	Race and it's JROTC Senior Trip.
			Cheer	UCA National Cheerleading Competition

Gap Analysis

Field trips provide students with a window to the real world that they don't get in the classroom, and they can help students understand real-world applications to abstract concepts.

Previous Outcomes

All out of county activity trips are selected, planned, evaluated, and approved or rejected in conformity with written district policy.

Expected Outcomes

It is important to recognize that learning outcomes from field trips can range from cognitive to affective outcomes. Exposing students to new experiences and can increase interest and engagement in academics regardless of prior interests.

Strategic Plan Goal

Ensure that every classroom provides a quality and rigorous instructional experience in order to elevate student outcomes.

Recommendation

That the Clay County School Board approve out of county student travel.

Contact

Roger Dailey, Assistant Superintendent of Curriculum & Instruction; roger.dailey@myoneclay.net; 904-336-6904 Treasure Pickett, Director of K-12 Academic Services; treasure.pickett@myoneclay.net; 904-336-6918

Financial Impact

None

Review Comments

Feb 2021 - Student Travel.pdf



SCHOOL DISTRICT OF (

ADMINISTRATIVELY APPROVED PENDING BOARD APPROVAL February 4, 2021

1.	School Requesting: Gylln Care Jr High	February 4, 2021
2.	Transportation (Check One): School Bus(s) Private Vehicle(s) Commercial If Commercial Carrier or Other, please state type:	Carrier Other
3.	Trip(s) Overnight: Yes No Trip(s) Out-of-State:	Yes No <u></u>
4.	Dates of Field Trip*: 2 5 - 2 7 262 Destination*: O	Vande Cheer
5.	Group Taking Trip: GCJ Cheer	
6.	If using private vehicles, list approved driver(s): www. pewe	ld is being driven by
7.	Educational Value of Field Trip:	
	Sport - National Mam	pionship
		<u> </u>
8.	Supporting Florida Standards Benchmark(s) with Narrative(s):	
9.		es*: 2 cheer (Duches, parents + 2 team moms
10.	Cost Per Student: 4385.00 Budget Code or Source	e to be charged:
44 1	Departure Time*: 25 at 9:00 AW Returning T	nts, 5100.0331, Athletic Departments)
		· Control of the cont
-	School Buses, if more than one bus is requested, reference bus	
This are b	ounty policy and school directives have been reviewed and of form should be submitted to the appropriate Instructional Deing used, the transportation request form should be attachoers for each request form are to be list below.	Division supervisor. If school buses
Bus F	Requisition Number(s):	
Teach	Mer Department Head, Etc.	12 6 2020 Date
Princi	pal	Date
Assist	tant Superintendent	Date (7/17)
Super	intendent	Date
SEC-1	Page 112 of 196	



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

X All participants have signed COVID-19 Waiver (all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc:

Parents will be driving only their own children to and from the competition and hotel.

Hotel Accomodations (room assignments/supervision etc):

Cheerleaders will be staying in hotel rooms with their family <u>only</u>. Cheerleaders are not to share rooms with one another. Our hotel will be the Springhill Suites at Flamingo Crossing in Orlando, FL.

Mask Compliance:

All cheerleaders and coaches will be required to wear masks except during instances outlined in the Clay Athletic COVID packet: i.e. warm ups for the competition and the time of performance. Masks will be worn when walking from place to place, and before and after competing.

Social Distancing:

Cheerleaders will be socially distant at all times possible, and especially when masks are off. The competition has sent a list of rules in relation to COVID, which minimize the amount of people in one space at a time and require masks for both performers (when not competing) and spectators.

SCHOOL DISTRICT OF CLAY

ADMINISTRATIVELY APPROVED PENDING BOARD APPROVAL February 4, 2021

1. School Requesting: Lake Asbury Junior February 4, 2021

2.	Transportation (Check One): School Bus(s) Private Vehicle(s)X Commercial Carrier Other If Commercial Carrier or Other, please state type:	
3.	Trip(s) Overnight: Yes_X No Trip(s) Out-of-State: Yes No_X	
4.	Dates of Field Trip*: Feb. 4 - Feb. 7 Destination*: Orlando	
5.	Group Taking Trip: Chelic	
6.	If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent the Board form. Hally Moore Trudy Sowers, Tiffany Board Ride	of V
7.	Educational Value of Field Trip: National Correpetition	_
8.	Supporting Florida Standards Benchmark(s) with Narrative(s):	
Province		
9.	Number of Students*: 12 Number of Chaperones*: 2 (counting Myself)	-
10.	Cost Per Student: 722.00 Budget Code or Source to be charged: 1300 (Example: Internal Accounts, 5100.0331, Athletic Departments)	
11.	Departure Time*: 7:00 Am Returning Time*: 8:00 PM	-
*Foi	School Buses, if more than one bus is requested, reference bus request form.	
bei	county policy and school directives have been reviewed and compliance has been established. The should be submitted to the appropriate Instructional Division supervisor. If school buses are g used, the transportation request form should be attached. School bus requisition numbers for a request form are to be list below.	is
Bus	Requisition Number(s):	
10	aley Moore	-
Teac	per, Team Leader, Department Head, Etc.	
Prin	ipal Date Date	
	stant Superintendent Date	5
	rintendent Page 114 of 196 Date	-/

LAJH Competitive Cheer Travel Plan

The Competition Cheer team will travel to Wide World of Sports in Orlando, FL on February 4th through February 7th 2021.

Departure: Thursday 2-4-2021 at 7:00AM Arrival: Thursday 2-4-2021 by 11AM Return: Sunday February 7th by 8PM

Departing School and Traveling

- 1. Athletes' temperatures will be checked and monitored for health before travel. Coaches will verbally screen athletes as well by asking the required COVID-19 questions.
- 2. Student athletes, coaches, and chaperones will wear masks upon leaving school and while on route on a bus or van.
- 3. The athletes, chaperones, and coaches will be required to wear a mask at all times while inside or not socially distanced.

Overnight Stay in Hotel

- Athletes will stay in the assigned housing by Varsity, Disney All Star Resort.
- 2. Student athletes will be reminded of the importance of good hygiene, as well as following social distancing and mask protocols.
- 3. We will have regular check ups at lights out and after wake up.

Food and Drinks

- 1. Athletes will get food pickup from Disney Dining or bring their own individual pre packaged food.
- 2. We will continue to employ single use, throw away forks, spoons, and paper products.
- 3. No shared food.

Competition

- Athletes must comply with FHSAA and UCA protocol on wearing a mask in the warm up area as well as when not actively performing the sport.
 Athletes will be able to remove their masks while they compete.
- 2. Athletes must comply with Disney protocol on wearing a mask at all times on Disney property unless they are stopped and are eating/drinking.

SCHOOL DISTRICT OF CLAY

ADMINISTRATIVELY APPROVED PENDING BOARD APPROVAL February 4, 2021

FIELD TRIP REQUE

1.	School Requesting: Keystone Heights High S
2.	Transportation (Check One): School Bus(s) Private Vehicle(s) Commercial Carrier Other If Commercial Carrier or Other, please state type: County Vans Titln(s) Overright: Yes No
3.	Trip(s) Overnight: Yes No Trip(s) Out-of-State: Yes No
4.	Dates of Field Trip*: March 5-7, 2021 Destination*: Dougtone Beach, FL
5.	Group Taking Trip: KHHS Army TROTC
6.	If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form.
7.	Educational Value of Field Trip: Teamwork, perfection, Communication, Unit ride attention to detail, leadership, drill & Ceremony, STEM, allowing directions, Map reading, community spirit, correct evelopment
8.	Supporting Florida Standards Benchmark(s) with Narrative(s): ELA
9. 10. C 11. D *For S	Cost Per Student: (If over night (Example: Internal Accounts, 5100.0331, Athletic Departments) March 5 2:00PM- (If over night (Example: Internal Accounts, 5100.0331, March 7 Reparture Time*: 780 Is one day, Returning Time*: 780 I:00PM. (If over day, Returning Time*: 780 I:00PM. (If over day, Returning Time*: 100PM. (If over day, March 6 II:36PM)
being	ounty policy and school directives have been reviewed and compliance has been established. This should be submitted to the appropriate Instructional Division supervisor. If school buses are used, the transportation request form should be attached. School bus requisition numbers for request form are to be list below.
Bus R	equisition Number(s):
<u> </u>	Cirche Dull Dec 2/2026
Princip	Date 12/2//20
	ant Superintendent Date
	ntendent Page 11,6 of 196 Date



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

All participants have signed COVID-19 Waiver (not required for athletes; all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc:

County Vans. Wear masks during travel. Wire down interior of vans after use. Pre-travel temperature screening of participants and check for symptoms or being around others who tested could positive and/or displayed could symptoms.

Hotel Accomodations (room assignments/supervision etc):

Brief participants on satety precautions, Pretravel screening, practice satety protocols, check accommodations in advance for any COUTD concerns,

Mask Compliance:

Wear masks when social distancing is not tousible.

Social Distancing:

Maintain social distancing whenever possible.

Wear masks when social distancing is not possible.

Safety Protocols for KHHS Army JROTC Daytona Super Cross Trip – Senior Field Trip to Daytona International Speedway

Transportation: Transport to and from KHHS to Daytona will be in county vans. Instructors and Booster (CCSD Employee) will transport Cadets in county vans. Cadets and drivers will wear masks during transport. Pre-screening, to include temperature check will be completed prior to entering vans. Vans will be wiped down after return.

During Activities: Social distancing will be emphasized during activities. Masks will be worn by JROTC participants when social distancing is not possible. Students will be monitored by chaperones during activities. Cadets will follow buddy system with male/male and female/female buddy system.

SCHOOL DISTRICT OF CLAY CO

PIDSEVIEW HIGH STA

ADMINISTRATIVELY APPROVED PENDING BOARD APPROVAL February 4, 2021

••	osnosi reduceting.
2.	Transportation (Check One): School Bus(s) Private Vehicle(s) Commercial Carrier Other If Commercial Carrier or Other, please state type:
3.	Trip(s) Overnight: Yes No No Trip(s) Out-of-State: Yes No DISHEY WICE
4.	Dates of Field Trip*: 02 0421 - 02 000 2) Destination*: Orlando, FL: World of Sports
5.	Group Taking Trip: PHS Cheerleading program
6.	If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form
7.	Educational Value of Field Trip: <u>UCA National Cheerleading</u>
8.	Supporting Florida Standards Benchmark(s) with Narrative(s):
9.	Number of Students*: Number of Chaperones*: 5
10.	Cost Per Student: \$38500 Budget Code or Source to be charged: MtCMM ACCOUNTS (Example: Internal Accounts, 5100.0331, Athletic Departments)
11.	Departure Time*: 02 04 2021
*For	School Buses, if more than one bus is requested, reference bus request form.
form bein	ounty policy and school directives have been reviewed and compliance has been established. This should be submitted to the appropriate Instructional Division supervisor. If school buses are g used, the transportation request form should be attached. School bus requisition numbers for request form are to be list below.
Bus F	Requisition Number(s):
M	moo f A/4/2
Teach	ner, Team Leader, Department Head, Etc.
Princi	pal 12/7 / 2020 Date Date
Assis	tant Superintendent Date
	intendent -1-2723; E. 2/13/2019 Page 119 of 196
	I ago 110 01 100



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)
☐ All participants have signed COVID-19 Waiver (all athletes have already done so via
Athletic Clearance process)
<u>Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc:</u>
It will be the parents responsibility to find rides for their students. We will not be taking any county vans or buses down to Orlando. Student's traveling is the parents responsibility.
Hotel Accomodations (room assignments/supervision etc):
 Athletes will stay in the assigned rooms Student athletes will be reminded of the importance of good hygiene, as well as following social distancing and mask protocols. We will have regular check ups at lights out and after wake up.
Mask Compliance:
We will follow the CCSD mask requirements, UCA COVID-19 protocols(attached with this form), and any local guidelines.
Social Distancing:
We will follow the CCSD, UCA COVID-19 protocols(attached with this form), and any local guidelines on social distancing. When social distancing is not possible the mask compliance will be in full effect

Health & Safety Updates

At UCA, the health and safety of our athletes, coaches, employees, families and friends remains our top priority. We are diligently monitoring official information from health authorities and local governments as well as working with our contacts at the Walt Disney World Resort daily on what the championship will be like this year. Below are several of the experience updates you can expect to see. (*Please note this is a fluid situation and subject to change.*)

Physical distancing protocols will be in place and enforced.

Increased sanitization measures throughout venues, including enhanced cleaning protocols, hand sanitization stations and more frequent cleaning of performance surfaces.

Face coverings will be required for everyone, except for athletes when on the practice and performance floors. Adults and children two and older will be required to wear masks.

All attendees (including coaches, athletes, spectators, and Varsity Spirit staff) will be asked to monitor their own health prior to attending an event and follow the CDC guidelines for protecting themselves and others. We strongly suggest you get tested for COVID-19 prior to traveling to Florida.

Experiences will be modified in order to reduce contact whenever possible. This will include check-in, orientation, transportation, modified housekeeping at the resorts, cashless transactions whenever possible, etc.

All participants, coaches and spectators will be required to undergo a temperature screening with no-touch thermometers before entering the venues at the ESPN Wide World of Sports Complex.

Spectators viewing may be limited to team performance times only. Awards may have limited spectators, coaches and athletes or be completely virtual.

The Walt Disney World Resort is operating at a limited capacity and theme park reservations will be required. To enter a park, both a park reservation and valid admission for the same park on the same day are required. Stay tuned for more information on how you can receive your Park Ticket Numbers in advanced in order to book your park reservations early.





School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

C6 - Proclamation #21-08 for Career and Technical Education Month

Description

Every February, the CTE community celebrates CTE Month® to raise awareness of the role that CTE has in readying our students for careers and college. CTE Month is also a time to recognize and celebrate the CTE community members' achievements and accomplishments nationwide.

Gap Analysis

This resolution will promote Career and Technical Education in the Clay County School District to increase awareness of CTE programs.

Previous Outcomes

Proclamation #20-07: Career and Technical Education Month February 6th, 2020 approved

Expected Outcomes

The citizens of Clay county will recognize Career and Technical Education Month as a time to indentify and honor educators, students, and business partners who are involved in CTE programs.

Strategic Plan Goal

Ensure that every classroom provides a quality and rigorous instructional experience in order to elevate student outcomes.

Recommendation

Approve Proclamation.

Contact

Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net; 904-336-6904

Financial Impact

None

Review Comments

Attachments

2021 PROCLAMATION.doc.pdf

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION #20-07



WHEREAS, February 2021 has been designated Career and Technical Education Month® by the Association for Career and Technical Education; and

WHEREAS, career and technical education ("CTE") offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness; and

WHEREAS, students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS, career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

WHEREAS, there are more than 10,000 students enrolled in career and technical education courses in Clay County in this type of meaningful education; and

WHEREAS, all secondary schools in Clay County offer career and technical education courses; and

WHEREAS, more than 7,000 CTE students are enrolled in one of the 62 registered Career and Professional Education Academies and earned 123 certifications in 2009, and such certifications have increased each year to 2445 in 2018-2019 school year; and

WHEREAS, over 130 secondary career and technical education teachers in Clay County are inspiring students to succeed in college and careers; and

WHEREAS, career and technical education prepares students for fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

WHEREAS, ensuring that employers have access to a qualified workforce is a crucial step in ensuring productivity among the business and industry communities as well as continued American economic growth and global competitiveness.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, do hereby proclaim February 2021, as *Career and Technical Education Month*

Duly adopted and approved by the School Board of Clay County, Florida, this 4th day of February, 2021.

ATTEST:	
David Broskie	Mary Bolla, School Board Chair
Superintendent of Schools	•
Clay County, Florida	





School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

C7 - APPROVAL TO ADVERTISE THE ADOPTION AND SET THE PUBLIC HEARING FOR APRIL 1, 2021 OF 2021 English Language Arts (ELA) Materials

Description

The Pre-selection Adoption Committee was comprised of teacher representatives from each impacted school and subject area. These certified Clay County District Schools teachers vetted materials for the considered courses using a comprehensive rubric that aligned curricula to materials. The committee met on January 4th to thoroughly review all available curriculum options from the state adoption list. The team worked to apply rigorous alignment criteria using evaluation tools provided by the Instructional Resources Department and District Curriculum Specialists to each selection to determine the top two products that would best meet the needs of the students of Clay County.

In order to finalize the vetting process and produce a final selection, all impacted teachers were asked to provide feedback about the top choices and the ability of each to meet the needs of their students. In an effort to be as transparent as possible, the surveys provided detailed information about each product being considered. Feedback was due to the Instructional Resources Office by January 31st to allow the District Committee to meet to review feedback and recommendations.

The top products selected for each subject are posted on the Instructional Resources page of the District's website. The public is encouraged to view the products and express their individual comments and/or concerns about each one.

Florida State Statute 1006.283 requires an open, noticed school board hearing to receive public comment on the recommended instructional materials. The publication of notice allows CCDS to meet this requirement.

Gap Analysis

Instructional Materials for these materials were adopted during the 2014 adoption year.

Previous Outcomes

Statute requires a district to adopt within two years of the State's adoption year. F.S. 1006.283 Requires a public hearing to be posted in a publication 20 calendar days prior to the event in order for the public to be made fully aware of the District's intentions.

Expected Outcomes

These materials would provide the teachers of Clay County current, quality, and aligned materials to enable them the ability to deliver and plan engaging lessons, and provide students with the resources to maximize learning and increase student outcomes.

Strategic Plan Goal

Goal: 1: Develop Great Educators and Leaders

Strategy: 1.1: Develop a high quality and aligned instructional system.

Recommendation

That the Clay County School Board approve the publishing of an advertisement in the Clay Today, informing the public of a hearing on newly vetted EnglishLanguage Arts materials.

Contact

Roger Dailey, Chief Academic Officer, 904.336.9405, roger.dailey@myoneclay.net

Financial Impact

Estimated cost= about \$4,500,000 in Instructional Materials Funding

Review Comments

Attachments



SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF INTENT TO ADOPT Career Technical Education and World Languages TEXTBOOKS

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approves the advertisement of a Legal Public Notice for the English Language Arts Textbook Adoption.

Purpose & Effect: The proposed adoption pertains to the implementation of the state and school district policies and procedures regarding English Language Arts.

Access to Text of Proposed Amendments: The selected texts will be displayed for public viewing on April 1, prior to the regular school board meeting between the hours of 5pm and 6pm. The texts are also available for viewing by appointment in the Instructional Resources Department of Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043, from February 5 through March 31.

Rule Making Authority: The Board is authorized to select adequate instructional materials for all students in accordance with section 1006.283 of the Florida Statutes

Laws Implemented: The laws implemented by the above-referenced adoption fall within Florida Statute 1006.28.

Person(s) Originating Policy Changes: The proposed adoption was originated by the Chief Academic Officer in collaboration with the Supervisor of Instructional Resources.

Public Hearing: The Board intends to formally adopt the proposed texts following a public hearing. *The public hearing shall be held on Thursday, April 1, 2021,* during the course of the Board's regular meeting, which begins *at 6:00 p.m.* and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent's Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to karen.bush@myoneclay.net or by calling (904) 336-6584 (TDD).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

202	1 ELA Preselection Committee To	p Choices		
English Language Arts Courses	Top C	Top Choices		
Language Arts Grades K-5	Houghton Mifflin Harcourt HMH Florida Into Reading	SAVVAS Learning Company, LLC Florida myView Literacy		
M/J Language Arts 1-3 (Grades 6-8)	McGraw-Hill School Education, LLC Florida StudySync	SAVVAS Learning Company, LLC. myPerspectives Florida English Language Arts		
English 1-4 (Grades 9-12)	McGraw-Hill School Education, LLC Florida StudySync	SAVVAS Learning Company, LLC. myPerspectives Florida English Language Arts		
Tier 2 and 3: Intensive Reading		Top Choices		
Basic Skills in Reading K-2	McGraw-Hill School Education, LLC Reading Mastery Signature Edition Grades K-2	SAVVAS SuccessMaker Reading K-5	-	
Functional Reading Skills K-2	McGraw-Hill School Education, LLC Reading Mastery Signature Edition Grades K-2	SAVVAS SuccessMaker Reading K-5	-	
Basic Skills in Reading 3-5	McGraw-Hill School Education, LLC Corrective Reading	SAVVAS SuccessMaker Reading K-5	HMH Functional Reading Skills	
Functional Reading Skills 3-5	McGraw-Hill School Education, LLC Reading Mastery Signature Edition Grades K-2	SAVVAS SuccessMaker Reading K-5	HMH Functional Reading Skills	
M/J Intensive Reading	Houghton Mifflin Harcourt HMH Intensive Reading, Powered by READ 180 and System 44	SAVVAS iLit45, Success Maker Reading 6-8	_	
Intensive Reading 1-4	Houghton Mifflin Harcourt HMH Intensive Reading, Powered by READ 180 and System 44, 1st Ed.	SAVVAS iLit45	_	





School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

C8 - Affiliation Agreement between Clay County District Schools and Grand Canyon University

Description

This agreement is between Clay County District Schools and Grand Canyon University (GCU) for GCU students to participate in internships, practicums, and observations under the direction of a certified educator in Clay County schools.

Gap Analysis

Without this agreement, interns and pre-interns cannot be placed in Clay County District Schools and would thereby prevent potential teacher candidates from choosing Clay to begin their career.

Previous Outcomes

Clay County District Schools currently has agreements with 28 Colleges/Universities, and has previously held an agreement with Grand Canyon University that expired on 12/31/2020.

Expected Outcomes

Placement of interns provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching. Grand Canyon University is currently requesting the placement of one student.

Strategic Plan Goal

Goal 5: Develop and support great educators, support personnel, and leaders.

Strategy: 5.1: Recruit, screen, hire, and retain top candidates that reflect the diversity of each school, our district, and community.

Recommendation

That the Clay County School Board approve the agreements between Clay County District Schools and Grand Canyon University.

Contact

Roger Dailey, Chief Academic Officer, 904.336.6904 roger.dailey@myoneclay.net

Financial Impact

\$0.00

Review Comments

Attachments

∅ 210074 Grand Canyon University Approved.pdf

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 210074

Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL **REVIEW IS COMPLETED**

			Must Have Board Approval over \$100,00.00	
Date Submitted: 12/15/2020				
Name of Contract Initiator: Jennife	r Shepard	Telephone #: 904-3	36-6951	
School/Dept Submitting Contract: Professional Development Cost Center # 9009				
Vendor Name: Grand Canyon Unive				
Contract Title: GCU Student Teach	ing Affiliation Agreement			
Contract Type: New☐ Renewal 🗸		Previous Year Contract #	200040	
Contract Term: 12/10/2020-12/31/20	022	Renewal Option(s):		
Contract Cost: 0			· · · · · · · · · · · · · · · · · · ·	
Funding Source: Budget Line #_ Funding Source: Budget Line #_				
☐ NO COST MASTER (COUNTY WIE				
INTERNAL ACCOUNT - IF FUNDE		THE THE RESERVE AND THE PERSON NAMED IN COLUMN TWO	E DIRECTLY TO SBAO	
REQUIRED DOCUMENTS FOR CONT Completed Contract Review Form		applicable):	RECEIVED	
SBAO Template Contract or other Contract SIGNED Addendum A (if not an SBAO Tem) *This Statement MUST BE included in the	plate Contract)*		DEC 16 2020	
*This Statement MUST BE included in the body of the Contract: "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated." PURCHASING				
General Liability = \$1,000,000 Each Occ Auto Liability = \$1,000,000 Combined Si Workers' Compensation = \$100,000 Min [If exempt from Workers' Compensation c must provide Workers' Compensation c State of Florida Workers Comp Exemption	unty, Florida as an Additional Insured and Co currence & \$2,000,000 General Aggregate. ingle Limit (\$5,000,000 for Charter Buses). nimum ion Insurance, vendor/contractor must sign overage]. h (https://apps.fldfs.com/bocexempt/) (If A l l interns are requi	ertificate Holder. Insurer must be rat a Release and Hold Harmless Form. pplicable	If not exempt, vendor/contractor	
	**AREA BELOW FOR DISTRICT			
CONTRACT REVIEWED BY:	A STATE OF THE PERSON NAMED IN COLUMN 2 IN	S BELOW BY REVIEWING D	DEPARTMENT	
Purchasing Department B 78 Review Date 2/17/2020	No Cost Missing Adden	lum A Stateme	ent (It was on) D	
School Board Attorney	What about COVI	D Waiver?		
Review Date Wilzelo	What about COUI	Tupent signs	to enter upon.	
Other Dept. as Necessary		and the second		
Review Date				
PENDING STATUS: YES NO	IF YES, HIGHLIGHTED COM	MENTS ABOVE MUST BE	E CORRECTED BY INITIATOR	
FINAL STATUS		ZEM DAT	re: 12/23/2020	

Student Teaching Affiliation Agreement Between GCU and Clay County District Schools FL

1.	PARTIES: This agreement is entered into on this10th day of by and between Grand Canyon University (GCU) andclay County District Schools located at by and between Grand Canyon Hereafter referred to as the "District."
2.	PURPOSE: The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicum and Observations at the schools located in the District.
3.	TERM: The term of this Agreement begins $\frac{12/10/2020}{}$ and ends $\frac{12/31/2022}{}$.
4.	<u>COMPLIANCE WITH HANDBOOK AND POLICY:</u> GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.
5.	COOPERATING TEACHERS: The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a \$500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis. Compensation will not be provided for practicum courses. The stipends contemplated herein
	Stipend will be paid
	upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.
6.	CONFIDENTIALITY: GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
7.	INDEMNIFICATION AND HOLD HARMLESS: Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
8.	ASSIGNMENT: The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
9.	NOTICES: Notices under this agreement shall be mailed or delivered to the parties as follows:
	University Dr. Kimberly LaPrade Dean, College of Education Grand Canyon University 3300 W. Camelback Road Phoenix, Arizona 85017 Clay County District Schools 900 Walnut Street, Green Cove Springs, FL 32043
10.	MODIFICATION OF AGREEMENT: This agreement may be modified only by written amendment executed by all parties.
11.	TERMINATION: Either party, upon thirty (30) days written notice to the other party, may terminate this agreement.

- 12. PARTNERSHIP/JOINT VENTURE/EMPLOYMENT: Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.
- 13. NONDISCRIMINATION: The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. RESPONSIBILITIES OF GCU

- A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.
- B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.
- C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background, check. Students will be prohibited to move forward until this document is received.
- D. GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

i.	Commer	cial	General Liability	(Minimum	Requirements):
			L 21%		

Limits of Liability:

\$1,000,000 Combined Single Limit

\$2,000,000 General Aggregate

\$1,000,000 Products Aggregate

\$1,000,000 Personal Injury

\$5,000 Medical Payments

Coverage:

Premises/Operation Liability

Medical Payments Liability

Contractual Liability

Personal Injury Liability

Independent Contractors

ii. Professional Liability, as related to Educational Services

Limits of Liability:

\$1,000,000 each wrongful act

\$1,000,000 aggregate

iii.Certificates of Insurance:

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

officials thereunto duly authorized as of the date first above written.
The terms and conditions of "Addendum A," a signed copy of which is attached hereto, are incorporated herein. If there is a conflict between the terms of the contract or agreement and "Addendum A", the terms of "Addendum A" shall be controlling.

By:

(Signature)

By:

(Signature)

Name: Dr. Kimberly LaPrade

Name: ______(Please print or type)

Title: Dean, College of Education

Title: _____(Please print or type)

Date: 12.10.2020 Date: _____

GRAND CANYON UNIVERSITY

3300 W. Camelback Road, Phoenix, AZ 85017 | gcu.edu

"ADDENDUM A"

TO

CONTRACT WITH THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Notwithstanding any contractual language to the contrary, the terms and conditions of this "Addendum A" shall govern and prevail over any conflicting or inconsistent terms and conditions in the underlying contract to which this "Addendum A" is attached and/or otherwise incorporated. All references herein made to the School Board of Clay County, Florida ("Board") shall be interpreted to include the School Board of Clay County, Florida, Clay County District Schools ("District"), and all Board officers and employees.

1. INDEMNIFICATION

In addition to any other statutory or common law obligation to indemnify and defend the Board, Contractor/Vendor shall indemnify, defend, and hold harmless the Board, its officers, and employees from and against any claim, loss, damage, penalty, or liability arising from any negligent act, omission, misfeasance, malfeasance, or intentionally wrongful conduct of Contractor/Vendor, its employees, and/or agents relating to the performance of duties contemplated by or arising from the underlying contract. Such obligations of the Contractor/Vendor include the duty to defend the Board and its officers and employees from and against any claim, complaint, payment, penalty, or other liability arising from the negligent act, omission, misfeasance, malfeasance, or intentionally wrongful conduct of Contractor/Vendor, its employees, and/or its agents. These obligations shall survive termination of the underlying contract.

2. INSURANCE

Unless otherwise specified in the underlying contract, Contractor/Vendor shall maintain throughout the term/duration of the contract (and any authorized renewal periods) the following insurance policies providing at least the minimum amounts shown:

- 1. General Liability Policy:
 - \$1,000,000.00 per occurrence
 - \$2,000,000.00 aggregate
- 2. Auto Liability Policy:
 - \$1,000,000.00 combined single limit
 - \$5,000,000.00 charter or common carrier
- 3. Worker's Compensation Policy:
 - \$100,000

Note: To the extent that Contractor/Vendor is statutorily or otherwise legally exempt from Worker's Compensation insurance obligations, Contractor/Vendor must execute a Release and Hold Harmless Agreement in a form acceptable to the Board.

Each insurance policy shall be obtained from an insurance carrier rated as "A-" or better, under a policy approved for use in the State of Florida. Further, unless otherwise agreed to by the Board, such insurance policy shall contain evidence/endorsement for physical and sexual abuse and molestation coverage. Each Certificate of Insurance ("COI") shall name the School Board of Clay County, Florida, as an additional insured and the policy must unconditionally entitle the Board to thirty (30) days' notice of policy/coverage cancellation.

3. RESERVATION OF SOVEREIGN IMMUNITY

No provision or language in the underlying contract shall be construed or interpreted to increase the scope or dollar limit of the Board's liability beyond that which is set forth in section 768.28 of the Florida Statutes. Nor shall any such language be construed or interpreted to waive the Board's sovereign immunity from suit, or to require the Board to indemnify Contractor/Vendor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts or omissions other than those which arise from the actionable negligence of the Board. The Board expressly reserves all other protections and privileges related to its sovereign immunity.

4. GOVERNING LAW AND VENUE

The underlying contract and this "Addendum A" shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. Further, the Circuit Court for the Fourth Judicial Circuit in and for Clay County, Florida, shall have exclusive jurisdiction to enforce the terms of and adjudicate any disputes arising from the underlying contract and this "Addendum A."

5. LEVEL II BACKGROUND SCREENING

Contractor/Vendor represents and warrants to the Board that it is familiar with sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. Contractor/Vendor agrees to comply with all requirements of the above-cited statutes and background screening(s) at its own expense, and shall provide the Board with proof of clearance/compliance upon request. Contractor/Vendor agrees that its duty to defend, hold harmless, and indemnify the Board extends to any liability, damages, penalties, and costs which result from its failure to comply with the requirements of this provision.

6. INDEPENDENT CONTRACTOR

The services and/or products provided by Contractor/Vendor pursuant to the underlying contract are rendered to the Board in the capacity of an independent contractor. Accordingly, Contractor/Vendor is not authorized to assume or create any obligations or responsibility (expressed or implied) on behalf of the Board. Nothing contained in the underlying contract shall be construed as creating an employer-employee or principal-agent relationship or a joint venture between Contractor/Vendor and the Board. In this regard, neither Contractor/Vendor nor its officers, employees, or agents shall be deemed to be employed by the Board for purposes of taxes or contributions levied by, under, or in accordance with any federal, state, or local laws with respect to employment or compensation for employment.

7. PUBLIC RECORDS

Contractor/Vendor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance duties imposed by the underlying contract. Accordingly, in addition to all other Public Records obligations, Contractor/Vendor shall:

a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under the contract ("Contract Data") which come within the definition of a "public record" under Chapter 119.

- b. Provide to the Board, upon its request and free of charge, a copy of each record which Contractor/Vendor seeks to produce in response to a public records request.
- c. Ensure that Contract Data that are considered exempt under Chapter 119 are not disclosed except as authorized by law.
- d. Upon completion of its contractual obligations, transfer to the Board, at no cost to the Board, all Contract Data in the Contractor's/Vendor's possession or otherwise keep and maintain such data as required by law.

All records transmitted to the Board must be provided in a format that is compatible with the Board's information technology systems. Any failure to comply with this provisions shall constitute a default and material breach of the underlying contract by the Contractor/Vendor, which may result in immediate termination by the Board without penalty to the Board.

IF THE CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE UNDERLYING CONTRACT, CONTRACTOR/VENDOR SHALL CONTACT THE SCHOOL DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@myoneclay.net

8. STUDENT RECORDS

Notwithstanding any provision to the contrary contained in the underlying contract, Contractor/Vendor, its officers, employees, and agents shall fully comply with the requirements of the Family Education Rights and Privacy Act, sections 1002.22 and 1002.221 of the Florida Statutes, and all applicable laws and regulations regarding the of personally identifiable student information Contractor/Vendor shall indemnify, defend, and hold harmless the Board, its officers, and employees for any violation of this covenant. This provision shall survive the termination of the underlying contract and shall be binding upon Contractor/Vendor until such time as any claim arising from a breach of this covenant is barred by any applicable statute of limitations. In the event of a breach of security as defined by section 501.171 of the Florida Statutes, Contractor/Vendor shall notify the Board immediately, but no later than ten (10) calendar days following such security breach. Additionally, Contractor/Vendor shall fully cooperate, at its own expense, with the Board and assist the Board with all remedial efforts, required notifications, and any other obligations arising from or related to such a security breach.

9. PAYMENT TERMS AND CONTINGENCIES

Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. Contractor/Vendor shall be paid in accordance with the Local Government Prompt Payment Act upon submission of invoices to the District after delivery and

acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043. To the extent that the District is using federal funds as a source of payment for this Agreement, Contractor shall execute and deliver to the District the following forms: (a) Regulatory Compliance Statement; (b) Certification Regarding Non-Discrimination; (c) Certification Regarding Lobbying; (d) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (e) Certification Regarding Drug-Free Workplace Requirements; and (f) Non-Collusion Affidavit.

Unless otherwise required by law, the Board's payment obligations (if any) arising from the underlying contract are contingent upon an annual appropriation by the Board and the availability of funds to pay for the contracted goods and/or services provided. If such funds are not appropriated or made available for the underlying contract and results in its termination, such conditions/events shall not constitute a default by the Board. Either party may terminate this contract with or without cause and without penalty or further payment by providing the other party sixty (60) days' written notice.

10. FORCE MAJEURE

Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party. (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

Contractor/Vendor agrees to the foregoing terms and conditions of this "Addendum A" as evidenced by the following signature of its authorized representative as of the <u>rlate indicated</u> below:

Signature:

Tu. 1 200

ean College of Education

Date: 12-10-2020

Addendum A Form, May 2020, SBAO (web)

Client#: 1789364

GRANDCAN17

ACORD_{IM}

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/10/2020

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

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

ting certificate does not comer any rights to the certificate holder in neu of such endorsement(s).					
PRODUCER	CONTACT Ronnie Lambeth				
USI Insurance Services LLC	PHONE (A/C, No, Ext): 602-666-4896 (A/C, No):				
2375 E. Camelback Rd, Suite 250	E-MAIL ADDRESS: phx.certificates@usi.com				
Phoenix, AZ 85016	INSURER(S) AFFORDING COVERAGE	NAIC#			
	INSURER A : Philadelphia Indemnity Insurance Co.	18058			
INSURED	INSURER B : United Educators Ins, Recip Risk Ret Gr	10020			
Grand Canyon University	INSURER C : CopperPoint Premier Insurance Co	12741			
3300 W. Camelback Road	INSURER D : Argonaut Insurance Company	19801			
Phoenix, AZ 85017	INSURER E:				
	INSURER F:				

COVERAGES CERTIFICATE NUMBER:					REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSF	TYPE OF INSURANCE		SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
Α	X COMMERCIAL GENERAL LIABILITY	Х	Х	PHPK2162610	08/01/2020	08/01/2021	EACH OCCURRENCE	\$1,000,000	
	CLAIMS-MADE X OCCUR				K		DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	
		~					MED EXP (Any one person)	\$15,000	
							PERSONAL & ADV INJURY	\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$3,000,000	
	X POLICY JECT LOC						PRODUCTS - COMP/OP AGG	\$3,000,000	
	OTHER:						COMBINED SINGLE LIMIT	\$	
Α	AUTOMOBILE LIABILITY	Х	X	PHPK2162610	08/01/2020	08/01/2021	(Ea accident)	\$1,000,000 \	
	X ANY AUTO OWNED SCHEDULED						BODILY INJURY (Per person)	\$	
	AUTOS ONLY AUTOS						BODILY INJURY (Per accident) PROPERTY DAMAGE		
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						(Per accident)	\$	
В	UMODELLA LIAD	· ·	v					\$	
В	WMBRELLA LIAB X OCCUR Y EXCESS LIAB CLAIMS MADE	Х	X	P0572N	08/01/2020	08/01/2021	EACH OCCURRENCE	\$1,000,000	
	CLAIIVIS-IVIADE						AGGREGATE	\$1,000,000	
C	DED RETENTION \$ WORKERS COMPENSATION		V	4004050	07/04/0000	07/04/0004	▼ PER OTH-	\$	
	AND EMPLOYERS' LIABILITY		X	The state of the s	07/01/2020	07/01/2021	X STATUTE ER	-4 000 000	
D	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A		(AZ,CO,NM, NV, UT) WC928648744034	07/04/2020	07/04/2024	E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE	\$1,000,000 v	
	If yes, describe under DESCRIPTION OF OPERATIONS below			(All other states)	0770172020	07/01/2021		\$1,000,000 \$1,000,000	
	DESCRIPTION OF OPERATIONS BEIOW			(All other states)			E.L. DISEASE - POLICY LIMIT	\$1,000,000	
DES	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)								
Please note the limits provided above are reflective of the limits available under the policy as									
required by the contract with the policy holder. The actual limits of the policy may be higher									
than those contractually required. It is the position of the policy holder that only the above									
lim	its are available to the Certificate	Holo	ler.						

(See Attached	Descriptions
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CERTIFICATE HOLDER	CANCELLATION			
Clay County District Schools 900 Walnut Street Green Cove Springs, FL 32043	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
	AUTHORIZED REPRESENTATIVE			
	Betlang Rosis			
	G 4000 COAF ACCED CORROBATION AND ALL			

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DESCRIPTIONS (Continued from Page 1)

The General Liability, Automobile Liability and Excess Liability policies include an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured. The General Liability and Automobile Liability policies contains a special endorsement with "Primary and Noncontributory" wording, when required by written contract. The General Liability, Automobile Liability, Excess Liability and Workers Compensation policies provide a Waiver of Subrogation when required by written contract.



PI-MANU-001 0100 Blanket Additional Insured

BLANKET ADDITIONAL INSURED

Section II - Liability Coverage - A.1. WHO IS AN INSURED provision is amended by the addition of the following:

- e. Any person or organization for whom you are required by an "insured contract" to provide insurance is an "insured," subject to the following additional provisions:
- (1) The "insured contract" must be in effect during the policy period shown in the Declarations and must have been executed prior to the "bodily injury" or "property damage."
- (2) This person or organization is an "insured" only to the extent you are liable due to your ongoing operations for that insured, whether the work is performed by you or for you, and only to the extent you are held liable for an "accident" occurring while a covered "auto" is being driven by you or one of your employees.
- (3) There is no coverage provided to this person or organization for "bodily injury" to its employees or for "property damages" to its property.
- (4) Coverage for this person or organization shall be limited to the extent of your negligence or fault according to the applicable principles of comparative negligence or fault.
- (5) The defense of any claim or "suit" must be tendered by this person or organization as soon as practicable to all other insurers which potentially provide insurance for such claim or "suit."
- (6) The coverage provided will not exceed the lesser of:
- (a) The coverage and/or limits of this policy; or
- (b) The coverage and/or limits required by the "insured contract."
- (7) A person's or organization's status as an "insured" under this subparagraph ends when your operations for that "insured" are completed.

PI-SE-007 1111 Additional Insured Primary And Non-Contributory

ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization (Additional Insured):
Any organization requiring additional insured status per contract

Effective Date: 8/1/2015

SECTION II - WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" arising out of or relating to your negligence in the performance of "your work" for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or "occurrence" we cover for this Additional Insured.

The Additional Insured's limits of insurance do not increase our limits of insurance, as described in SECTION III - LIMITS OF INSURANCE.

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.



Philadelphia Indemnity Insurance Company

PI-GLD-VS (05/17)

"Personal Injury" also means discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured; or
 - (2) Any executive officer, director, stockholder, partner or member of the insured; or
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured; or
- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.

P. Transfer of Rights of Recovery Against Others To Us

As a clarification, the following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Subsection **8. Transfer of Rights of Recovery Against Others To Us**:

Therefore, the insured can waive the insurer's Rights of Recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

Q. Science Laboratory "Occurrence"

SECTION I – COVERAGE, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph f. does not apply to any "bodily injury" or "physical damage" arising out of a fire or "occurrence" in any of your science laboratories while teaching is being conducted in that laboratory, subject to a \$50,000 per policy limit.

R. Medical Incident Liability-Nurse and Athletic Trainer

- 1. SECTION II WHO IS AN INSURED, Subparagraph 2.a. (1) (d) is deleted and replaced by the following:
 - (d) Arising out of his or her providing or failing to provide professional medical services. This paragraph does not apply to a registered or practical nurse or athletic trainer, while acting within the scope of his or her duties for the Named Insured and arising out of a "medical incident".
- 2. **SECTION V DEFINITIONS, 13.** is deleted and replaced by the following:

"Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions, and "medical incident".

3. The following definition is added to **SECTION V – DEFINITIONS**:

"Medical Incident" means any act or omission in the furnishing or failure to furnish professional medical services by the insured or any person acting under the personal direction, control, or supervision of the insured. Any such act or omission together with all related acts or omissions in the furnishing of such services to any one person shall be considered one "medical incident".

"Medical incident" does not include any actual, alleged or threatened emotional, physical, or sexual abuse of any patient or professional medical services recipient.

PI-GLD-VS (05/17)

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BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured is amended by adding the following:

The following are also "insureds":

Any person or organization for whom you are required by an "insured contract" to procure "bodily injury" or "property damage" liability insurance arising out of the operation of a covered "auto" with your permission. However, this additional insurance does not apply to:

- 1. The owner or anyone else from whom you hire or borrow a covered "auto." This exception does not apply if the covered "auto" is a "trailer" connected to a covered "auto" you own;
- 2. Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household:
- **3.** Anyone using a covered "auto" while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours;
- 4. Anyone other than your "employees," partners (if you are a partnership), members (if you are a limited liability company), or a lessee or borrower or any of their "employees," while moving property to or from a covered "auto"; or
- **5.** A partner (if you are a partnership), or a member (if you are a limited liability company) for covered "auto" owned by him or her or a member of his or her household.
- **B.** The "insured contract" must be in effect during the policy period shown in the Declarations and must have been executed prior to the "bodily injury" or "property damage".
- **C.** This person or organization is an "insured" only to the extent you are liable due to your ongoing operations for that "insured", whether the work is performed by you or for you, and only to the extent you are held liable for an "accident" occurring while a covered "auto" is being driven by you or one of your employees.
- **D.** There is no coverage provided to this person or organization for "bodily injury" to its employees or for "property damage" to its property.
- **E.** Coverage for this person or organization shall be limited to the extent of your negligence or fault according to the applicable principles of comparative negligence or fault.
- **F.** The defense of any claim or "suit" must be tendered by this person or organization as soon as practicable to all other insurers which potentially provide insurance for such claim or "suit".
- **G.** A person's or organization's status as an "insured" under this endorsement ends when your operations for that "insured" are completed.

H. The coverage extended to any additional insured by this endorsement is limited to, and subject to all terms, conditions, and exclusions of the Coverage Part to which this endorsement is attached.

In addition, coverage shall not exceed the terms and conditions that are required by the terms of the written agreement to add any "insured," or to procure insurance.

I. The following additional exclusions apply:

The insurance afforded to any person or organization as an "insured" under this endorsement does not apply to "loss":

- 1. Which occurs prior to the date your contract is effective with such person or organization;
- 2. Arising out of the sole negligence of any person or organization that would not be an "insured" except for this endorsement; or
- 3. Which occurs after you returned the leased or rented "auto" to the lessor or the policy period ends, whichever occurs first.

PI-CA-004 1014 Primary and Non-Contributory Clause Endorsement

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

The following is added to SECTION IV-BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance:

The insurance provided by this policy for any additional insured endorsement attached to this policy is primary when primary coverage is required in a written contract.

In addition, we will not seek contribution from any insurer when insurance on a non-contributing basis is required in a written contract for any additional insured endorsement attached to this policy.

For coverage to apply, the written contract must have been executed prior to the occurrence of "loss."

This endorsement supersedes anything to the contrary.

III. BUSINESS AUTO CONDITIONS

A. Notice and Knowledge of Occurrence

SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 2. Duties In The Event Of Accident, Claim, Suit Or Loss, Paragraph a. is deleted in its entirety and replaced with the following:

- a. In the event of "accident," claim, "suit" or "loss," you must give us, or our authorized representative, prompt notice of the "accident" or "loss." Include:
 - (1) How, when and where the "accident" or "loss" occurred;
 - (2) The "insured's" name and address; and
 - (3) To the extent possible, the names and addresses of any injured persons and witnesses.

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

B. Blanket Waiver Of Subrogation

SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us, is amended by adding the following exception:

However, we waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury" or "property damage" arising out of the operation of a covered "auto" when you have assumed liability for such "bodily injury" or "property damage" under an "insured contract."

C. Unintentional Errors or Omissions

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 2. Concealment, Misrepresentation, Or Fraud is amended by adding the following:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

IV. DEFINITIONS

A. Mental Anguish

SECTION V – DEFINITIONS, C. "Bodily injury" is amended by adding the following:

"Bodily injury" also includes mental anguish but only when the mental anguish arises from other bodily injury, sickness, or disease.

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| Policy Number: P05-72N |

- (1) the value of the sum of all assets (including, but not limited to, real estate, securities, assumed indebtedness and other consideration) expended, assumed or exchanged for any such acquisition, formation or merger does not exceed 5% of the total assets of the Educational Organization and its consolidated subsidiaries and affiliates as most recently reported to us for rating purposes prior to such Policy Period;
- (2) the combined or consolidated operations and the acquired, formed or merged entity are not materially different from those of the **Included Entity** prior to the acquisition, formation or merger;
- (3) coverage with respect to that newly formed, acquired or merged entity will begin on the date of acquisition, formation or merger, and there is no coverage for any entity acquired by or merged into the **Included Entity** or for any person with respect to that entity for **Occurrences** happening prior to the date of acquisition or merger; and
- e. In addition to coverage provided in Item d. listed above, any newly formed, acquired or merged affiliates of the **Educational Organization**, shall be added as **Included Entities** to this Policy as of the effective date of their formation, incorporation or acquisition by the **Educational Organization**, provided
 - (1) they are reported to **us** within sixty (60) days of the date of their formation, incorporation or acquisition by the **Educational Organization** and
 - (2) are subsequently accepted for coverage by **us** and named on the Policy.

Included Entity's Products means goods or products manufactured, sold, tested, handled, or distributed by an **Included Entity** or others trading under its name or materials that were the subject of completed or abandoned operations of the **Included Entity**.

Insured means:

- a. the Included Entities;
- b. any past, present or future trustees, governing board directors or Officers of an Included Entity while acting within the scope of their duties on behalf of that Included Entity; the estates, heirs, legal representatives or assigns of deceased, incompetent, insolvent or bankrupt trustees, governing board directors, or Officers; and spouses or domestic partners of governing board directors or trustees to the extent they are involved in Claims solely because of their status as spouses or domestic partners;
- c. at the option of the Educational Organization, any
 - (1) past, present and future employee, member of the faculty, student teacher, or teaching assistant of an **Included Entity**;-
 - (2) member of a committee, including an Institutional Review Board (as recognized by the U.S. Food and Drug Administration and U.S. Department of Health and Human Services) of an Included Entity, or a representative to an education association of which the Educational Organization is a member;
 - (3) uncompensated volunteer worker performing services on behalf and with the express direction and authority of an **Included Entity**;
 - (4) student of an **Educational Organization** while serving in a supervised internship program in satisfaction of course requirements; or
 - (5) student of an **Educational Organization** while acting at the direction of, complying with policies and procedures governing conduct at, or performing services primarily for or on behalf of, the **Educational Organization**;
 - but only while acting within the scope of their duties or obligations in their respective capacities to an **Included Entity** as described in clause a. or b. above, and coverage for these individuals is subject always to all other terms and conditions of this Policy;
- d. any person legally responsible for the use of an Automobile owned, rented, leased, borrowed, hired or used by an Included Entity with its express permission; but Insured under this Paragraph d. does not include:
 - (1) any person or organization's (other than an Included Entity's) agent or employee, operating an Automobile repair shop, public garage, sales agency, service station, or public parking place, with respect to any Occurrence arising out of the operation thereof; or

| Policy Number: P05-72N |

- (2) the owner or any permissive user of the owner of an Automobile that is not owned by an Included Entity; however, at the request of the Educational Organization, we will deem as an Insured
 - (i) an employee of an **Included Entity** for liability arising out of the use of his or her personal **Automobile** in the business of that **Included Entity** on behalf of and with the express permission of that **Included Entity**; or

(ii) any person who rents or leases **Automobiles** on behalf of and with the express permission of the **Included Entity**, but only while acting within the scope of their duties or obligations in the respective capacities to an **Included Entity**;

e. except with respect to the use or operation of an **Automobile**, any person or organization to whom any **Included Entity** is obligated by virtue of a contract or agreement to provide liability insurance such as is afforded by this Policy, but only

(1) to the extent of such obligation;

(2) for operations (other than commercial insurance operations) by or on behalf of that **Included Entity** or operation of facilities of that **Included Entity** or use of facilities by that **Included Entity**; and

(3) if the contract or agreement is made prior to a covered Occurrence; and

f. Automobile dealerships and leasing corporations that own Automobiles which are leased or loaned to an Included Entity but only for liability arising out of the activities of the Included Entity's employees.

Limit of Liability means the maximum amounts that are provided by this Policy to pay **Damages**, respectively, for each **Occurrence** and, where applicable, in the aggregate for all **Occurrences** during the **Policy Period** as stated in Items 2(a) and (b) of the Declarations.

Medical Services means any acts that may be legally performed only by a physician, nurse or other licensed medical professional within the scope of his/her medical license, regardless of whether the person is licensed or not. However, the application of **First Aid** shall not be considered **Medical Services**.

Model aircraft means a non-human carrying device capable of sustained flight in the atmosphere which has a flight weight of 100 pounds or less (flight weight includes the weight of the aircraft itself, fuel and other fluids, and all payload) used for research and/or educational purposes; but, model aircraft does not include any rocket or missile.

Non-Flight Curriculum-Related Instruction includes the assembly, maintenance, service, ownership, use or operation of owned aircraft not used in flight, but instead solely for maintenance or service as part of Non-Flight Curriculum-Related Instruction; however Non-Flight Curriculum-Related Instruction does not include:

(i) the flying of any aircraft,

(ii) the time commencing with the take-off run or landing run of any aircraft or

(iii) the assembly, maintenance, service, ownership, use or operation of any aircraft actually used in flight.

Occurrence means:

- a. an accident during the Policy Period or the continuous, intermittent or repeated exposure to conditions that commence during the Policy Period that causes Bodily Injury or Property Damage neither expected nor intended by the Insured; or
- an event that first occurs during the Policy Period that causes Personal Injury or Advertising Injury.

All **Bodily Injury**, **Property Damage**, **Personal Injury**, **or Advertising Injury** attributable directly or indirectly to the same accident, event, conditions, cause, defect or hazard, or failure to warn of such, shall be considered as one **Occurrence** irrespective of the time period or area over which injury or damage arises or the number of injuries, damages, or **Claims** made against any **Insureds**.

| Policy Number: P05-72N |

with respect to all matters under this Policy, including, without limitation, payment of premium, negotiation of the terms of renewal, resolution of disputes, the giving and receiving of notice of cancellation, the giving of notice to persons whom the **Educational Organization** chooses to not make an **Insured**, and the receiving of any return premiums that may become due.

22. In the event there is a dispute among **Insureds** as to allocation of the proceeds of this Policy among any of them or on their behalf, **we** may pay such proceeds to the **Educational Organization**, which agrees to accept such proceeds and to assume responsibility for its allocation among the **Insureds** or on their behalf, and **we** shall be discharged from any further responsibility or liability hereunder or otherwise with respect to such proceeds. The **Insureds** agree that the **Educational Organization** shall so act on their behalf. Notice by certified mail to the **Educational Organization** at the last mailing address known by **us** shall constitute notice to all **Insureds**.

SUBROGATION

23. In the event of any payment under this Policy, we shall be subrogated to all the Insureds' rights of recovery against any person or organization and the Insureds shall execute and deliver such instruments and papers and do whatever else is necessary to secure such rights and shall do nothing after an Occurrence to prejudice such rights. We agree to waive any right of recovery we may have against any person or organization when the Educational Organization has agreed to such waiver prior to an Occurrence.

ALTERATION AND ASSIGNMENT

24. No change in, modification of, or assignment of interest under this Policy shall be effective except when made by a written endorsement to this Policy that is signed by **our** authorized representative.

INSPECTION

25. **We** shall be permitted but **we** are not obligated to inspect an **Included Entity's** property and operations at any time. Neither **our** right to make inspections nor the making thereof nor a report thereon shall constitute an undertaking on behalf of or for the benefit of any **Insured** or others to determine or warrant that such property or operations are safe or are in compliance with any law, rule or regulation.

OTHER INSURANCE

26. This Policy shall at all times be excess over the greater of the **Underlying Limit Retention** amount, or the amount of any other insurance available to the **Insured** covering an **Occurrence** covered by this Policy (other than insurance that is expressly and specifically excess of the limits of this Policy and nothing in this Policy or in any other policy shall be construed to require this Policy to contribute with, or subject this Policy to the terms, conditions or limits of, such other insurance.

In addition, this Policy shall always be excess over any other insurance that names any **Insured** as an "additional insured:"

- a. if such insurance is also written on an excess basis, **we** agree with the **Insured** that this Policy is excess over such insurance; and,
- b. we shall not share in paying Ultimate Net Loss with that other insurance on any basis including but not limited to the ratio of the Limit of Liability of this Policy and the limit of liability of the policy providing "additional insured" coverage.

BANKRUPTCY

27. Bankruptcy, insolvency, or receivership of the Insured or any insurer, or the Insured's inability to pay any Underlying Limit Retention amount, will not relieve us of our obligations under this Policy; however, this Policy shall not drop down as a result of such bankruptcy, insolvency, receivership or inability, or apply as a replacement of any self-insured retention amount or any Underlying Insurance

(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Blanket Waiver: Anyone for whom you have agreed to provide this Waiver subject to the terms of this endorsement.



(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 07-01-2020 Insured Grand Canyon University

Policy No. 1021953

Endorsement No. 1

Insurance Company

CopperPoint Indemnity Insurance Company

Countersigned by

Pola Wil

WC 00 03 13 (Ed. 4-84)





February 4, 2021 - Regular School Board Meeting

Title

C9 - Proclamation #21-07 for National School Counseling Week

Description

National School Counseling Week 2021, "School counselors: All In For All Students" will be celebrated from February 1-5, 2021, to focus public attention on the unique contribution of school counselors within U.S. school systems. This week highlights the tremendous impact schools counselors can have in helping students achieve school success and plan for a career.

Gap Analysis

The resolution will promote and highlight School Counselors in the School Board of Clay County District.

Previous Outcomes

The citizens of Clay County recognized and appreciated the contributions of School Counselors.

Expected Outcomes

The citizens of Clay County will recognize National School Counseling Week and reinforce their understanding of school counselors' contributions to students' academic and mental health.

Strategic Plan Goal

To illustrate and support school counselors' role in developing academically and emotionally healthy leaders of tomorrow through improved equity and access to all students.

Recommendation

Approve Proclamation

Contact

Laura Fogarty, Director of Climate and Culture, laura.fogarty@myoneclay.net, 904-336-6513

Financial Impact

0

Review Comments

Attachments

National School Counseling Week.pdf

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION # 21-07



WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests and talents as these traits relate to career awareness and development; and

WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all student to achieve success in school.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, does hereby proclaim February 1-5, 2021, as National School Counseling Week.

Duly adopted and approved by the School Board of Clay County, Florida, this 4th day of February, 2021.

ATTEST:		
David Broskie Superintendent of Schools	Mary Bolla, School Board Chair	-

Clay County, Florida





February 4, 2021 - Regular School Board Meeting

Title

C10 - Proposed Allocation Changes for 2020-2021

Description

Staff allocation documents clarify how each school, district, department, and division is staffed for the 2020-2021 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

These allocations are required to ensure the adequate staffing of the district and schools.

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

Staffing will be sufficient to meet the needs of the various schools and district departments.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve the staff allocation plan as submitted.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, (904) 336-6722, susan.legutko@myoneclay.net

Financial Impact

To be determined.

Review Comments

Attachments

@ allocation-summary-february-4-20211 (1).pdf

PROPOSED CHANGES TO STAFF ALLOCATIONS

2020-2021 SUMMARY

Board Meeting, February 4, 2021

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2020-2021 ACTIONS				
			General Funds				
CEB-0071		1.0	Teacher, Basic, Grade K-6	Program Needs	(\$45,035)	(\$14,173)	(\$59,208)
CVA-7005		18.0	Teacher, Basic, Virtual School	Program Needs	(\$810,630)	(\$255,105)	(\$1,065,735)
CVA-7005		1.0	Teacher, Career/Technical Education	Program Needs	(\$45,035)	(\$14,173)	(\$59,208)
LAE-0451	1.0		Teacher, Inclusion	Program Needs	\$45,035	\$14,173	\$59,208
LES-0352	1.0		Teacher, Inclusion	Program Needs	\$45,035	\$14,173	\$59,208
POE-0651	1.0		Teacher, Inclusion	Program Needs	\$45,035	\$14,173	\$59,208
OVE-0621	0.8		Classroom Assistant, ESOL	Program Needs	\$15,130	\$4,761	\$19,891
LSJ-0351	1.0		Teacher, Basic, Grade 7-8	Program Needs	\$45,035	\$14,173	\$59,208
OPJ-0361	2.0		Teacher, Career/Technical Education	Program Needs	\$90,070	\$28,345	\$118,415
INST-9007	6.0		Instructional, Teachers	Program Needs	\$270,210	\$85,035	\$355,245
				TOTAL:	(\$345,150)	(\$108,619)	(\$453,769)
			TSSA (1981)				
CEB-0071	1.0		Classroom Assistant, General (Limited Contract)	Program Needs	\$16,539	\$5,205	\$21,744
				TOTAL:	\$16,539	\$5,205	\$21,744





February 4, 2021 - Regular School Board Meeting

Title

C11 - Monthly Financial Reports for December, 2020

Description

The Monthly Financial Reports, in accordance with SBE Rule 6A-1.008, are submitted for the use and consideration of the Board for the month ending December 31, 2020.

Gap Analysis

The Monthly Financial Reports show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

Previous Outcomes

It has been a past (normal) practice to provide Monthly Financial Reports, in accordance with SBE Rule 6A-1.008.

Expected Outcomes

The Monthly Financial Reports are provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's finances.

Strategic Plan Goal

Goal 2: Strategy 2.4: Ensure effective and efficient use of resources for fiscal stability.

Recommendation

That the Clay County School Board accept for use and consideration the Superintendent's Monthly Financial Reports for December, 2020.

Contact

Dr. Susan M. Legutko, Assistant Superintendent of Business Affairs, (904) 336-6721, susan.legutko@myoneclay.net

Financial Impact

The Monthly Financial Reports reflect the year-to-date results of operations.

Review Comments

- December 2020 Board Monthly Financial Report.pdf
- December 2020 Board Monthly Property Report.pdf

CLAY COUNTY SCHOOL BOARD SUMMARY OF CASH INVESTMENTS

07/01/2020 thru 12/31/2020

	CASH BALANCE	INVESTMENT AMOUNT	TYPE	GRAND TOTAL
General Fund(3)	11,109,094.57	73,254,734.66	(1) & (4) SBA/OTH	84,363,829.23
Debt Services(5)	0.00	396,183.79	SBA/OTH	396,183.79
Capital Projects	0.00	43,897,730.25	SBA/OTH	43,897,730.25
Special Rev Other	0.00	0.00	SBA	0.00
Spec. Rev - Food Service	5,504,119.81	0.00	SBA	5,504,119.81
Self Insurance	0.00	4,573,699.80	SBA	4,573,699.80
GRAND TOTAL	16,613,214.38	122,122,348.5		138,735,562.88

NOTES:

- The rate of interest earned on investments with the State Board of Administration during the month
 of December, 2020 was 0.18%.
- For comparison purposes with the General Fund Statement of Revenue, we have completed 50% of the fiscal year. All other percentages are only a comparison of cash collections or expenditures to budgeted revenue or appropriations.
- On the Summary of Cash & Investments, the figure reported for General Fund Investments includes \$1,374,598.92 invested for School Internal Accounts.
- The rate of interest earned on investments with the Florida Education Investment Trust Fund (FEITF) during the month of December, 2020 was 0.10%.
- Trustee Accounts Amounts placed with SBA by the Florida Department of Education for investment of debt service moneys.

GENERAL FUNDS

STATEMENT OF REVENUE

07/01/2020 thru 12/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact	3121	550,000.00	550,000.00	180,543.84	32.83%
	ROTC	3191	350,000.00	350,000.00	92,174.67	26.34%
Federal Direct -	Total		900,000.00	900,000.00	272,718.51	
Fed thru Local and	Medicaid	3202	1,200,000.00	1,200,000.00	696,585.88	58.05%
State	Federal Through Local Revenue	3280	296,254.25	312,181.00	104,060.59	33.33%
Fed thru Local an	nd State - Total		1,496,254.25	1,512,181.00	800,646.47	
State Sources	Florida Educ Finance Program	3310	199,616,067.00	199,616,067.00	95,592,302.00	47.89%
	Workforce Development	3315	495,645.00	495,645.00	247,824.00	50.00%
	CO&DS Withheld/Admin Expense	3323	22,000.00	22,000.00	0.00	0.00%
	State License Tax	3343	20,000.00	20,000.00	17,885.40	89.43%
	Class Size Reduction	3355	41,608,810.00	41,608,810.00	20,804,406.00	50.00%
	Voluntary Pre-K High Schools	3370	80,000.00	80,000.00	30,898.55	38.62%
	Voluntary Pre-K	3371	597,400.00	651,762.00	414,398.04	63.58%
	Miscellaneous State Revenue	3390	900,254.00	1,027,106.50	132,975.11	12.95%
State Sources -	Total		243,340,176.00	243,521,390.50	117,240,689.10	
Local Sources	District School Taxes	3411	57,245,718.00	57,063,187.00	49,585,329.70	86.90%
	Prior Year Coll School Taxes	3419	30,000.00	30,000.00	0.00	0.00%
	Tax Redemptions	3421	750,000.00	750,000.00	0.00	0.00%
	Rent	3425	250,000.00	250,000.00	83,296.95	33.32%
	Interest Incl Profit On Invest	3430	800,000.00	800,000.00	52,595.54	6.57%
	Gifts Grants & Bequests	3440	57,832.96	102,033.36	85,308.36	83.61%
	Adult Gen Educ Course Fee-Ged	3461	35,000.00	35,000.00	9,226.00	26.36%
	Postsecondary Voc Course Fees	3462	9,800.00	14,507.20	2,850.81	19.65%
	Lifelong Learning Fees	3466	3,000.00	3,000.00	(38.78)	-1.29%
	Other Student Fees	3469	0.00	5,034.25	7,518.50	149.35%
	Preschool Program Fees	3471	340,000.00	340,000.00	106,414.37	31.30%
	Other Schl Class Fees-Blc	3479	0.00	6,850.00	9,460.00	138.10%
	Miscellaneous Local Sources	3490	1,244,829.39	1,248,527.89	671,338.82	53.77%
	Receipt Of Fed Indirect Cost	3494	400,000.00	400,000.00	229,637.58	57.41%
	Other Misc Local Sources	3495	50,000.00	50,000.00	105,639.96	211.28%
	Refund Of Prior Year's Expense	3497	5,000.00	5,000.00	935.08	18.70%
	Lost Damaged &Sale Of Textbooks	3498	3,000.00	3,000.00	835.17	27.84%
	Receipt Of Food Serv Ind Cost	3499	400,000.00	400,000.00	0.00	0.00%
Local Sources	- Total		61,624,180.35	61,506,139.70	50,950,348.06	
Transfers	Transfer From Capital Projects	3630	4,100,753.00	4,873,774.00	1,171,901.01	24.05%
an accommodated has	otal		4,100,753.00	4,873,774.00	1,171,901.01	
OFS	Sale Of Equipment	3733	0.00	50,000.00	75,203.97	150.41%
Other Financing			0.00	50,000.00	75,203.97	
	otal	-	311,461,363.60	312,363,485.20	170,511,507.12	54.59%
Fund Balance	Restricted Fund Balance	2720	0.00	0.00	0.00	0.00%
The state of the s	Fund Balance 7-1-2020	2750	34,141,682.03	34,141,682.03	34,141,682.03	100.00%
Fund Balance	- Total		34,141,682.03	34,141,682.03	34,141,682.03	
Grand Total			345,603,045.63	346,505,167.23	204,653,189.15	59.06%

GENERAL FUNDS STATEMENT OF EXPENDITURES AND TRANSFERS 07/01/2020 thru 12/31/2020

Expense			The second second second second									
	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Energy Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Basic FEFP K-12	5100	154,803,747.39	155,093,025.92	33,809,503.38	10,970,494.22	8,143,270.90	200.45	2,752,884.25	225,218.99	483,765.63	56,385,337.82	36.36%
Exceptional Education	5200	48.396.941.25	48.708.170.29	12,575,969.04	4,335,533.02	1,201,242.67	535.00	224,126.96	74,629.32	13,040.44	18,425,076.45	37.83%
Career Education	5300	10.167.302.06	10,195,344,57	2,171,565,93	713,553.56	352,825.31	814.41	159,713.48	152,535.43	8,043.00	3,559,051.12	34.91%
Adult General	5400	430,762.20	446.230.14	61,201,35	16,925.25	13,926.05	00.00	3,264.16	1,484.18	11,383.29	108,184.28	24.24%
Voluntary Pre K	5500	977,696,77	977,013,43	261,686.42	93,955.82	7,552.07	00'0	4,250.45	113.12	00:00	367,557.88	37.62%
Other Instruction	2900	85,467,79	84,467,79	398,021.00	62,428.31	00:00	00.00	00:00	00:00	00:00	460,449.31	545.12%
Student Support Services	6100	16.974.635.40	17.049.612.69	5.141.986.67	1,516,409.15	259,634.31	695.00	47,511.69	10,638.49	12,344.14	6,989,219.45	40.99%
Instructional Media Services	6200	4 594 278 63	4.600.094.60	1,128,631,55	371,076.73	166,905.55	00:00	24,403.58	119,361.91	1,575.00	1,811,954.32	39.39%
Curriculum Development	6300	4.358.803.11	4.333.607.75	1.426.380.53	396,674.08	54,531.92	44.00	6'898'9	18,757,55	850.60	1,904,106.77	43.94%
Inst. Staff Training Services	6400	2.874.802.99	2,957,098,43	729,400.72	205,783.90	86,873.81	00:00	7,912.18	54.27	10,026.00	1,040,050.88	35.17%
Instruction Related Technology	6500	4.656.815.34	5.138.087.60	1.170.780.15	323,122.80	1,242,494.89	00.00	28,020.12	340,285.70	00:00	3,104,703.66	60.43%
Board	7100	995.878.54	995.878.54	190,931,17	119,908.88	150,734.49	00:00	849.28	00'0	24,155.98	486,579.8	48.86%
General Administration	7200	511,432,94	511.048.24	140,412,88	62,336.00	10,568.07	51.00	(1,234.39)	00'0	16,155.00	228,288.56	44.67%
School Administration	7300	16.314.043.79	16.316.032.65	6.068.841.52	1,718,957.83	19,927.67	00:00	27,346.51	25,541.72	16,154.75	7,876,770	48.28%
Facilities Acquisition and Construction		2.588.377.53	3,352,087,68	284,184,63	70,223.23	113,809.04	846.00	5,248.78	543,854.70	319,860.40	1,338,026.78	39.92%
Fiscal Services		1 599 367 86	1.598.118.36	469.943.74	119,092,34	988.26	00.00	2,263.75	1,790.67	1,312.14	595,400.9	37.26%
Food Services	7600	120,345,48	120,345.48	44,776.98	12,724.62	00.00	00:00	00'0	00:00	00.00	57,501.6	47.78%
Central Services	7700	3,967,415,97	3,959,372.61	1,040,733.67	307,683.58	71,755.12	1,957.22	22,674.70	199,711.78	22,886.82	1,667,402.89	42.11%
Pupil Transportation Services	7800	12,699,772.09	12,685,687.98	3,076,377.24	989,267.76	186,085.88	300,790.95	217,196.00	31,962.37	54,273.74	4,855,953.94	38.28%
Operation of Plant	2000	26,264,131,58	26,688,142.01	2,955,988.50	1,035,832.42	2,402,046.47	2,802,386.53	320,382.65	159,839.56	60.21	9,676,536.34	36.26%
Maintenance Of Plant	8100	5,933,071.56	6,068,592,99	1,414,041.69	452,215.31	294,004,25	43,876.31	518,788.06	106,274.47	8,315.20	2,837,515.29	46.76%
Administrative Technology Svcs	8200	1,507,219.93	1,442,998.38	514,864.63	147,935.98	5,633.98	3,688.00	1,837.19	19,994.57	674.40	694,628.75	48.14%
Community Services	9100	505,824.24	506,930.68	122,910.31	53,459.96	443.64	00:00	9,496.40	187.00	448.53	186,945.84	36.88%
Debt Service	9200	00'0	00:00	00.00	00:00	00:00	00.00	00:00	00:00	00.00	0	0.00%
Total Expense		321,328,134.44	323,827,988.81	75,199,133.7	24,095,594.75	14,785,264.35	3,155,884.87	4,383,803.89	2,032,235.8	1,005,325.27	124,657,242.63	38.49%
Nonspendable Fund Balance	6/30/2021	950.202.23	950,202.23								950,202.23	
Restricted Fund Balance	6/30/2021	3,800,000.00	3,800,000.00								3,800,000.00	
Assigned Fund Balance	6/30/2021	7,408,664.70	7,408,664.70								7,408,664.70	
Unassigned Fund Balance	6/30/2021	12,116,044.26	10,518,311.49								67,840,079.59	
Total Fund Balance	6/30/2021	24,274,911.19	22,677,178.42			-					79,998,946.52	
Grand Totals		345,603,045.63	346,505,167.23			-	,				204,656,189.15	\$9.06%

GENERAL FUNDS - Additional Millage Fund STATEMENT OF REVENUE 07/01/2020 thru 12/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	12,818,880.00	13,001,411.00	11,064,767.10	85.10%
Local Sources	- Total		12,818,880.00	13,001,411.00	11,064,767.10	
Revenue			12,818,880.00	13,001,411.00	11,064,767.10	digenty
Fund Balance	- Total 7-1-2020		2,663,930.94	2,663,930.94	2,663,930.94	
Grand Total			15,482,810.94	15,665,341.94	13,728,698.04	87.64%



CLAY COUNTY SCHOOL BOARD GENERAL FUNDS - Additional Millage Fund STATEMENT OF EXPENDITURES AND TRANSFERS 07/01/2020 thru 12/31/2020

% OF	502,515.1 8.64%	0.00%	2,142,143.4 39.15%	67,616.31 49.89%	2,712,274.81 23.74%	11,016,423.23	0.00	11,016,423.23	13,728,698.04 87.64%	
Other Transfers	00:00	00:00	260.00	00:00	260.00 2,	11,		11,0	13,7	
Cap Outlay	502,200.96	00.00	17,335.40	00.00	519,536.36					
Mat Supplies	00:00	00.00	6,639.75	00.00	6,639.75					
Eng Services	00:00	00.00	17,903.93	00.00	17,903.93	ALI ALAMANANIA ILI ALI MUNTANIANI MUNTANIANI NANANIANI				•
Pur Services	314.14	0.00	232,509.87	0.00	232,824.01					
Emp Benefits	0.00	00:00	504,921.08	14,942.36	519,863.44					
Salaries	00:00	00:00	1,362,573.37	52,673.95	1,415,247.32					
Amended Budget	5,817,771.08	750.00	5,472,048.69	135,521.43	11,426,091.20	4,239,250.74	00.00	4,239,250.74	15,665,341.94	
Original Budget	5,817,771.08	750.00	5,672,048.69	135,521.43	11,626,091.20	3,856,719.74	0.00	3,856,719.74	15,482,810.94	
Acct#	7400	2700	7900	8100		6/30/2021	6/30/2021	6/30/2021		
	Facilities Aquisition & Const	Non-Instruct Staff Development	Operation Of Plant	Maintenance Of Plant	Total Expense	Restricted Fund Balance	Unassigned Fund Balance	Total Fund Balance	Grand Totals	

DEBT SERVICE FUND

STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS 07/01/2020 Thru 12/31/2020

REVENUE AND TRANSFERS					
Local Sources	AND SECURE DISTANCE AND ASSESSMENT				
RECORD STORY CONTRACTOR SECURITY STORY OF STORY	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	456.00	456.00	571.89	125.41%
Total Local Sources		456.00	456.00	571.89	
State Sources					
Company of the Compan	Acct#	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Withhld For SBE Bonds	3322	57,050.00	57,050.00	0.00	0.00%
Racing Commission Funds	3341	223,250.00	223,250.00	0.00	0.00%
Total State Sources		280,300.00	280,300.00	0.00	
Transfers					
Security control of the control of t	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Transfer From Capital Projects	3630	6,808,008.22	6,808,008.22	601,940.34	8.84%
Total Transfers		6,808,008.22	6,808,008.22	601,940.34	2
Total REVENUE AND TRANSFERS		7,088,764.22	7,088,764.22	602,512.23	8.50%
Fund Balance July 1, 2020	1	455,715.36	455,715.36	455,715.36	
GRAND TOTAL		7,544,479.58	7,544,479.58	1,058,227.59	14.03%
EXPENDITURES					
Debt Service			and the state of the second and the second		
	Acct#	Original Budget	Amended Budget	Expended	% OF EXP
Redempt Of Prnc	710	5,607,917.88	5,607,917.88	0.00	0.00%
Interest	720	1,457,551.34	1,457,551.34	647,480.16	44.42%
Dues And Fees	730	16,100.00	16,100.00	5,226.08	32.46%
Total Debt Service		7,081,569.22	7,081,569.22	652,706.24	
Total EXPENDITURES		7,081,569.22	7,081,569.22	652,706.24	9.22%
FUND BALANCE					
Fund Balance					
	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2021	2750	462,910.37	462,910.37	405,521.35	
GRAND TOTAL		7,544,479.59	7,544,479.59	1,058,227.59	14.03%

CAPITAL IMPROVEMENTS FUNDS

STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS 07/01/2020 Thru 12/31/2020

REVENUE AND TRANSFERS					
Local Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
District Local Cap Improv Taxes	3413	19,502,115.00	19,502,115.00	16,944,763.18	86.89%
Local Sales Taxes	3418	776,432.02	750,000.00	379,956.51	50.66%
Interest Incl Profit On Invest	3430	10,000.00	36,431.02	3,533.00	9.70%
Impact Fees	3496	7,500,000.00	7,500,000.00	4,222,350.90	56.30%
Total Local Sources		27,788,547.02	27,788,546.02	21,550,603.59	
OTHER FINANCING SERVICES	DECEMBER OF THE OWNER,				NAME OF THE OWNER, WHEN THE PARTY OF THE OWNER, WHEN THE OWNER, WHEN THE OWNER, WHEN THE OWNER, WHEN THE OWNER,
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Sale Of Equipment	3733	50,000.00	50,000.00	574,827.00	1,149.65%
Total OFS		50,000.00	50,000.00	574,827.00	
State Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distributd To District	3321	1,275,000.00	1,275,000.00	0.00	0.00%
Interest On Undistributd CO & DS	3325	25,000.00	25,000.00	0.00	0.00%
Miscellaneous State Revenue	3390	46,500.00	46,500.00	383,638.00	825.03%
Total State Sources		1,346,500.00	1,346,500.00	383,638.00	
Total REVENUE AND TRANSFERS		29,185,047.02	29,185,046.02	22,509,068.59	77.13%
Fund Balance July 1, 2020	1	30,009,328.72	30,009,328.72	30,009,328.72	
GRAND TOTAL	4	59,194,375.74	59,194,374.74	52,518,397.31	88.72%
EXPENDITURES					
Debt Service			CONTRACTOR OF THE PROPERTY OF	The state of the s	
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXF
Redempt Of Prnc	710	533,308.52	533,308.52	533,308.52	100.00%
Interest	720	42,553.19	42,553.19	1,553.98	3.65%
Dues And Fees	730	0.00	0,00	0.00	0.00%
Total Debt Service		575,861.71	575,861.71	534,862.50	
Gen Support Srvcs				300000 d • 00000000000000000000000000000	
	Acct#	Original Budget	Amended Budget	Expenditures	% OF EXF
AV Mat L/T \$1000	622	5,104.60	5,104.60	85,16	1.67%
Bldg & Fixed Equipment	630	17,822,148.22	17,820,648.22	629,981.88	3.54%
Dir Purch Bldgs	631	1,417,051.08	1,417,051.08	293,580.20	20.72%
Equip \$1000 Over	641	125,000.00	115,000.00	11,635.00	10.12%
Equip L/T \$1000	642	551,939.12	578,028.12	224,413.11	38.82%
Comp Hdw > \$1000	643	5,000.00	5,000.00	1,795.84	35.92%
Cptr Hdwr <\$1000	644	112,998.83	112,998.83	71,245.45	63.05%
TechRel FFE<1000	649	593.23	20,493.23	19,855.00	96.89%
Vehicles	652	0.00	290,751.22	0.00	0.00%
	660	385,000.00	385,000.00	0.00	0.007
Land					0.007
Cap Imp Non-Bldg	671	0.00	0.00	0.00	
Non-Cap Imprv Other Than Bldgs.	672	4,404,932.76	5,023,792.65	845,223.60	16.829
Cap Remodlg	681	6,324,945.90	5,107,445.90	503,603.10	9.86%
Non-Cap Remodlg/Renovations	682	7,790,109.86	8,481,379.96	2,043,700.66	24.10%
Dir Prch-Cap Remodlg	683	790,000.00	500,000.00	0.00	0.009
Dir Purch-Non-Cap Remodlg	684	0.00	168,092.54	0.00	0.00%
Software >1000	691	321,986.21	726,986.21	485,399.13	66.77%
Software <1000	692	29,474.99	234,474.99	96,984.00	41.36%
Total Gen Sup Srvc		40,086,284.80	40,992,247.55	5,227,502.13	
Xfer Of Funds					
Automatical	Acct #	Original Budget	Amended Budget	Expenditures	% OF EX
Xfer To Gen Fnd	910	4,100,753.00	4,873,774.00	1,171,901.01	24.05%
Xfer To Dbt Svc	920	6,808,008.23	6,808,008.23	601,940.34	8.84%
	-	10,908,761.23	11,681,782.23	1,773,841.35	
Total Xfer Of Funds		10,000,701.20			
Total Xfer Of Funds Total EXPENDITURES		51,570,907.74	53,249,891.49	7,536,205.98	14.159
			53,249,891.49	7,536,205.98	14.15%
Total EXPENDITURES	Acct#		53,249,891.49 Amended Budget	7,536,205.98	14.15%
Total EXPENDITURES	Acct #	51,570,907.74	***************************************	7,536,205.98	14.159
Total EXPENDITURES Fund Balance		51,570,907.74 Original Budget	Amended Budget		14.159

SPECIAL REVENUE FUNDS - FOOD SERVICES STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS 07/01/2020 Thru 12/31/2020

DEVENUE	CHAN	TRANSFERS	

Local	

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	10,000.00	10,000.00	1,077.07	10.77%
Student Lunches	3451	2,471,000.00	2,471,000.00	0.00	0.00%
Student Breakfasts	3452	217,500.00	217,500.00	0.00	0.00%
Adult Breakfasts/Lunches	3453	1,800.00	1,800.00	94.00	5.22%
Student A La Carte	3454	1,500,000.00	1,500,000.00	579,629.00	38.64%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	11,927.74	238.55%
Total Local Sources		4,205,300.00	4,205,300.00	592,727.81	

Federal thru Local and State

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Lunch Reimbursement	3261	9,824,960.00	9,824,960.00	691,569.78	7.04%
School Breakfast Reimbursement	3262	2,468,850.00	2,468,850.00	156,349.15	6.33%
After School Snack Reimb	3263	20,000.00	20,000.00	0.00	0.00%
U S D A Donated Commoditi	3265	1,400,000.00	1,400,000.00	0.00	0.00%
Cash in Lieu of Donated Foods	3266	5,000.00	5,000.00	0.00	0.00%
Summer Food Service Program	3267	100,000.00	100,000.00	4,067,190.69	4,067.19%
Total Federal thru Local and State		13,818,810.00	13,818,810.00	4,915,109.62	

State Sources

BOTO OF THE REPORT OF THE PROPERTY OF THE PROP	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Breakfast Supplement	3337	60,000.00	60,000.00	0.00	0.00%
School Lunch Supplement	3338	85,000.00	85,000.00	0.00	0.00%
Total State Sources		145,000.00	145,000.00	0.00	
Total REVENUE AND TRANSFERS		18,169,110.00	18,169,110.00	5,507,837.43	30.31%
Fund Balance July 1, 2020		3,294,036.00	3,294,036.00	3,294,036.00	
GRAND TOTAL	•	21,463,146.00	21,463,146.00	8,801,873.43	41.01%

EXPENDITURES

Gen Sup Srvc

Gen Sup Sive	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	2,013,343.91	2,013,343.91	925,805.63	45.98%
Other Support	160	3,938,556.94	3,938,556.94	1,726,387.80	43.83%
COVID LEAVE OTHR	169	0.00	0.00	1,813.08	NA
Retirement	210	615,258.80	615,258.80	277,727.73	45.14%
Social Security	220	442,573.03	442,573.03	196,428.29	44.38%
Group Insurance	230	1,563,679.34	1,563,679.34	559,116.62	35.76%
Workmans Comp	240	72,098.06	72,098.06	36,352.21	50.42%
Prof Srvcs - Substitutes	313	61,250.00	61,250.00	17,947.15	29.30%
Travel-In cnty	331	6,400.00	6,400.00	752.43	11.76%
Travel-Out Cnty	332	2,500.00	2,500.00	0.00	0.00%
Trvl-Out State	333	2,500.00	2,500.00	0.00	0.00%
Repairs And Maintenance	350	27,468.82	27,468.82	1,965.34	7.15%
Rentals	360	5,144.72	5,144.72	1,903.52	37.00%
Tech Rentals	369	44,000.00	44,000.00	19,323.00	43.92%
Stamps	371	21,126.50	21,126.50	6,084.04	28.80%
Cell Phones	378	1,000.00	1,000.00	198.49	19.85%
Refuse	381	0.00	0.00	0.00	NA
Othr Purch Srvc	390	80,588.85	81,438.85	6,346.58	7.79%
Printing	391	10,000.00	10,000.00	3,374.34	33.74%
Bottled Gas	420	1,500.00	1,500.00	106.65	7.11%
Electricity	430	156,500.00	156,500.00	28,447.08	18.18%
Gasoline	450	4,000.00	4,000.00	1,964.00	49.10%
Diesel Fuel	460	2,000.00	2,000.00	1,517.00	75.85%
Supplies	510	742,521.92	742,521.92	237,386.16	31.97%
TonerType Fee	515	27,814.84	27,814.84	2,560.03	9.20%
Tech Supplies	519	800.00	800.00	49.98	6.25%
Oil & Grease	540	1,000.00	1,000.00	83.00	8.30%
Repair Parts	550	7,500.00	7,500.00	1,898.00	25.31%
Tires & Tubes	560	8,000.00	8,000.00	257.00	3.21%
Food	570	6,625,407.20	6,625,407.20	2,055,192.61	31.02%
Commodities	580	700,000.00	700,000.00	0.00	0.00%
Equip \$1000 Over	641	250,000.00	250,000.00	30,198.22	12.08%
Equip L/T \$1000	642	10,492.56	10,492.56	6,853.82	65.32%
Comp Hdw > \$1000	643	10,000.00	10,000.00	0.00	0.00%
Cptr Hdwr <\$1000	644	10,000.00	10,000.00	2,285.10	22.85%
TechRel FFE<\$1000	649	2,500.00	2,500.00	0.00	0.00%
Vehicles	652	108,425.00	108,425.00	0.00	0.00%
Cap Remodig	681	302,971.15	302,121.15	41,985.97	13.90%
Software >\$1000	691	2,500.00	2,500.00	0.00	0.00%
Dues And Fees	730	30,000.00	30,000.00	23,160.00	77.20%
Misc Ex/Ind Cst	792	225,000.00	225,000.00	0.00	NA
Total Gen Sup Srvc		18,136,421.64	18,136,421.64	6,215,470.87	
Total EXPENDITURES		18,136,421.64	18,136,421.64	6,215,470.87	34.27%
Fund Balance June 30, 2021	2750	3,326,724.36	3,326,724.36	2,586,402.56	

GRAND TOTAL 21,463,146.00 21,463,146.00 8,801,873.43 41.01%

CLAY COUNTY SCHOOL BOARD SPECIAL REVENUE FUNDS - OTHER STATEMENT OF REVENUE 07/01/2020 thru 12/31/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Miscellaneous Federal Direct	3199	702,991.67	702,991.67	511,977.74	72.83%
Federal Direct - T	otal		702,991.67	702,991.67	511,977.74	
Fed thru Local and	Career And Technical Education	3201	420,224.65	420,224.65	166,832.78	39.70%
State	Adult General Education	3221	231,275.06	231,275.06	104,989.55	45.40%
	English Literacy And Civics Ed	3222	39,459.01	39,459.01	13,804.61	34.98%
	Title II	3226	1,592,057.04	1,581,547.04	1,147,417.67	72.55%
	IDEA	3230	8,441,883.45	8,441,883.45	3,066,860.40	36.33%
	Title I - Elem & Secondary Edu	3240	5,259,070.98	5,646,885.94	2,345,385.03	41.53%
	Title III	3241	201,540.00	201,540.00	84,691.06	42.02%
	Twenty-First Century Schools	3242	522,139.74	522,139.74	201,819.85	38.65%
	Federal Through Local Revenue	3280	115,977.00	115,977.00	68,242.51	58.84%
	Other Federal Thru State	3290	42,820.71	83,758.85	40,802.98	48.71%
Federal thru Local	State - Total		16,866,447.64	17,284,690.74	7,240,846.44	
Total			17,569,439.31	17,987,682.41	7,752,824.18	43.10%

CLAY COUNTY SCHOOL BOARD SPECIAL REVENUE FUNDS - OTHER STATEMENT OF EXPENDITURES AND TRANSFERS 07/01/2020 thru 12/31/2020

	Acc#	Original Budget	Amended Budget	Salaries	Emp Benefits	Emp Benefits Purch Services	Eng Services	Mat Supplies	Cap Outlay IN	Cap Outlay Miscellarieous/Outlet	lotals	% OF Budget
Dosic EEFD K.10	5100	4 912 274 95	5 235 832 86	961 547 52	332.834.77	105.799.23	0.00	107,577.43	1,022,102.89	770.00	2,530,631.84	48.33%
Exportional	5200	4 678 514 65	4 741 087 85	1 108 766 86	415,413,49	173,939,10	00.00	61,940.84	7,653.14	00.00	1,767,713.43	37.28%
Consor Education	5300	358 931 88	358 931 88	00 0	000	00.00	00.00	83,645,49	74,825.86	2,000.00	160,471.35	44.71%
Advis Conord	2000	106 035 10	106.035.10	18 615 42	7 741 51	198.00	00.0	2,632.66	3,756.54	6,578.00	39,522.13	37.27%
Other lestriction	2400	000,000	0.00	000	000	00.00	00.00	00:00	00:00	00.00	0.	0.00%
Other Instruction	8100	1 429 158 65	1 568 926 78	452 720 80	146.684.13	24.867.64	00.00	6,847.33	148.00	1,298.75	632,566.65	40.32%
Student Support Services	6200	20.581.85	5 530 20	000	00.0	00.00	00:00	369.53	919.24	00.00	1,288.77	23.30%
Instructional Modela	6300	2 384 416 47	2 386 611 43	683 901 08	191.716.24	17,996.24	00:00	3,066.67	4,432.43	952.00	902,064.66	37.80%
Inst Staff Training Services	6400	2,570,210,26	2.376.299.69	380,335.50	109,634.30	531,417.98	00.00	21,328.93	609.45	53,251.10	1,096,577.26	46.15%
Instruction Related Technology	6500	402 660.04	402,660.04	00'0	00:00	10,723.40	00'0	00:00	391,936.64	00.00	402,660.04	100.00%
General Administration	7200	591 857 97	601,176,67	00.00	00:00	00'0	00'0	00.00	00:00	170,656.17	170,656.17	28.39%
School Administration	7300	29 317 01	116 259 65	33 302 40	6.734.27	00'0	00.00	00.00	00'0	00:00	40,036.67	34.44%
School Administration	7400	000	2 008 42	000	000	000	00.00	00.00	00.00	00:00	0.	0.00%
School Pacifices	200	00.0	2,330.42	00.0	00.0	000	000	0	000	000	C	%UU U
Food Services	7600	0.00	0.00	0.00	0.00	00.00	0.00	0.00	00.0	0000		2000
Central Services	7700	48,128.16	48,128.16	8,040.33	594.88	0.00	00:00	0.00	00:00	0.00	8,635.21	17.94%
Pupil Transportation Services	7800	37,352.32	37,203.68	00.00	0.00	00.00	0.00	0.00	00:00	0.00	ö	0.00%
Operation Of Plant	7900	00.0	00.00	00:00	0.00	00'0	00:00	0.00	0.00	0.00	Ö	0.00%
Maintenance Of Plant	8100	00:00	00.00	00:00	0.00	00:00	00:00	0.00	0.00	0.00	ö	0.00%
Administrative Technology Svcs	8200	00.00	00.00	00.00	0.00	00:00	00.00	0.00	0.00	0.00	ö	0.00%
Community Services	9100	00:00	00:00	00:00	00'0	00.00	00.00	0.00	00'0	0.00	0	0.00%
Total Exposes		17 550 130 31	17 987 682 A1	3 647 229 91	1 211 353 59	864.941.59	00'0	287,408.88	1,506,384.19	235,506.02	7,752,824.18	43.10%

CLAY COUNTY SCHOOL BOARD SPECIAL REVENUE FUNDS - CARES ACT RELIEF STATEMENT OF REVENUE AND EXPENDITURES 07/01/2020 thru 11/30/2020

REVENUES					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct Miscellaneous Federal Direct	3199	0.00	0.00	0.00	0.00%
Federal Direct - Total		0.00	0.00	0.00	0.00%
Fed thru Local Education Stabilization Funds	3271	4,546,040.20	4,908,128.20	3,736,650.45	76.13%
and State K-12	3280	0.00	0.00	0.00	0.00%
	3290	0.00	0.00	0.00	0.00%
Fed thru Local and State - Total		4,546,040.20	4,908,128.20	3,736,650.45	76.13%
Local Sources Interest Incl Profit On Invest	3430	0.00	0.00	0.00	0.00%
Local Sources - Total		0.00	0.00	0.00	0.00%
Total		4,546,040.20	4,908,128.20	3,736,650.45	76.13%
EXPENDITURES					
Gen Sup Srvcs					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXI
Classroom Teacher	120	139,291.89	142,738.02	142,738.02	100.00%
Paraprofessional	150	21,664.71	21,445.19	21,391.20	99.759
Other Support	160	56,910.00	56,910.00	28,560.00	50.189
Retirement	210	17,785.09	17,717.88	17,443.33	98.45
Social Security	220	17,142.61	17,208.18	14,641.49	85.08
Workmans Comp	240	3,000.33	3,013.44	2,452.79	81.40
Travel	330	203.30	332.45	329.88	99.23
Rentals	360	458,287.90	456,095.60	456,020.60	99.989
Communications	370	360,000.00	360,000.00	55,792.77	15.509
Other Purchased Services	390	195,020.70	197,251.33	88,883.09	45.06°
Diesel	460	10,400.00	10,400.00	4,128.63	39.709
Supplies	510	1,133,372.72	1,128,061.90	546,383.80	48.44
Textbooks	520	51,409.68	75,294.29	72,798.15	96.68
Periodicals	530	1,374.35	0.00	0.00	0.00
Other Materials	590	1,782.51	0.00	0.00	0.00
Furniture Fixtures and Equipment	641	2,007,296.41	2,350,561.92	2,249,036.40	95.68
Miscellaneous	790	71,098.00	71,098.00	36,050.30	50.719

4,546,040.20

Total

76.13%

3,736,650.45

4,908,128.20

SPECIAL INSURANCE FUND

STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS 07/01/2020 Thru 12/31/2020

REVENUE AND TRANSFERS

TEVEROL MIND ITMINOTER					
Local Sources					
CONTROL OF A CONTROL OF THE PROPERTY OF THE PR	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	70,000.00	70,000.00	8,018.85	11.46%
Charges For Services	3481	2,931,181.00	2,931,181.00	1,152,375.98	39.31%
Total Local Sources		3,001,181.00	3,001,181.00	1,160,394.83	
Total REVENUE AND TRANSFE	RS	3,001,181.00	3,001,181.00	1,160,394.83	
Fund Balance July 1, 2020	1	4,923,526.28	4,923,526.28	4,923,526.28	
GRAND TOTAL	4	7,924,707.28	7,924,707.28	6,083,921.11	76.77%
				_	
EXPENDITURES			A		
Gen Sup Srvcs					
SERVICE PRINCIPAL AND CONTROL SERVICE AND CONTROL AND	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Workmans Comp	240	1,500,000.00	1,500,000.00	493,752.91	32.92%
Pro & Tech Serv	310	173,935.00	173,935.00	61,319.00	35.25%
Ins & Bond Premiums	320	1,087,651.00	1,087,651.00	1,088,396.47	100.07%
Total Gen Sup Srvcs		2,761,586.00	2,761,586.00	1,643,468.38	
Total EXPENDITURES		2,761,586.00	2,761,586.00	1,643,468.38	
FUND BALANCE					
Fund Balance					
Consention of Secretary Consent of Consent	Acct #	Original Budget	Amended Budget		A CANADA CANADA NA CANADA CANA
Fund Balance June 30, 2021	2750	5,163,121.28	5,163,121.28	4,440,452.73	
Total Fund Balance		5,163,121.28	5,163,121.28	4,440,452.73	
GRAND TOTAL		7,924,707.28	7,924,707.28	6,083,921.11	76.77%
				<u></u>	

100ATION BEG BALANCE NEW PURCHASE VALUE ADD OTHER TRANFER OUT DELETIONS ENDIN 0311 KEYSTONE HEIGHTS JASSR HIGH 2,500.00 0.341 CLAY HIGH SCHOOL 5,589.00 0.061 THORSON JUNIOR HIGH 1,252.30 0.061 THORSON JUNIOR HIGH 0.061 THORSON JUNIOR HIGH 1,255.20 0.061 THORSON JUNIOR HIGH 0.063.00 0.064 THORSON JUNIOR HIGH 0.064 THORSON JUNIOR HIGH <th></th> <th></th> <th></th> <th>DECEMBER, 2020</th> <th>20</th> <th></th> <th></th> <th></th> <th></th>				DECEMBER, 2020	20				
0311 KEYSTONE HEIGHTS JRSR HIGH 2,500.00 0341 CLAY HIGH SCHOOL 5,599.00 0342 CLAY HIGH SCHOOL 1,255.23 0371 WILKINSON JUNIOR HIGH 1,255.23 0371 WILKINSON JUNIOR HIGH 1,255.20 0541 RIDEOUT ELEMENTARY 7,605.36 0551 FLEMING ISLAND HIGH SCHOOL 3,385.00 0651 FLEMING ISLAND HIGH SCHOOL 37,921.00 0651 ONSI ELEMENTARY 1,105.82 0652 FLEMING SCHOOL 20,895.00 0663 ONSI ELEMENTARY 1,105.82 0664 ONSI ELEMENTARY 1,105.82 0665 SCEPTIONAL STUDIONAL	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0341 CLAY HICH SCHOOL 6,589.00 9.00 1,265.23 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00	0311 KEYSTONE HEIGHTS JR/SR HIGH	2,500.00							2,500.00
0371 WILKINSON JUNIOR HIGH 1,255,23 MICKINSON JUNIOR HIGH 1,255,26 MICKINSON JUNIOR HIGH MICKINSON JUNIOR HIGH MICKINSON JUNIOR HIGH MICKINSON JUNIOR HIGH MICKINSON JULIOR HIGH <th< td=""><td>0341 CLAY HIGH SCHOOL</td><td>5,599.00</td><td></td><td></td><td></td><td></td><td></td><td></td><td>5,599.00</td></th<>	0341 CLAY HIGH SCHOOL	5,599.00							5,599.00
0501 TYNES ELEMENTARY 1,512.50 Common Name Common Name <t< td=""><td>0371 WILKINSON JUNIOR HIGH</td><td>1,255.23</td><td>000</td><td></td><td></td><td></td><td></td><td></td><td>1,255.23</td></t<>	0371 WILKINSON JUNIOR HIGH	1,255.23	000						1,255.23
0541 RIDEOUT ELEMENTARY 7,605,95 Control Richard Rin	0501 TYNES ELEMENTARY	1,512.50					1		1,512.50
0551 FLEMING ISLAND HIGH SCHOOL 3,385.00 Control CAKLEAF JUNIOR HIGH 37,921.00 Control CAKLEAF JUNIOR HIGH 38,383.84 Cont	0541 RIDEOUT ELEMENTARY	7,605.95							7,605.95
OAKLEAF JUNIOR HIGH 37,921.00 OAKLEAF HIGH SCHOOL 20,895.00 6 EXCEPTIONAL STUDENT EDUCATION 1,105.82 6 ADULT COMMUNITY EDUCATION 1,295.00 6 TRANSPORTATION 38,338.84 6 OFFICE OF SUPPORT SERVICES 4,495.38 6 MAINTENANCE 80,245.40 6 OPERATIONS 80,245.40 6 FACILITY PLANNING & CONSTRUCT 21,441.02 6 EACILITY PLANNING & CONSTRUCT 4,572,406.03 4,527.89 BUSINESS AFFAIRS 41,240.83 6 FOOD & NUTRITION SERVICES 41,095.00 6	0551 FLEMING ISLAND HIGH SCHOOL	3,385.00							3,385.00
00661 OAKLEAF HIGH SCHOOL 20,895.00 Common Process C	0611 OAKLEAF JUNIOR HIGH	37,921.00			je.				37,921.00
9006 EXCEPTIONAL STUDENT EDUCATION 1,105.82 9008 ADULT COMMUNITY EDUCATION 1,295.00 9010 TRANSPORTATION 38,383.84 9020 9010 TRANSPORTATION 38,383.84 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 902	0661 OAKLEAF HIGH SCHOOL	20,895.00							20,895.00
9008 ADULT COMMUNITY EDUCATION 1,295.00 POLITION 1,295.00 POLITION POLITION <th< td=""><td>9005 EXCEPTIONAL STUDENT EDUCATION</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1,105.82</td></th<>	9005 EXCEPTIONAL STUDENT EDUCATION								1,105.82
9010 TRANSPORTATION 38,383.84 9020 9020 OFFICE OF SUPPORT SERVICES 4,495.38 9020 9020 PRICE OF SUPPORT SERVICES 9020 9020 PRICE OF SUPPORT SERVICES 9020 9020 PRICE OF SUPPORT SERVICES 9020 9020 PRICE OF SUPPORT SERVICES 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020 9020<	9008 ADULT COMMUNITY EDUCATION	1,295.00							1,295.00
9020 OFFICE OF SUPPORT SERVICES 4,495.38 — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — — —	9010 TRANSPORTATION	38,383.84							38,383.84
9022 OPERATIONS 80,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40 60,245.40	9020 OFFICE OF SUPPORT SERVICES	4,495.38	>					9	4,495.38
9022 OPERATIONS 80,245.40 4,527.89 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.10 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40 80,245.40<	_	13,800.00							13,800.00
9023 FACILITY PLANNING & CONSTRUCT 21,441.02 4,527.89 6 9040 INFORMATION SERVICES 4,572,406.00 4,527.89 6 9050 BUSINESS AFFAIRS 11,240.83 7,1240.83 9050 BUSINESS AFFAIRS 41,095.00 7,000 1010 FOOD & NUTRITION SERVICES 41,095.00 7,000 1011 FOOD 1011 FOOD 1011 FOOD		80,245.40							80,245.40
9040 INFORMATION SERVICES 4,527,406.00 4,527.89 7 9050 BUSINESS AFFAIRS 11,240.83 8 11,240.83 8 9110 FOOD & NUTRITION SERVICES 41,095.00 9000 4,527.89 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 9000 <td></td> <td>21,441.02</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>21,441.02</td>		21,441.02							21,441.02
9050 BUSINESS AFFAIRS 9110 FOOD & NUTRITION SERVICES 41,095.00 000 4527.80 000 000 000 000	9040 INFORMATION SERVICES	4,572,406.00		4,527.89					4,576,933.89
9110 FOOD & NUTRITION SERVICES 41,095.00 A 1858 181 07 A 1	9050 BUSINESS AFFAIRS	11,240.83							11,240.83
TOTAI	9110	41,095.00							41,095.00
4 8EE 181 07 0 00 4 527 80 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	96							3	
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Ending Balance 2,550.85 31,189,166.73	31,191,717.58	1
Monthly Deletions 0.00		
Other 0.00 0.00	00.0	12/31/2020
urchase 0.00 0.00	00.0	ge 12/01/2020
New Purchase 0.00 0.00		Delete Date Range
Begin Balance 2,550.85 31,189,166.73	31,191,717.58	12/31/2020
		12/01/2020
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		Period Date Range
Cocation Number 0391 MIDDLEBURG HIGH SCHOOL 9010 TRANSPORTATION		Peric
Cocation Number 0391 MIDDLEBURG HIGH 9010 TRANSPORTATION		09:59:13
Location Number 0391 MIDDLEBUR 9010 TRANSPORT		01/05/2021
Lo 03 90	Page 168 of 196	01/(

Clay County Public Schools Vehicles

	Ending Balance	2,402.11	11,164.04	1,792.00	11,880.77	1,149.00	15,208.40	11,237.85	3,149.99	6,221.21	64,205.37
Monthly	Deletions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	New Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Begin Balance	2,402.11	11,164.04	1,792.00	11,880.77	1,149.00	15,208.40	11,237.85	3,149.99	6,221.21	64,205.37
	Location Number	0111 BANNERMAN LEARNING CENTER	0252 ORANGE PARK HIGH	0311 KEYSTONE HEIGHTS JR/SR HIGH	0341 CLAY HIGH SCHOOL	0361 ORANGE PARK JUNIOR HIGH	0391 MIDDLEBURG HIGH SCHOOL	0481 LAKE ASBURY JUNIOR HIGH	0551 FLEMING ISLAND HIGH SCHOOL	0661 OAKLEAF HIGH SCHOOL	

Delete Date Range 12/01/2020

12/31/2020

Period Date Range 12/01/2020 12/31/2020

01/05/2021 10:00:06

LOCATION BEG BALANCE NEW PURCHASE VALUE ADD OTHER REINSTATED TRANFER IN TRANFER OUT DELETIONS				DECEMBER, 2020	ላ, 2020				(i)	
0821 SALADOWLAWNE LEURENTARY 222,657.93 0841 SIASOVALAWNE LEURENTARY 665,780.33 0851 SHADOWLAWNE ELEMENTARY 665,780.33 0851 SHADOWLAWNE ELEMENTARY 164,190.88 0851 SHADOWLAWNE ELEMENTARY 164,190.88 0852 SHADOWLAWNE ELEMENTARY 164,190.88 0850 SHADOWLAWNE ELEMENTARY 164,190.88 0850 SHADOWLAWNE ELEMENTARY 165,190.89 0850 SHADOWLA ACADEMY 22,285.79 0850 SHADOWLA ACADEMY 23,117.58 0850 SHADOWLA ACADEMY 24,111 SHADOWL	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANFER IN	TRANSFER OUT		ENDING BALANCE
0641 DISCOVERTOR OANS ELEMENTARY 228,617.90 8,465.00 0641 DISCOVERTOR OANS ELEMENTARY 228,617.90 8,465.00 0641 DISCOVERTOR OANS ELEMENTARY 618,302.30 0641 DISCOVERTOR OANS ELEMENTARY 618,302.30 0642 DISCOVERTOR OANS ELEMENTARY 618,302.20 0642 DISCOVERTOR OANS ELEMENTARY 618,302.20 0643 STATIONER OAND OAND OAND OAND OAND OAND OAND OAND	0621 OAKLEAF VILLAGE ELEMENTARY	291,997.47								291,997.47
Design Discovery Order Elementriaty Begg 228 Design Discovery Order Disc	0631 SHADOWLAWN ELEMENTARY	228,617.90	8,4							237,082.90
ORGIN LANKINGTON OAKS BLEMENTARY 618,382,28	0641 DISCOVERY OAKS ELEMENTARY	656,780.33	é							656,780.33
14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018 14411018	0651 PLANTATION OAKS ELEMENTARY	618,362.28							ja.	618,362.28
7.005 ST JOHN G COUNTRY DAY 25,893.80	0661 OAKLEAF HIGH SCHOOL	1,414,190.88							5,467.95	1,408,722.93
7006 CHAY WITUAL - ACADEMY 21,448.93	0769 ST JOHNS COUNTRY DAY	25,893.80								25,893.80
9002 CAPACHER MAID TECHNICAL EDUCATION 26,842.86 9 9003 CAPACER AND TECHNICAL EDUCATION 22,238.57 9 9004 STUDENT SERVICES 36,817.87 8,411.93 9005 STUDENT SERVICES 48,660.06 8,287.57 9006 EXCEPTIONAL STUDENT EDUCATION 48,080.05 1,708.50 9007 KI2 ACADEMIC SERVICES 8,287.57 1,708.50 9008 EXCEPTIONAL STUDENT EDUCATION 47,696.30 1,708.50 9009 CAPIC TOWNINT EDUCATION 47,696.30 1,708.50 9010 TRANSPORTIVATION 47,696.32 2,570.00 9010 TRANSPORTIVATION 47,696.32 2,570.00 9010 SURFINED TOWNING & CONSTRUCT 27,897.39 1,708.50 9020 OFFICE OF SUPPORT SERVICES 40,802.24 2,5570.00 9021 CAPERATIONS 66,282.24 2,550.00 9022 CAPERATIONS 66,282.47 2,580.00 9023 CAPERATIONS 2,387.39 3,347.89 9024 CAPERATIONS 2,386.702.51 2,386.702.51 9025 SCHOOL POLICE DEPARTMENT 2,386.702.51 2,386.702.51 9026 BUSINESS AFFAKES	7005 CLAY VIRTUAL - ACADEMY	31,449.93								31,449.93
9002 OFFER AND TECHNICAL EDUCATION 22,238,57 9008 OFFER AND TECHNICAL EDUCATION 22,238,57 9004 OFFI OF INSTRESOURCES STEM 49,411,39 49,411,39 64,411,39 9005 EXCEPTIONAL STUDENT SERVICES 49,600,60 ADLIT COMMUNITY EDUCATION 45,019,07 9007 KIZ ACADEMIC SERVICES 8,287,57 68,288,58 46,019,07 9008 ADULT COMMUNITY EDUCATION 47,896,03 71,726,33 9009 INSTRUCTONAL MEDIA SERVICES 1,726,33 71,726,33 9010 INSTRUCTONAL MEDIA SERVICES 1,726,33 71,726,33 9021 OFFICE OF SUPPORT SERVICES 1,726,33 71,725,54 9021 OFFICE OF SUPPORT SERVICES 1,726,33 71,726,33 9021 OFFICE OF SUPPORT SERVICES 1,726,33 72,570,00 9022 OFFICE OF SUPPORT SERVICES 1,726,33 72,987,39 9024 CODE ENFORCEMENT 64,262,81 71,491,25 9026 INTERTER 64,262,81 71,491,25 9036 INTERTION SERVICES 23,447,725 5,590,00 9036 INTERTION SERVICES 23,447,725 5,590,00 9041 INTERTION SERVICES 28,411,83 71,135,60	9000 SCHOOL BOARD	26,342.86								26.342.86
9000 DEPT OF INST RESOURCES STEM 64,41.39 9004 DEPT OF INST RESOURCES STEM 64,41.39 9005 EXCEPTIONAL STUDENT EDUCATION 230,016.37 9006 DEPT OF ILEMENTARY EDUCATION 45,016.07 9007 KIZ ACADEMIC STENVICES 8,287.57 9008 DEPT OF ELEMENTARY EDUCATION 47,695.03 9001 TRANSPORTATION 47,695.03 9001 TRANSPORTATION 47,695.03 901 TRANSPORTATION 47,695.03 901 IRANSPORTATION 47,695.03 901 IRANSPORTATION 47,695.03 902 OFFICE OF SUPPORT SERVICES 11,595.34 902 OFFICE OF SUPPORT SERVICES 11,595.34 902 IRANTENDENT/DEPATTARINT 609,282.42 902 IRANTENDENT/DEPATTARINT 22,437.33.10 902 IRANTENDENT/DEPATTARINT 6,267.37 902 IRANTENDENT/DEPATTARINT 2,244.70.35 902 IRANTENDENT/DEPATTARINT 2,245.70.21 902 IRANTENDENT/DEPATTARINT 2,245.70.21 903 IRANTENDENT/DEPATTARINT 2,245.70.21 904 IRANTENDENT 2,245.70.21 905 IRANTENDENT 2,245.70.21 906 IRANTENDENT 2,345.7	9002 CAREER AND TECHNICAL EDUCATION								5	22,238.57
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FACILITY PLANNING & CONSTRUCT 27,987.99 CODE ENFORCEMENT 6,267.37 CODE ENFORCEMENT CODE ENFORCEMENT <td>9022 OPERATIONS</td> <td>152,133.10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>152,133.10</td>	9022 OPERATIONS	152,133.10								152,133.10
CODE ENFORCEMENT 6,267.37 CODE ENFORCEMENT 6,267.37 CODE ENFORCEMENT CODE ENFORCEMENT <th< td=""><td>9023 FACILITY PLANNING & CONSTRUCT</td><td>27,987.99</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>27,987.99</td></th<>	9023 FACILITY PLANNING & CONSTRUCT	27,987.99								27,987.99
SCHOOL POLICE DEPARTMENT 323,117.35 PRINT CENTER Act 262.81 PRINT CENTER Act 262.81 PRINT CENTER Act 262.81 PRINT CENTER Act 262.81 Act 262.81 Act 262.81 Act 262.81 Act 262.81 Act 262.82	9024 CODE ENFORCEMENT	6,267.37								6,267.37
PRINT CENTER 64,262.81 Center Center <t< td=""><td>9025 SCHOOL POLICE DEPARTMENT</td><td>323,117.35</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>323,117.35</td></t<>	9025 SCHOOL POLICE DEPARTMENT	323,117.35								323,117.35
INFORMATION SERVICES 2,346,702,51 6,559.00 70,745.82 5,559.00 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,159.12 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 71,123.54 <td>9030 PRINT CENTER</td> <td>64,262.81</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>64,262.81</td>	9030 PRINT CENTER	64,262.81								64,262.81
BUSINESS AFFAIRS DIVISION 107,745.82 5,559.00 6,559.00 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.12 71,169.13 71,169.10 71,169.10 71,169.10 71,169.10 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54 71,173.54<	9040 INFORMATION SERVICES	2,346,702.51								2,346,702.51
HUMAN RESOURCES 71,159.12 HUMAN RESOURCES 71,159.12 HUMAN RESOURCES 71,159.10 HUMAN RESOURCES 73,547.89 HUMAN RESOURCES 23,547.89 HUMAN RESOURCES 23,550.00 2,981.03 HUMAN RESOURCES 23,550.00 2,981.03 HUMAN RESOURCES 2,981.03 HUMAN RESOURCES </td <td>9050 BUSINESS AFFAIRS DIVISION</td> <td>107,745.82</td> <td>5,559.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>113,304.82</td>	9050 BUSINESS AFFAIRS DIVISION	107,745.82	5,559.00							113,304.82
TITLE 1 23,547.89 11,635.00 2981.03 FOOD & NUTRITION SERVICES 238,269.40 11,635.00 2,981.03 INSTRUCTIONAL DIVISION 28,411.83 28,488.00 1,123.54 TEACHER TRAINING CENTER OPHS 5,505.98 1,123.54	9060 HUMAN RESOURCES	71,159.12								71,159.12
FOOD & NUTRITION SERVICES 238,269.40 11,635.00 2,981.03 INSTRUCTIONAL DIVISION 28,411.83 8,488.00 1,123.54 TEACHER TRAINING CENTER OPHS 5,505.98 1,123.54	9106 TITLE 1	23,547.89							77	23,547.89
INSTRUCTIONAL DIVISION 28,411.83 Carreller Training Center Filh 8,488.00 Carreller Training Center Center OPHS 1,123.54 TEACHER LEARNING CENTER OPHS 5,505.98 1,123.54 1,123.54	9110 FOOD & NUTRITION SERVICES	238,269.40	11,635.00				9,250.00			256,173.37
TEACHER TRAINING CENTER FIH 8,488.00 1,123.54 TEACHER LEARNING CENTER OPHS 5,505.98 1,123.54	9111 INSTRUCTIONAL DIVISION	28,411.83								28,411.83
TEACHER LEARNING CENTER OPHS 5,505.98 1,123.54		8,488.00				8				8,488.00
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February 4, 2021 - Regular School Board Meeting

Title

C12 - Deletion of Certain Items Report - January, 2021

Description

The items listed have been surveyed by the Coordinator of Property Control, at the request of the Cost Center Property Manager, and the recommended disposition is noted. These items are either obsolete, unusable or beyond economical repair. These items should be removed from active inventory and disposed of in the manner indicated. Deletions are for property items received in the month of December, 2020.

Gap Analysis

N/A

Previous Outcomes

Property Records followed State mandate on trackable assets, Chapter 274.05.

Expected Outcomes

Tangible Personal Property shall be controlled and supervised from acquisition through transfer or disposal. Disposal of property shall be in accordance with Section 274.05, Florida Statutes. All deletions of items with a value of \$1,000.00 or more will be approved by The School Board of Clay County prior to disposition - School Board Policy Section 5.03C.

Strategic Plan Goal

Goal 2: Strategy 2.4; Ensure effective and efficient use of resources for fiscal stability.

Recommendation

Approve Deletion of Certain Items Report - January, 2021 as submitted.

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs (904)-336-6721 susan.legutko@myoneclay.net

Financial Impact

Provides additional storage space and eliminates the need to account for unusable property. Reduces the dollar value of Tangible Personal Property.

Review Comments

Attachments

Deletion Report-January, 2021.pdf

Clay County Public Schools Monthly Deletion Report

For Month Ending: 01/31/2021

<u>Disposal</u> <u>Method</u> <u>Tag</u> <u>Description</u>		Acquisition Date	<u>Disposal</u> <u>Date</u>	Purchase Amount	<u>Depreciation</u> <u>Value</u>
<u>LCTN</u> 0252 ORANGE PARK HIGH					
Surplus Sale 00093818 CHASSIS/MONITOR/KEYBOARD - APP	Furniture, Fixtures & Equipment	06/12/2008	01/05/2021	1,489.00	1,489.00
Surplus Sale 00093819 CHASSIS/MONITOR/KEYBOARD - APP	Furniture, Fixtures & Equipment	06/12/2008	01/05/2021	1,149.00	1,149.00
				2,638.00	1,489.00
LCTN 0391 MIDDLEBURG HIGH SCHOOL					
Surplus Sale 00095902 MACHINE: TIRE CHANGER - COATS	Furniture, Fixtures & Equipment	05/22/2008	01/05/2021	5,110.00	5,110.00
•				5,110.00	1,149.00
LCTN 0411 CLAY HILL ELEMENTARY					
Surplus Sale 00069010 LAMINATOR:GBC 27 ""	Furniture, Fixtures & Equipment	04/16/1998	01/05/2021	1,295.00	1,295.00
Surplus Suic 00007010 Elimination Code 27	Turmture, intures at Equipment	07/10/1770	01/03/2021	1,295.00	5,110.00
				1,20.00	2,110.00
LCTN 0451 LAKE ASBURY ELEMENTARY		02/09/2001	01/05/0001	1 124 25	1 124 25
Surplus Sale 00075510 MACHINE:PH FLOOR POLISHER B20F	Furniture, Fixtures & Equipment	02/08/2001	01/05/2021	1,124.25	1,124.25
Surplus Sale 12000572 LAPTOP: DELL LATITUDE E6420 +W	Furniture, Fixtures & Equipment	03/08/2012	01/05/2021	1,123.54	1,123.54
				2,247.79	2,419.25
LCTN 0531 THUNDERBOLT ELEMENTARY					
Surplus Sale 00073976 MOWER:JOHN DEERE 18HP 48"	Furniture, Fixtures & Equipment	06/29/2000	01/05/2021	3,599.28	3,599.28
Surplus Sale 00074462 MIXER:DIGITAL VIDEO VDO MX3000	Furniture, Fixtures & Equipment	07/27/2000	01/05/2021	1,349.00	1,349.00
Junk/Parts 00074923 PROJECTOR:LCD SVGA - PHILIPS L	Furniture, Fixtures & Equipment	11/26/2002	01/05/2021	1,375.00	1,375.00
Junk/Parts 00074924 PROJECTOR:LCD SVGA - PHILIPS L	Furniture, Fixtures & Equipment	11/26/2002	01/05/2021	1,375.00	1,375.00
Junk/Parts 00074931 PROJECTOR:LCD SVGA - PHILIPS L	Furniture, Fixtures & Equipment	01/23/2003	01/05/2021	1,375.00	1,375.00
Junk/Parts 00088168 PROJECTOR: POWERLITE 76C - EPS	Furniture, Fixtures & Equipment	05/25/2006	01/05/2021	1,139.00	1,139.00
Surplus Sale 13000550 EXTRACTOR: CARPET - SNIPER 3-2	Furniture, Fixtures & Equipment	04/25/2013	01/05/2021	2,155.00	1,898.45
				12,367.28	11,335.82
LCTN 0551 FLEMING ISLAND HIGH SCHOOL					
Junk/Parts 00095696 RADIO: PORTABLE ASCEND ES - EF	Furniture, Fixtures & Equipment	09/11/2008	01/05/2021	2,175.00	2,175.00
	· · · · · · · · · · · · · · · · · · ·			2,175.00	1,898.45
TOTAL OCAL CORPERCATE ELEMENTA DA				,	,
LCTN 0601 COPPERGATE ELEMENTARY Surplus Sale 00080039 CART:LAPTOP SECURITY - DELL DS	Furniture, Fixtures & Equipment	09/11/2003	01/05/2021	1,189.00	1,189.00
Surpius Sale 00080039 CART.LAFTOF SECORITT - DELL DS	rumture, rixtures & Equipment	09/11/2003	01/03/2021	1,189.00	2,175.00
				1,109.00	2,175.00
<u>LCTN</u> 9005 EXCEPTIONAL STUDENT EDUCAT					
Junk/Parts 11000422 SYSTEM: TOILET LARGE - RIFTON	Furniture, Fixtures & Equipment	11/23/2010	01/05/2021	1,089.00	1,089.00

Clay County Public Schools Monthly Deletion Report

For Month Ending: 01/31/2021

<u>Disposal</u> <u>Method</u> <u>Tag</u>	Description		Acquisition Date	<u>Disposal</u> <u>Date</u>	Purchase Amount 1,089.00	Depreciation Value 1,189.00
LCTN	9010 TRANSPORTATION					
Surplus Sale 11000232	UNIT:RECYCLER A/C RECHARGE ROB	Furniture, Fixtures & Equipment	10/07/2010	01/05/2021	3,299.00	3,299.00
•					3,299.00	1,089.00
T COTTA	AND THE CAN HAVE BY A NAVIBLE OF CONTROL	EDVICE:				
	9023 FACILITY PLANNING & CONST		09/12/1002	01/05/2021	1 000 00	1 000 00
Surplus Sale 00045990	TYPEWRITER:PANASONIC KXE-7000	Furniture, Fixtures & Equipment	08/13/1992	01/05/2021	1,909.00	1,909.00
					1,909.00	3,299.00
<u>LCTN</u>	9110 FOOD & NUTRITION SERVICES	s				
Surplus Sale 00058344	CABINET:HOT W/ACCESS CRESCOR	Furniture, Fixtures & Equipment	05/17/1994	01/05/2021	1,875.00	1,875.00
Surplus Sale 00062421	CABINET:HOT W/CASTERS	Furniture, Fixtures & Equipment	03/25/1996	01/05/2021	1,959.76	1,959.76
Surplus Sale 11000917	CABINET: TRANSPORT HEATED-ALTO	Furniture, Fixtures & Equipment	05/12/2011	01/05/2021	2,504.17	2,504.17
Surplus Sale 11000930	CABINET: TRANSPORT HEATED-ALTO	Furniture, Fixtures & Equipment	05/12/2011	01/05/2021	2,504.17	2,504.17
Surplus Sale 19000132	SERVER: HOT FOOD RANDELL RANHT	Furniture, Fixtures & Equipment	10/15/2018	01/05/2021	7,247.00	776.46
Surplus Sale 19000133	SERVER: HOT FOOD RANDELL RANHT	Furniture, Fixtures & Equipment	10/15/2018	01/05/2021	7,247.00	776.46
Surplus Sale 19000134	SERVER: COLD FOOD RANDELL RANS	Furniture, Fixtures & Equipment	10/15/2018	01/05/2021	8,389.00	898.82
Surplus Sale 19000135	SERVER: COLD FOOD RANDELL RANS	Furniture, Fixtures & Equipment	10/15/2018	01/05/2021	8,389.00	898.82
1					40,115.10	13,203.84
					,	,
T-4-1 E	T 4 1 Walted and Trade 1 And 12 Warrel	T			T-4-1-6D	1.42 Daman4
Total Furniture	Total Vehicles Total Audio Visual	Total Software				eletion Report
73,434.17	0.00	0.00			73,434.17	44,357.36

Note: DECEMBER 2020 DELETIONS

Disposal Method Descriptions:

01/06/2021

JUNK/PARTS - Part(s) of an asset are used and remainder of part(s) are sold, recycled or disposed

TRADE-IN - Vendor issues a credit towards a new purchase

THEFT/VANDALISM - Items stolen or broken (police report attached)

MISSING - Items lost and are not found during property inventory (Annually)

SURPLUS SALE - Items that are outdated, not working or obsolete. Items are either sold, recycled or disposed

ENTERED IN ERROR- Not used

TRANSFER/DONATION - From Clay County District to an Outside Agency (Approved by Board or Superintendent)

DESTROYED - Fire/Natural Disaster, etc.

THRESHOLD (ex. \$750 TO \$1000)

08:33:05





February 4, 2021 - Regular School Board Meeting

Title

C13 - BID Renewal

Description

Renew BID as required per FS 287, DOE 6A-1.012 and School Board Policy

- a. Fire Sprinkler System Services County Wide Bid #18-MA-313: Contract Period is April 1, 2021 through March 31, 2024. The contract period is for 3 years and is the final renewal option for Bid.
- b. Paint Bid #18-MA-312: Contract Period is April 1, 2021 through March 31, 2024. The contract period is for 3 years and is the final renewal option for Bid.

Gap Analysis

The District requires contractors to provide services to ensure our ??facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the items to meet their needs.

Previous Outcomes

Original Bid was Board approved and has been used successfully during the past term to provide quality services and products to the district.

Expected Outcomes

Upon approval by the Board; we expect the contractors and vendors ?to continue providing quality services and products at the same terms and conditions as when the original Bid was awarded.

Strategic Plan Goal

Goal 2; Strategy 2.4; Ensure effective and efficient use of resources for fiscal stability.

Recommendation

Extend renewal as follows:

- a. Fire Sprinkler System Services County Wide Bid #18-MA-313:
 - -Security and Fire Electronics, 2590 Dobbs Road, St. Augustine, FL 32086
- b. Paint Bid #18-MA-312:
 - -PPG Architectural Finishes, 14985 Old St. Augustine Road, Jacksonville, FL 32258

Contact

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: susan.legutko@myoneclay.net

Financial Impact

- a. Fire Sprinkler System Services Bid #18-MA-313: Total estimated cost for the 3 year contract is \$200,000. Estimated annual spend of \$70,000 for 2021-22, \$65,000 for 2022-23, and \$65,000 for 2023-24 from General Revenue.
- b. Paint Bid #18-MA-312: Total estimated cost for the 3 year contract is \$90,000. Estimated annual spend of \$30,000 for 2021-22, \$30,000 for 2022-23, and \$30,000 for 2023-24 from General and Capital Revenue.

Review Comments





February 4, 2021 - Regular School Board Meeting

Title

C14 - Mutual Aid Agreement Between the Clay County Sheriff and Clay County District Schools Police Department

Description

Circumstances arise in the course of daily life when due to an emergency the Clay County Sheriff's Department is in need of assistance from other law enforcement agencies including the Clay County District Schools Police Department. Additionally, The CCDSPD routinely needs to have jurisdiction in and on areas where its jurisdiction does not extend, such as the roadways which are bordering the perimeters of, or pass through the boundaries of property upon which a Clay District Schools school is situated when said facilities are in use. This Mutual Aid Agreement, which is authorized by Section 1006.12(2)(c) Fla. Stat., and Chapter 23, Fla. Stat. will give both law enforcement agencies the ability to request and give aid in emergencies, create the ability for the CCDSPD to act outside of its jurisdiction when a felony occurs and a Sheriff's Deputy is not available, and give CCDSPD officers authority to act to enforce traffic laws and control traffic flow on roads bordering or passing through Clay District Schools school sites as needed during times that the school facilities are in use.

Gap Analysis

The Mutual Aid Agreement is needed to expand the ability of the CCDSPD officers to perform their duties and to allow the CCDSPD to render aid to the Clay County Sheriff in the event of an emergency.

Previous Outcomes

None

Expected Outcomes

It is expected that the implementation of the Mutual Aid Agreement will expand the ability of the CCDSPD officers to perform their duties and allow the CCDSPD to render aid to the Clay County Sheriff in the event of an emergency.

Strategic Plan Goal

N/A

Recommendation

Approve the Mutual Aid Agreement

Contact

Kenneth Wagner, Chief, CCDSPD, kenneth.wagner@myoneclay.net Bruce Bickner, School Board Attorney, james.bickner@myoneclay.net

Financial Impact

None

Review Comments





February 4, 2021 - Regular School Board Meeting

Title

C15 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Middleburg High School Restroom Renovations.

Description

Each phase or combination of phases is submitted to the School Board for review and approval. The plans have received staff review and are complete to Schematic/Preliminary/Final (Phase I, II, and III) stage.

Gap Analysis

N/A

Previous Outcomes

Individual departments have the opportunity to express needs during plan review in order to design a project that will meet user's expectations.

Expected Outcomes

Schematic, Preliminary and Final Plan review allows for participation from a variety of departments to ensure any program changes are incorporated into the design.

Strategic Plan Goal

Ensure effective management of the organization, operations, and facilities to maximize the use of resources and promote a safe, efficient, and effective learning environment for Clay County students.

Recommendation

Approve Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Middleburg High School Restroom Renovations.

Contact

Bryce Ellis, Interim Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

As budgeted in the Educational Facilities Plan for \$200,000.00. The architect's cost estimate is \$235,956.00.

Review Comments





February 4, 2021 - Regular School Board Meeting

Title

C16 - Pre-Qualification of Contractors

Description

Section 1013.46 of Florida Statutes requires School Boards to pre-qualify contractors prior to their being able to bid on construction projects for the district. The rules for pre-qualification are stipulated in the State Requirements for Educational Facilities (SREF). The attached list identifies the contractors to be approved this month. As this is an annual requirement, the attached list may contain both new contractors and contractors seeking to renew their pre-qualification status. Per Florida Statutes, only those contractors currently pre-qualified at the time of bidding may bid on a School Board construction project.

Gap Analysis

Contractor Pre-Qualification is an annual requirement.

Previous Outcomes

CCDS complies with contractor pre-qualification as required by Florida Statutes and SREF (State Requirements for Educational Facilities).

Expected Outcomes

CCDS will remain in compliance by certifying the contractors recommended for pre-qualification meet the requirements of Section 1013.46 FS, the State Requirements for Educational Facilities (SREF) and School Board Policy.

Strategic Plan Goal

Ensure effective management of the organization, operations, and facilities to maximize the use of resources and promote a safe, efficient, and effective learning environment for Clay County students.

Recommendation

Approve the attached Contractor Pre-qualification list.

Contact

Bryce Ellis, Interim Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

Table for Board Backup Contractor Prequal, 2.4.21.pdf

SBCC PRE-QUALIFIED CONTRACTORS

The following contractors are being submitted to the School Board for Contractor Pre-Qualification approval having met all requirements of Chapter 1013.46 F. S., as determined by the Pre-Qualification Committee consisting of Bryce Ellis, Phil Hans, Bertie Staefe, Chris Deely-Isais and Beth Clark. The pre-qualification certification is valid for one year from the end of the month in which Board approval is obtained.

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
Bill Williams Air Conditioning & Heating, Inc.	HVAC Contractor	\$10,000,000.00	February 28, 2022
M. Gay Constructors, Inc.	Electrical, General, and Underground Utility & Excavation Contractor	\$2,000,000.00	February 28, 2022
T&T House Moving and Heavy Rigging, LLC	Building Contractor	\$300,000.00	February 28, 2022





February 4, 2021 - Regular School Board Meeting

Title

C17 - Change Order #1 for Tynes Elementary School New Classroom Addition

Description

Change Orders are initiated by the Contractor, Architect/Engineer or Owner, and may increase or decrease the scope of the project as defined by the plans and specifications. Change Orders are reviewed by the Architect/Engineer and staff prior to submission to the School Board for approval. This change order is for changes of scope and to address existing unforeseen conditions.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on time completion.

Strategic Plan Goal

Ensure effective management of the organization, operations, and facilities to maximize the use of resources and promote a safe, efficient, and effective learning environment for Clay County students.

Recommendation

Approve Change Order # 1.

Contact

Bryce Ellis, Interim Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net, David Kramer, Project Manager, (904) 336-6849, david.kramer@myoneclay.net

Financial Impact

This change order will increase the contract amount by \$4,038.00. Architect fees will increase by \$222.09 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

Ø TES CO 1.pdf

Bhide & Hall Architects, P.A. ARCHITECT (Firm Name) Signature David S Shively, Architect Print Name and Title	Signature Jay H Chung Print Name and 1/15/21	g, President	OWNER Signature Print Name an	d Title
ARCHITECT (Firm Name) Signature David S Shively, Architect	Signature Jay H Chung	g, President	Signature	
ARCHITECT (Firm Name)	Signature			
		(Firm Name)	OWNER	
	CONTRACTOR	(Firm Name)	OWNER	
Bhide & Hall Architects, P.A.	CONTRACTOR (Firm Name)		OWNER	
	CORE Construc	tion Co.	AUTHORIZED: School Board of	of Clay County
The Date of Substantial completion as of the	o date of this change of the	V. 10		july 3, 2021
The Contract Time will add The Date of Substantial Completion as of the date of this Change Order is				3 Days July 3, 2021
The new Contract Sum including this Change Order will be The Contract Time will add				\$2,534,038.00
The Contract Sum will be increased by this Change Order				\$4,038.00
The Contract Sum prior to this Change Order was				\$2,530,000.00
The change by previously authorized Change Orders			· · · · · · · · · · · · · · · · · · ·	\$0.00
The original Contract Sum was Base Bid				\$2,530,000.00
Not valid until signed by both the Owner and Signature of the Contractor indicates his ag		ing any adjustment in th	e Contract sum or Co	ntract Time
You are instructed to make the follo	owing change(s): th	e original contract bi Iditional fencing is re	id documents arou equired for the cor	and the fire lane. This atractor to complete the for additional backup.
Jacksonville, FL 32256	Fı	rnish and install add	litionl tempporar	y fencing not included in
8375 Baymeadows Way		7	•	
CORE Construction Co.				
Contractor		CONTRACT D	ATE: O	ctober 1, 2020
Green Cove Springs, FL 32043				
900 Walnut Street		CONTRACT F	OR: \$	2,530,000.00
School Board of Clay County				
Owner:				
1550 Tynes, Blvd, Middleburg FI	32068		PROJECT NO.	BH-202003
New Classroom Addition		INITIATION	DATE:	1/15/2021
PROJECT: Project No. <u>C-</u> Tynes Elementary School	<u>29-19/20</u>	CHANGE ORL	ER NO.	CH-01
PROJECT. Project No. C		CHANGE ORD	NED NO	CIT Od
	CONTRAC FIELD	ror ☑ □		
	ARCHITEC			
	OWNER	V		
DOCUMENT AIA G701	Distributio	n to:		



November 3, 2020

Mr. David Kramer
FPC COOR, PROJECT MANAGER
FPC
Clay County District Schools

RE: PCO# 1-Additional Temp Fence

Dear David,

Per your request at the pre-construction meeting last Friday, below is cost to furnish and install additional temp fencing not specified around the fire lane for us to complete the silt fencing required around the fire lane. Please review he following cost breakout:

1. Material, equipment and labor to install approximately 708 LF of additional temp fence------\$ 3,409.00

2. Contractor's overhead & profit------\$ 511.00

Bond fee-----\$ 118..00

Total Proposed Change Order #1-----\$ 4,038.00

This change order work will require (3) calendar days extension of the contract time if accepted by no later than within (2) days of this notice.

Please let me know if you have any questions.

Sincerely,

. Jay Chung

Jay Chung

Core Construction Company, Inc



November 3, 2020

RENT-A FENCE PROPOSAL

To: Jerry Ingle Core Construction Email: jingle@core-construction.com

Re: Tynes Elementary School

Subject: TEMPORARY FENCE QUOTE

Armstrong Fence Co, a leader in perimeter security throughout the Southeastern United States intends to submit a bid for subject project. The scope of work is to furnish and install as per Your Request the following:

- - Provide and Install 708' (59 Panels) of EVERSTRONG PLUS 6' Panels on Stands with Posts Driven Every 12'
 - Provide and Install Gates as needed with Gate Posts Set Concrete and Gates Hinged with Swing Wheels.
 - No Privacy Screen in this Quote 3.
 - No Sandbags in this Quote
 - Installation, removal when complete, and up to 9 month rent.

SUBTOTAL - \$3,186.00 TAX -\$ 223.02 TOTAL -\$3,409.02

Rental Rate after initial 9 Month Rental Term has Expired will be billed at \$424.80 Per Month plus Taxes.

SPECIAL TERMS BELOW:

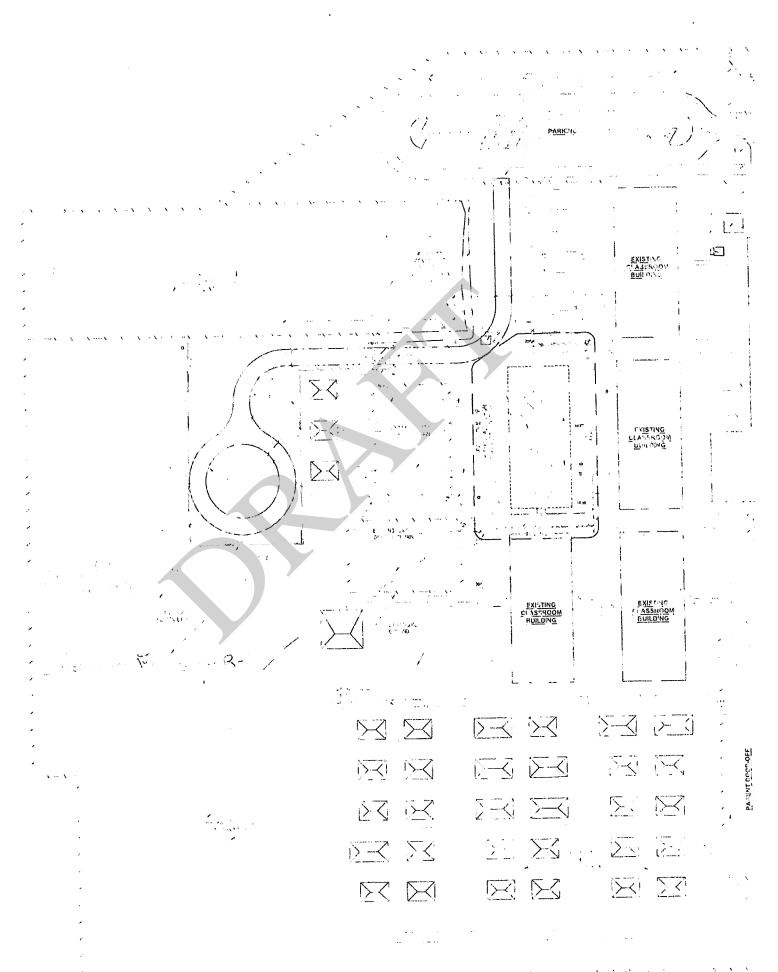
- This quote is only good till January 1st, 2021
- Quote is a lump sum payment for the length of term. We do not pro rate the rent.
- No retainage on temporary fence. This quote will be made an attachment of any sub contract.
- Customer is responsible for maintaining the condition of the fence / privacy screen, free from vegetation, and safety of the fence / privacy screen,
- Upon removal if lence is buried, or has an excessive amount of vegetation growing through it an additional removal charge will be applied
- Credit Terms are first order payment upfront (with or without credit approval), after that, net 30 days (with credit approval) or 1/2 down and balance paid to installation crew upon completion of initial installation.
- Standard Exclusions: Sand Bags, Posts Driven in Pavement, Core Drilling, Staking, Grading, Clearing, any other item not specifically listed, and Padlocks.
- Gates Unless Specifically Noted will be a Ringed Hinges with a Driven Posts.
- Partially Damaged Panels will be billed at \$90.00 Per Panel. Totally Damaged Panels will be billed at \$170.00 Per Panel plus Applicable Trip Charge.
- Totally Damaged 6' Rolled Chainlink Fabric will be billed at \$3.00 Per Lineal Foot.
- Privacy Screen on Temporary Panels with Stands is NOT Recommended (Even with Sand Bags). We can guarantee the Fence WILL Blow Over, Restanding of Fence will be performed at an Additional Charge Along with the Reinstallation of the Screen.
- Privacy Screen (if applicable) will typically Blow Off in High Winds. Reinstallation of Screen will be performed at an Additional Charge.
- Please Sign Installation Crew's Work Order Acknowledging Units Installed and Conditions. Any Missing Units WILL Be Billed At Rates Listed Above.

Any Questions please feel free to call at 904-814-0715.

Date Accepted by

Don Miller Armstrong Fence Co 3226 Talleyrand Ave Jacksonville, Fl 32206 Phone: 904-356-2333 Ext 5 Fax: 904-356-2332

Email: dmiller@armstrong-fence.com







School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

D1 - Public Hearing to Approve as Advertised School Board Policy 1.14 Establishing the Citizens Oversight Committee, for Half Cent Sales Tax

Description

The School Board has previously approved a Resolution to place the question of a half-cent sales surtax on the November 2020 general election ballot. The Ballot measure passed and the sales tax has been approved by the electorate. The Resolution calls for creating a Citizens Oversight Committee, which committee shall be established and appointed pursuant to procedures established by board policy. Adopting this Policy meets and implements those requirements.

Gap Analysis

The Board Policy must be adopted in order to implement the half cent sales tax resolution terms.

Previous Outcomes

None.

Expected Outcomes

It is expected that the School Board will utilize this new Policy to establish and appoint the Citizen Oversight Committee.

Strategic Plan Goal

N/A

Recommendation

Approve school board policy 1.14 (new) establishing the Citizens Oversight Committee, for half cent sales tax.

Contact

J. Bruce Bickner, School Board Attorney, james.bickner@myoneclay.net

Financial Impact

None

Review Comments

Attachments

- Proposed SB Policy 1.14 Sales Surtax Citizens Advisory Committee.pdf
- Legal Adv. Public Hearing for SB Policy 1.14.pdf

1.14 SALES SURTAX CITIZENS ADVISORY COMMITTEE

The School Board of Clay County, Florida, ("Board") in accordance with the Amended Resolution to seek the approval of the electors for a half-cent sales surtax, passed by the Board on June 4, 2020, and the subsequent approval of the imposition of said sales surtax by the electors on November 3, 2020, hereby adopts a School Board Policy to establish and appoint a Citizens Advisory Committee ("the Committee") to monitor the expenditure of sales surtax funds as follows:

A Citizens Advisory Committee, consisting of Clay County citizens, the purpose of which is to monitor and advise the Board and District staff on the expenditure of sales surtax funds, is hereby established. The appointment of Committee members and the rules governing the Committees organization and operation are set forth in this Policy.

A. PURPOSE OF THE SALES SURTAX CITIZENS ADVISORY COMMITTEE

- 1. The purpose of the Committee, as stated in the Resolution, "is to monitor and advise the Board and District staff on the expenditure of funds" generated by the Sales Surtax.
- 2. Committee members shall receive no financial compensation or remuneration for their efforts and labors. This Committee is made up of volunteers.
- 3. The Committee shall provide general oversight of the expenditure of funds generated by the half-cent sales surtax for school facilities to assure that the capital expenditures are as authorized by Section 212.055(6), *Florida Statutes*, and are in accordance with the Board's published EDFIRST Plan and other critical unlisted needs which become apparent over time.
- 4. The Committee shall not direct District staff, attempt to control the Operations department staff, or attempt to establish or dictate project priorities which are binding on the District Administrators in carrying out their duties.
- 5. The Committee may research, interview, and investigate as necessary to fulfill its duties and responsibilities as set forth herein. It may request access to additional information to augment that which is supplied to it for review by the Assistant Superintendent of Operations.
- 6. The Committee shall advise, counsel, inform, brief, and illuminate the Board, District Staff and the Public on findings resulting from performance of its duties. Information provided to the public shall be through quarterly and annual reports which are initially made to the Board. Statements or declarations by the members of the Committee may be released to the public by the Committee chair after notice of said statements has been provided to the Superintendent. Open communication between Committee members and Board members and the Superintendent, within the dictates of the Florida Sunshine Law, are encouraged.

- 7. The Committee may make non-binding recommendations to the Board and Staff (through the Superintendent and Senior Administrators as appropriate) when their findings suggest the need for such recommendations.
- 8. The Committee shall work cooperatively with the Board, the Superintendent of Schools, and District employees to accomplish its goals and objectives.
- 9. The Committee shall comply with Board policies and federal and state law regarding non-discrimination.
- 10. The Committee may request to present initial findings at a Board workshop for the purpose of obtaining clarification or explanation of disputed or ambiguous findings.

B. APPOINTMENT OF COMMITTEE MEMBERS

- 1. There shall be eleven (11) active Committee members. Each Board member shall nominate/appoint two (2) active Committee members and one (1) alternate member, all of whom shall be residents of the nominating Board member's District. The Superintendent of Schools shall nominate/appoint one (1) active Committee member and one (1) alternate member.
- 2. It shall be the responsibility of each Board member and the Superintendent to determine which Clay County citizens they want to nominate/appoint to the Committee, both active members and the alternate, and to obtain a commitment from said individuals. The Committee member search process and application process, including the Application document, shall be posted on the Board's website.
- 3. Prospective members shall have no direct or indirect conflict of interest in any past or present contract with the Board or a financial interest in any projects that are funded by the Sales Surtax or any other District capital project funds. Members shall be residents of Clay County. No voting Committee member shall be an employee of Clay County District schools in any capacity.
 - 4. Proposed members shall submit to a background check.
- 5. The makeup of the Committee, consisting of the members proposed by the Board and Superintendent, shall be presented to the Board for approval at a regular Board meeting. A proposed member may only be rejected for good cause, which is defined as that cause which is required for the Board to reject an individual proposed for an appointment by the Superintendent.

C. TERMS OF COMMITTEE MEMBERS

1. The initial Committee member appointments shall be separated into two (2) categories. Each nominating official shall be appointing one (1) active committee member to serve an initial term of three (3) years and one (1) active committee member to serve an initial term of two (2) years. The Alternate members shall serve indefinite terms.

- 2. The terms of active members shall be staggered with the three (3) year initial term running from the date of appointment until the School Board meeting occurring in the same calendar month as the initial appointment, three (3) years subsequent to the appointment year. The two (2) year initial terms shall run from the date of appointment until the School Board meeting occurring in the same calendar month as the initial appointment, two (2) years subsequent to the appointment year. After the initial term, and re-appointment of Committee members at the end of the initial term, all Committee members shall serve three (3) year staggered terms. (For the sake of simplicity, the members initially appointed may be classified as "A" members and "B" members to separate the three (3) year members from the two (2) year members. After the initial term, such designations would serve no purpose.)
- 3. Committee members may be appointed to serve a maximum of two (2) consecutive terms after which a different person must be appointed to fill that position. The appointee to fill the position of an individual who may no longer serve as a member may not be a member of the retiring persons household or related by either blood or marriage within one degree.

D. VACANCIES

If a vacancy should occur before the expiration of any regular member's term, the Alternate for the retiring member's district shall succeed to the retiring member's seat and serve the unexpired balance of his or her term. If such Alternate's seat is also vacant, the nominating official for that seat shall nominate successors to both positions following the procedure outlined in Section B of this Policy, and the School Board shall appoint the successor regular member to fill the unexpired balance of the term and an alternate member for that district for an indefinite term.

E. OFFICERS AND ORGANIZATION

- 1. The newly appointed Committee members shall meet to organize on the first Tuesday of the month following the appointment of the Committee members by the Board. During this organization meeting the Committee shall elect a Chair and a Vice Chair. The Chair shall preside over the meetings of the Committee and serve as liaison to the School Board and District Staff. The Vice-Chair shall perform the Chair's duties in the Chair's absence.
- 2. After election of officers, The Committee shall determine a schedule of meeting dates and may outline such other organizational committees, duties, procedures, and processes as the Committee deems necessary to carry out their duties. Other than election of officers and scheduling of meeting dates, all other organizational activities are optional.

F. COMMITTEE MEETINGS

1. The Committee shall meet quarterly. Notice of Committee meetings shall be published on the District's website along with other public meetings of the School Board. The meetings will be open to the public, and public comment shall be allowed prior to conclusion of the meeting.

- 2. Special additional meetings may be called by the Committee Chair.
- 3. Meetings shall be conducted under Robert's Rules of Order for small boards or committees.
- 4. Minutes shall be taken at each meeting. All meeting minutes shall be reviewed and approved by a majority of the members prior to being submitted to the Board. The Board shall archive and publish meeting minutes as required by law.

G. QUORUM

- 1. Six (6) members of the Committee shall constitute a quorum for its meetings. A minimum of one (1) member appointed by each appointing official shall be present at any meeting at which any action is taken or a quorum required.
 - 2. There shall be no voting by proxy.

H. SUNSHINE LAW AND PUBLIC RECORDS LAW

- 1. As an advisory committee to the School Board, the Advisory Committee is subject to the Florida Sunshine Law as codified in Chapter 286, *Florida Statutes*. Accordingly, between public meetings, Advisory Committee members shall refrain from discussing with other Committee members any business that might come before the Committee. However, the Sunshine Law does not preclude Committee members from communicating with District staff and individual School Board members outside of public meetings.
- 2. The Committee shall comply with Florida's Public Records Act, Chapter 119, *Florida Statutes*.

I. REPORT AND RECOMMENDATIONS

- 1. The Committee may request input from the District liaison at Committee meetings.
- 2. In January each year, the Committee shall submit to the School Board a report on its activities for the preceding year.
- 3. Upon request by the Board, the Committee Chair shall appear before the Board at a regular or workshop meeting to present and explain the findings set forth in the Annual Report.
- 4. The Committee may propound written questions approved by the majority of the Committee, which questions shall be sent to the Board Chair by way of the Executive Secretary to the Superintendent and the Board. Said questions shall be placed on the Board agenda for the regular Board meeting immediately following transmittal of said questions, for review and discussion by the Board and the Superintendent.

J. EX-OFFICIO MEMBERS/DISTRICT LIAISON

- 1. The Assistant Superintendent of Operations shall serve as ex-officio member of, and as District Liaison to, the Committee. An ex-officio member shall have no authority to direct the membership or to vote on any issues but may advise as appropriate or as requested by the membership.
- 2. The Assistant Superintendent of Operations shall provide any documents or records which set forth completed or ongoing qualifying projects and financial expenditures of sales surtax proceeds for the previous quarter, which records may be needed by the Committee to accurately complete their Quarterly or Annual Reports.
- 3. The position of Secretary of the Committee shall be an ex-officio position which shall be filled by the designee of the Superintendent. The Secretary shall be in attendance at, and prepare official minutes of, all Advisory Committee meetings. The Secretary may be asked to assist in setting and properly noticing Committee meetings.
- 4. The Attorney for the School Board shall be designated an ex-officio member of the Committee solely for the purpose of providing legal advice to the Committee Chairman and to the Committee as a whole primarily in the areas of procedural issues (Robert's Rules), Public Meeting and Sunshine Law and Public Records law. Questions on other matters which pose little likelihood of conflict of interest shall be entertained. In the event of a conflict of interest between the Committee and the Board, the Attorney shall decline any request to assist the Committee.

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO ADOPT SCHOOL BOARD POLICY 1.14 SALES SURTAX CITIZENS ADVISORY COMMITTEE

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approved on December 17, 2020 the advertisement of the adoption of Clay County School Board Policy 1.14.

Purpose & Effect: The proposed amendments are intended to simplify, update, and ensure alignment of School Board Policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations.

Access to Text of Proposed Amendments: The full text of the School Board Policy 1.14 is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District's website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - December 17, 2020. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule Making Authority: The Board is authorized to adopt School Board Policy 1.14 under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced policy revisions are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed policy was originated by the Superintendent and his designee(s) in collaboration with the School Board Attorney.

Public Hearing: The Board intends to formally adopt Clay County School Board Policy 1.14 following a public hearing. *The public hearing shall be held on Thursday, February 4, 2021,* during the course of the Board's regular meeting, which begins *at 6:00 p.m.* and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

Any person requiring special accommodations to attend or participate in public meetings should advise the School District at least 48 hours before the meeting by contacting the Superintendent's Office at (904) 336-6508. If you are hearing or speech impaired, you may contact the District by email addressed to bonnie.onora@myoneclay.net or by calling (904) 336-6584 (TDD).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.





School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

D2 - Human Resources Special Action

Description

Florida Statutes (F.S. 1012.22(1)(9f), State Board Rules and Clay County School Board Policies require Board notification and/or action regarding decisions and recommendations of the Superintendent related to Personnel matters.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

Goal 5: Develop and support great educators, support personnel, and leaders.

Recommendation

Approve the action as presented.

Contact

Brenda G. Troutman, Assistant Superintendent for Human Resources (904) 336 6701 Brenda. Troutman@myoneclay.net

Financial Impact

None

Review Comments

Attachments





School Board of Clay County

February 4, 2021 - Regular School Board Meeting

Title

D3 - Public hearing to approve as advertised revisions to Inservice Education School Board Policy 4.46.C

Description

The Inservice Education CCDS Board Policy 4.46.C states that the minimum length of time and in-service points for components in the Master In-service Plan shall be three (3) hours.

Gap Analysis

In today's current environment, many teachers are engaging in online and digital on demand learning opportunities. Due to the nature of online learning, most sessions that are offered are shorter than 3 hours, making it challenging for teachers to receive points for their online learning. With the current policy, teachers must either combine shorter sessions within the same component in order to receive the minimum of 3 inservice hours, or complete 2 hours of follow up for each online session they complete.

Previous Outcomes

Teachers were not able to receive credit for in-service opportunities that were shorter than 3 hours.

Expected Outcomes

Teachers will receive one in-service point for every hour of in-service they participate in, allowing them to receive credit for each online and digital on demand learning opportunities as the minimum will now be 1 hour.

Strategic Plan Goal

Goal: Goal 1: Develop a High Quality & Aligned Instructional System

Strategy: 1.1.3 Develop a variety of training formats to facilitate less time out of the classroom/building.

Recommendation

That the Clay County School Board approve the advertised Inservice Education CCDS Board Policy 4.46.C to allow the minimum length of time and in-service points for components in the Master Inservice Plan to be one (1) hour.

Contact

Roger Dailey, Chief Academic Officer, 904.336.6904 roger.dailey@myoneclay.net

Financial Impact

Financial Impact

\$0.00 (include funding source)

Review Comments

Attachments

- Proposed Revisions_Board Policy 4.46(C)_In-service1.pdf
- PH to approve as advertised revisions to SB Policy 4.46C.pdf

of state owned textbooks to the student. The following exceptions may be granted to alleviate extenuating conditions or severe injustice to the student:

- 1. books destroyed by fire or storm on school property;
- 2. families receiving Aid to Dependent Children;
- 3. extenuating conditions that may be known to the principal which are not covered by 1 and/or 2 above.

Items 2 and 3 must be evaluated in light of what the parent may be able to pay. There are conditions in which parents may be able to pay a smaller assessment. When a student has lost, damaged, or destroyed a textbook, an amount as prescribed in Florida Statutes, Chapter 1006.28, 3B, shall be assessed.

- E. County standardized textbook adoption for the core courses of mathematics, language arts, social studies, science, reading, and literature in grades K-12 may be viewed at the school site.
- F. The district shall develop a Handbook of Instructional Materials Procedures in compliance with Florida Statutes.

(Ref. F.S. 1006.28)(Amended: 08/19/04)

4.46 INSERVICE EDUCATION

- A. The Professional Development Advisory Council shall serve as the self-study committee for Master In-service Plan requirements as well as the advisory body for the Professional Development System.
- B. The Professional Development Advisory Council shall serve as the advisory body over all in-service activities for both instructional and non-instructional personnel and, as well as performing those functions required by Florida Statutes, shall perform the following duties:
 - 1. Conduct an annual needs assessment of perceived in-service needs in concert with School Improvement and Comprehensive Education Planning. (Ref. F.S. 1012.98)
 - 2. Analyze Comprehensive Education Plan to glean district-wide in-service needs.

- 3. Make recommendations to the Superintendent and School Board for what in-service should be required and what should be considered voluntary.
- C. The minimum length of time and in-service points for components in the Master Inservice Plan for which in-service points shall be awarded shall be one (1) hour three (3) hours. One (1) clock hour of participation shall equal one (1) in-service point.
- D. School district employees who operate a motor vehicle in the line of duty shall annually receive in-service training on correct safety belt usage.

(Ref. F.S. 1001.41(2); 1012.98; F.A.C. 6A-5.071(7)(a))(Adopted: 01/08/87; Amended / /2021)

4.47 <u>ADULT AND COMMUNITY EDUCATION</u>

I. Adult Education (Ref. F.S. 1004.93)

A. Purpose

The School Board shall establish and maintain an Adult General Education Program, which is based on a needs assessment and is designed for basic skills education, secondary education, or lifelong learning pursuant to Florida Statutes and State Board of Education Rules. This program shall be the direct responsibility of the local administrator of Adult and Community Education. Courses and credit requirements for the GED Diploma and Adult General Education Program shall be approved by the Clay County School Board and be incorporated into the Clay County Student Progression Plan.

- B. Definition of Adult Students
- 1. An individual who has reached the maximum compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance; or
- 2. An individual student of compulsory school age who in the judgment of the School Board may be better served in the program for physical social, or economic reasons;
- 3. An individual student of compulsory school age who may need the program to accelerate graduation;
- 4. Any adult resident who desires to further his/her education.

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO ADOPT REVISIONS TO SCHOOL BOARD POLICY 4.46C

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approved on December 10, 2020, the advertisement of the proposed revisions to Clay County School Board Policy 4.46C.

Purpose & Effect: The proposed amendments are intended to simplify, update, and ensure alignment of School Board Policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations.

Access to Text of Proposed Amendments: The full text of the School Board Policy 4.46C is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District's website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - December 10, 2020. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule Making Authority: The Board is authorized to adopt revisions to School Board Policy 4.46C under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

Laws Implemented: The laws implemented by the above-referenced policy revisions are noted under each section of the Policy.

Person(s) Originating Policy Changes: The proposed policy revisions were originated by the Superintendent and his designee(s) in collaboration with the School Board Attorney.

Public Hearing: The Board intends to formally adopt proposed revisions to Clay County School Board Policy 4.46C following a public hearing. *The public hearing shall be held on Thursday, February 4, 2021,* during the course of the Board's regular meeting, which begins *at 6:00 p.m.* and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

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