

School Board of Clay County

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

Invocation

Pledge of Allegiance

Call to Order

Recognitions and Awards

[1. Recognize President's Volunteer Service Award Recipients](#)

[2. Recognize the 2020 Clay County Academic Team](#)

Presenters

[3. Student Membership and Attendance Areas Presentation](#)

School Showcase

Presentations from the Audience (Public Comment)

Consent Agenda

Superintendent

[4. 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)

Human Resources

[5. C2 - Personnel Consent Agenda](#)

Ⓞ [Personnel Consent Agenda 1 7 2021.pdf](#)

Instruction-Academic Services

[6. C3 - K-12 Academic Services Out of State and Overnight Student Travel](#)

Ⓞ [Jan 2021 - Student Travel.pdf](#)

Instruction-Professional Development

[7. C4 - Affiliation Agreement between Clay County District Schools and Florida State University College of Education](#)

Ⓞ [210063 Fl State Univ Intern Placement.pdf](#)

[8. C5 - Affiliation Agreement between Clay County District Schools and Indian River State College](#)

Ⓞ [Indian River State College Agreement.pdf](#)

Business Affairs

[9. C6 - Proposed Allocation Changes for 2020-2021](#)

Business Affairs-Accounting

[10. C7 - 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

[11. C8 - Deletion of Certain Items Report - December, 2020](#)

Ⓞ [Deletion Report-December, 2020.pdf](#)

Operations-Facilities

[12. C9 - Final Completion of the District Office Building #1 West End Renovations](#)

Ⓞ [DO Bldg 1 West End Final Completion.pdf](#)

[13. C10 - Pre-Qualification of Contractors](#)

Ⓞ [Table for Board Backup Contractor Prequal, 1.7.21.pdf](#)

Adoption of Consent Agenda

CCEA Update

CESPA Update

Superintendent's Update and Presentations

Discussion Agenda

Superintendent

[14. D1 - 2021 Legislative Priorities](#)

Human Resources

[15. D2 - Human Resources Special Action](#)

Business Affairs-Purchasing

[16. D3 - RFP to be Awarded](#)

Ⓞ [RFP 20-MA-319 Athletic Field Maintenance Services_Service Agreement AGROW PRO INC.pdf](#)

School Board Attorney Remarks

School Board Member Remarks

Adjournment

DRAFT



School Board of Clay County

January 7, 2021- Regular School Board Meeting

Title

Recognize President's Volunteer Service Award Recipients

Description

The President's Volunteer Service Award is a prestigious national honor that highlights commitment to serving the community and the nation and requires a minimum of 100 hours of community service within the last year.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT



School Board of Clay County

January 7, 2021- Regular School Board Meeting

Title

Recognize the 2020 Clay County Academic Team

Description

Recognition of the 2020 Clay County Academic Team

Gap Analysis

To honor students who were selected by the school's academic coaches through competition.

Previous Outcomes

In the past, this team has represented Clay County well by winning their division and being recognized at the State level.

Expected Outcomes

Strategic Plan Goal

To strengthen participation in this academic endeavor.

Recommendation

Recognition only.

Contact

Treasure Pickett, Director K-12 Academic Services, treasure.pickett@myoneclay.net, Roger Dailey, Chief Academic Officer, roger.dailey@myoneclay.net

Financial Impact

None

Review Comments

Attachments

DRAFT



School Board of Clay County

January 7, 2021- Regular School Board Meeting

Title

Student Membership and Attendance Areas Presentation

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Information only

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

January 7, 2021- Regular School Board Meeting

Title

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

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

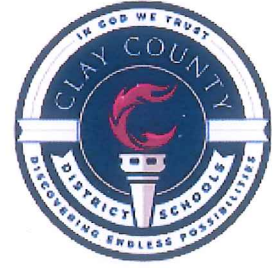
Financial Impact

None

Review Comments

Attachments

- ☞ [2020 Dec 1 Special Meeting.pdf](#)
- ☞ [2020 Dec 1 Board Workshop.pdf](#)
- ☞ [2020 Dec 10 Student Hearings.pdf \(Confidential\)](#)



School Board of Clay County

District Multi-Purpose Center (corner of Walnut St. and Gratio Pl) Green Cove Springs

December 1, 2020 - School Board Special Meeting

Date: Dec 01 2020 (10:30 a.m.)

Invocation (Given by Ashley Gilhousen at preceding Board Workshop meeting)

Call to Order (This meeting was called to order at 10:46 a.m., following prior Board Workshop meeting, in accordance with legal advertisement. 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. Approval of Turnaround School Supplemental Service Allocation

TSSAS 2020-21 10-Clay 0071-Charles E. Bennett Elementary School NEW.pdf

Minutes:

Superintendent Broskie advised this item is being brought forward for Board approval at this time following completion of the state's review. Approval of this item, which relates to Charles E. Bennett Elementary, will allow for the release of necessary funding. The plan contains six assurances and a budget.

Motion

Motion to Approve

Vote Results (Approved)

Motion: Ashley Gilhousen

Second: Janice Kerekes

Janice Kerekes

- Aye

Ashley Gilhousen

- Aye

Mary Bolla

- Aye

Tina Bullock

- Aye

Beth Clark

- Aye

Presentations from the Audience (None)

Superintendent Comments

2. Superintendent Comments

Minutes:

Superintendent Broskie briefly discussed a new executive order which continues to allow Clay County District Schools to provide options for both on-site and virtual learning.

School Board Comments

[3. School Board Member Comments](#)

Minutes:

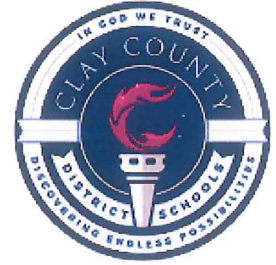
Mrs. Bolla distributed a draft document of board member committee and graduation assignments for the board to consider. Board members and the superintendent will attend the Joint Virtual Conference later this week.

Adjournment

Superintendent of Schools

School Board Chairman

DRAFT



School Board of Clay County

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

December 1, 2020 - School Board Workshop

Date: Dec 01 2020 (9:00 a.m.)

Invocation (Ashley Gilhousen)

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 December 10, 2020](#)

[December-10-2020-regular-school-board-meeting_agenda_packet\(3\).pdf](#)

Minutes:

Recognitions and Awards

- Recognition of 2020-2021 School Related Employee of the Year and Teacher of the Year Semi-finalists
- Consortium of Florida Education Foundations Special Award

Consent Agenda

- C1 Minutes of Workshop on October 27, 2020; Student Discipline Hearings and Regular Meeting on November 5, 2020; Organization Meeting on November 17, 2020 - no discussion;
- C2 Revised 2021-2022 Student Calendar and Proposed Student 2022-2023 Calendar - corrections made to address typographical errors;
- C3 Employee Work Calendar for 2021-2022 - no discussion;
- C4 Salary Schedule - Section IV, Miscellaneous (Substitutes - Minimum Wage Increase) - no discussion;
- C5 Personnel Consent Agenda - includes job description revisions for Operations department; Mrs. Bullock wants to ensure instructional personnel filling supplemental billets will not interfere with employees' contracted hours;
- C6 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;
- C7 Revision to Daily Hours for Teachers and Students for School Year 2020-2021 - no discussion;
- C8 Professional Learning Catalog (master In-Service Plan) - no discussion;
- C9 Approval to Advertise Revision of Inservice Education CCDS Board Policy 4.46C - no discussion;
- C10 Resident Clinical Faculty Memorandum of Understanding between Clay County District Schools and the University of North Florida - no discussion;
- C11 Skillbridge Participation Agreement between Clay County District Schools and Naval Medical Readiness & Training Command - no discussion;
- C12 Proposed Allocation Changes for 2020-2021 - additional changes are projected to accommodate parents' student placement requests for the second semester;
- C13 Monthly Financial Reports for October, 2020 - routine reports;
- C14 Deletion of Certain Items Report - routine surplus of items;
- C15 BID to be Awarded - no discussion;
- C16 RFP to be Awarded - discussion included information that the collective funds expended by individual schools via internal accounts for services by these vendors is approaching the bid limit of \$50,000, necessitating board approval;

- item will be moved to discussion due to a conflict with Mrs. Gilhousen;
- C17 Oakleaf High School Hurricane Retrofit Agreement 2020 - no discussion;
- C18 Substantial Completion of the District Office Building #1 West End Renovations - no discussion;
- C19 Pre-Qualification of Contractors - no discussion;
- C20 Peoples Gas System, a Division of Tampa Electric Company Perpetual Easement at Orange Park High School - no discussion;
- C21 2020/2021 - 2024/2025 Educational Five Year Work Plan - discussion included concerns over projected needs in the Keystone area; Mrs. Ellis, Interim Assistant Superintendent Operations advised that some flexibility is allowed with the listed projects and that the list was compiled prior to the half-cent referendum being approved; next year's plan will include the additional revenue when projects are considered;

Discussion Agenda

- 2021 Legislative Priorities - no discussion;
- Human Resources Special Action - no discussion;
- Public Hearing to Approve as Advertised the 2019-2020 through 2021-2022 Special Policies and Procedures (SP&P) Manual - no discussion;

2. Discuss and Develop a Framework for the Citizen Oversight Committee to Provide Oversight for Expenditures of the Half-Cent Discretionary Sales Surtax

Minutes:

Bruce Bickner, School Board Attorney, shared printed information containing the resolution's language and requested the board provide guidance to enable him to craft the School Board policy that must be put in place in order to proceed with the formation of this committee. The composition of the committee is at the board's discretion, but the policy must incorporate developed guidelines based on the resolution. The policy should delineate the number of individuals serving on this committee, identify who will appoint the committee members, determine the length of their term, and establish the frequency of meetings. The duties of the committee, in accordance with the resolution, are to monitor the expenditure of funds and advise the community, ensuring transparency. The superintendent and operations department will determine what projects are completed, and the committee will oversee that funds are being spent properly and in accordance with the resolution.

Alternate counties' plans were discussed. The consensus of the board was that board members and the superintendent will choose two members plus one alternate, preferably from their districts, to ensure fair county-wide representation. Committee members will serve an initial term of one or two years followed by two-year terms thereafter, will meet quarterly with a quorum required, and must be Clay County citizens. The board may explore an application process for interested parties.

Dr. Legutko, Assistant Superintendent Business Affairs, will establish and follow a reporting format to ensure clear transparency, ensuring projects are identified and aligned with the operations plan.

If necessary, a future workshop may be convened if additional instruction is needed. A goal of approving the new policy for advertisement and holding a public hearing to approve policy as advertised at the February board meeting was discussed.

Questions from the Audience

3. Questions from the Audience

Minutes:

- Smitty Huffman - desires fair representation throughout the county and wants transparency and proper representation to ensure open communication

Superintendent Comments

4. Superintendent Comments

Minutes:

Superintendent Broskie requested the board's permission to add an item under the discussion agenda. As a result of a new executive order, there is a brief revision plan that districts are required to complete prior to December 15th, and this time-sensitive item will be added for the board's consideration.

School Board Comments (None)

Adjournment (10:37 a.m.)

Superintendent of Schools

Board Chair

DRAFT

January 7, 2021- Regular School Board Meeting

Title

C2 - 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, re-appointments, 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 1 7 2021.pdf](#)

**DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA**

January 7, 2021

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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
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I. Administrative Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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DRAFT

I. Administrative Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignments
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I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
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DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
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DRAFT

I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
------------------------	-------------	--

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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, Transportation has carefully reviewed and revised each job description within their department.

O-1.1.24 - Director of Transportation

O-1.1.48 - Coordinator of Shop Operations

O-1.2.40-I - Supervisor of Transportation

O-1.2.44 - Transportation Specialist

O-1.4.06 - Coordinator of Routing

O-1.4.30 - Area Manager

DRAFT

Job Locator: 0-1.1.24

Title: Director of Transportation

Position Grade: Director 1

Evaluated By: Deputy Assistant Superintendent of Operations

Job Description:

The Director of Transportation is responsible for managing a budget that covers equipment, maintenance, vehicle and school bus purchases, and all personnel. Responds to media requests. Communicates to parents and school district staff that the safety of their children is the first priority of the Transportation Department to the Deputy Superintendent and serves in a staff relationship with other Directors.

Responsibilities and duties of this position include:

1. Provide direction and supervision to the Transportation Department employees.
2. Ensure that all laws, regulations, and policies governing the transportation of students are observed.
3. Provide for the training and development of all Transportation Department employees.
4. Provide for the proper maintenance and prompt submission of all required records and reports for Transportation.
5. Provide for the planning and implementation of school bus routes and schedules.
6. Assist in the development of the Annual and Long Range Comprehensive Plan and Budget on all transportation-related needs.
7. Provide leadership in developing and implementing a transportation safety program.
8. Perform other duties as assigned by the Deputy Assistant Superintendent of Operations or designee

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and ten five (10) (5) years management experience in a Transportation-related field.
2. ~~Experienced and training in management and supervision.~~
3. ~~Skill in human relations.~~
4. Skill in oral and written communication.
5. ~~Must maintain a safe driving record.~~
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

8. Must have the ability to work in harmony with other School Board employees and general public
9. ~~Be able to work in harmony with school-based administrators, staff, subordinates and the public.~~

Preferred Qualifications:

1. At least 5 years experience as a Transportation Director at another school district
2. ~~Knowledgeable about school transportation.~~

Revised: 8/13/87

Revised: 5/20/93

Revised: 3/16/06

Revised: 02/10/2014

Revised: 01/07/2021

DRAFT

Job Locator: O-1.1.48

Job Title: Coordinator of Shop Operations

Position Grade: Coordinator II

Evaluated By: Director of Transportation

Job Description:

Supervises the District's Shop facilities to ensure the maintenance of District vehicles. The Coordinator of Shop Operations is responsible to the Director of Transportation.

Responsibilities and duties of this position include:

1. Assume overall supervisor/management responsibilities for the District's vehicle maintenance program.
2. Supervise all personnel involved in vehicle maintenance and assist with employee performance evaluations.
3. Coordinate the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the District's review.
4. Recommend the procurement/replacement of vehicles in use throughout the District.
5. Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.
6. Coordinate vehicle and shop related purchases from Departmental funds and interact as appropriate with District Purchasing.
7. Coordinate the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.
8. Monitor security of the garage shop and District transportation vehicles.
9. Coordinate with the Operations Supervisor in recommending guidelines and policies for transportation services.
10. Assist in the investigation of all school bus accidents.
11. Coordinates after hour breakdowns.
12. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with an Associates degree, or a high school diploma and ten (10) years of management experience in a transportation related field.
2. Must be skilled in all phases of fleet mechanical repair.

3. Must be skilled in written and oral communications.
4. Must have the ability to work in harmony with other School Board employees and the general public.
5. Must have the ability to organize and plan stockroom requirements and workload.
6. Must have the ability to use automotive catalogues and identify parts.
7. Must maintain a safe driving record during employment.
8. Knowledge of computer usage and operating systems, such as DOS.
9. Considerable knowledge of the occupational hazards and safety precautions of the job.
10. Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.
11. Possess outstanding people skills and leadership qualities.
12. Must possess and maintain a valid Commercial Driver's License.

Desired Qualifications:

1. Graduated from an accredited college or university with a Bachelor's Degree.
2. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.
3. Experience in school transportation or credentials in related fields.

Approved: 02/18/2010

Reviewed: 01/07/2021

Job Locator: O 1.2.40-I

Title: Supervisor of Transportation Services

Position Grade: Supervisor III

Evaluated By: Director of Transportation

Job Description:

The Supervisor of Transportation Services is responsible to the Director of Transportation for supervising the daily operations of the transportation department. To assure safe and efficient pupil transportation and route scheduling. Follow up on daily department and parent concerns.

Responsibilities and duties of this position include:

1. Provide daily supervision of all bus transportation operations, including home-to-school and school-to-home transportation of all students, extracurricular bus trips, and bus driver assignments.
2. Supervise and evaluate Operation employees. (Routing, Dispatching, Area Manager, Technology, Training)
3. ~~Supervise all personnel involved in vehicle maintenance and assist with employee performance evaluations.~~
4. ~~Supervise the collection and input of vehicle maintenance data through automated programs, and prepare routine reports for the Director's review.~~
5. ~~Schedule personnel/equipment within the realm of fleet maintenance to assure vehicle inspections in accordance with statutory requirements and Board Policy.~~
6. Supervise Routing, Dispatching, Area Manager Personnel and monitor the utilization of the computerized Bus Routing Program to assure safe, efficient and effective use of personnel and equipment.
7. Coordinate training for bus drivers and bus monitors.
8. Assist the Director in investigating and responding to requests from parents, school-based personnel and others as appropriate regarding bus routing, bus drivers, bus monitors and District transportation needs.
9. Assist in completion of required District, State and Federal reports.
10. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
11. Assist in the investigation of school bus accidents.
12. Supervise the assignment of buses to drivers and the rotation of buses as appropriate to maximize longevity and efficiency of bus fleet.
13. Assist Director in employee performance evaluations for bus drivers and bus monitors. Assist with bus stop and bus loading zone observations and safety checks.
14. Perform other duties as assigned by the Director.

Required Qualifications:

1. Graduate from an accredited college or university with a Bachelor's degree or an Associate's Degree and ~~ten~~ five (5) years administrative experience in a Transportation-related field.
- ~~2. Ability to follow DER and EPA guidelines as to handling, storing and disposing of waste materials.~~
- ~~3. Considerable knowledge of school bus mechanical operations and pupil transportation rules as defined by School Board Policy and Chapter 6A-3 of Florida State Board Rules.~~
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record during employment.
6. Must have the ability to work in harmony with other School Board employees and general public.
7. Must be skilled in written and oral communication.

Desired Preferred Qualifications:

1. At least 5 years experience as an Operations Supervisor at another school district.
- ~~2. Graduate from an accredited college or university with a Master's Degree.~~
- ~~3. Experience in teaching, instruction of others.~~
- ~~4. Considerable knowledge of school bus operation and training program.~~
- ~~5. Experience in school transportation or credentials in related field.~~

Effective: 4/10/86

Revised: 8/13/87, 1/19/89, 4/23/92

4/21/94, 6/22/95, 6/30/99, 8/19/99, 8/16/07, 10/18/07

9/16/10, 2/21/13

Reviewed: 2/10/2014

Revised: 01/07/2021

Job Locator: O-1.2.44

Title: Transportation Specialist

Position Grade: Coordinator III

Evaluated By: ~~Transportation Services Supervisor~~ of Transportation

Job Description:

The Transportation Specialist is responsible for the classroom training for new and existing bus drivers and bus monitors. Provides ESE training as needed. Address parent complaints with follow up. ~~to the Transportation Services Supervisor.~~

Responsibilities and duties of this position include:

1. Develop and conduct pre-service and in-service training programs for bus drivers, bus monitors, and substitute drivers, including State of Florida required training.
2. Conduct an investigation and submit written analysis on all school bus accidents for management review and further appropriate action.
3. Maintain individual bus driver files which indicate dates of training and dates of accident involvement when applicable.
4. Perform "behind-the-wheel" observation of bus drivers to ensure drivers are following the methods taught in training, and are adhering to State and local guidelines.
5. Provide state of Florida required training for transportation staff.
6. Responsible for conducting Department safety meetings, maintaining safety records, assisting schools with their State mandated student safety programs, and overseeing the Driver Safety Committee.
7. Perform safety checks of school loading zones and bus stops.
8. Maintain the District's Safe Driver Program and all documentation required for this program.
9. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to traffic and pupil transportation.
10. Perform other duties that may be assigned by the Transportation ~~Services~~ Supervisor or his/her designee.

Required Qualifications:

1. Graduate from an accredited college or university with an Associate degree and five (5) years-experience in a Transportation related field.
2. Must ~~possess~~ have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned, and any other Florida License as required.~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven

(7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

4. Must maintain a safe driving record during employment.
5. Must have the ability to work in harmony with other School Board employees and the general public.
6. Possess previous supervisory or administrative experience.
7. Must be skilled in written and oral communications.

Desired Preferred Qualifications:

1. Graduate from an accredited college or university with a Bachelor's Degree.
2. ~~Experience in teaching, instruction of others.~~
3. ~~Considerable knowledge of school bus operation and training programs.~~
4. Experience in school transportation or credentials in related field.

Board Approved: 06/30/1999

Revised: 08/19/99

Revised: 01/20/05

Reviewed: 02/10/2014

Revised: 01/07/2021

DRAFT

Job Locator: O-1.4.06
Title: Coordinator of Routing
Position Grade: Coordinator IV
Evaluated by: Director of Transportation

Job Description:

Coordinates the routing and scheduling of bus transportation and ensures compliance of rules, regulations and District policies. He/she is responsible to the Director of Transportation and serves in a staff relationship with other Transportation Coordinators.

Responsibilities and duties of this position include:

1. Supervises and evaluates drivers assigned to their geographic area.
2. Supervises and evaluates Routing Specialist
3. Works directly with assigned schools to coordinate bus services.
4. Establishes bus routes and schedules for the transportation of District students, evaluates distances, stop and start times in accordance with State and District policies/rules. Develops the construction of routes/stops through the MapNet Computer System for drivers, parents and schools.
5. Investigates the overall feasibility, associated costs or liabilities and governing rules or regulations to requested route or time changes; authors written decision to requesting party.
6. Supervises driver performance and compliance of District policies, communication between dispatcher and drivers; supervises dispatch during their response to unique or unusual situations (i.e. breakdowns or accidents); conducts behind-the-wheel evaluations and reviews vehicle inspection reports.
7. Coordinates and attends driver/parent conferences at school level regarding student behavioral problems, parent complaints, or special needs, etc.
8. Responsible for the preparation and final submission of the State FEFP report, which determines the state funding received by the District.
9. Reviews and maintains departmental records pertaining to driver/monitor absenteeism, discipline problems, late buses, etc.
10. Performs other duties of a similar nature or level.

Required Qualifications:

1. Graduate from an accredited college or university with an associate degree or have five (5) years experience in the transportation field.
2. Possess ~~a valid Florida Driver's License appropriate to operate the assigned vehicle/equipment and~~ comprehensive knowledge of transportation rules and/or regulations, and maintain the same during employment.
3. Demonstrated abilities in written and oral communication skills.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month

period within the three (3) years immediately preceding the record search, and no conviction for DUI within seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

5. Must maintain a safe driving record during employment.

6. Work in harmony with other School Board employees and the general public.

Desired Preferred Qualifications:

1. Bachelor's degree from accredited college or university.
2. Possess previous supervisory experience in school administration or transportation.

Board Approved: 5/15/2003

Board Reviewed: 02/10/2014

Revised: 01/07/2021

DRAFT

Job Locator: O-1.4.30
Title: Area Manager
Position Grade: Coordinator IV
Evaluated By: Supervisor of Transportation Services

Job Description:

The Area Manager is responsible for conducting various technical and administrative duties in supporting daily transportation activities. Responding to complaints and inquiries from the public, tracking and monitoring route efficiency. Manages transportation employees in the assigned area of responsibility.
~~to the Coordinator of Transportation Services.~~

Responsibilities and duties of this position include:

1. Supervise school bus drivers and monitors within the assigned area.
2. Attend parent conferences at schools, addressing students, drivers, and monitors issues.
3. Responsible for receiving and taking appropriate action on complaints, issues or concerns from drivers and monitors.
4. Perform driver and monitor yearly observations.
5. Assist with driver and monitor yearly evaluations.
6. ~~Investigate and react to driver and monitor concerns.~~
7. Work in conjunction with the Transportation Team on accurately updating the Florida Department of Education required documentation. (DMV, DOT physical, etc)
8. ~~Work in conjunction with the Transportation Specialist for the recruitment of new drivers and monitors.~~
9. Be knowledgeable of County, State and/or Federal laws and Department of Education rules and regulations pertaining to pupil transportation.
10. Assist in the investigation of school bus accidents.
11. Perform all other duties that may be assigned by the Operations Supervisor of Transportation Services or the Director of Transportation.
12. Drives bus when needed to ensure transportation coverage of students

Required Qualifications:

1. Graduate from an accredited college or university with an Associates Degree or eight (8) (5) years experience in Transportation Management related field;
2. ~~Must possess a valid Commercial Driver's License.~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record during employment.
5. Must have the ability to work in harmony with other School Board employees and the general public.
6. Must be skilled in written and oral communications.
7. Must possess outstanding people skills.
8. Must have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements appropriate for the vehicle/equipment assigned, and any other Florida License as required.
9. Possess previous supervisory or leadership experience

Desired Preferred Qualifications:

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1. Graduate from an accredited college or university with a Bachelor's Degree.
2. ~~Possess considerable knowledge of school transportation operations.~~
3. ~~Experience in school transportation or credentials in related field.~~
4. ~~Possess previous supervisory or leadership experience.~~

Board Approved: 2/19/04

Revised: 01/20/05

Revised: 11/16/10

Revised: 02/10/14

Revised: 01/07/2021

DRAFT

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, Transportation has carefully reviewed and revised each job description within their department.

- C-3.4.02 - Assistant Parts Manager**
- C-3.4.04 - Bus Driver**
- C-3.4.15 - Fuel Attendant**
- C-3.4.29 - Lead Mechanic**
- C-3.4.36 - Mechanic**
- C-3.4.39 - Parts Manager**
- C-3.4.40 - Payroll Support Assistant**
- C-3.4.45 - Routing Dispatcher**
- C-3.4.46 - Routing Specialist**
- C-3.4.48 - Shop Manager**
- C-3.4.54 - ESE Aide - Bus Monitor**
- C-3.4.56 - Mechanic Assistant**
- C-3.4.59 - Bus Driver/Driver Trainer**
- C-3.8.35 - Transportation Technology 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-3.4.02

Title: Assistant Parts Manager

Position Grade: Support Salary Schedule

Evaluated By: ~~Fleet Maintenance Supervisor~~ Parts Manager

Job Description:

Works under the ~~general supervision of the Fleet Maintenance Supervisor~~ and direct supervision of the Parts Manager. Performs such duties, as assigned, to include but not limited to the coordination, overseeing and prioritizing of all work as it relates to parts and inventory management in accordance with school district parts and inventory procedures.

Responsibilities and duties of this position include:

1. Responsible for the daily issuing of repair parts and supplies to mechanics and other school district personnel, as authorized. Maintains the daily reorder log and parts section of the work orders in accordance with established parts department procedures and guidelines.
2. Maintains required database entries regarding parts, materials, supplies, purchase orders, warranties, etc.
3. Verifies that all parts, materials and supplies that are received are checked against the purchase order for those items. Notifies the Parts Manager of any irregularities of items received, to include damage, shortages, substitutions or deviations from the purchase order issued.
4. Coordinates the implementation of a warranty tracking program, including the tracking of component cores and assuring that the proper documentation and credits are issued in accordance with school board procedures.
5. Assists the Parts Manager in monitoring and maintaining the parts, materials, and supply levels.
6. Coordinates, sorts, and distributes daily correspondence, including all invoices, copies, purchase order numbers, etc.
7. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires a minimum of one year parts, inventory or parts purchasing experience; or, a combination of education/training/experience that provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI

within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

4. Maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993

Revised: 07/01/1996

Revised: 01/07/2021

Job Locator: C-3.4.04

Title: Bus Driver

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Transports students to and from school following predetermined routes, stops and schedules, in accordance with traffic laws and safety regulations. Supervises students who ride the bus in order to maintain order, discipline and ensure the safety of all occupants. Inspects bus prior to driving routes to identify any operational problems. Maintains information concerning all bus riders to determine their eligibility for service.

Responsibilities and duties of this position include:

1. Operate School buses following all state and local traffic regulations and School District policies and procedures as they relate to safe school bus operation
2. Transports students to and from school following predetermined routes and schedules established by the routing specialist. ~~Follows all traffic laws and safety regulations to ensure the safety of student passengers.~~
3. Collaborates with Routing Specialists to improve school bus routes, bus stop locations or loading/unloading zones at schools.
4. Interacts with students, parents, employees of the Clay County District Schools and other members of the community in a polite, professional manner using good judgment at all times.
5. Instructs students on safe school bus riding practices and emergency evacuation procedures.
6. Supervises students to maintain order within the bus in accordance with school policies and rules. Reports disciplinary problems to school principals written on a conduct referral form.
7. Performs a pre- and post-trip inspection of assigned ~~Inspects bus prior to driving morning routes, and afternoon routes or and field trips to ensure proper vehicle operation. Reports any vehicle problems to mechanic to ensure the proper and safe operation of the vehicle.~~
8. Maintains roster and information sheets of all students who ride the bus including name, address, phone number, age and grade to determine the eligibility of students to ride the bus.
9. Cleans the interior and exterior of the bus at the conclusion of routes by picking up trash, sweeping and/or mopping the floor, washing windows and body of the vehicle.
10. Organizes students into seating arrangements according to bus stops, age and student behavioral patterns.
11. ~~Completes required forms concerning students currently riding the bus in order to qualify for state funding.~~ Complete bi-annual Full-Time Equivalent student survey forms per Florida Education Finance Program guidelines per designated timelines and instructions provided.

12. Performs other duties of similar nature or level.

Required Qualifications:

1. Must have a valid driver's license for at least five years.
2. Must have possess a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements appropriate for the vehicle/equipment assigned, and any other Florida License as required.
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed.
5. Must meet all requirements of ~~State Board Rule~~ Florida Administrative Code, Chapter 6A-3 Transportation.
6. Must have a satisfactory check for drug and alcohol violations within the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse and/or any Department of Transportation (DOT) sanctioned drug and/ or alcohol tests from previous DOT-regulated employers within the past two years.
7. Must pass the annual physical examination as set by the Clay County School Board or the State of Florida. ~~Must be physically capable of operating the vehicle as determined by physical examination.~~
8. Must demonstrate understanding of operational responsibilities as prescribed in Florida Administrative Code, the Florida Commercial Driver Handbook, local laws and Clay County District Schools Policy and Procedures
9. Must complete training in cardiopulmonary resuscitation (CPR) and first aid prior to transporting students, and complete CPR and first aid refresher in-service training every other year.
10. ~~Must be able to follow verbal and written instructions without supervision.~~ Must be able to understand and follow written and oral communications.

Preferred Qualifications:

1. High School Diploma or General Equivalency Diploma (GED)

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Lifting/carrying objects under 20 pounds</u>	X			

<u>Lifting/carrying object between 21-50 pounds</u>			<u>X</u>	
<u>Standing for sustained period of time</u>			<u>X</u>	
<u>Stooping/bending</u>		<u>X</u>		
<u>Walking for sustained periods of time</u>		<u>X</u>		
<u>Climb steps, stools or ladders</u>		<u>X</u>		
<u>Kneeling/crouching</u>		<u>X</u>		
<u>Twisting</u>		<u>X</u>		
<u>Pushing/pulling carts or other such objects</u>		<u>X</u>		
<u>Reach above shoulders</u>		<u>X</u>		
<u>Repetitive motions of the wrists, hands and fingers</u>		<u>X</u>		
<u>Operation of power tools, mechanical equipment</u>				<u>X</u>

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

Board Approved: 05/20/1993
 Revised: 09/21/1995
Revised: 01/07/2021

Job Locator: C-3.4.15

Title: Fuel Attendant

Position Grade: Support Salary Schedule

Evaluated by: Director of Transportation or Assigned Administrator

Job Description:

Pumps gas, checks oil and fluid levels of school vehicles and records according to District procedures; cleans office and shop area; picks up and delivers parts.

Responsibilities and duties of this position include:

1. Pumps fuel and checks oil and water levels for school vehicles.
2. Cleans transportation office shop and portable employee break areas ~~maintains grounds area~~ (i.e. sweeps/vacuums floors, picks up tools, ~~mows grass~~, and delivers parts).
3. Records data on fuel and oil consumption, well check and fire extinguisher use and/or supply. Notifies appropriate individuals of issues and concerns.
4. Assists mechanic managers on monthly state required storage tank checks at all three bus compounds. Record document status results in the assigned district database.
5. ~~Picks up and delivers transportation parts.~~
6. Performs other duties of a similar level or nature.

Required Qualifications:

1. ~~Must have completed the 8Th grade.~~
2. ~~Must be able to read, interpret and understand written instructions.~~ Must be able to understand and follow written and oral communications.
3. Must be able to perform minor vehicle repairs.
4. Have a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements
5. Drive spare buses in assigned areas for emergency bus breakdowns or accidents.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993

Revised: 01/07/2021

Job Locator: C-3.4.29

Title: Lead Mechanic

Position Grade: Support Salary Schedule

Evaluated By: ~~Fleet Maintenance Supervisor~~ Assigned Administrator

Job Description:

Coordinates, assigns, and prioritizes the work of mechanics involved in automotive and vehicle repairs and service. Trains and instructs mechanics in the repair and servicing of vehicles. Participates in the repair of District vehicles and coordinates vehicle scheduled maintenance and inspections.

Responsibilities and duties of this position include:

1. Responds to special issues or concerns pertaining to bus or vehicle repair. Assigns a mechanic to a particular situation.
2. Coordinate, with the shop ~~manager~~ foreman, on the daily planning of activities. Writes and issues work orders. Follows up to ensure work is completed as required.
3. Performs major and minor repair on District vehicles; determines the nature and extent of the problem and troubleshoots repair needs.
4. Ensures bus safety inspections are carried out in compliance with pre-established safety standards. Completes required forms.
5. Records all work activities; logs time and materials used as required.
6. Assists with the maintenance and cleaning of tools and equipment. Informs the shop foreman ~~manager~~ of the condition and the need for replacement or repair of such tools and equipment.
7. Conducts, at the direction of the shop ~~manager~~ foreman, quality control inspections of District buses, vehicles, equipment at specified mile markers or hours of use. Checks brakes, tunes engines, changes oil, etc.
8. As assigned, will ensure the opening/closing of the ~~Mechanic Shop~~ garage and vehicle compound.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires five years comprehensive automotive and vehicle repair and servicing experience; or vocational/technical certification in automotive repair or related areas and two years experience; or a combination of previous education/training/experience that provides for an equivalent background necessary to perform the work.
2. Must ~~have~~ possess a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned and any other~~

3. ~~License required by the State of Florida to operate school buses and maintain same during employment.~~
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
 Revised: 09/21/1995
 Revised: 02/15/1996
Revised: 01/07/2021

Job Locator C-3.4.36

Title: Mechanic

Position Grade: Support Salary Schedule

Evaluated By: ~~Director of Transportation or Assigned Administrator~~

Job Description:

Diagnoses, troubleshoots and conducts both minor and major repairs to District vehicles and buses. Conducts preventive maintenance and scheduled service of District vehicles. Inspects vehicles to ensure conformance to safety regulations and requirements. May provide training and instruction to less experienced personnel, as required.

Responsibilities and duties of this position include:

1. Performs major and minor repair on district vehicles; troubleshoots repair needs.
2. Performs bus safety inspections to determine compliance or noncompliance within pre-established safety standards. Completes required forms.
3. Responds to "emergency" road breakdowns; visits breakdown site and determines immediate repair needs and carries out accordingly.
4. Records all work activities; logs time and materials used.
5. Maintains and cleans tools and equipment. Recommends replacement or repair.
6. Inspects District vehicles (other than buses) at specified miles markers or hours of use. Checks brakes, tunes engines, changes oil, etc.
7. Locks garage doors and secures the facility.
8. Assists in annual parts and tools inventory by counting items.
9. Performs other duties of a similar nature.

Required Qualifications:

1. Requires three years of comprehensive automotive and vehicle repair/service experience; or vocational/technical certification in automotive repair or related area and one years previous experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must ~~have~~ possess a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned and maintain same during employment~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven

(7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.

4. Must maintain a safe driving record during employment.

5. ~~Must be able to follow written instructions without supervision.~~ Must be able to understand and follow written and oral communications.

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

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

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 01/07/2021

Job Locator: C-3.4.39

Title: Parts Manager

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Maintains ~~Responsible for School bus~~, automotive and service truck parts required ~~parts inventory in for~~ the ~~Clay County School District~~ operation of school vehicles, predominantly buses. Determines ~~Follows~~ ~~Transportation~~ operating procedures; ~~Leads Parts Department~~ staff ~~on department goals and initiatives~~. ~~Supervises the Parts Department~~ staff, takes inventory and prepares various efficiency reports.

Responsibilities and duties of this position include:

1. Operates parts department. Maintains parts inventory for buses, ~~cars~~ ~~automotive~~ and service trucks. Establishes and monitors issuance, charging, stocking, ordering, and record-keeping procedures. Completes requisitions and necessary paperwork to ensure ample stock.
2. Supervises parts staff; assigns work responsibilities; monitors, and evaluates work performances.
3. Supervises and/or enters and updates equipment and property information including fuel consumption, work orders, and inspection schedules; calculate costs, and prepares and runs various reports.
4. ~~Answers questions and pages various individuals as part of the communication system.~~
5. Conducts tool and part inventories; determines ordering needs; author's bid specifications or requisitions; and forwards for supervisory approval.
6. Performs other duties of a similar level or nature.

Required Qualifications:

1. ~~Two to Four~~ ~~Three to five~~ years previous automotive and truck parts experience; mechanical experience ~~preferred~~, or a combination of education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
3. Maintain a safe driving record while employed.
4. Possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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

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

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 01/07/2021

Job Locator: C-3.4.40
Title: Payroll Support Assistant
Position Grade: Support Salary Schedule
Evaluated By: Director of Transportation

Job Description:

Performs general payroll assistant and secretarial duties for the transportation department, and maintains transportation department's accounts and records.

Responsibilities and duties of this position include:

1. Prepares payroll information, including preparing and processing payroll and field trip work sheets and time cards and calculating overtime, hours, monies, etc; transfers payroll information to master payroll; files copies and remits originals to designated department; maintains records for audit purposes; posts leave information.
2. Processes field trip requisitions including recording information, filing, binding and distributing copies to requesting schools; posts field trip surcharges to ledger; and computes and distributes to County office. Assists requesting departments with scheduling of trips and calculation of costs.
3. Assists in receiving telephone messages, transferring calls and answering questions and complaints from parents and schools regarding late service, trip changes, requisitions and other issues.
4. Performs general clerical and secretarial duties including typing, filing, greeting person coming into office, sorting, delivering and collecting mail, ordering/receiving supplies, and storage preparation.
5. Maintains and updates related records and files, and enters changes into the computer as appropriate.
6. May calculate driver hours, maintain record of personal leave, sick leave, short term and long-term leave, and maintain all leave papers for audit purposes; may distribute copies of leave forms to personnel and District payroll office.
7. Assists in radio coverage as needed.
8. Performs other duties of a similar nature or level.

Required Qualifications:

1. Possess a high school diploma or G.E.D. equivalency.
2. Pass the secretarial/clerical skills test.
3. Have a background in preparing payroll and/or time sheets.
4. Possess a basic math background.
5. Pass the 10-key calculator test.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
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Personnel Consent Agenda - Job Description Actions II, B, p. 15 – 01/07/2021

<u>Lifting/carrying objects under 20 pounds</u>			<u>X</u>	
<u>Lifting/carrying object between 21-50 pounds</u>			<u>X</u>	
<u>Standing for sustained period of time</u>			<u>X</u>	
<u>Stooping/bending</u>			<u>X</u>	
<u>Walking for sustained periods of time</u>			<u>X</u>	
<u>Climb steps, stools or ladders</u>			<u>X</u>	
<u>Kneeling/crouching</u>			<u>X</u>	
<u>Twisting</u>			<u>X</u>	
<u>Pushing/pulling carts or other such objects</u>			<u>X</u>	
<u>Reach above shoulders</u>			<u>X</u>	
<u>Repetitive motions of the wrists, hands and fingers</u>	<u>X</u>			
<u>Operation of power tools, mechanical equipment</u>			<u>X</u>	

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

Board Approved: 05/20/1993

Revised: 03/21/1996

Revised: 01/19/2006

Revised: 01/07/2021

Job Locator: C-3.4.45

Title: Routing Dispatcher

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Receives and dispatches information regarding student transportation needs; assigns substitute bus driver to routes on an as needed basis; and maintains departmental logs.

Responsibilities and duties of this position include:

1. Assigns substitute drivers to cover regular bus routes in the event of an emergency, regular driver absence, or field trips; receives information and determines driver route coverage.
2. Answers questions, receives complaints and provides information to students, staff and parents. Determines priority of calls and responds accordingly (i.e. accident, reports, angry parents, etc.)
3. Maintains departmental records pertaining to transportation activities (i.e. log of breakdowns, time sheets or records, special transportation arrangements, etc.)
4. Types memos, correspondence, schedules, route information etc.; makes copies and maintains files.
5. Drives bus when needed to ensure transportation coverage of students.

Required Qualifications:

1. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
2. Must ~~have~~ possess a valid Florida **Class B Commercial** Driver's License **with Air Brakes, Passenger (P) and School Bus (S) Endorsements** ~~appropriate for the vehicle/equipment assigned and maintain same during employment~~
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. ~~Must possess a valid Florida School Bus Driver's License.~~
5. Maintain a safe driving record while employed.
6. **One Year successful experience as a school bus driver**

Desired Qualifications:

- ~~1. One year's successful experience as a school bus driver.~~

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

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

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 01/07/2021

Job Locator: C-3.4.46

Title: Routing Specialist

Position Grade: Support Salary Schedule

Evaluated By: ~~Director of Transportation~~ or Assigned Administrator

Job Description:

Coordinates the routing and scheduling of ~~School~~ conventional bus transportation following District policies and ensuring compliance with the Florida Department of Transportation and ensures compliance of rules, regulations, and guidelines ~~or District policies.~~

Responsibilities and duties of this position include:

1. Determines bus routes and schedules the transportation of District students; evaluates distances, stop and start times in accordance with State and District policies/rules. Enters information into the computer and issues routes copies to the driver.
2. Responds to route or time change requests by investigating overall feasibility, the rationale of request, associated costs or liabilities and governing rules or regulations. Communicate change request decisions to all parties affected by authors written decision to requesting party.
3. ~~Monitors driver performance and compliance of District policies; monitors communication between dispatcher and drivers; responds to unique or unusual situations (i.e. breakdowns or accidents); conducts on-site evaluation and reviews vehicle inspection reports~~
4. ~~Determines applicable state rules/regulations and schedules bus inspections accordingly.~~
5. Drives bus when needed to ensure transportation coverage of students
6. Verification that route is driven in the most efficient manner. Make needed route adjustments in a timely manner
7. Coordinates the gathering of data, compiles and prepares required state/federal or District reports (i.e. number of students transported, etc.)
8. Maintains departmental records pertaining to bus breakdown, discipline problems, late buses, etc.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must have possess a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned and maintain same during employment~~
2. ~~Possess good written and oral communication skills.~~ Must be able to understand and follow written and oral communications.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993

Revised: 09/21/1995

Revised: 03/19/1998

Revised: 01/07/2021

Job Locator: C-3.4.48

Title: Shop Manager

Position Grade: Support Salary Schedule

Evaluated By: Director of Transportation or Assigned Administrator

Job Description:

Supervises the maintenance and repair of the District's fleet transportation facilities fleet and related shop personnel, to ensure the maintenance of District transportation vehicles.

Responsibilities and duties of this position include:

1. ~~Supervises the maintenance of school buses and other District vehicles; coordinates repair needs and ensures an adequate supply of gasoline and oil; inspects vehicles to ensure compliance with established safety standards.~~
2. Supervises all mechanics and other support staff assigned to the District's shop operations area, including parts, fueling and custodial personnel.
3. Assists Department Administrators with the scheduling of shop operation personnel to ensure adequate coverage of fleet maintenance needs during normal District operating hours and for after hours emergencies as needed.
4. Assists Department Administrators in the assignment of District vehicles to bus drivers, transportation department staff and other District departments and schools.
5. Assists Department Administrators in assigning parking spaces for school buses and other District-owned vehicles in the department's compounds, and ensuring adequate parking space is available and utilized optimally.
6. ~~Confers with District dispatcher regarding~~ Coordinates with other District staff regarding any on-site or off-site vehicle maintenance problems, assesses assessment of potential repair needs and ~~determines determination of~~ whether a vehicle should remain in operation.
7. ~~Reviews work orders, determines job priority, schedules mechanics and determines daily job assignments.~~
8. Determines job priorities and assigns work tasks to mechanics, fueling staff and custodial staff to ensure adequate and efficient daily shop operations.
9. Reviews daily work orders and time forms prior to and upon completion of work for quality control purposes, such as ensuring equipment used, labor, material, and that finished work meets quality standards.
10. Ensures that the maintenance and repair of District vehicles is consistent with State maintenance requirements; ~~sets up~~ including but not limited to establishing schedules for routine bus inspections.

11. Assists Department Administrators in the procurement of school buses and all other vehicles for the non-student ("white") fleet and makes recommendations as to the repair and/or replacement of vehicles and related equipment.
12. Supervises and coordinates the intake and inspection process for all new District vehicles as they are received.
13. Supervises the installation and maintenance of additional equipment for vehicles such as GPS units, camera systems, and two-way radios.
14. Monitors ~~transportation~~ vehicle recalls and warranty information and contacts local dealerships and/or representative companies manufacturer and/or distributor representatives as required: necessary.
15. Ensures an adequate supply and storage of fuel, oil and other hazardous materials and assists the Director with ensuring that monthly inspections of fuel storage tanks are completed and documented according to (USTs) or 62.762.711 (for ASTs), Florida Administrative Code.
16. Supervises and assigns staff to coordinate the ordering, Orders, pick up and delivery of parts and and delivers supplies and parts to mechanics for shop related duties. Makes recommendations to supervisor as to repair and/or replacement of equipment. supplies necessary for shop operations.
17. ~~Monitor security of the garage shop and District transportation vehicles to ensure the security of District transportation vehicles.~~ In conjunction with District administration and safety personnel, monitors and implements the security of transportation facilities and any District vehicles that are located on transportation department grounds.
18. In coordination with department administration, assists in the response, documentation and/or processing of accidents involving District vehicles, related equipment and property as needed.
19. Performs other tasks of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must ~~possess~~ have a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned and must maintain same during employment.~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed.
5. Minimum of five (5) years comprehensive mechanical experience which includes at least two (2) years lead ~~or~~ of supervisory experience over mechanical operations; or a combination of

education/training/experience which provides for an equivalent background necessary to perform the work.

Preferred Qualifications:

1. Prior experience in the school transportation industry, preferably in the State of Florida.

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

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

Board Approved: 5/20/93

Revised: 9/21/95

Revised: 2/16/96

Revised: 01/07/2021

Job Locator: C3.4.54
Title: ESE Aide - Bus Monitor
Position Grade: Support Salary Schedule
Evaluated By: Assigned Supervisor

Job Description:

Assists the bus driver regarding emergency operations, child care, first aid, and evacuation procedures. Provides assistance where necessary in completing required reports.

Responsibilities and duties of this position include:

1. Follows the instructions of the bus driver regarding emergency operations, child care, first aid, and evacuation procedures.
2. Displays knowledge on how to assist the special needs of each student transported on Clay County School Buses monitor's bus.
3. Monitors students and their needs during the transportation process.
4. Displays a positive attitude and promotes a safe, calm environment.
5. Develops a positive working relationship with parents. Complies with requirements regarding confidentiality.
6. Assists in loading and unloading students in accordance with established procedures.
7. Secures students and equipment in keeping with safety requirements.
8. Supervises students if the driver must leave the bus.
9. Complies with all reporting requirements including accident/incident reports involving students and/or self.
10. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be able to understand and follow written and oral communications.
2. Capable of loading and unloading students on and off the bus securing wheelchairs and other similar devices.
3. Must pass the agility test during pre-employment and thereafter annually.

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

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

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

Board Approved: 11/13/1993

Revised: 05/20/2004

Revised: 01/07/2021

Job Locator: C-3.4.56

Title: Mechanic Assistant - Transportation

Position Grade: Classified Salary Schedule

Evaluated By: ~~Fleet Maintenance Supervisor~~ Assigned Administrator

Job Description:

Performs repairs and maintenance work on District vehicle fleet in support of Mechanics. Acts as assistant to Mechanics in all areas of fleet maintenance.

Responsibilities and duties of this position include:

1. Responds to service/repair needs within the District's vehicle fleet as assigned.
2. Performs preventative maintenance inspections and related service/repairs, to include monitoring fuel oil, coolant levels, etc.
3. Dispenses fuel and maintains fueling records as needed.
4. Performs all levels of tire repairs and servicing, including use of tire mounting/dismounting machinery, tire balancer and safety inflating chamber.
5. Parks/moves vehicles, cleans vehicles and maintenance facilities or other areas as directed.
6. Cleans employee portable break rooms as needed
7. Performs other duties of a similar nature or level.

Required Qualifications:

1. Requires a minimum of two-years' experience in automotive/vehicle repair; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must possess ~~have~~ a valid Florida Class B Commercial Driver's License with Air Brakes, and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned, and any other Florida License as required.~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record during employment.
5. ~~Must be able to read, interpret and understand written instructions.~~ Must be able to understand and follow written and oral communications.

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

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

Board Approved: 03/21/1996

Revised: 10/17/1996

Revised: 01/07/2021

Job Locator: C-3.4.59

Bus Driver/Driver Trainer

Position Grade: Support Salary Schedule B-22/12-months

Evaluated By: ~~Director of Transportation~~ Assigned Administrator

Job Description:

Train new applicant school bus drivers for the Clay County Schools Transportation Department and conduct behind the wheel and in-service training for currently employed school bus drivers. Administer on-the-road driving examinations required by the Florida Department of Motor Vehicles & Highway Safety for new school bus drivers to obtain a commercial driver's license. Incumbents will also meet all requirements and perform duties of school bus drivers.

Transports students to and from school following predetermined bus routes, stops, and schedules, in accordance with traffic laws and safety regulations. Supervises students who ride the bus in order to maintain order, discipline and ensure the safety of all occupants. Inspects buses prior to driving routes to identify any operational problems. Maintains information concerning all bus riders to determine their eligibility for service.

Responsibilities and duties of this position include:

1. Trains new school bus drivers for the Clay County Schools Transportation Department in accordance with the requirements of the Florida Department of Education Basic School Bus Driver Training Curriculum.
2. Administers dexterity tests to applicants for school bus driver positions in accordance with the requirements of the Florida Department of Education.
3. Prepares school bus driver trainees to take the on-the-road driving examinations required in order to obtain a commercial driver's license (CDL) and administers the CDL Skill Tests to trainees in accordance with procedures and requirements of the Florida Department of Highway Safety & Motor Vehicles.
4. Conducts in-service training of current school bus drivers for annual re-certification to transport students as required by the Florida Department of Education.
5. Conducts in-service training for current school bus drivers when it has been determined they have been involved in an at-fault/preventable vehicle accident/crash, in accordance with the requirements of the Clay County School Board's Safe Driver Plan.
6. Performs "check rides" with all current school bus drivers to monitor driving skills and proficiency. Conducts follow-up in-service training to correct deficiencies noted through the "check ride" process.
7. Works closely with designated school bus drivers at the bus compounds who are assigned as trainers and monitors their work to ensure all standards and requirements are in compliance.
8. Transports students to and from school following predetermined routes and schedules established by the routing specialist.

9. Follows all traffic laws and safety regulations to ensure the safety of student passengers.
10. Supervises students to maintain order within the bus in accordance with school policies and rules.
11. Reports disciplinary problems to the school principal.
12. Inspects bus prior to morning and afternoon routes and field trips to ensure proper operation.
13. Reports any vehicle problems to the mechanic to ensure the proper and safe operation of the vehicle.
14. Maintains roster and information sheets of all students who ride the bus including name, address, phone number, age, and grade to determine the eligibility of students to ride the bus.
15. Cleans the interior and exterior of the bus at the conclusion of routes by picking up trash, sweeping and/or mopping the floor, washing windows and body of the vehicle.
16. Organizes students into seating arrangements according to bus stops age and student behavioral patterns.
17. Completes required forms concerning students currently riding the bus in order to qualify for state funding.
18. Performs other duties of similar nature or level.

Required Qualifications:

1. ~~Must have~~ possess a valid driver's license for at least five years of licensed driving experience.
2. Must ~~possess~~ have a valid Florida Class B Commercial Driver's License with Air Brakes, Passenger (P) and School Bus (S) Endorsements ~~appropriate for the vehicle/equipment assigned, and any other Florida License as required.~~
3. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
4. Must maintain a safe driving record while employed.
5. Must pass the annual physical examination as set by the Clay County School Board or the State of Florida.
6. Must meet all requirements of State Board Rule 6A-3.
7. ~~Must be able to follow verbal and written instructions without supervision.~~ Must be able to understand and follow written and oral communications.
8. Prior to appointment into this position the incumbent must have satisfactorily completed the School Bus Driver Trainer Certification Course conducted by the State Department of Education and must

satisfactorily complete the CDL Third Party Examiner Certification Course administered by the Florida Department of Highway Safety & Motor Vehicles and maintain while assigned to this position.

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

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

Board Approved: 11/2/2017

Revised: 01/07/2021

Job Locator: C-3.8.35

Title: Transportation Technology Specialist

Position Grade: Classified Salary Schedule

Evaluated By: Director of Transportation Assigned Administrator

Job Description:

Responsible for the daily use, coordination, maintenance and monitoring of all computer software used within the Transportation Department. These programs include, but are not limited to Bus routing software, FTE survey calculation, Video Camera hardware, Back office GPS support and keeping the Transportation District website up to date. Process new employees with access to Software and Hardware required to perform their job duties. ~~Trapeze AMapNet@ route maintenance and route coordination, AMapNet Web@, TERMS as it relates to FTE and other Transportation uses, Dossier, Shop Key and Gasboy, which relates to vehicle maintenance.~~

Responsibilities and duties of this position:

1. Prepares the state mandated Transportation FTE Reports by verifying and maintaining all data submitted for FTE.
2. ~~Coordinates the merging of AMapNet@ and ATERMS@ with Information Services for the final submission of the FTE Report.~~ Provide positive customer support to all Transportation employees on Technology Issues, questions or assistance
3. ~~Coordinates district staff in the correct use, maintenance and regular back-ups of the Transportation technology software systems (MapNet, Dossier, Shop Key, Gasboy and other vehicle maintenance systems) to include interaction with software vendors to assure all programs remain operational.~~
4. Maintains all software to the latest version (Computers, Bus Planner, Seon camera software, GPS Synovia tablet and back office software, Dossier etc.) ~~the MapNet Web system by keeping the information current.~~
5. Coordinates the development and maintenance of bus route data to departmental staff, bus drivers and school personnel and assures that other departments receive appropriate data pertaining to bus schedules and route information.
6. Oversees the training of Transportation employees in relevant computer technology.
7. Assists in the planning, organizing and implementing department level technology services.
8. Provides reports, documents and data necessary for the decision making process.
9. Performs other duties as assigned by the Director of Transportation.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.

2. Must have a minimum of three (3) years experience in use of computers and computer operating systems, to include coordinating experience in the field.
3. Must possess the ability to communicate effectively orally and in writing.
4. Must possess the ability to plan, organize and prioritize.
5. Must possess a valid Florida Drivers License and must maintain the same during employment.
6. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling eight (8) or more in an 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

Desirable Preferred Qualifications:

1. Associate Degree in Computer Technology.
2. Knowledge of software programs currently in use in the Transportation Department and the District.
3. Knowledge of networking and repair.
4. Ability to work with others in an effective manner.

PHYSICAL EFFORT	REGULARLY	FREQUENTLY	OCCASIONALLY	NEVER
<u>Lifting/carrying objects under 20 pounds</u>			X	
<u>Lifting/carrying object between 21-50 pounds</u>			X	
<u>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 wrists, hands and fingers</u>			X	
<u>Operation of power tools, mechanical equipment</u>			X	

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

<u>Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.</u>			X	
<u>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.</u>			X	

Board Approved: 11/22/2005

Revised: 01/19/2006

Revised: 01/07/2021

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III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
BOOTH, JOHN KENT RHS TEACHER, VE/INCLUSION 10 MONTH	Ridgeview High School	Effective 2020-11-20 10 MONTH / Instructional Probationary Annual
DANZ, NICOLE MELISSA GPE TEACHER, SC, KINDERGARTEN 10 MONTH	Grove Park Elementary	Effective 2020-11-30 10 MONTH / Instructional Probationary Annual
DREW JR, HUGH EDWARD OPH TEACHER, INDUSTRIAL ED 10 MONTH	Orange Park High	Effective 2020-11-18 10 MONTH / Instructional Probationary Annual
ECKENROTH, RUTH ADELENE OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2020-11-16 10 MONTH / Instructional Probationary Annual
HAUG, ASHLEIGH SHIMKO MBE TEACHER, SC, THIRD GR 10 MONTH	Middleburg Elementary	Effective 2020-11-16 10 MONTH / Instructional Probationary Annual
HERRERA, ADOLFH OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2020-11-30 10 MONTH / Instructional Probationary Annual
SCHULTZ-GRANT, LYDIA K OLJ TEACHER, READING, JH 10 MONTH	Oakleaf Junior High School	Effective 2020-12-03 10 MONTH / Instructional Probationary Annual
SCHWAB, GRANT WALTER KHH TEACHER, MATHEMATICS, JH 10 MONTH	Keystone Heights High School	Effective 2020-11-16 10 MONTH / Instructional Probationary Annual
TRIULZI, LAURA L ESE TEACHER, VISUALLY IMPAIRED 10 MONTH	Keystone Heights High School	Effective 2020-11-20 10 MONTH / Instructional Probationary Annual

III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
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III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
BRAZIL, TERESA WRIGHT OLJ COUNSELOR, JH 11 MONTHS 11 MONTH	Oakleaf Junior High School	Effective 2020-11-17 / redesignated from / OLJ COUNSELOR, JH 10 MONTHS / 10 MONTH
FITZSIMMONS, MARY R MCE TEACHER, SC, FOURTH GR 10 MONTH	Montclair Elementary	Effective 2020-11-20 / redesignated from / MCE TEACHER, SC, FOURTH GR Out of field / 10 MONTH
SMELTZER, KARL RYAN MHS TEACHER, SOC STUD, SH 10 MONTH	Middleburg High	Effective 2020-11-16 / redesignated from / MHS TEACHER, SOC STUD, SH 11MO / 11 MONTH

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
LOPEZ, HOLLY STEPHANIE OPJ TEACHER, SCIENCE, JH 10 MONTH	COUNTY-WIDE LEAVE	Effective 2020-11-16 /transfer from / INSTRUCTIONAL - CWL 10 MO
ROBERTS, PEGGY SUE MHS TEACHER, FAMILY/CONSUMER 10 MONTH	Tynes Elementary	Effective 2021-01-04 /transfer from / TES TEACHER, SC, FOURTH GR

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III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
CARVER, ELIZABETH CHRISTINE TEACHER, HEALTH 10 MONTH	Wilkinson Jr High	Effective 2021-01-15 RESIGNATION
CLYATT, TIMOTHY RAY BLC TEACHER, DROPOUT PREV SH 10 MONTH	Bannerman Learning Center	Effective 2020-11-13 CONCLUDE EMPLOYMENT
DOANE, LEANDRA STONE OPH COUNSELOR, SH 11 MO 11 MONTH	Orange Park High	Effective 2020-12-18 RESIGNATION
GONZALES, JESSICA LEE ESE TEACHER, SPEECH CLINICIAN 10 MONTH	Swimming Pen Creek Elem	Effective 2020-12-22 RESIGNATION
HARRISON, GREGORY ROBERT FIH TEACHER, SOC STUD, SH 10 MONTH	Fleming Island High School	Effective 2020-11-20 RESIGNATION
HERRERA, ADOLFH CEB ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2020-11-26 RESIGNATION
OCCHIOGROSSO, SHEILA BERNADETT OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2020-12-15 RESIGNATION
TARRANT, MARY TERESA WJH TEACHER, VE/INCLUSION 10 MONTH	Wilkinson Jr High	Effective 2021-01-12 RETIREMENT

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	BUMPERS, SHERRY L LJH DEPT HEAD (6-10) SUPPLEME	Lakeside Junior High	Appointment
	BYRD, ZACHARY JAMES OLJ BASEBALL ASST JH SUPPLEME	Oakleaf Junior High School	Appointment
	CARELLA, MICHELLE A LAE PEER TEACHER SUPPLEME	Lake Asbury Elementary	Appointment
	CHURCH, SUZANNE PATRICIA STS PEER TEACHER SUPPLEME	Student Services	Appointment
0.5	COLE, MICHELE L OLJ DISCRETIONARY SUPPLEME	Oakleaf Junior High School	Appointment
0.5	COUILLARD, EDDIE B OLJ DISCRETIONARY SUPPLEME	Oakleaf Junior High School	Appointment
	COUILLARD, EDDIE B OLJ SOCCER HEAD JH SUPPLEME	Oakleaf Junior High School	Appointment
	DOOLEY, SARAH E LJH SOCCER HEAD JH SUPPLEME	Lakeside Junior High	Resignation
	FLORES, EDNA RENEE OLJ DRAMA JH SUPPLEME	Oakleaf Junior High School	Appointment
	FRANKLIN, ERIC MARCEL OLJ WRESTLING HD JH SUPPLEME	Oakleaf Junior High School	Appointment
	HARRISON, GREGORY ROBERT MHS FOOTBALL ASST HS 25% SUPPLEME	Fleming Island High School	Resignation
	HOLBROOK, LEANN KATHERINE CVA ESE INTERVENTION FAC. SUPPLEME	Clay Virtual Academy	Appointment
	JONES, MARY L WES TITLE 1 SUP ED SUPPLEME	Wilkinson Elementary	Appointment
	KELLER, RODNEY SCOTT CHS FOOTBALL ASST HS 25% SUPPLEME	Clay High	Appointment
	KELLER, RODNEY SCOTT CHS FOOTBALL ASST SH 75% SUPPLEME	Clay High	Appointment
	KIVETT, MARY CATHERINE OPJ PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
0.5	MCCORDUCK, KERRY L LJH DEPT HEAD (6-10) SUPPLEME	Lakeside Junior High	Appointment
0.5	MCREE, MAEGAN BROOKE LJH DISCRETIONARY SUPPLEME	Lakeside Junior High	Appointment
0.5	OCCHIOGROSSO, SHEILA	Orange Park Jr High	Resignation

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	BERNADETT OPJ DEPT HEAD (6-10) SUPPLEME		
	SEXTON, DAVID BRYAN LJH FOOTBALL ASST JH 25% SUPPLEME	Lakeside Junior High	Appointment
	SEXTON, DAVID BRYAN LJH FOOTBALL ASST JH 75% SUPPLEME	Lakeside Junior High	Appointment
	SEXTON, DAVID BRYAN LJH SOCCER HEAD JH SUPPLEME	Lakeside Junior High	Appointment
	SIME, ANDREA NATASHA OHS PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
	SIMMONS, STEPHEN CHRISTOPHE WES TITLE 1 SUP ED SUPPLEME	Sch Improvement & Prof. Devel.	Resignation
	SMELTZER, KARL RYAN MHS FOOTBALL HD HS 25% SUPPLEME	Middleburg High	Resignation
	SMITH, JASON RHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Appointment
	SMITH, JASON RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
0.5	STERIO, AMANDA M LJH DISCRETIONARY SUPPLEME	Lakeside Junior High	Appointment
	WEISKOPF, CHASE MICHAEL MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Middleburg High	Resignation
0.5	WILLIAMS, KELLY NICHOLE LJH DEPT HEAD (6-10) SUPPLEME	Lakeside Junior High	Appointment
	WILSON, STEPHANY ROBIN OLJ SCI FAIR COOR LOCAL SUPPLEME	Oakleaf Junior High School	Appointment

III. INSTRUCTIONAL ACTIONS 2020-2021

G. PENDING APPOINTMENTS

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Effective</u>
NONE				

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III. INSTRUCTIONAL ACTIONS 2020-2021

H. OUT OF FIELD

<u>Name</u>	<u>Site</u>	<u>Subject</u>	<u>OOF Subject</u>	<u>Effective</u>
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NONE

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A. SUMMER SCHOOL

Name/Assignment

Site

Effective Dates

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

B. COMMUNITY EDUCATION

Appointments

NONE

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IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2020-2021

C. ADULT EDUCATION

Appointments

NONE

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V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2020-2021

A. SUBSTITUTE TEACHER APPROVAL

Appointments

NONE

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VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.8	BALL, MARCUS STEPHEN OHS IN SCHOOL SUSPENSION 9 MON SU	Oakleaf High School	Effective 2020-12-03 9 MON SU / Annual
	BROWN, JUDITA CUNA OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2020-12-01 12 MO SU / Annual
	DUNLAP, NICOLE MICHELE MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2020-12-01 9 MON SU / Annual
	ELDER, CHERYL LOUISE OPJ CAFE ASSISTANT 3.5 HOURS 9 MON CA	Orange Park Jr High	Effective 2020-11-17 9 MON CA / Annual
0.9	EUGENE, JOSIAS ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2020-11-10 9 MON SU / Annual
0.9	FARINA, CARRIE B MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2020-12-02 9 MON SU / Annual
0.9	HAYDEN, KATHLEEN CODY BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2020-11-10 9 MON SU / Annual
0.9	HOGUE, PATRICK LYLE RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2020-12-01 9 MON SU / Annual
	INGRAM, MARY LEE ANN OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2020-11-09 12 MO SU / Annual
	LEE, JAMES EARL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-11-30 TRANSPOR / Annual
	LEVICKI, CRYSTAL GAYLE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-11-30 TRANSPOR / Annual
0.9	MALDONADO, FARAH AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2020-11-09 9 MON SU / Annual
0.9	NICHOLSON, CORY JACOB RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2020-11-20 9 MON SU / Annual
	ODOM, JESSICA D CHE CUSTODIAN 12 MO SU	Clay Hill Elementary	Effective 2020-11-13 12 MO SU / Annual
	POLANCO, DULCE M OVE CUSTODIAN 12 MO SU	Oakleaf Village Elementary	Effective 2020-11-13 12 MO SU / Annual
0.8	POWELL, SHAWN ANITA GPE SCHOOL SECRETARY 10 MONTH 10 MONTH	Grove Park Elementary	Effective 2020-11-05 10 MONTH / Annual
	PUFKO, AMBER ANNE RHS CAFE ASSISTANT 3.5	Ridgeview High School	Effective 2020-12-01 9 MON CA / Annual

VI. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	HOURS 9 MON CA		
0.9	RICHENDOLLAR, CHEYENNE S CHE GENERAL ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2020-11-10 9 MON SU / Annual
	ROBSON, JULIE MAE LAE CAFE ASSISTANT 6 HOURS 9 MON CA	Lake Asbury Elementary	Effective 2020-11-03 9 MON CA / Annual
	SEXTON, PAMELA G TBE REGISTERED NURSE 10 MONTH	Thunderbolt Elementary	Effective 2020-11-18 10 MONTH / Annual
	SMILEY, KELLEY ANN CEB TITLE I ASSISTANT 9 MON SU	Charles E. Bennett Elementary	Effective 2020-12-01 9 MON SU / Annual
	SNELL, JONATHON LEE OPR CUSTODIAN 12 MO SU	Division Of Support Services	Effective 2020-12-01 12 MO SU / Annual
	SPENCER, KRISTIN HORNE POE CAFE ASSISTANT 5.5 HOURS 9 MON CA	Plantation Oaks Elementary	Effective 2020-11-18 9 MON CA / Annual
0.8	WILCOX, KARIN C ROE IN SCHOOL SUSPENSION 9 MON SU	Rideout Elementary	Effective 2020-11-02 9 MON SU / Annual

VI. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
0.9	CAUDILL, MAKAYLA D LAJ GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Junior High School	9 MON SU / Multi-Year Conditional
0.9	GIBBS, BRITTNEY K LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	9 MON SU / Annual
0.9	GRIMM, BIRGITTA A OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	9 MON SU / Multi-Year Conditional
0.9	HATCHER, JESSECA KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / Multi-Year Conditional
	MILLS, KIMBERLY DAWN TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	OWENS, BRUCE B SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	12 MO SU / AC Safety and Security
0.9	SIMON, FELICIA MARIE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	9 MON SU / Multi-Year Conditional
0.9	WILDER, ANITA DIANE CGE GENERAL HEALTH ASSISTA 9 MON SU	Coppergate Elementary	9 MON SU / Multi-Year Conditional

VI. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous
0.9	BUSKILL, CASSANDRA LYNN WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2020-11-06 / redesignated from / WES GENERAL HEALTH ASSISTA / 9 MON SU

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VI. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	DOWD, DANIEL S MCE CUSTODIAN 12 MO SU	Montclair Elementary	Effective 2020-11-02 /transfer from / OPJ CUSTODIAN
	DOWELL, ANTONIO MNT ELECTRONICS TECH 12 MO SU	Division of Support Svcs	Effective 2020-11-30 /transfer from / TRN MECHANIC
	DUNLAP, THOMAS A CC POLICE DEPT SERGEANT 12 MO SU	School Police Department	Effective 2020-11-23 /transfer from / SCHOOL RESOURCE OFFICER
	GILLETT, CONCETTA R LJH SECRETARY 11 MO 11 MONTH	Lakeside Junior High	Effective 2020-12-01 /transfer from / OLJ SCHOOL SEC ADMINISTRATION
	LUNDY, BENJAMIN J TRN ASSISTANT PARTS MANAGER 12 MO SU	Transportation	Effective 2020-11-16 /transfer from / TRN MECHANIC
0.9	MIRO, BIANCA FIE GENERAL HEALTH ASSISTA 9 MON SU	Fleming Island Elementary	Effective 2020-11-30 /transfer from / FIE BEHAVIORAL HEALTH ASST
	MOORE, MARTINA SHAWNTAE OHS SCHOOL SECRETARY/ST SER 12 MO SU	Oakleaf High School	Effective 2020-11-30 /transfer from / OHS SECRETARY 11 MO
0.9	PACE JR, MICHAEL OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2020-11-16 /transfer from / RHS BEHAVIORAL HEALTH ASST
0.9	POWELL, ARINTON D OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2020-11-30 /transfer from / OHS IN SCHOOL SUSPENSION
	SMITH, ERIKA A ITS TECH SPECIALIST 12 MO SU	Bannerman Learning Center	Effective 2021-02-01 /transfer from / BLC SECRETARY 12 MO
0.9	WHITAKER, EMILEE BROOKE TBE BEHAVIORAL HEALTH ASST 9 MON SU	Thunderbolt Elementary	Effective 2020-11-30 /transfer from / TBE CUSTODIAN
	WILHITE, JAMI R MHS CAFE ASSISTANT 4.25 HOURS 9 MON CA	Middleburg High	Effective 2020-11-18 /transfer from / MHS CAFE ASSISTANT 4 HOURS
	YANCEY, HEATHER N WES SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Elementary	Effective 2020-11-19 /transfer from / WES IN SCHOOL SUSPENSION
0.9	ZILLMER, NICOLE M POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2020-11-18 /transfer from / POE IN SCHOOL SUSPENSION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	BRADLEY, KEITH MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2020-12-22 RESIGNATION
	DONALDSON, DEBRA J FNS ACCOUNTING ASSISTANT 12 MO SU	Food & Nutrition Srvc	Effective 2020-12-31 RETIREMENT
	DOUGHERTY, MARILOU LYNNE OVE SECRETARY 11 MO 11 MONTH	Oakleaf Village Elementary	Effective 2020-11-17 RESIGNATION
	E0117922 SCHOOL SAFE OFFICER LEAD 9 MON SU	Division Of Support Services	Effective 2020-11-20 RESIGNATION
	E0117946 SCHOOL SAFETY OFFICER 9 MON SU	Division Of Support Services	Effective 2020-11-20 RESIGNATION
0.8	GIRARD, TERESA ANN SLE IN SCHOOL SUSPENSION 9 MON SU	Shadowlawn Elementary	Effective 2020-12-22 RESIGNATION
	LEWIS, JO ANN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2020-11-20 RESIGNATION
0.9	MALDONADO, FARAH AES GENERAL ASSISTANT 9 MON SU	Argyle Elementary	Effective 2020-12-04 RESIGNATION
	PAFFORD, ASHLEY N CHS CAFE VAN DRIVER 7.5 HOURS 9 MON SU	Clay High	Effective 2020-10-28 RESIGNATION
	SUMMERS, KAREN LYNN OHS CAFE ASSISTANT 7.5 HOURS 9 MON CA	Oakleaf High School	Effective 2020-11-20 RESIGNATION
	SWIEDALS, MICHAEL FRANCIS OPH CUSTODIAN 12 MO SU	Orange Park High	Effective 2020-11-16 RESIGNATION
	TILLIS, DEBRA ELAINE GCJ ST RECORD SEC 12 MO 12 MO SU	Green Cove Springs Junior High	Effective 2021-01-04 RETIREMENT

VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	Previous
AFLEJE, ELIZABETH ANN LJH BASKETBALL HD JH SUPPLEME	Lakeside Junior High	Appointment
AFLEJE, ELIZABETH ANN LJH TRACK HD JH SUPPLEME	Lakeside Junior High	Appointment
DOWELL, SARAH DANIELLE KHH DOD ACADEMIC CH, STEM SUPPLEME	Keystone Heights High School	Resignation
KNOTT, STEVEN W KHH WRESTLING ASST SH SUPPLEME	Division Of Support Services	Resignation
SMITH, DARRELL A LJH FOOTBALL ASST JH 25% SUPPLEME	Division of Support Srvc	Resignation
SMITH, DARRELL A LJH FOOTBALL ASST JH 75% SUPPLEME	Division of Support Srvc	Resignation

School Board of Clay County

January 7, 2021- Regular School Board Meeting

Title

C3 - 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
Clay High	1/22-23, 2021	Anniston, AL	NJROTC	State Championship Air Rifle Event
Clay High	1/29-30, 2021	Hard Labor Creek State Park, GA	NJROTC	Orienteering Team Championship
Fleming Island High	12/11-12, 2020	Kissimmee, FL	Wrestling	Wrestling Tournament
Fleming Island High	1/15-16, 2021	St. Cloud HS, FL	Wrestling	Wrestling Tournament
Fleming Island High	1/22-23, 2021	Anniston, AL	NJROTC	NJROTC Air Rifle Team Event
Fleming Island High	3/19-20, 2021	McDonough, GA	NJROTC	NJROTC Drone Sports Team Event
Middleburg High	2/2-4, 2021	Orlando, FL	Cheer	National Competition
Oakleaf High	1/22-23, 2021	Kissimmee, FL	Dance Team	National Dance Competition
Oakleaf High	3/5-7, 2021	Orlando, FL	Dance Team	NDA National Championship

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

Attachments

📎 [Jan 2021 - Student Travel.pdf](#)

DRAFT

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

January 7, 2021

- School Requesting: Clay HS NJROTC
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: Rental
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes No _____
- Dates of Field Trip*: 22-23 JAN Destination*: ANNISTON AL Camp Range
- Group Taking Trip: NJROTC
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. LT Rodabaugh
- Educational Value of Field Trip: STATE championship for Air rifle with a chance to qualify for Nationals.
- Supporting Florida Standards Benchmark(s) with Narrative(s): support mission of NJROTC
- Number of Students*: 5 Number of Chaperones*: 1
- Cost Per Student: \$ 20.⁰⁰/_{xx} Budget Code or Source to be charged: 3167
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 0815 (P2) Returning Time*: 2000 - 2100

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

[Signature]
Teacher, Team Leader, Department Head, Etc.
W. Cary Wells
Principal

[Signature]
Assistant Superintendent
[Signature]
Superintendent

12/2/2020
Date
12/2/20
Date
12/3/20
Date



Clay High School NJROTC Unit

2025 Highway 16 West
Green Cove Springs FL 32043
904-336-7299



NJROTC UNIT ACHIEVEMENT AWARD 2000, 2001, 2005, 2007, 2015, 2016, 2018
CNET DISTINGUISHED UNIT 2002, 2003, 2009 (H), 2010 (H), 2011, 2012 (H), 2013 (H), 2014 (H) **2019 (H)**

Dear Board,

1. We are going to take a rental vehicle to **Anniston AL 22-23 Jan 2021** the cadets will have to wear masks. This is an indoor event and schools participating arrive at separate times to run the course and limit exposure to other students / schools. Also there will be 2 empty shooting lanes between each shooter and our school will be grouped together so as not to mix with other schools. I am taking 4-5 cadets; overnight trip. All mask requirements will be followed IAW safe distance guidance from the county. All cadets will have signed COVID waivers from their guardians to go on this trip. All physicals are current and safety pledges are signed to compete.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Berley Rodabaugh".

LT Berley Rodabaugh

DRAFT

January 7, 2021

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

1. School Requesting: Clay High

2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X _____
If Commercial Carrier or Other, please state type: _____

3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____

4. Dates of Field Trip*: 1/29/2020 - 1/30/2020 Destination*: HARD LABOR CREEK STATE PARK

5. Group Taking Trip: NITROTIC UNIT ORIENTEERING TEAM GA

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: TO COMPETE IN AREA-12 REGIONAL ORIENTEERING CHAMPIONSHIPS

SEE ATTACHED FOR COVID PRECAUTIONS. MASKS WILL BE WORN AS NECESSARY

8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____

9. Number of Students*: 30 Number of Chaperones*: 2

10. Cost Per Student: 10.00 Budget Code or Source to be charged: 3167
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time*: 7am 1/29/2020 Returning Time*: 10pm 1/30/2020

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

Assistant Superintendent

Superintendent

2 DEC 2020
Date

12-2-20
Date

12/3/20
Date

Date



Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA
RELEASE OF LIABILITY AND ASSUMPTION OF RISK RE: COVID 19 INFECTION**

In consideration of being allowed to participate in any way in any activity which takes place on Clay County School District ("CCSD") property (facilities or grounds) I, the undersigned vendor, volunteer, parent, or legal guardian, acknowledge, understand, and agree that by participating in events and activities at Clay County School District facilities/property: (1) there are certain risks to me and my child(ren) arising from or related to possible exposure to communicable diseases including, but not limited to, COVID-19, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for the Coronavirus Disease (also known as COVID-19) and/or any mutation or variation thereof (collectively referred to as "Communicable Diseases"); (2) I am fully aware of the hazards associated with such Communicable Diseases and; (3) I knowingly and voluntarily assume full responsibility for any and all risk of personal injury or other loss that I may sustain in connection with such Communicable Diseases, and; (4) I, for myself or for my minor child(ren) or ward(s), and on behalf of my/our heirs, assigns, beneficiaries, executors, administrators, personal representatives, and next of kin, **HEREBY EXPRESSLY RELEASE, HOLD HARMLESS, AND FOREVER DISCHARGE CLAY COUNTY SCHOOL BOARD** ("The District") and its officers, officials, agents, representatives, employees, other participants, sponsors, advertisers, and, if applicable, owners and lessors of premises upon which CCSD related events and activities take place (the "Released Parties"), from any and all claims, demands, suits, causes of action, losses, and liability of any kind whatsoever, whether in law or equity, arising out of or related to any ILLNESS, INJURY, DISABILITY, DEATH, OR OTHER DAMAGES incurred due to or in connection with any Communicable Diseases, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERWISE, to the fullest extent permitted by law.

I agree that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Florida, and if any portion hereof is held invalid, it is agreed that the remainder shall continue in full legal force and effect.

I certify that I am the legal parent/guardian of the MINOR CHILDREN listed below, and that I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE and affirm that I, on behalf of myself and my minor child(ren), do consent and agree to the complete, total and unequivocal release of all the Released Parties as provided above.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant/Vendor/Volunteer/Parent Signature

Date

Printed Name

Name of each minor child for whom this Release applies, **if applicable**:

FORCE MAJEURE, if applicable to an existing written Agreement: 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.

2020/2021 NJROTC Orienteering Meet COVID-19 Guidelines (Revised 23Oct2020)

NJROTC will implement special rules for event participants to maintain the health and safety of all participants and volunteers and to comply with state and local laws and park regulations. By entering and attending a NJROTC event, coaches, cadets, and parents are agreeing to abide by these rules.

Registration, Payment, and Waivers

- Preregistration online is required. There will be NO on-site registration.
- Payments (Registration Fee) is required IAW LOI deadlines. Any final payments are desired in advance but may also be paid on-site (day of event). Coordinate with meet director.
- Start times (blocks) may be requested by competing schools when registering and will be assigned by meet director, along with start times, prior to the competition.
- Indemnity waiver forms must be completed and submitted online PRIOR to the event. Please add each completed form to the [Online Annual Waiver Spreadsheet](#) and then scan and email indemnity forms to [LCDR Ronald Hojnowski](#). You keep the original. Only one form required for all events this year. Indemnity forms will NOT be accepted on-site.
- Safety briefs are to be completed with each cadet initialing and instructor signature. This is required to get runner bibs/event envelopes at check-in: NO EXCEPTIONS!

Beginner Instruction/Courses

- No WHITE (beginner) courses will be offered at NJROTC events this year. Please ensure all new runners are properly trained and have successfully completed at least one YELLOW course prior to entering them in a NJROTC competition.

Equipment

- A camelback (or equivalent) water carrying device is REQUIRED for all events. There will be no water on the courses as in years past. Carrying a separate individual water bottle is NOT acceptable.
- E-stick rentals will be available for NJROTC competitions.
- All runners MUST provide their own compass and whistle.
- All equipment will be sanitized prior to and after use.
- There will be NO SHARED EQUIPMENT of used at the events.

Masks and safety

- Anyone attending the event (Cadets, coaches, and parents) MUST wear masks when they are within 25m of the start/finish area. This includes entering the staging area; masks will be removed after entering the last stage prior to starting.
- Outside of 25m from the start/finish area, masks and social distancing are recommended when in the vicinity of others.

- While orienteering is primarily an outdoor activity, there are instances when competitors will be indoors, such as using restrooms. Any time anyone is inside an enclosed building or structure, they are REQUIRED to have a facemask; this includes adults.
- Social distancing should be adhered to during all phases of the competition.
- **Participants MUST carry their own water while on the course.** Camelbak type carrying devices are recommend; NO water will be provided on any course. **No water = runner disqualification!**
- Participants are encouraged to bring personal hand sanitizer.
- Participants MUST finish within 3 hours of starting their course or IAW meet LOI.
- Participants MUST report to the finish and download.
- Participant should bring their own food and drinks.
- There will be no concessions sold at the event.
- All common areas/surfaces/enclosed structures will be cleaned and sanitized throughout the day.
- Any screen-outs or positive test results for any competitor will be immediately reported to local school and county personnel IAW local directives for host school and affected school.

Social Distancing

- Participants should NOT attend if they feel sick, have a fever, display any COVID-19 symptoms, have recently been exposed to COVID-19, or are in quarantine for any reason.
 - Covid-19 Symptoms (that are not attributed to any other cause) include:
 - Fever
 - Cough
 - Headache
 - Fatigue
 - Muscle or body ache
 - Diarrhea
 - Congestion or runny nose
 - Nausea or vomiting
 - Sore throat
 - Shortness of breath
 - Recent loss of taste or smell
 - Close contact or cared for someone with Covid-19
 - Have been diagnosed with Covid19
 - Temperature (100.4 or greater)
- **All participants will be screened for the above listed Covid-19 symptoms prior to competing. See enclosure (2).**
- Covid-19 Signage will be displayed throughout the event area identifying symptoms and guidelines.
- Participants should NOT approach within 2m of any other person not a member of their household.
- Participants should avoid touching common surfaces.

- Participants should avoid touching the control box with anything but the fingerstick.
- Participants should immediately move away from the control after punching to allow others safe access.

Start

- Start times/sequence will follow the outline provided below; school will arrive at the park in accordance with their designated team start times. Start times and windows may be adjusted based on current CDC, State, and/or school district guidelines currently in-place at date of each individual event. Contact meet director for most updated info.
- Participants should approach the start area approximately 15 minutes prior to their scheduled start time.
- Participants **MUST** wear a mask until they reach the final stage of the start sequence.
- Participants **MUST** maintain a social distancing (min 2m) from other runners and volunteers.

Finish

- Participants **MUST** wear a mask once they have finished and downloaded.
- Participants **MUST** download at the finish.
- Participants **MUST** maintain a safe social distance of at least 2m from others. More if they are breathing heavily.
- Participants **MUST** clear the finish area as soon as they have downloaded and received their splits printout.
- Cadets and coaches awaiting runners return should **NOT** congregate in the finish area, nor should they gather in large groups, even among themselves.

Results

- There will be **NO** results monitor at the event.
- Results **MAY** be available by WiFi at the event or online accessible by phone/computer.
- Results will be posted online and emailed to instructors by host unit as soon as possible following completion of the event.

SCHOOL DISTRICT OF

FIELD TRIP REQUEST

1. School Requesting: Fleming Island High School
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 _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: 12-11, 12-12 Destination*: Kissimmee, FL
5. Group Taking Trip: Wrestling Team
6. If using private vehicles, list approved driver(s): PJ Cobbert, Meredith Smith, Greg Smith
Mich Chop, Kristi Chop, Larra Marshall, Matt Forte
7. Educational Value of Field Trip: Wrestling Tournament
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 20 Number of Chaperones*: 10
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12:00 p.m. Returning Time*: 7:00 p.m.

DRAFT

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc. [Signature]

Date 12-1-20

Principal [Signature]

Date 12-1-20

Assistant Superintendent [Signature]

Date 12/3/20

Superintendent _____

Date _____



To whom it may concern,

As a wrestling program, we will adhere to all current county Covid procedures.

Below is our travel outline for wrestling competition that will take place in Kissimmee on Dec 11/12, and in St. Cloud on Jan. 15/16.

Athletes will ride in their own vehicles, or pre-approved vehicles with the completion of use of private vehicles authorization form.

Athletes will stay 2 per room max, while most will be staying in a room with their parents. While at the hotel, social distancing guidelines will be followed and adhered to. With it being a close contact sport, any distancing that can be done will when off of the mat. Use of hand sanitizer and wipes will be done.

Students will wear masks while traveling. The only time they will not have mask mandatory is when eating, practicing, performing or sleeping.

Students will wear masks to the school and weigh-in/warm up areas. They will take masks off during warm ups and then put them back on to travel down hallways to the competition area.

Parents will transport their own children back to Fleming Island.

Thank you,

PJ Cobbert

DRAFT



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)

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

Parents driving to and from events

Hotel Accommodations (room assignments/supervision etc):

Wrestlers will stay two to a room and practice all socially distancing/ mask/ covid protocols.

Mask Compliance:

Wrestlers will wear a mask when going in and out of events, stops, etc. Wrestlers will wear a mask when they can not socially distance off the mat.

Social Distancing:

Wrestlers will socially distance whenever possible, leaving left in between themselves and others. When socially distancing isn't possible, wrestlers will wear a mask when off the mat.

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

January 7, 2021

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

1. School Requesting: Fleming Island High Sch
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 _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: Jan 15/Jan 16, 2021 Destination*: St. Cloud HS,
5. Group Taking Trip: Wrestling Team
6. If using private vehicles, list approved driver(s): PJ Cobbert, Meredith Smith, Greg Smith, Mike / Kristi Chop, Laura Mustard, Matt Foster.
7. Educational Value of Field Trip: Wrestling Tournament
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 20 Number of Chaperones*: 10
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 11:30 am Returning Time*: 7:00 pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

JR [Signature]

Teacher, Team Leader, Department Head, Etc.

12-1-20

Date

[Signature]

Principal

12-1-20

Date

[Signature]

Assistant Superintendent

Date

[Signature]

Superintendent

12/3/20

Date

[Signature]

To whom it may concern,

As a wrestling program, we will adhere to all current county Covid procedures.

Below is our travel outline for wrestling competition that will take place in Kissimmee on Dec 11/12, and in St. Cloud on Jan. 15/16.

Athletes will ride in their own vehicles, or pre-approved vehicles with the completion of use of private vehicles authorization form.

Athletes will stay 2 per room max, while most will be staying in a room with their parents. While at the hotel, social distancing guidelines will be followed and adhered to. With it being a close contact sport, any distancing that can be done will when off of the mat. Use of hand sanitizer and wipes will be done.

Students will wear masks while traveling. The only time they will not have mask mandatory is when eating, practicing, performing or sleeping.

Students will wear masks to the school and weigh-in/warm up areas. They will take masks off during warm ups and then put them back on to travel down hallways to the competition area.

Parents will transport their own children back to Fleming Island.

Thank you,

PJ Cobbert

DRAFT



**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)

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

Parents driving to and from events

Hotel Accommodations (room assignments/supervision etc):

Wrestlers will stay two to a room and practice all socially distancing/ mask/ covid protocols.

Mask Compliance:

Wrestlers will wear a mask when going in and out of events, stops, etc. Wrestlers will wear a mask when they can not socially distance off the mat.

Social Distancing:

Wrestlers will socially distance whenever possible, leaving left in between themselves and others. When socially distancing isn't possible, wrestlers will wear a mask when off the mat.

SCHOOL DISTRICT OF CLAY (
FIELD TRIP REQUE

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 7, 2021

- 1. School Requesting: FIHS
2. Transportation (Check One): School Bus(s) Private Vehicle(s) Commercial Carrier Other X
If Commercial Carrier or Other, please state type: TWO MINIVANS (RENTAL)
3. Trip(s) Overnight: Yes X No Trip(s) Out-of-State: Yes X No
4. Dates of Field Trip*: 22-23 JAN Destination*: CMP COMPETITION CENTER ANNISTON, AL
5. Group Taking Trip: NJROTC AIR RIFLE TEAM
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: NJROTC TEAM EVENT
8. Supporting Florida Standards Benchmark(s) with Narrative(s): SUPPORTS NJROTC SPORTS / curriculum
9. Number of Students*: 8 Number of Chaperones*: 2
10. Cost Per Student: Budget Code or Source to be charged: 3167
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6:00 AM Returning Time*: 10:00 P.M

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

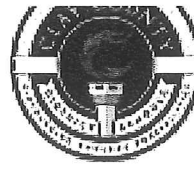
DAVID KELLER SNSI
Teacher, Team Leader, Department Head, Etc.
Principal
Assistant Superintendent
Superintendent

11/18/2020
Date
11/20/2020
Date
12/3/20
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):

Two rental minivans (4 Cadets in each)

Hotel Accomodations (room assignments/supervision etc):

Additional rooms will be required to allow two cadets per room.

Mask Compliance:

Mask will be worn when social distancing is not possible

Social Distancing:

Will be enforced when practical.

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SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 7, 2021

1. School Requesting: FIHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X _____
If Commercial Carrier or Other, please state type: TWO MINI VANS (RENTAL)
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 19-20 MAR Destination*: UNION GROVE H.S. McDONOUGH, GA
5. Group Taking Trip: NITROZ DRONE TEAM
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: NITROZ SPORTS TEAM
8. Supporting Florida Standards Benchmark(s) with Narrative(s): SUPPORTS NITROZ CURRICULUM / STEM
9. Number of Students*: 8 Number of Chaperones*: 2
10. Cost Per Student: 0 Budget Code or Source to be charged: 3167
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6:00 AM Returning Time*: 10:00 PM

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

DAVID KALLER SNSZ
Teacher, Team Leader, Department Head, Etc.

11/18/2020
Date

Thomas E. Pithon
Principal

11/18/2020
Date

David Belcher
Assistant Superintendent

12/3/20
Date

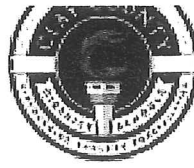
Superintendent

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):

Two rental minivans (4 Cadets in each)

Hotel Accomodations (room assignments/supervision etc):

Additional rooms will be required to allow two cadets per room.

Mask Compliance:

Mask will be worn when social distancing is not possible

Social Distancing:

Will be enforced when practical.

DRAFT

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Middleburg High Sc
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 _____ Trip(s) Out-of-State: Yes _____ No
4. Dates of Field Trip*: Feb 2 - 4, 2021 Destination*: Orlando, FL - wide world of sports
5. Group Taking Trip: competition cheer
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Nationals competition
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
Covid plan attached
9. Number of Students*: 12 Number of Chaperones*: 2
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 7:00 AM Returning Time*: 7:00 PM

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Rhannon Westcott
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

11-16-20
Date
11-16-20
Date
11/18/20
Date
11/20/20
Date

[Signature]

Middleburg 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 3PM

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

1. 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

1. 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.

Over
Night / Out-of-sty

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

January 7, 2021

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUI

- School Requesting: Oakleaf High School
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: Jan 22, 2020 - Jan 23, 2021 Destination*: Kissimmee, FL
- Group Taking Trip: Knightsmoves Dance Team
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Parents responsible for transportation
- Educational Value of Field Trip: KMDT will use a variety of thinking skills to analyze and evaluate dance. They will compare choreographers intent and the audience members interpretation of meaning. They will interpret dance from a different region on culture and evaluate personal actions and discipline.
- Supporting Florida Standards Benchmark(s) with Narrative(s): DA.2.C.3. The process of critiquing works of art lead to the development of critical thinking skills transferable to other contents. DAKS.2. Development of skills, techniques and processes in the acts strengthen the ability to remember, focus on, and process information.
- Number of Students*: 11 Number of Chaperones*: 2
- Cost Per Student: \$40.36 Budget Code or Source to be charged: 4036
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 11:00am Returning Time*: 8:30pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

[Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

11-19-2020
Date

12/2/2020
Date

12/3/20
Date

[Signature]
Date



BrandEvent

NCA NCA & NDA Sunshine Classic (Dance Saturday Cheer Sunday) - Option
 NDA B

City State Start Date End Date
 Kissimmee FL 01/23/2021 01/24/2021

- Close Event Details

Event Information

Team Type: School, All Star
Event Type: Cheer, Dance
Recreation: Offered

Location:

Silver Spurs Arena
 1875 Silver Spur Ln
 Kissimmee, FL 34744

Brand Contact

National Dance Alliance

877.NDA.2WIN

Brand Website

National Cheerleaders Association

800.NCA.2WIN

Brand Website

ESD (School Dance):

emjohnston@varsity.com

ESD (Prep & Novice):

sgatti@varsity.com

ESD (All Star Dance):

sgatti@varsity.com

ESD (Rec Cheer):

emjohnston@varsity.com

ESD (All Star Cheer):

sgatti@varsity.com

All Star Cheer Pricing

Type	Price	Per	Deadline	Division Group
1st Performance - Athlete	\$69.00	Per Person	11/22/20	USASF - All Star Elite INTERNATIONAL
Additional Performance - Crossover	\$54.00	Per Person	11/22/20	USASF - All Star Elite INTERNATIONAL
1st Performance - Alternate	\$69.00	Per Person	11/22/20	USASF - All Star Elite INTERNATIONAL
1st Performance - Athlete	\$74.00	Per Person	7/31/21	USASF - All Star Elite INTERNATIONAL

Type	Price	Per	Deadline	Division Group
Additional Performance - Crossover	\$59.00	Per Person	7/31/21	USASF - All Star Elite INTERNATIONAL
1st Performance - Alternate	\$74.00	Per Person	7/31/21	USASF - All Star Elite INTERNATIONAL
1st Performance - Athlete	\$69.00	Per Person	11/22/20	USASF - All Star Elite
Additional Performance - Crossover	\$54.00	Per Person	11/22/20	USASF - All Star Elite
1st Performance - Alternate	\$69.00	Per Person	11/22/20	USASF - All Star Elite
1st Performance - Athlete	\$74.00	Per Person	7/31/21	USASF - All Star Elite
Additional Performance - Crossover	\$59.00	Per Person	7/31/21	USASF - All Star Elite
1st Performance - Alternate	\$74.00	Per Person	7/31/21	USASF - All Star Elite
1st Performance - Athlete	\$54.00	Per Person	11/22/20	USASF - All Star Cheer Exhibition
1st Performance - Athlete	\$59.00	Per Person	7/31/21	USASF - All Star Cheer Exhibition

All Star Dance Pricing

Type	Price	Per	Deadline	Division Group
1st Performance - Athlete	\$69.00	Per Person	11/22/20	USASF - All Star Dance Divisions (NR)
2nd Performance - Athlete	\$0.00	Per Person	11/22/20	USASF - All Star Dance Divisions (NR)
3rd Performance - Athlete	\$30.00	Per Person	11/22/20	USASF - All Star Dance Divisions (NR)
1st Performance - Athlete	\$74.00	Per Person	7/31/21	USASF - All Star Dance Divisions (NR)
2nd Performance - Athlete	\$0.00	Per Person	7/31/21	USASF - All Star Dance Divisions (NR)
3rd Performance - Athlete	\$30.00	Per Person	7/31/21	USASF - All Star Dance Divisions (NR)

School Dance Pricing

Type	Price	Per	Deadline	Division Group
1st Performance Participant Price	\$69.00	Per Person	11/22/20	NDA - School Dance Divisions



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):

Parents are responsible for each dancers' transportation. Transportation will be provided by parents.

Hotel Accommodations (room assignments/supervision etc):

Hotel accommodations will be 4 students per room. Supervision will be handled by the coaches.

Mask Compliance:

All students are required to wear a mask when it is not possible to distant 6 feet apart.

Social Distancing:

Social Distancing will be strictly enforced at all times. Parents have agreed to Covid test all students before each competition. Covid test must be negative to participate.

Summit
out of city

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 7, 2021

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUE

- School Requesting: Oakleaf High School
- Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
- Trip(s) Overnight: Yes No _____ Trip(s) Out-of-State: Yes _____ No
- Dates of Field Trip*: March 5-7, 2021 Destination*: Orlando, Florida
- Group Taking Trip: Knightmoves Dance Team
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. parents responsible for transportation
- Educational Value of Field Trip: KMDT will use a variety of thinking skills to analyze and evaluate dance. They will compare choreographers intent and the audience members interpretation of meaning. They will interpret dance from a different region on culture and evaluate personal actions and disipline.
- Supporting Florida Standards Benchmark(s) with Narrative(s): D.A.K.C.:3 The process of critiquing works of art lead to development of critical thinking skills transferable to other contents. D.A.K.S. 2 Development of skills, techniques, and processes in the acts strengthen the ability to remember, focus on, process and sequence information.
- Number of Students*: 11 Number of Chaperones*: 2
- Cost Per Student: \$240.30 6900 Budget Code or Source to be charged: 4036
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time*: 11:00 am Returning Time*: 8:00 pm

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

[Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

Superintendent

11-19-2020
Date

12/2/2020
Date

12/3/20
Date

Date



NDA NATIONAL CHAMPIONSHIP

Caribe Royale Orlando | Orlando, Florida | March 5-7, 2021

INFORMATION YOU NEED TO KNOW

CONTACT NUMBERS

For questions regarding event schedules, legalities or Championship registration:

NDA

P.O. Box 660359

Dallas, TX 75266-0359

Phone 877.NDA.2WIN (632.2946), Fax 972.840.4054 or view the Rules online at nda.varsity.com.

NOW YOU'RE READY TO REGISTER

Complete email registration forms to Leslie Dyer at ldyer@varsity.com. If sending a check for the deposit then send to:

NDA National Championship Registration

P.O. Box 660359

Dallas, TX 75266-0359

Or via UPS or Federal Express overnight:

NDA National Championship Registration

640 Shiloh Road

Building 2, Suite 200

Plano, Texas 75074

INFORMATION YOU NEED TO KNOW REGARDING DEPOSITS AND PAYMENTS

CHECKS/MONEY ORDERS/CASHIER'S CHECKS
(SEE NEXT PAGE FOR CREDIT CARD PAYMENT OPTION)

When mailing in payment(s) please include:

- Name of school
- Customer Number (with final balance)
- Contact phone number

Note: Teams must submit one check, money order or cashier's check with their registration. Credit card payments need to be made through the coaches' registration portal or by calling the NDA office. If one payment is to be applied to more than one team, please indicate the amount to be credited to each team.

- Checks should be made payable to NDA. You may pay by school check, money order, or cashier's check. Do not send cash. Do not send individual checks. No personal checks will be accepted.
- Incomplete registrations will not be processed and may result in teams and spectators not being housed in the same hotel, or lack of hotel accommodations. Please be sure to complete all required forms prior to sending in your registration.
- Please confirm your division at nda.varsity.com.

Within two weeks of receipt of your completed form(s) and deposit(s), you will receive an invoice and general information regarding the Championship. Final payment is due in the NDA office on or before each due date noted in the event information. Payments not received by these dates will result in the Team/Spectator being automatically removed from the event, which will result in a complete forfeiture of all monies paid according to the cancellation deadlines for that specific event.

Note: A \$50 "returned check" fee will be charged for each insufficient funds check. Any payments received after the final payment date must be in the form of an official school check, cashier's check, money order, or credit card. Personal or organization checks will not be accepted after the final payment date and will be returned.

NDA NATIONAL CHAMPIONSHIP

Caribe Royale Orlando | Orlando, Florida | March 5-7, 2021

A separate registration form must be completed for each squad/team participating. This registration will not be processed unless all information below is accurate, completed in full and returned with a \$30 per person non-refundable deposit. Make one check payable to NDA. Please do not staple payments to this form. Please print all information clearly in black/blue ink.

Oakleaf High School Knight Moves Dance Team
Name of Team as it should appear on Performance Order

4035 Plantation Oaks Blvd Orange Park, FL 32075
Street Address (no P.O. Box Accepted) City State Zip

904 336-8377 x 68347
Work Number Fax Number

Dolphine J. Tillman
Coach - All correspondence will be forwarded to the address of the Coach

dolphine.tillman@myoneclay.net
Contact Email Address

4035 Plantation Oaks Blvd Orange Park FL 32065
Street Address (no P.O. Box Accepted) City State Zip

904-386-0839
Home Number Cell Number Fax Number

RESIDENT PACKAGE HOTEL CHOICE

- Caribe Royale Resort Caribe Royale Villas Buena Vista Suites

PAYMENT INFORMATION

Number of Participants	Resident <u>11</u>	Commuter _____	x \$30	Deposit = \$ <u>330.00</u>
Number of Coaches	Resident <u>2</u>	Commuter _____	x \$30	Deposit = \$ <u>60.00</u>
Number of Spectators	Resident _____	Commuter _____	x \$30	Deposit = \$ _____
Additional Category(s) for NDA Nationals (per person)	_____	_____	x _____	= \$ _____
				Total = \$ <u>390.00</u>

Coaches receive 2 FREE Commuter Packages for their first two registered teams, then 1 FREE Commuter Package for every additional team. See pricing page for Resident discounts.

Select form of payment: Check/Money Order Visa MasterCard Amount: \$ 390.00

IF PAYING BY CHECK OR MONEY ORDER, MAIL CHECK TO:

NDA National Championship Registration
640 Shiloh Road, Building 2, Suite 200
Plano, Texas 75074

NOTE: Please include name of event attending on your check.

IF PAYING BY CREDIT CARD, PLEASE CALL 877-NDA-2WIN (632-2946) ONCE YOU RECEIVE YOUR REGISTRATION CONFIRMATION EMAIL.

NDA NATIONAL CHAMPIONSHIP

Caribe Royale Orlando | Orlando, Florida | March 5-7, 2021

2020 - 2021 NDA SCHOOL DIVISIONS

Please check Division and indicate number of Participants in each Category.

The following Divisions will follow NDA Safety Rules.

DIVISIONS	AGE REQUIREMENTS	NUMBER COMPETING AND CATEGORIES OFFERED							MEMBERS
<input type="checkbox"/> Jr. High/Middle School	• 9 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ GMD*				5 - 40 Members
<input type="checkbox"/> Junior Varsity	• 12 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ Kick	___ GMD*			5 - 40 Members
<input type="checkbox"/> Small Varsity	• 12 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ Kick	___ TP	___ GMD*		5 - 10 Members
<input type="checkbox"/> Medium Varsity	• 12 th Grade & Below	___ Jazz	✓ Pom	___ Hip Hop	___ Kick	___ TP	___ GMD*		11 - 14 Members
<input type="checkbox"/> Large Varsity	• 12 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ Kick	___ TP	___ GMD*		15 - 40 Members
VIRTUAL DIVISIONS**									
<input type="checkbox"/> Jr. High/Middle School **	• 9 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ GMD				5 - 40 Members
<input type="checkbox"/> Junior Varsity **	12 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ Kick	___ GMD			5 - 40 Members
<input type="checkbox"/> Varsity **	12 th Grade & Below	___ Jazz	___ Pom	___ Hip Hop	___ Kick	___ TP	___ GMD		5 - 40 Members

*Game Day divisions may be split into small and large based on enrollment.

** Virtual Divisions - In order to compete in a virtual division you must send a note from your school administration stating that your team cannot travel due to COVID.

TP = Team Performance

GMD = Game Day

At the discretion of NDA, divisions may be split based on the number of dancers per team in each division.

NDA NATIONAL CHAMPIONSHIP

Caribe Royale Orlando | Orlando, Florida | March 5-7, 2021



DEADLINES

- After **January 18** an additional \$10 will be added to the package rate

CATEGORIES AND DIVISIONS

Registration includes two performances per performer (not mandatory). Individuals may enter additional categories for \$70 per person. Please see page 8 of this packet for Categories and Divisions offered.

DIVISION CHANGE DEADLINES

Teams making division/category changes between February 2nd & February 23rd will be charged \$500. No division changes will be accepted after February 23rd.

DEPOSIT

A \$30 per person deposit is required at the time of registration.

BALANCE

All remaining balances are due on January 25, 2021. All payments made after January 25, 2021 must be in the form of a cashier's check, credit card or money order.

EXTRA NIGHT

Caribe Royale Resort: \$270
Buena Vista Suites: \$261
Caribe Royal Villas: \$504

CANCELLATION FEE PER PERSON

On or before Dec. 12 \$30 per person
Dec. 13 - Jan. 20 \$100 per person
On or after Jan. 21 All fees are non-refundable

EARLY REGISTRATION

Early Registration Pricing for registrations received by **January 18th**.

COMMUTER PACKAGE

Performer - \$259 | Coach - \$164

VIRTUAL PACKAGE

Performer - \$150 | Coach - \$50

PART. = PARTICIPANT

C/S = COACH/SPECTATOR

***For 5 & 6 person occupancy at the Caribe Royale Resort and Buena Vista Suites (adjacent to Caribe) room includes two beds and a pull-out couch.**

*****Note: for the first two registered teams, you will receive 2 FREE Commuter Coaches per team. For every additional registered team, you will receive 1 FREE Commuter Coach. For hotel package coaches, the commuter rate will be subtracted from your package price while following the same criteria above. Dance registration includes two routines. Additional routines are \$70 per person.**

******Caribe Royale Villas have two bedrooms (one king, two double queen beds) along with a queen size pull out sofa.**

2 NIGHT PACKAGE

ARRIVAL/DEPARTURE OPTIONS: March 5 - 7 or March 6 - 8

	PART.	C/S	----	----	PART.	C/S		
	Caribe Royale Resort*		Caribe Royale Villas		Buena Vista Suites*			
8 per room	----	----	\$409	\$319	----	----		
7 per room	----	----	\$469	\$379	----	----		
6 per room	\$359*	\$269	\$529	\$439	\$349	\$259		
5 per room	\$376*	\$285	\$579	\$489	\$366	\$275		
4 per room	\$399	\$308	\$629	\$539	\$389	\$298		
3 per room	\$437	\$346	----	----	\$427	\$336		
2 per room	\$515*	\$424	----	----	\$505	\$414		
1 per room	----	\$664	----	----	----	\$654		

\$5,064

3 NIGHT PACKAGE

ARRIVAL/DEPARTURE OPTIONS: March 4 - 7 or March 5 - 8

	PART.	C/S		PART.	C/S		PART.	C/S
	Caribe Royale Resort*		Caribe Royale Villas		Buena Vista Suites*			
8 per room	----	----	\$479	\$389	----	----		
7 per room	----	----	\$544	\$454	----	----		
6 per room	\$401	\$311	\$614	\$524	\$391	\$301		
5 per room	\$426	\$335	\$679	\$589	\$416	\$325		
4 per room	\$462	\$371	\$759	\$669	\$452	\$361		
3 per room	\$521	\$430	----	----	\$511	\$420		
2 per room	\$640	\$549	----	----	\$630	\$539		
1 per room	----	\$864	----	----	----	\$854		

4 NIGHT PACKAGE

ARRIVAL/DEPARTURE OPTIONS: March 3 - 7, March 4 - 8 or March 5 - 9

	PART.	C/S		PART.	C/S		PART.	C/S
	Caribe Royale Resort*		Caribe Royale Villas		Buena Vista Suites*			
8 per room	----	----	\$509	\$419	----	----		
7 per room	----	----	\$614	\$524	----	----		
6 per room	\$443	\$353	\$699	\$609	\$433	\$343		
5 per room	\$476	\$385	\$779	\$689	\$466	\$375		
4 per room	\$525	\$434	\$879	\$789	\$515	\$424		
3 per room	\$605	\$514	----	----	\$595	\$504		
2 per room	\$765	\$674	----	----	\$755	\$664		
1 per room	----	\$1114	----	----	----	\$1104		

5 NIGHT PACKAGE

ARRIVAL/DEPARTURE OPTIONS - March 2 - 7, March 3 - 8 or March 4 - March 9

	PART.	C/S		PART.	C/S		PART.	C/S
	Caribe Royale Resort*		Caribe Royale Villas		Buena Vista Suites*			
8 per room	----	----	\$599	\$509	----	----		
7 per room	----	----	\$689	\$599	----	----		
6 per room	\$485	\$395	\$779	\$689	\$475	\$385		
5 per room	\$526	\$435	\$879	\$789	\$516	\$425		
4 per room	\$588	\$497	\$1005	\$915	\$578	\$487		
3 per room	\$689	\$598	----	----	\$679	\$588		
2 per room	\$890	\$799	----	----	\$880	\$789		
1 per room	----	\$1364	----	----	----	\$1354		



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):

Parents are responsible for each dancers' transportation. Transportation will be provided by parents.

Hotel Accommodations (room assignments/supervision etc):

Hotel accommodations will be 4 students per room. Supervision will be handled by the coaches.

Mask Compliance:

All students are required to wear a mask when it is not possible to distant 6 feet apart.

Social Distancing:

Social Distancing will be strictly enforced at all times. Parents have agreed to Covid test all students before each competition. Covid test must be negative to participate.

January 7, 2021- Regular School Board Meeting

Title

C4 - Affiliation Agreement between Clay County District Schools and Florida State University College of Education

Description

This agreement is between Clay County District Schools and Florida State University College of Education for interns to be placed in and perform clinical field experiences 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 26 Colleges/Universities, and has an agreement with the Florida State University College of Social Science that was initiated on 12/12/19.

Expected Outcomes

Placement of interns provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching. Florida State University's College of Education 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 Florida State University College of Education.

Contact

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

Financial Impact

\$0.00 (include funding source)

Review Comments

Attachments

② [210063 Fl State Univ Intern Placement.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 210063
 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: 11/18/2020

Name of Contract Initiator: Jennifer Shepard

Telephone #: 904-336-6951

School/Dept Submitting Contract: Professional Development

Cost Center # 9009

Vendor Name: Florida State University

(Call of Ed. Intern Placement)

Contract Title: FSU Affiliation Agreement

Contract Type: New Renewal Amendment Extension

Previous Year Contract # *Similar to 200082*

Contract Term: 5 Years

Renewal Option(s): May be renewed for up to 3 years

Contract Cost: 0

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # _____

Funding Source: Budget Line # _____

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

Completed Contract Review Form

SBAO Template Contract or other Contract (NOT SIGNED by District / School)

SIGNED Addendum A (if not an SBAO Template Contract)*

**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."

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum

[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

COVID-19 Waiver (If Applicable)

Release and Hold Harmless (If Applicable)

RECEIVED

NOV 19 2020

PURCHASING

RECEIVED
 11/23/20
 SBAO

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <i>BTG</i>	<i>No Cost</i>
Review Date <i>11/20/2020</i>	
School Board Attorney <i>JB</i>	<i>covid waivers signed by interns?</i>
Review Date <i>12/8/20</i>	<i>wawa attached for reference</i>
Other Dept. as Necessary	
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	<input checked="" type="checkbox"/> APPROVED DATE: <i>12-10-20</i>

**AFFILIATION AGREEMENT BETWEEN
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA,
AND FLORIDA STATE UNIVERSITY COLLEGE OF EDUCATION**

This affiliation Agreement is made and entered into effective November 22, 2021, by and between THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, a body politic and corporate, with its offices located at 900 Walnut Street, Green Cove Springs, Florida, 32043 (hereinafter referred to as the "SCHOOL BOARD"), and the Florida State University Board of Trustees, a public body corporate of the State of Florida, acting on behalf of the FLORIDA STATE UNIVERSITY COLLEGE OF EDUCATION, located at 1114 West Call Street, Tallahassee, Florida 32306-4450 (hereinafter referred to as the "UNIVERSITY"). This Agreement is for the following programs(s):

- * EDUCATION – Art, Early Childhood, Educational Leadership, Elementary, English (Language Arts), English for Speakers of Other Languages, Exceptional Student Education, Foreign Languages, Mathematics, Music, School Psychology, Science, Social Science, Visual Disabilities.

WHEREAS, the SCHOOL BOARD is the local education agency that provides public education services to compulsory-aged students in Clay County, Florida; and

WHEREAS, the UNIVERSITY has an Elementary Education program and other programs [hereinafter referred to as the "Program(s)"] that require a combination of coursework and field and clinical experiences; and

WHEREAS, both the SCHOOL BOARD and the UNIVERSITY desire to collaborate regarding the placement of UNIVERSITY students enrolled in appropriate education programs to complete their field and clinical experiences in schools governed by the SCHOOL BOARD;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. INCORPORATION OF RECITALS. The above-stated recitals are true and correct, and by this reference are incorporated herein and made a part thereof.
2. DEFINITIONS /TERMS. For the purposes of this Agreement, the term "Intern" shall be defined as a student who is enrolled in the UNIVERSITY'S state-approved Elementary, Music or other educational program that has been approved by rules of the State Board of Education and who is assigned by the UNIVERSITY to a school governed by the SCHOOL BOARD to perform a clinical field experience under the direction of a certified educator in the school.

3. OBLIGATIONS OF THE UNIVERSITY.

a. The UNIVERSITY shall be responsible for the organization, administration, staffing, operating, and financing of its Program(s), and the maintenance of accepted standards for its educational programs.

b. The UNIVERSITY shall maintain all records and reports on Intern experiences in accordance with UNIVERSITY policy and regulatory requirements.

c. The UNIVERSITY shall designate a faculty member as liaison to the SCHOOL BOARD.

d. The UNIVERSITY'S liaison shall plan with the SCHOOL BOARD'S designee regarding all Intern placements. No Intern shall be placed in any school without the prior written consent of the SCHOOL BOARD'S designee. Such consent shall be on forms approved by the parties. The parties shall use a placement procedure that is agreed upon by the district superintendent or his/her designee.

e. The UNIVERSITY shall assure that students selected as Interns have completed all required academic prerequisites prior to recommendation for placement with the SCHOOL BOARD.

f. The UNIVERSITY shall assume responsibility for the overall educational experience and grades of its Interns, with consideration given to the assessment and evaluation provided by the directing teacher.

g. The UNIVERSITY shall notify the student of the requirement to obtain a Level II background screening as directed by the SCHOOL BOARD. The Level II background screening expense shall be borne by the student. The Level II background screening shall be a condition precedent to the Intern being placed. The UNIVERSITY acknowledges that Interns with disqualifying offenses will not be considered for placement with the SCHOOL BOARD.

h. Responsibility to inform student: The UNIVERSITY shall inform its students in the Program(s) that as participants in the Program(s) they are required to:

(1) Comply with the policies and procedures of the SCHOOL BOARD, to the extent permitted by law, including the SCHOOL BOARD'S policies on confidentiality and disclosure of information.

(2) Comply with state and federal laws and regulations.

(3) Provide and wear the necessary and appropriate attire while performing or receiving services under this Agreement.

(4) Obtain prior written approval of both parties to this Agreement before publishing any material related to the learning experience provided under the terms of this Agreement.

(5) Comply with the Family Educational Rights and Privacy Act ("FERPA") regarding the confidentiality of student records.

(6) Acknowledge and agree that neither the UNIVERSITY nor the SCHOOL BOARD guarantees to place ^{or} maintain placement of any program student under this Agreement.

4. OBLIGATIONS OF THE SCHOOL BOARD.

The SCHOOL BOARD shall:

- a. Provide the facilities, applicable personnel, services, and other items necessary for the educational clinical experience as specified herein.
- b. Determine the work location and assignment of Interns in collaboration with the UNIVERSITY. The SCHOOL BOARD will accept from the UNIVERSITY the number of qualified students that staff, time, and space permit as determined solely by the SCHOOL BOARD.
- c. Encourage an atmosphere conducive to learning.
- d. Place approved teacher Interns with certified teachers who have completed Clinical Educator Training (CET), have a minimum of three years of successful classroom experiences, and who demonstrate effective classroom management.
- e. Place approved school psychology Interns with certified school psychologists who have completed CET and have a minimum of three years of successful experience as school psychologists.
- f. Cooperate with the UNIVERSITY in enforcing UNIVERSITY policies and procedures related to student performance and student conduct.
- g. Permit the authority responsible for accreditation of UNIVERSITY'S curriculum to inspect the facilities, services, and other items provided by the SCHOOL BOARD for purposes of the education experience upon reasonable notice.
- h. Notify the UNIVERSITY, in writing, of any Intern whose work or conduct with students, parents, or personnel is not, in the opinion the SCHOOL BOARD, in accordance with acceptable procedures or standards of performance or otherwise could disrupt the SCHOOL BOARD'S operation. The SCHOOL BOARD may immediately remove from the premises any student who poses an immediate threat or danger to personnel or to the quality of educational

services or for unprofessional behavior. In such event, said student's participation in the Program(s) at the school shall immediately cease, subject to being resumed only with the mutual agreement of the SCHOOL BOARD and UNIVERSITY.

5. PROGRAM COORDINATION

a. The UNIVERSITY and the SCHOOL BOARD agree to work together to establish and maintain a quality program. The SCHOOL BOARD agrees to take an active role in suggesting education policy, curriculum, and course content.

b. The parties acknowledge that many student educational records are protected by FERPA and that student permission must be obtained before releasing specific student data to anyone other than the UNIVERSITY. UNIVERSITY agrees to provide guidance to the SCHOOL BOARD with respect to complying with FERPA.

c. Neither party shall have the power to obligate the SCHOOL BOARD or UNIVERSITY resources or commit either to any particular action.

d. Both parties and their employees shall conduct themselves in compliance with all applicable federal, state, and local laws and rules, as well as their own respective institutional rules and regulations.

e. The parties hereto acknowledge and agree that the SCHOOL BOARD is a political subdivision of the State of Florida. As such, the SCHOOL BOARD'S performance under this Agreement and any amendments hereto or attachments herewith, shall at all times be subject to any and all Florida laws, Florida regulations, and their respective Board's rules which are applicable to the SCHOOL BOARD'S and/or UNIVERSITY'S operations, commitments and/or activities, as the case may be, in furtherance of any terms specified herein.

f. Both parties acknowledge and agree that as a political subdivision of the State of Florida, SCHOOL BOARD is subject to the provisions of Chapter 119, *Florida Statutes*, regarding public access to records, which records would include all communications and agreements with UNIVERSITY.

g. The parties agree to keep a current written record of the specific schools where students are actually participating in the Program(s).

6. INSURANCE

a. UNIVERSITY is a public body corporate of the State of Florida and its agents and employees, but not its students, are thereby covered for negligence and tort claims by state risk management / self-insurance program(s) arising out of their agency and/or employment pursuant to Florida law and subject to the limitations and partial waiver of sovereign immunity set forth in section

768.28, *Florida Statutes*. The coverage provides, *inter alia*, a limited waiver of sovereign immunity in the amount of \$200,000 per person and \$300,000 per occurrence, and that without admission of additional liability, excess claims may be brought to the attention of the State Legislature for consideration of payment at the discretion of the Legislature. Further, UNIVERSITY shall strongly encourage, but not mandate, that its Student Interns obtain and maintain individual educator liability insurance. The SCHOOL BOARD "shall notify the Intern electronically or in writing of the availability of educator liability insurance under section 1012.75," pursuant to section 1012.39(3), *Florida Statutes*. Nothing contained herein shall be construed or interpreted as (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) *giving* consent of the UNIVERSITY or the SCHOOL BOARD to be sued; or (iii) a waiver of sovereign immunity of the UNIVERSITY or the SCHOOL BOARD beyond the waiver provided in §768.28, *Florida Statutes*.

- b. UNIVERSITY acknowledges that the SCHOOL BOARD is self insured for tort liability with limits of **\$200,000** per claimant/**\$300,000** per occurrence, as authorized pursuant to §768.28, *Florida Statutes*, with said protection being applicable to officers, servants, and agents while acting within the scope of their employment by the SCHOOL BOARD. Furthermore, nothing contained herein shall be construed or interpreted as (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) *giving* consent of the UNIVERSITY or the SCHOOL BOARD to be sued; or (iii) a waiver of sovereign immunity of the UNIVERSITY or the SCHOOL BOARD beyond the waiver provided in §768.28, *Florida Statutes*.

7. INDEMNIFICATION.

- a. SCHOOL BOARD agrees to be fully responsible for its own acts of negligence, and its respective agents' acts of negligence, when acting within the scope of their employment, and agrees to be liable for any damages resulting from said negligence subject to the limitations and defenses provided by §768.28, *Florida Statutes*. Nothing herein is intended to serve as a waiver of sovereign immunity of the SCHOOL BOARD. Nothing herein shall be construed by the SCHOOL BOARD as consent to be sued by third parties for any matter arising out of or relating to this Agreement.
- b. UNIVERSITY is a public body corporate of the State of Florida and is not statutorily or legislatively authorized to indemnify other parties to its agreements. In recognition thereof, UNIVERSITY agrees to be fully responsible for its own acts of negligence, and its respective agents' acts of negligence, when acting within the scope of their employment, and agrees to be liable for any damages resulting from said negligence subject to the

limitations and defenses provided by §768.28, *Florida Statutes*. Nothing herein is intended to serve as a waiver of sovereign immunity of the UNIVERSITY. Nothing herein shall be construed by the UNIVERSITY as consent to be sued by third parties for any matter arising out of or relating to this Agreement.

8. INDEPENDENT CONTRACTOR. The relationship of the parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture, or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party. Interns shall participate in the Program(s) hereunder for the sole consideration of obtaining an educational experience. No Intern or participant shall be considered an employee or volunteer of the SCHOOL BOARD by virtue of that Program participation.

9. MISCELLANEOUS

a. NON ASSIGNMENT. This Agreement may not be assigned to a third party without the prior written consent of the non-assigning party.

b. NO THIRD PARTY BENEFICIARIES. This Agreement is made solely for the benefit of the SCHOOL BOARD and the UNIVERSITY, and is not intended to create rights or any cause of action in any third parties.

c. PERFORMANCE. A delay in or failure of performance of either party that is caused by occurrences beyond the control of either party shall not constitute a default hereunder or give rise to any claim for damages.

d. TERM/TERMINATION. The term of this Agreement shall be for a period of five (5) years commencing on the effective date and may be renewed for successive three (3) year periods if agreed upon in writing by the parties herein. If either party to this Agreement wishes to terminate the Agreement early, it is understood that at least ninety (90) days' prior written notice shall be given prior to the proposed termination date of the Agreement. And, if such notice is given, this Agreement shall terminate at the end of the ninety (90) days' notice; EXCEPT THAT the Program(s) shall continue as necessary for the purpose of permitting students actually participating in the Program(s) at the time of termination to finish the Program(s) at the SCHOOL BOARD.

e. APPLICABLE LAW. The validity, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Florida.

f. **NONDISCRIMINATION.** During this Agreement, neither party shall discriminate against any person on the basis of race, color, religion, gender, national or ethnic origin, disability, or veteran or marital status.

g. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter contained herein. Except as may otherwise be expressly set forth in this Agreement, neither UNIVERSITY nor SCHOOL BOARD make any representations, warranties, covenants, or undertakings of any kind, express or implied.

h. **AMENDMENTS AND MODIFICATIONS.** All amendments and modifications to this Agreement shall be made by written mutual consent of both parties, which shall include the date and signatures of parties agreeing to the amendment(s) and/or modification(s).

i. **COPIES OF AGREEMENT.** Copies of this Agreement shall be placed on file and be available at the UNIVERSITY and the SCHOOL BOARD.

j. **NOTICES.** All notices under this Agreement shall be in writing and delivered by personal delivery or United States Mail, certified, return receipt requested. Such notices shall be delivered to the following:

**The School Board of Clay County, Florida
900 Walnut Street
Green Cove Springs, Florida 32043**

**Florida State Univ. College of Education
1114 West Call Street
Tallahassee, Florida 32306-4450**

Notwithstanding the foregoing, the parties agree that all communications relating to the day-to-day activities shall be exchanged between the respective representatives of each party, which representatives shall be designated by the parties, in writing, promptly upon commencement of this Agreement.

[The remainder of the page is left blank intentionally.
Signature page follows immediately.]

IN WITNESS WHEREOF, the undersigned authorized representatives of the parties have executed this agreement as of the day and date first written above, and each agrees to be bound by the provisions hereof.

**THE SCHOOL BOARD OF CLAY COUNTY,
FLORIDA**

Date: _____

By _____

Mary Bolla, Chairman
900 Walnut Street
Green Cove Springs, Florida 32043

ATTEST:

By _____

**David Broskie
Superintendent of Schools**

FLORIDA STATE UNIV. COLLEGE OF EDUCATION

Date: 11/17/2020 | 3:16 PM EST

DocuSigned by:
Amy Guerette
By _____

Amy Guerette
Associate Dean, College of Education
Acting for and on behalf of FSU Board of Trustees
1114 West Call Street
Tallahassee, Florida 32306-4450

ATTEST:

DocuSigned by:
Meredith Higgins
By _____

Meredith Higgins
Director of Student Teaching, College of Education
Acting for and on behalf of FSU Board of Trustees

**“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 confidentiality of personally identifiable student information and records. 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

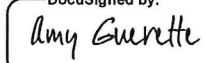
acceptance of the goods and/or services provided. Where required, an original invoice referencing a District purchase order number shall be submitted for payment to the District's Accounts Payable Department, 814 Walnut Street, Green Cove Springs, Florida 32043. To the extent that the District is using 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 date indicated below:

DocuSigned by:
Signature: 
DBF085962AA94DD...

Printed Name: Amy Guerette

Title: Associate Dean for Academic Affairs

Date: 11/17/2020 | 3:16 PM EST

Addendum A Form, May 2020, SBAO (web)



DEPARTMENT OF FINANCIAL SERVICES
Division of Risk Management

**STATE RISK MANAGEMENT
TRUST FUND**

Policy Number: GL-0122 General Liability
Certificate of Coverage

Name Insured: Florida State University

General Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$200,000.00 each person
\$300,000.00 each occurrence

Inception Date: July 1, 2020

Expiration Date: July 1, 2021

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

**SCHOOL BOARD OF CLAY COUNTY, FLORIDA
RELEASE OF LIABILITY AND ASSUMPTION OF RISK RE: COVID 19 INFECTION**

In consideration of being allowed to participate in any way in any activity which takes place on Clay County School District ("CCSD") property (facilities or grounds) I, the undersigned vendor, volunteer, parent, or legal guardian, acknowledge, understand, and agree that by participating in events and activities at Clay County School District facilities/property: (1) there are certain risks to me and my child(ren) arising from or related to possible exposure to communicable diseases including, but not limited to, COVID-19, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for the Coronavirus Disease (also known as COVID-19) and/or any mutation or variation thereof (collectively referred to as "Communicable Diseases"); (2) I am fully aware of the hazards associated with such Communicable Diseases and; (3) I knowingly and voluntarily assume full responsibility for any and all risk of personal injury or other loss that I may sustain in connection with such Communicable Diseases, and: (4) I, for myself or for my minor child(ren) or ward(s), and on behalf of my/our heirs, assigns, beneficiaries, executors, administrators, personal representatives, and next of kin, HEREBY EXPRESSLY RELEASE, HOLD HARMLESS, AND FOREVER DISCHARGE CLAY COUNTY SCHOOL BOARD ("The District") and its officers, officials, agents, representatives, employees, other participants, sponsors, advertisers, and, if applicable, owners and lessors of premises upon which CCSD related events and activities take place (the "Released Parties"), from any and all claims, demands, suits, causes of action, losses, and liability of any kind whatsoever, whether in law or equity, arising out of or related to any ILLNESS, INJURY, DISABILITY, DEATH, OR OTHER DAMAGES incurred due to or in connection with any Communicable Diseases, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERWISE, to the fullest extent permitted by law.

I agree that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Florida, and if any portion hereof is held invalid, it is agreed that the remainder shall continue in full legal force and effect.

I certify that I am the legal parent/guardian of the MINOR CHILDREN listed below, and that I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE and affirm that I, on behalf of myself and my minor child(ren), do consent and agree to the complete, total and unequivocal release of all the Released Parties as provided above.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant/Vendor/Volunteer/Parent Signature

Date

Printed Name

Name of each minor child for whom this Release applies, if applicable:

FORCE MAJEURE, if applicable to an existing written Agreement: 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.

January 7, 2021- Regular School Board Meeting

Title

C5 - Affiliation Agreement between Clay County District Schools and Indian River State College

Description

This agreement is between Clay County District Schools and Indian River State College (IRSC) for IRSC 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 26 Colleges/Universities, and this will be the first time an agreement has been made with Indian River State College.

Expected Outcomes

Placement of interns provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching. Indian River State College 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 agreement between Clay County District Schools and Indian River State College.

Contact

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

Financial Impact

\$0.00 (include funding source)

Review Comments

Attachments

☉ [Indian River State College Agreement.pdf](#)

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # _____
 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: 12/4/2020

Name of Contract Initiator: Jennifer Shepard

Telephone #: 9043366951

School/Dept Submitting Contract: Professional Development

Cost Center # 9009

Vendor Name: Indian River State College

Contract Title: Indian River State College Agreement

Contract Type: New Renewal Amendment Extension Previous Year Contract # _____

Contract Term: Jan 2021-April 2024

Renewal Option(s): _____

Contract Cost: 0

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # _____

Funding Source: Budget Line # _____

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

Completed Contract Review Form

SBAO Template Contract or other Contract (NOT SIGNED by District / School)

SIGNED Addendum A (if not an SBAO Template Contract)*

**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."

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum

[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

COVID-19 Waiver (If Applicable)

Release and Hold Harmless (If Applicable)

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	
Review Date	
School Board Attorney	
Review Date	
Other Dept. as Necessary	
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	DATE: _____

STUDENT TEACHING AFFILIATION AGREEMENT

This Student Teaching Affiliation Agreement ("Agreement") is entered into on this _____ day of _____ 2020, by and between INDIAN RIVER STATE COLLEGE, located at 3209 Virginia Avenue, Fort Pierce, Florida 34981 ("IRSC"), and THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, located at 900 Walnut Street, Green Cove Springs, Florida, 32043 ("the District").

1. **Purpose.** The purpose of this Agreement is to establish the terms and conditions under which IRSC students ("IRSC Students") may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.

2. **IRSC Student Placements.** The District shall accept IRSC students for placement in Student Teaching Internships, Practicums, and Observations on the terms and conditions set forth herein.

3. **Policies Governing IRSC Student Placements.**

a. Placements for all clinical field experiences will be arranged by the designated representatives of the District in collaboration with representatives of IRSC. IRSC Student applications for final internship will be submitted to the District by the appropriate IRSC representative according to the following dates or as otherwise agreed upon by the parties:

April 15 – Submission of applications for final internships for
Fall Semester

October 15 – Submission of applications for final internships for
Spring Semester

b. Under no circumstances will IRSC students be allowed to contact principals, administrators, or teachers to request a specific preferred placement.

c. IRSC student applicants for college practicums or final internships cannot be placed in a school in which the applicant has a relative who is an employee or a student.

4. **IRSC Responsibilities.**

a. IRSC will provide a university supervisor for each practicum student or final intern placed in a District school. Each university supervisor will meet the minimum qualifications set forth by the Florida Department of Education which presently include the following:

- i. Three or more years of K-12 Teaching Experience
- ii. Evidence of Clinical Educator Training or commensurate clinical training
- iii. A Master's Degree or higher in an appropriate educational field

5. **Confidentiality.** IRSC and the District shall inform each IRSC student of federal and state laws governing the confidentiality of District student information, including FERPA. The parties agree that any breach of confidentiality by an IRSC Student shall be grounds for immediate termination of the student's clinical experience.

7. **Indemnification and Hold Harmless.** Neither party shall be responsible to the other 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 IRSC Students with immediate first aid for work-related injuries or illnesses, such as blood or bodily fluid exposure.

8. **Insurance.** During the term of this Agreement, IRSC shall maintain in full force and effect commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

9. **Notices.** Notices under this Agreement shall be mailed or delivered to the parties as follows:

To the District:

Ms. Jennifer Shepard
The School Board of Clay County, Florida
900 Walnut Street
Green Cove Springs, Florida 32043

To IRSC:

Kelly Amatucci
Attention: Dean, School of Education
3209 Virginia Avenue
Fort Pierce, FL 34981

10. **Term and Termination.** The term of this Agreement begins January 4, 2021, and ends on April 30, 2024. Either party may, either with or without cause, upon thirty (30) days' written notice to the other party, terminate this Agreement. Terminating this Agreement as set forth herein shall not operate to interrupt the progress of any student who has been assigned to a teaching internship, practicum or observation. A student who is assigned to any student teaching or practicum pursuant to this contract shall be allowed to complete their assignment.

11. **Assignment.** The provisions of this Agreement shall inure 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 hereunder may be transferred or assigned without prior written consent of the other party.

12. **Modification of Agreement.** This Agreement may be modified only by written amendment executed by all parties.

13. **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.


14. **Nondiscrimination.** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IS of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities 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).

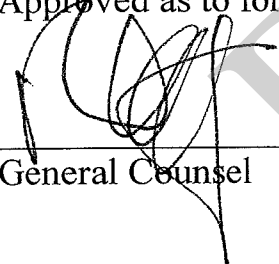
IN WITNESS THEREOF, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

INDIAN RIVER STATE COLLEGE

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: 
Name: Timothy Moore, Ph.D.
Title: President
" IRSC "

By: _____
Name: Mary Bolla
Title: Chairman
"District"

Approved as to form:


General Counsel

Approved as to Form:

Attorney for the School Board



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/4/2020

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 rights to the certificate holder in lieu of such endorsement(s).

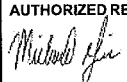
PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 200 S. Orange Avenue Suite 1350 Orlando FL 32801	CONTACT NAME: Jessica Montgomery PHONE (A/C, No, Ext): E-MAIL ADDRESS: Jessica_Montgomery@ajg.com	FAX (A/C, No): 407-370-3057
	INSURER(S) AFFORDING COVERAGE	
INSURED Indian River State College 3209 Virginia Avenue Fort Pierce, FL 34981-5596	INSURER A: United Educators Ins, a Reciprocal Risk Retention	NAIC # 10020
	INSURER B: Safety National Casualty Corporation	NAIC # 15105
	INSURER C: Qualified Self Insurer	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 1618281376 **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			J0693Q	3/1/2020	3/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,200,000 PRODUCTS - COMP/OP AGG \$ Retention (Ea Occ) \$ 200,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			J0693Q	3/1/2020	3/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Retention (Ea Occ) \$ 200,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A	SP4062750	3/1/2020	3/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
C	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY			RMC20200301	3/1/2020	3/1/2021	Self Insured Retention \$750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers Compensation - Statutory excess of \$750,000 self-insured retention.

CERTIFICATE HOLDER Clay County District Schools Attn: Julie Cox 900 Walnut St. Green Cove Springs FL 32043	CANCELLATION 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 
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January 7, 2021- Regular School Board Meeting

Title

C6 - 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

January 7, 2021- Regular School Board Meeting

Title

C7 - Monthly Financial Reports for November, 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 November 30, 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 November, 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

Attachments

- Ⓞ [November 2020 Board Monthly Financial Report.pdf](#)
- Ⓞ [November 2020 Board Monthly Property Report.pdf](#)
- Ⓞ [Contract List.pdf](#)

CLAY COUNTY SCHOOL BOARD
SUMMARY OF CASH INVESTMENTS
07/01/2020 thru 11/30/2020

	CASH BALANCE	INVESTMENT AMOUNT	TYPE	GRAND TOTAL
General Fund(3)	8,414,142.40	33,062,052.77	(1) & (4) SBA/OTH	41,476,195.17
Debt Services(5)	0.00	396,111.59	SBA/OTH	396,111.59
Capital Projects	0.00	30,739,467.28	SBA/OTH	30,739,467.28
Special Rev. - Other	0.00	0.00	SBA	0.00
Spec. Rev - Food Service	5,505,691.83	467,163.78	SBA	5,972,855.61
Self Insurance	0.00	4,318,341.15	SBA	4,318,341.15
GRAND TOTAL	13,919,834.23	68,983,136.57		82,902,970.8

NOTES:

1. The rate of interest earned on investments with the State Board of Administration during the month of November, 2020 was 0.22%.
2. For comparison purposes with the General Fund Statement of Revenue, we have completed 42% of the fiscal year. All other percentages are only a comparison of cash collections or expenditures to budgeted revenue or appropriations.
3. On the Summary of Cash & Investments, the figure reported for General Fund Investments includes \$1,374,141.71 invested for School Internal Accounts.
4. The rate of interest earned on investments with the Florida Education Investment Trust Fund (FEITF) during the month of November, 2020 was 0.13%.
5. Trustee Accounts - Amounts placed with SBA by the Florida Department of Education for investment of debt service moneys.

DRAFT

CLAY COUNTY SCHOOL BOARD

GENERAL FUNDS

STATEMENT OF REVENUE

07/01/2020 thru 11/30/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact Curr Operation	3121	550,000.00	550,000.00	180,543.84	32.83%
	R O T C	3191	350,000.00	350,000.00	74,635.50	21.32%
Federal Direct - Total			900,000.00	900,000.00	255,179.34	
Fed thr Loc St	Medicaid	3202	1,200,000.00	1,200,000.00	621,132.30	51.76%
	Federal Through Local Revenue	3280	296,254.25	312,181.00	78,045.44	25.00%
Fed thru Local and State - Total			1,496,254.25	1,512,181.00	699,177.74	
State Sources	Florida Educ Finance Program	3310	199,616,067.00	199,616,067.00	79,650,755.00	39.90%
	Workforce Development	3315	495,645.00	495,645.00	206,520.00	41.67%
	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	13,050.41	65.25%
	Class Size Reduction	3355	41,608,810.00	41,608,810.00	17,337,005.00	41.67%
	Voluntary Pre-K High Schools	3370	80,000.00	80,000.00	22,691.28	28.36%
	Voluntary Pre-K	3371	597,400.00	651,762.00	334,818.67	51.37%
	Miscellaneous State Revenue	3390	900,254.00	912,116.50	132,691.11	14.55%
State Sources - Total			243,340,176.00	243,406,400.50	97,697,531.47	
Local Sources	District School Taxes	3411	57,245,718.00	57,063,187.00	5,798,597.65	10.16%
	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	45,052.30	18.02%
	Interest Incl Profit On Invest	3430	800,000.00	800,000.00	33,104.00	4.14%
	Gifts Grants & Bequests	3440	57,832.96	90,494.95	67,494.95	74.58%
	Adult Gen Educ Course Fee-Ged	3461	35,000.00	35,000.00	2,370.00	6.77%
	Postsecondary Voc Course Fees	3462	9,800.00	14,507.20	963.91	6.64%
	Lifelong Learning Fees	3466	3,000.00	3,000.00	(38.78)	-1.29%
	Other Student Fees	3469	0.00	5,034.25	5,034.25	100.00%
	Preschool Program Fees	3471	340,000.00	340,000.00	75,794.69	22.29%
	Other Schl Class Fees	3479	0.00	6,850.00	7,850.00	114.60%
	Miscellaneous Local Sources	3490	1,244,829.39	1,248,527.89	637,667.02	51.07%
	Receipt Of Fed Indirect Cost	3494	400,000.00	400,000.00	161,067.27	40.27%
	Other Misc Local Sources	3495	50,000.00	50,000.00	62,739.43	125.48%
	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	61,494,601.29	6,899,466.94	
Transfers	Transfer From Capital Projects	3630	4,100,753.00	4,873,774.00	1,108,121.01	22.74%
Transfers - Total			4,100,753.00	4,873,774.00	1,108,121.01	
OFS	Sale Of Equipment	3733	0.00	50,000.00	74,579.42	149.16%
Other Financing Sources - Total			0.00	50,000.00	74,579.42	
Revenues - Total			311,461,363.60	312,236,956.79	106,734,055.92	34.18%
Fund Balance	Restricted Fund Balance	2720	0.00	0.00	0.00	0.00%
	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	346,378,638.82	140,875,737.95	40.67%

**GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2020 thru 11/30/2020**

Expense	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	154,996,246.64	26,441,241.04	8,413,035.94	7,199,237.73	160.45	2,618,040.32	79,820.92	450,261.61	45,201,788.01	29.16%
Exceptional Education	5200	48,396,941.25	48,704,188.65	9,674,057.09	3,287,081.47	857,297.82	325.00	189,427.00	71,905.72	9,556.97	14,089,651.07	28.93%
Career Education	5300	10,167,302.06	10,180,023.36	1,695,255.81	545,935.04	312,969.72	587.21	130,789.10	88,274.73	3,692.30	2,777,503.91	27.28%
Adult General	5400	430,762.20	446,230.14	48,557.27	13,238.01	13,380.97	0.00	3,168.61	1,484.18	8,955.69	88,784.73	19.90%
Voluntary Pre K	5500	977,696.77	977,013.43	203,739.29	72,262.87	1,953.98	0.00	3,164.44	96.13	0.00	281,216.71	28.78%
Other Instruction	5900	85,467.79	84,467.79	217,861.06	33,819.44	0.00	0.00	0.00	0.00	0.00	251,680.5	287.96%
Student Support Services	6000	16,974,635.40	17,048,471.92	4,132,472.02	1,191,461.26	247,451.35	627.00	44,380.09	10,638.49	9,883.73	5,636,923.94	33.06%
Instructional Media Services	6200	4,594,278.63	4,599,821.06	869,752.68	281,559.48	149,454.11	0.00	21,076.26	104,174.97	75.00	1,426,092.4	31.00%
Curriculum Development	6300	4,358,803.11	4,337,619.75	1,188,284.82	317,813.22	48,171.69	23.00	5,959.42	17,836.30	849.00	1,578,937.45	36.40%
Inst. Staff Training Services	6400	2,874,802.99	2,822,400.95	599,145.33	164,075.19	80,977.58	0.00	7,912.18	54.27	8,036.00	860,200.55	29.43%
Instruction Related Technology	6500	4,656,815.34	5,033,515.34	979,040.13	262,443.92	959,879.96	0.00	27,748.90	339,712.28	0.00	2,568,824.19	51.04%
Board	7100	995,878.54	995,878.54	157,724.53	64,405.72	60,449.61	0.00	590.13	0.00	24,155.98	307,325.97	30.86%
General Administration	7200	511,432.94	511,048.24	117,952.54	52,346.99	9,482.10	51.00	(1,227.18)	0.00	15,897.00	194,502.45	38.06%
School Administration	7300	16,314,043.79	16,317,356.73	5,034,961.36	1,381,450.73	16,262.87	0.00	20,151.97	22,727.32	15,130.75	6,490,684.99	39.78%
Facilities Acquisition and Construction	7400	2,589,377.53	3,359,471.39	243,088.15	83,608.32	83,608.32	753.00	4,910.16	392,522.87	295,078.00	1,037,794.89	30.89%
Fiscal Services	7500	1,599,367.86	1,598,118.36	391,612.62	96,914.12	753.04	0.00	2,054.79	1,790.67	240.00	493,365.24	30.87%
Food Services	7600	120,345.48	120,345.48	36,230.08	10,215.01	0.00	0.00	0.00	0.00	0.00	46,445.09	38.59%
Central Services	7700	3,967,415.97	3,972,372.61	872,004.00	248,242.48	55,813.99	1,736.22	19,000.01	194,152.78	22,458.80	1,413,408.28	35.58%
Pupil Transportation Services	7800	12,699,772.09	12,696,170.75	2,361,529.08	792,229.79	159,879.77	211,262.87	182,262.35	50,260.52	40,764.22	3,757,878.6	29.60%
Operation of Plant	7900	26,264,131.58	26,688,324.21	2,489,103.03	828,688.58	2,073,609.10	2,429,741.15	279,571.95	110,650.98	52.01	8,211,426.78	30.77%
Maintenance Of Plant	8100	5,933,071.56	6,068,592.99	1,184,369.32	363,661.61	237,735.82	36,934.31	481,869.79	81,904.47	8,179.60	2,374,654.92	39.13%
Administrative Technology Svcs	8200	1,507,219.93	1,507,219.93	429,498.49	119,906.20	5,619.66	3,134.00	1,638.65	19,895.79	54.00	579,746.71	38.46%
Community Services	9100	505,824.24	506,824.24	91,857.31	39,844.79	443.64	0.00	6,071.10	187.00	279.67	138,683.51	27.36%
Debt Service	9200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Total Expense		321,328,134.44	323,671,321.44	59,459,316.94	18,597,486.55	12,574,231.75	2,685,325.21	4,028,570.04	1,588,100.07	874,600.33	99,807,630.89	30.84%

Nonspendable Fund Balance	6/30/2021	950,202.23	950,202.23
Restricted Fund Balance	6/30/2021	3,800,000.00	3,800,000.00
Assigned Fund Balance	6/30/2021	7,408,664.70	7,408,664.70
Unassigned Fund Balance	6/30/2021	12,116,044.26	10,548,450.49
Total Fund Balance		24,274,911.19	22,707,317.42
Grand Totals		345,603,045.63	346,378,638.82

950,202.23
3,800,000.00
7,408,664.70
28,909,240.13
41,068,107.06
140,875,737.95 40.67%

CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF REVENUE
07/01/2020 thru 11/30/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	12,818,880.00	13,001,411.00	1,287,825.29	9.91%
Local Sources - Total			12,818,880.00	13,001,411.00	1,287,825.29	
Revenue			12,818,880.00	13,001,411.00	1,287,825.29	
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	3,951,756.23	25.23%

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2020 thru 11/30/2020

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Energy Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Facilities Acquisition & Const	7400	5,817,771.08	5,817,771.08	0.00	0.00	267.02	0.00	0.00	418,808.17	0.00	419,076.19	7.20%
Non-Instruct Staff Development	7700	750.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Operation Of Plant	7900	5,672,048.69	5,472,048.69	1,116,388.76	407,567.32	161,572.87	14,976.94	5,616.47	17,335.40	260.00	1,723,717.86	31.50%
Maintenance Of Plant	8100	135,521.43	135,521.43	43,922.33	12,035.21	0.00	0.00	0.00	0.00	0.00	55,957.54	41.29%
Total Expense		11,626,091.20	11,426,091.20	1,160,311.09	419,602.53	161,839.99	14,976.94	5,616.47	436,144.57	260.00	2,198,751.59	19.24%
Restricted Fund Balance	6/30/2021	3,856,719.74	4,239,250.74								0.00	
Unassigned Fund Balance	6/30/2021	0.00	0.00								1,753,004.64	
Total Fund Balance	6/30/2021	3,856,719.74	4,239,250.74								1,753,004.64	
Grand Totals		15,482,810.94	15,665,341.94								3,951,756.23	25.23%

CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2020 Thru 11/30/2020

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	456.00	456.00	462.00	101.32%
Total Local Sources		456.00	456.00	462.00	

State Sources

	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

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Transfer From Capital Projects	3630	6,808,008.22	6,808,008.22	0.00	0.00%
Total Transfers		6,808,008.22	6,808,008.22	0.00	
Total REVENUE AND TRANSFERS		7,088,764.22	7,088,764.22	462.00	0.007%
Fund Balance July 1, 2020		455,715.36	455,715.36	455,715.36	
GRAND TOTAL		7,544,479.58	7,544,479.58	456,177.36	6.05%

EXPENDITURES

Debt Service

	Acct #	Original Budget	Amended Budget	Expenditures	% 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	45,577.51	3.13%
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	50,803.59	
Total EXPENDITURES		7,081,569.22	7,081,569.22	50,803.59	0.72%

FUND BALANCE

Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2021	2750	462,910.37	462,910.37	405,373.77	
GRAND TOTAL		7,544,479.59	7,544,479.59	456,177.36	6.05%

CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2020 Thru 11/30/2020

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	1,980,056.75	10.15%
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	2,900.03	7.96%
Impact Fees	3496	7,500,000.00	7,500,000.00	3,062,403.27	40.83%
Total Local Sources		27,788,547.02	27,788,546.02	5,425,316.56	

OTHER FINANCING SERVICES					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Sale Of Equipment	3733	50,000.00	50,000.00	573,202.00	1,146.40%
Total OFS		50,000.00	50,000.00	573,202.00	

State Sources					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distribud To Districts	3321	1,275,000.00	1,275,000.00	0.00	0.00%
Interest On Undistrib CO & DS	3325	25,000.00	25,000.00	0.00	0.00%
Miscellaneous State Revenue	3390	46,500.00	46,500.00	319,858.00	687.87%
Total State Sources		1,346,500.00	1,346,500.00	319,858.00	
Total REVENUE AND TRANSFERS		29,185,047.02	29,185,046.02	6,318,376.56	21.65%
Fund Balance July 1, 2020		30,009,328.72	30,009,328.72	30,009,328.72	
GRAND TOTAL		59,194,375.74	59,194,374.74	36,327,705.28	61.37%

EXPENDITURES

Debt Service					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
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 Sup Srvc					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
AV Mat \$1000/Ovr	621	0.00	0.00	0.00	0.00%
AV Mat L/T \$1000	622	5,104.60	5,104.60	85.16	1.67%
Bldg & Fixed Eq	630	17,822,148.22	17,820,648.22	465,281.88	2.61%
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	0.00	0.00%
Equip L/T \$1000	642	551,939.12	578,028.12	168,696.75	29.18%
Comp Hdw > \$1000	643	5,000.00	5,000.00	1,795.84	35.92%
Cptr Hdw <\$1000	644	112,998.83	112,998.83	69,823.70	61.79%
TechRel FFE >1000	648	0.00	0.00	0.00	0.00%
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%
Land	660	385,000.00	385,000.00	0.00	0.00%
Capitalized Imprv Other Than Bldgs.	671	0.00	0.00	0.00	0.00%
Non-Cap Imprv Other Than Bldgs.	672	4,404,932.76	5,026,035.26	759,822.13	15.12%
Cap Remodlg	681	6,324,945.90	4,817,445.90	332,512.20	6.90%
Non-Cap Remodlg/Renovations	682	7,790,109.86	8,479,137.35	1,585,289.85	18.70%
Dir Prch-Cap Remodlg	683	790,000.00	790,000.00	0.00	0.00%
Dir Purch-Non-Cap Remodlg	684	0.00	168,092.54	0.00	0.00%
Software >1000	691	321,986.21	836,986.21	480,871.24	57.45%
Software <1000	692	29,474.99	124,474.99	0.00	0.00%
Total Gen Sup Srvc		40,086,284.80	40,992,247.55	4,177,613.95	

Xfer Of Funds					
	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
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	0.00	0.00%
Total Xfer Of Funds		10,908,761.23	11,681,782.23	1,171,901.01	
Total EXPENDITURES		51,570,907.74	53,249,891.49	5,884,377.46	11.05%

Fund Balance					
	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2021	2750	7,623,468.00	5,944,483.25	30,443,327.82	

GRAND TOTAL		59,194,375.74	59,194,374.74	36,327,705.28	61.37%
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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2020 Thru 11/30/2020

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	10,000.00	10,000.00	1,042.79	10.43%
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	0.00	0.00%
Student A La Carte	3454	1,500,000.00	1,500,000.00	492,487.15	32.83%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	11,396.05	227.92%
Total Local Sources		4,205,300.00	4,205,300.00	504,925.99	12.01%

Fed 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	2,617,034.22	2,617.03%
Total Federal thru Local and State		13,818,810.00	13,818,810.00	3,464,953.15	25.07%

State Sources

	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	3,969,879.14	21.85%
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	7,263,915.14	

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2020 thru 11/30/2020

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Miscellaneous Federal Direct	3199	702,991.67	702,991.67	230,376.46	32.77%
Federal Direct - Total			702,991.67	702,991.67	230,376.46	
Fed thru Local and State	Career And Technical Education	3201	420,224.65	420,224.65	147,112.39	35.01%
	Adult General Education	3221	231,275.06	231,275.06	85,463.10	36.95%
	English Literacy And Civics Ed	3222	39,459.01	39,459.01	11,468.42	29.06%
	Title II	3226	1,592,057.04	1,581,547.04	1,086,958.92	68.73%
	I D E A	3230	8,441,883.45	8,441,883.45	2,380,064.61	28.19%
	Title I - Elem & Secondary Edu	3240	5,259,070.98	5,646,885.94	1,857,430.11	32.89%
	Title III	3241	201,540.00	201,540.00	56,046.47	27.81%
	Twenty-First Century Schools	3242	522,139.74	522,139.74	191,545.63	36.68%
	Federal Through Local Revenue	3280	115,977.00	115,977.00	43,549.56	37.55%
	Other Federal Thru State	3290	42,820.71	83,758.85	34,326.69	40.98%
Fed thr Loc St - Total			16,866,447.64	17,284,690.74	5,893,965.90	
Total			17,569,439.31	17,987,682.41	6,124,342.36	34.05%

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**CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2020 thru 11/30/2020**

Expense	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	4,912,274.95	5,176,351.56	745,903.10	258,315.26	102,618.98	0.00	80,386.79	666,398.40	820.00	1,854,442.53	35.83%
Exceptional	5200	4,678,514.65	4,741,087.85	839,679.86	311,815.73	149,110.31	0.00	38,562.66	600.12	0.00	1,339,768.68	28.26%
Career Education	5300	358,931.88	358,931.88	0.00	0.00	0.00	0.00	83,418.93	55,962.12	2,000.00	141,381.05	39.59%
Adult General	5400	106,035.10	106,035.10	14,478.66	5,762.99	0.00	0.00	2,632.66	3,756.54	4,914.00	31,544.85	29.75%
Other Instruction	5900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Student Support Services	6100	1,429,158.65	1,568,926.78	363,901.37	113,850.24	22,686.39	0.00	4,446.37	148.00	1,198.75	506,231.12	32.27%
Instructional Media	6200	20,581.85	5,530.20	0.00	0.00	0.00	0.00	0.00	919.24	0.00	919.24	16.62%
Curriculum Development	6300	2,384,416.47	2,386,611.43	558,220.57	152,794.95	3,836.25	0.00	2,784.44	1,844.95	714.00	720,175.16	30.18%
Inst Staff Training Services	6400	2,570,210.26	2,400,189.43	302,864.54	84,978.99	496,273.58	0.00	21,215.67	609.45	53,251.10	959,192.73	39.96%
Instruction Related Technology	6500	402,660.04	402,660.04	0.00	0.00	10,723.40	0.00	0.00	391,936.64	0.00	402,660.04	100.00%
General Administration	7200	591,857.97	601,176.67	0.00	0.00	0.00	0.00	0.00	0.00	126,059.54	126,059.54	20.97%
School Administration	7300	29,317.01	116,259.65	27,752.00	5,580.21	0.00	0.00	0.00	0.00	0.00	33,332.21	28.67%
School Facilities	7400	0.00	3,150.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Central Services	7700	48,128.16	48,128.16	8,040.33	594.88	0.00	0.00	0.00	0.00	0.00	8,635.21	17.94%
Pupil Transportation Services	7800	37,352.32	72,643.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Operation Of Plant	7900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Maintenance Of Plant	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Administrative Technology Svcs	8200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense		17,569,439.31	17,987,682.41	2,860,840.43	933,692.65	785,248.91	0.00	233,427.52	1,122,175.46	188,957.39	6,124,342.36	34.05%

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 and State	Education Stabilization Funds K-12	3271	4,546,040.20	4,908,128.20	1,518,532.22	30.94%
		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	1,518,532.22	30.94%
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	1,518,532.22	30.94%

EXPENDITURES

Gen Sup Srvc

		Acct #	Original Budget	Amended Budget	Expended	% OF EXP
	Classroom Teacher	120	139,291.89	139,291.89	115,415.73	82.86%
	Paraprofessional	150	21,664.71	21,664.71	17,301.96	79.86%
	Other Support	160	56,910.00	56,910.00	28,560.00	50.18%
	Retirement	210	17,785.09	17,785.09	14,671.27	82.49%
	Social Security	220	17,142.61	17,142.61	12,520.45	73.04%
	Workmans Comp	240	3,000.33	3,000.33	2,105.92	70.19%
	Travel	330	203.30	203.30	329.88	162.26%
	Rentals	360	458,287.90	458,287.90	456,020.60	99.51%
	Communications	370	360,000.00	360,000.00	48,362.15	13.43%
	Other Purchased Services	390	195,020.70	195,020.70	88,697.59	45.48%
	Diesel	460	10,400.00	10,400.00	4,128.63	39.70%
	Supplies	510	1,133,372.72	1,133,372.72	500,794.29	44.19%
	Textbooks	520	51,409.68	51,409.68	41,436.12	80.60%
	Periodicals	530	1,374.35	1,374.35	0.00	0.00%
	Other Materials	590	1,782.51	1,782.51	0.00	0.00%
	Furniture Fixtures and Equipment	641	2,007,296.41	2,369,384.41	153,179.90	6.46%
	Miscellaneous	790	71,098.00	71,098.00	35,007.73	49.24%
Total			4,546,040.20	4,908,128.20	1,518,532.22	30.94%

CLAY COUNTY SCHOOL BOARD
SELF INSURANCE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2020 Thru 11/30/2020

REVENUE AND TRANSFERS

Local Sources

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Invest	3430	70,000.00	70,000.00	5,832.02	8.33%
Charges For Services	3481	2,931,181.00	2,931,181.00	908,206.64	30.98%
Total Local Sources		3,001,181.00	3,001,181.00	914,038.66	
Total REVENUE AND TRANSFERS		3,001,181.00	3,001,181.00	914,038.66	
Fund Balance July 1, 2020		4,923,526.28	4,923,526.28	4,923,526.28	
GRAND TOTAL		7,924,707.28	7,924,707.28	5,837,564.94	73.66%

EXPENDITURES

Gen Sup Srvc

	Acct #	Original Budget	Amended Budget	Expended	% OF EXP
Workmans Comp	240	1,500,000.00	1,500,000.00	375,133.28	25.01%
Pro & Tech Serv	310	173,935.00	173,935.00	61,319.00	35.25%
Ins & Bond Prem	320	1,087,651.00	1,087,651.00	1,085,720.34	99.82%
Total Gen Sup Srvc		2,761,586.00	2,761,586.00	1,522,172.62	
Total EXPENDITURES		2,761,586.00	2,761,586.00	1,522,172.62	

FUND BALANCE

Fund Balance

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2021	2750	5,163,121.28	5,163,121.28	4,315,392.32	
Total Fund Balance		5,163,121.28	5,163,121.28	4,315,392.32	
GRAND TOTAL		7,924,707.28	7,924,707.28	5,837,564.94	73.66%

NOVEMBER, 2020

	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0311	KEYSTONE HEIGHTS JR/SR HIGH	2,500.00							2,500.00
0341	CLAY HIGH SCHOOL	5,599.00							5,599.00
0371	WILKINSON JUNIOR HIGH	1,255.23							1,255.23
0501	TYNES ELEMENTARY	1,512.50							1,512.50
0541	RIDEOUT ELEMENTARY	7,605.95							7,605.95
0551	FLEMING ISLAND HIGH SCHOOL	3,385.00							3,385.00
0611	OAKLEAF JUNIOR HIGH	37,921.00							37,921.00
0661	OAKLEAF HIGH SCHOOL	20,895.00							20,895.00
9005	EXCEPTIONAL STUDENT EDUCATION	1,105.82							1,105.82
9008	ADULT COMMUNITY EDUCATION	1,295.00							1,295.00
9010	TRANSPORTATION	38,383.84							38,383.84
9020	OFFICE OF SUPPORT SERVICES	4,495.38							4,495.38
9121	MAINTENANCE	13,800.00							13,800.00
9022	OPERATIONS	80,245.40							80,245.40
9023	FACILITY PLANNING & CONSTRUCT	21,441.02							21,441.02
9040	INFORMATION SERVICES	4,471,497.10		100,908.90					4,572,406.00
9050	BUSINESS AFFAIRS	11,240.83							11,240.83
9110	FOOD & NUTRITION SERVICES	41,095.00							41,095.00
	TOTAL	4,765,273.07	0.00	100,908.90	0.00	0.00	0.00	0.00	4,866,181.97

Clay County Public Schools
Audio Visual

Location Number	Begin Balance	New Purchase	Other	Monthly Deletions	Ending Balance
0111 BANNERMAN LEARNING CENTER	2,402.11	0.00	0.00	0.00	2,402.11
0252 ORANGE PARK HIGH	11,164.04	0.00	0.00	0.00	11,164.04
0311 KEYSTONE HEIGHTS JR/SR HIGH	1,792.00	0.00	0.00	0.00	1,792.00
0341 CLAY HIGH SCHOOL	11,880.77	0.00	0.00	0.00	11,880.77
0361 ORANGE PARK JUNIOR HIGH	2,658.00	0.00	0.00	1,509.00	1,149.00
0391 MIDDLEBURG HIGH SCHOOL	15,208.40	0.00	0.00	0.00	15,208.40
0481 LAKE ASBURY JUNIOR HIGH	11,237.85	0.00	0.00	0.00	11,237.85
0551 FLEMING ISLAND HIGH SCHOOL	3,149.99	0.00	0.00	0.00	3,149.99
0661 OAKLEAF HIGH SCHOOL	6,221.21	0.00	0.00	0.00	6,221.21
	65,714.37	0.00	0.00	1,509.00	64,205.37

Clay County Public Schools
Vehicles

Location Number
0391 MIDDLEBURG HIGH SCHOOL
9010 TRANSPORTATION

Begin Balance	New Purchase	Other	Monthly Deletions	Ending Balance
2,550.85	0.00	0.00	0.00	2,550.85
31,189,166.73	0.00	0.00	0.00	31,189,166.73
31,191,717.58	0.00	0.00	0.00	31,191,717.58

DRAFT

FURNITURE/EQUIPMENT

NOVEMBER, 2020

	LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0020	FL YOUTH CHALLENGE ACADEMY	4,120.00								4,120.00
0021	GREEN COVE SPRINGS JUNIOR HIGH	314,519.23								314,519.23
0071	CHARLES E BENNETT ELEMENTARY	126,691.58								126,691.58
0111	BANNERMAN LEARNING CENTER	126,819.76					2,504.17			129,323.93
0201	ORANGE PARK ELEMENTARY	132,348.18								132,348.18
0232	GROVE PARK ELEMENTARY	150,233.60								150,233.60
0241	W E CHERRY ELEMENTARY	192,584.20							1,799.00	190,785.20
0252	ORANGE PARK HIGH	1,185,027.94								1,185,027.94
0261	DOCTORS INLET ELEMENTARY	108,508.29					1,778.00			106,730.29
0271	MIDDLEBURG ELEMENTARY	224,874.53								224,874.53
0301	KEYSTONE HEIGHTS ELEMENTARY	314,528.40								314,528.40
0311	KEYSTONE HEIGHTS JR/SR HIGH	658,887.32					2,504.17			656,383.15
0331	S BRYAN JENNINGS ELEMENTARY	192,127.19							1,610.00	190,517.19
0341	CLAY HIGH SCHOOL	816,869.65								816,869.65
0351	LAKESIDE JUNIOR HIGH	383,860.96								383,860.96
0352	LAKESIDE ELEMENTARY	202,598.35								202,598.35
0361	ORANGE PARK JUNIOR HIGH	348,135.57							5,424.04	342,711.53
0371	WILKINSON JUNIOR HIGH	409,565.67								409,565.67
0381	MONTCLAIR ELEMENTARY	130,413.42							5,684.04	124,729.38
0391	MIDDLEBURG HIGH SCHOOL	1,245,353.18								1,245,353.18
0401	RIDGEVIEW ELEMENTARY	184,328.29								184,328.29
0411	CLAY HILL ELEMENTARY	235,395.05								235,395.05
0431	RIDGEVIEW HIGH SCHOOL	1,016,143.26					7,908.81		6,026.67	1,002,207.78
0451	LAKE ASBURY ELEMENTARY	199,923.89								199,923.89
0471	ROBERT M PATERSON ELEMENTARY	166,803.65								166,803.65
0481	LAKE ASBURY JUNIOR HIGH	573,227.57								573,227.57
0491	WILKINSON ELEMENTARY	255,016.23							3,689.04	251,327.19
0501	TYNES ELEMENTARY	225,621.31								225,621.31
0511	MCRAE ELEMENTARY	199,071.63								199,071.63
0521	FLEMING ISLAND ELEMENTARY	186,466.78								186,466.78
0531	THUNDERBOLT ELEMENTARY	224,050.93		452.00						224,502.93
0541	RIDEOUT ELEMENTARY	138,211.43								138,211.43
0551	FLEMING ISLAND HIGH SCHOOL	1,005,601.23								1,005,601.23
0571	SWIMMING PEN CREEK ELEMENTARY	130,577.91								130,577.91
0591	ARGYLE ELEMENTARY SCHOOL	148,054.52								148,054.52
0601	COPPERGATE ELEMENTARY	181,126.46								181,126.46
0611	OAKLEAF JUNIOR HIGH	495,760.97								495,760.97

----- Forwarded message -----
 From: **Staefe, Bertha** <bertha.staefe@myoneclay.net>
 Date: Fri, Nov 13, 2020 at 8:40 AM
 Subject: Contract List - Add to BAD monthly BOARD Financial Report
 To: Susan Legutko <susan.legutko@myoneclay.net>
 Cc: Barton-Weeks, Elaine <elaine.bartonweeks@myoneclay.net>

Per Purchasing Policy contract signed by Superintendent with dollar amounts of \$50,000 - \$100,000 are to be sent to the Board on the monthly financial report. Below are the contracts that have been SIGNED by the Superintendent to date.

If you click on the Contract # it will pull up the signed Contract.

\$50,000 - \$100,000 Contracts "Signed" by Superintendent for BAD monthly BOARD Financial Report

CONTRACT #	SUBMITTED BY	DEPT	COST	PO #	VENDOR
210038	H McDonald	9004	\$63,000.00	P2104825	Clay Behavioral Health Center (Schl Based Mental Health Therapy-Short Term) (KHS,MHS,LAJ)
210040	B Ellis	9023	\$50,000 +	P210040	No Florida Building Code Svcs
210058	E Caren	9040	\$96,984.00	P2105086	CDW Customer Service order Form for Google G Suite for Educati

January 7, 2021- Regular School Board Meeting

Title

C8 - Deletion of Certain Items Report - December, 2020

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 November, 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 - December, 2020 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-December, 2020.pdf](#)

Clay County Public Schools
 Monthly Deletion Report
 For Month Ending: 12/31/2020

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
LCTN 0331 S BRYAN JENNINGS ELEMENTARY						
Surplus Sale	00022623	MOWER: TRACTOR, 16HP W/48 "ROP	Furniture,Fixtures & Equipment	10/21/1982	12/01/2020	2,250.00
						2,250.00
						0.00
LCTN 0351 LAKESIDE JUNIOR HIGH						
Junk/Parts	00088112	COPIER:RICOH AFICIO 3035E DIGI	Furniture,Fixtures & Equipment	02/23/2006	12/01/2020	5,980.00
Junk/Parts	11000808	COPIER: DIGITAL - RICOH MP5001	Furniture,Fixtures & Equipment	06/23/2011	12/01/2020	4,328.00
						10,308.00
						8,230.00
LCTN 0661 OAKLEAF HIGH SCHOOL						
Surplus Sale	11000073	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/23/2010	12/01/2020	1,093.59
Surplus Sale	11000106	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/23/2010	12/01/2020	1,093.59
Surplus Sale	11000111	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/23/2010	12/01/2020	1,093.59
Surplus Sale	11000124	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/23/2010	12/01/2020	1,093.59
Surplus Sale	11000136	LAPTOP - DELL LATITUDE E6410	Furniture,Fixtures & Equipment	09/23/2010	12/01/2020	1,093.59
						5,467.95
						8,702.36
Total Furniture	18,025.95	Total Vehicles	0.00	Total Audio Visual	0.00	Total Software
						Totals for Deletion Report
						18,025.95
						16,932.36

Note: NOVEMBER 2020 DELETIONS

Disposal Method Descriptions:

- 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)

January 7, 2021- Regular School Board Meeting

Title

C9 - Final Completion of the District Office Building #1 West End Renovations

Description

Establish a Final Completion date for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the Project Manager and Project Engineer, has reached Final Completion on November 22, 2020 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

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 Final Completion.

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

None

Review Comments

Attachments

☉ [DO Bldg 1 West End Final Completion.pdf](#)

School District of Clay County Certificate of Final Completion

Having completed all requirements as outlined within the project specifications and drawings, I certify that the project listed below has reached final completion and has been constructed in accordance with said documents.

Project Title: Operations Building #01 West (Food Service)

School: District Office


SDCC Project Number: C-30-19/20

OEFIS Project Number: N/A

Project Architect: Brian Boatright

Project Contractor: Thomas May Construction

Date of Final Completion: November 22, 2020



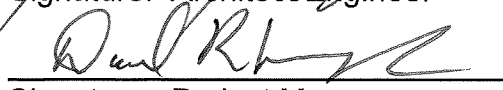
Signature: Contractor

11/23/2020
Date



Signature: Architect/Engineer

11-23-2020
Date



Signature: Project Manager

11-23-2020
Date



Signature: Code Enforcement


11/23/2020
Date

Clay County District Schools Final Completion Inspection and Report

Date: November 22, 2020
 SDCC Project No: C-30-19/20
 Project Name: District Office –Operations #01 West (Food Service)
 Contractor: Thomas May Construction
 Architect/Engineer: Brian Boatright
 SDCC Project Manager: David Kramer

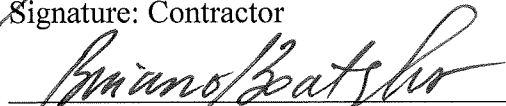
- A. All deficiencies identified as the final punch list have been identified, and a list is attached:
 Yes No (see notes under “Other” below)
- B. The following items (as identified within the Project Manual) must be received in accordance with project specifications before a Certificate of Final Completion will be issued:

- Application for Payment
- Consent of Surety to Final Payment
- Extra Materials (when specified)
- Warranties and Bonds
- See notes Completion of Architect/Engineer Punch List
- Test and Balance Reports (if applicable)
- Other Certifications, as required:
 1. Asbestos
 2. Carpet
 3. Lead
 4. Bacteriological
 5. Clearance letter from Dept. Of Environmental Protection (DEP)
 6. Storm Water
 7. Toxic Substances
- As-Built Drawings
- Maintenance and Operations Manuals
- See notes Keys accepted
- Other (Explain) – Keys and IC cores have been delayed due to COVID 19 issues, Temporary cores and keys have been provided. This item will be treated as a warranty item



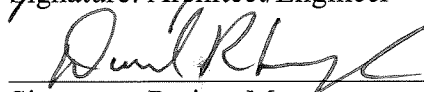
 Signature: Contractor

Date: 11/23/2020



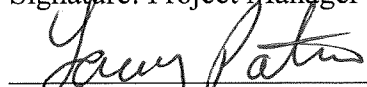
 Signature: Architect/Engineer

Date: 11-23-2020



 Signature: Project Manager

Date: 11-23-2020



 Signature: Code Enforcement

Date: 11/23/2020

January 7, 2021- Regular School Board Meeting

Title

C10 - 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, 1.7.21.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 Janice Kerekes. 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
AEC Electrical Contractors, Inc.	Electrical Contractor	\$4,000,000.00	January 31, 2022
Balfour Beatty Construction, LLC	General Contractor	\$300,000,000.00	January 31, 2022
STG Contracting Group, Inc.	General Contractor	\$70,000,000.00	January 31, 2022
Trane U.S., Inc.	General, Mechanical, & Class A A/C Contractor	\$100,000,000.00	January 31, 2022
Weather Guard, Inc.	General Contractor	\$300,000.00	January 31, 2022



School Board of Clay County

January 7, 2021- Regular School Board Meeting

Title

D1 - 2021 Legislative Priorities

Description

Legislative Priorities will be developed and used to gain attention and provide Florida Legislators with educational and funding requests for the School Board of Clay County.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Goal 3: Establish a respectful climate and culture that provides equity and access to all.

Recommendation

Approve Legislative Priorities as submitted.

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT



School Board of Clay County

January 7, 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

DRAFT

January 7, 2021- Regular School Board Meeting

Title

D3 - RFP to be Awarded

Description

Award RFP as required per FS 287, DOE 6A-1.012 and School Board Policy

a. Athletic Field Maintenance Services - County Wide RFP #20-MA-319: Contract Period is for a three (3) year period from January 1, 2021 through December 31, 2023 with the option to renew for (3) three additional (1) year contract periods upon mutual agreement by all parties, in writing. RFP established for the purchase of labor, supplies, materials, equipment, and supervision to perform field maintenance used to enhance and improve the appearance and care of athletic fields at various schools and facilities throughout Clay County. The vendors awarded were the highest ranking firms by the RFP selection committee.

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

The District has no prior Board approved Bids or RFPs for this type of service.

Expected Outcomes

Upon approval by the Board, we expect the vendors to provide quality services and products at the terms and conditions listed in the RFP.

Strategic Plan Goal

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

Recommendation

Award RFP as follows:

- a. Athletic Field Maintenance Services - County Wide RFP #20-MA-319:
 - Agrow Pro Inc., 1339 Kavie Ct, Green Cove Springs, FL 32043
 - St Johns Turf Care, 1040 Hastings Federal Point Rd., East Palatka, FL 32131

Contact

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

Financial Impact

a. Athletic Field Maintenance Services - County Wide RFP #20-MA-319: Estimated \$150,000.00 for Contract Period from General and Internal Accounts Revenue

Review Comments

Attachments

- ⦿ [RFP 20-MA-319 Athletic Field Maintenance Services_Service Agreement AGROW PRO INC.pdf](#)
- ⦿ [RFP 20-MA-319 Athletic Field Maintenance Services_Service Agreement ST JOHNS TURF CARE.pdf](#)



SCHOOL BOARD OF CLAY COUNTY

900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043

SERVICE AGREEMENT

By and Between

The School Board of Clay County, Florida

And

Agrow Pro Inc.

This Agreement ("Agreement") is made by and between The School Board of Clay County, Florida, a political subdivision of the State of Florida, located at 900 Walnut Street, Green Cove Springs, FL 32043, hereinafter referred to as "SBCC," and Agrow Pro Inc. whose business address is 1339 Kavie Ct, Green Cove Springs, FL 32043, hereinafter referred to as "Contractor," each individual referred to as a "Party" and, collectively, the "Parties."

WITNESSETH:

WHEREAS, SBCC desires to secure a contractual relationship for the purpose of providing ATHLETIC FIELD MAINTENANCE SERVICES for Clay County District Schools, as outlined in Exhibit "A," Scope of Services ("Services"), and

WHEREAS, these Services have been competitively solicited pursuant to Request for Proposal, which has been assigned to RFP # 20-MA-319 by SBCC for tracking purposes.

NOW THEREFORE, for good and valuable consideration and the mutual promises contained herein, the Parties agree as follows:

1. DEFINITIONS

The following definitions of terms associated with this Agreement are provided to establish a common understanding between both Parties to this Agreement, as to the intended application, interpretation, and usage of terms in connection with this Agreement.

- 1.1. **"AGREEMENT"** refers to the executed Agreement by and between SBCC and Contractor.
- 1.2. **"AMENDMENT"** means a written document authorized by the parties to this Agreement which, when executed by both parties, sets forth any changes to that certain scope of services ("Services"), attached hereto as Exhibit "A" and incorporated herein by reference, that contemplates a change in the Services, work, and materials to be provided and performed by Contractor pursuant to this Agreement, sets forth the basis of compensation due to Contractor of, and sets forth the time period and/or schedule for performance and completion thereof.
- 1.3. **"CONFIDENTIALITY"** For purposes hereof, "Confidential Information" shall mean any non-public information of the other party that is designated as confidential, or that the receiving party knew or reasonably should have known was confidential because it derives independent value from not being generally known to the public. Confidential Information shall not include any information which: (i) a party can demonstrate was rightfully in its possession prior to the date of disclosure to it by the other party; (ii) at the time of disclosure or later, is published or becomes part of the public domain through no act or failure to act on the part of a party; (iii) a party has developed independently without reference to any Confidential Information of the other party; (iv) a party can demonstrate such information came into its possession from a third-party who had a bona fide right to make such information available; or (v) is subject to the Florida Public Records Law, Chapter 119, F.S., or any other information required to be disclosed by a valid court order or agency of government.

- 1.4. "**CONTRACTOR**" means Agrow Pro Inc., a Party hereto, who is authorized to conduct business in the State of Florida, offering Services hereunder, which has executed this Agreement, and which shall be legally obligated, responsible, and liable for providing and performing any and all of the Services, work, and materials, including services and/or work of any approved sub-contractors, required under the covenants, terms, and provisions contained in this Agreement and any and all Amendments thereto. "Contractor" may be used interchangeably with Bidder.
- 1.5. "**FUNDS**" shall mean payment made by SBCC to Contractor hereunder.
- 1.6. "**SBCC**" shall mean Clay County District Schools and may be used interchangeably with SBCC or District or The School Board of Clay County, Florida.
- 1.7. "**PARTIES**" shall mean the parties entering into this Agreement, SBCC and Contractor, respectively.
- 1.8. "**SBCC**" shall mean The School Board of Clay County, Florida, a political subdivision of the State of Florida, and may be used interchangeably with SBCC or District or Clay County District Schools.
- 1.9. "**SERVICES**" shall mean the services as set forth and required, pursuant to the Agreement and described in further detail in Exhibit "A," attached hereto and incorporated herein by reference.

2. AMENDMENTS AND MODIFICATIONS

No Amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

3. TERM AND TERMINATION

- 3.1. The term of this Agreement will cover the initial three (3) year period beginning January 1, 2021 through December 31, 2023 and may be renewed at the end of the term on the same or substantial similar terms by mutual written agreement of the Parties. This agreement by mutual assent of the parties may be extended for three (3) additional one (1) year periods or a portion thereof, up to a cumulative total of six (6) years.
- 3.2. In the event, the awarded bidder violates any of the provisions of this RFP or fails to perform their obligation under this contract in a manner satisfactory to the SBCC as per specifications, the Supervisor of Purchasing shall give written notice to the Contractor setting forth the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation shall be made to the SBCC for immediate cancellation of the contract. Failure of the Contractor to correct deficiencies shall give the SBCC the right to cancel this contract, but failure by the SBCC to exercise this right, in any instance, shall not prevent the subsequent exercise of this right by the SBCC or prejudice its claim for damages resulting from such default, violations, breach of contract or other failures whether or not an expressed written agreement exists for the provision of such goods and/or service. Upon cancellation, hereunder the SBCC may pursue any and all legal remedies as provided herein and pursuant to the contract and by law. The SBCC reserves the right to terminate any contract resulting from this invitation at any time for cause, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for cause or convenience as provided herein, the SBCC shall be relieved of all obligations under said contract. The SBCC shall only be required to pay to the award bidder that amount of the contract actually satisfactorily performed to the date of termination and shall not be responsible for any consequential damage, future damages or damages caused by lost profits, inconvenience or overhead expense to the Contractor. The SBCC may cancel the contract upon ninety (90) days written notice for reasons other than cause and Contractor shall have no legal recourse or cause of action against the SBCC damages resulting from said cancellation.

4. PAYMENT

SBCC agrees to provide Funds for the Agreement as outlined in Exhibit "B," Fee Schedule, which is attached hereto and incorporated herein. Contractor shall be paid in accordance with the Florida Prompt Payment Act, Florida Statutes Chapter 218, upon submission of invoices to the SBCC at the prices stipulated on the contract at the time the order is placed, less deductions if any, after services rendered and accepted by SBCC in accordance with the Florida Prompt Payment Act. An original invoice referencing a SBCC purchase order number shall be submitted for payment to SBCC Accounts Payable Department, 814 Walnut Street, Green Cove Springs, FL 32043. Failure to follow these instructions may result in delay in processing invoices for payment.

5. AVAILABILITY OF FUNDS

The obligations of SBCC under this Agreement are subject to the availability of Funds lawfully appropriated for its purpose by the State of Florida and SBCC. In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the Contractor of such an occurrence and the RFP and any resulting contract shall terminate on the last day of the current fiscal period without penalty or expense to the SBCC.

6. PERSONNEL

- 6.1. All of the Services herein shall be performed by Contractor or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under applicable state and local law to perform such Services. All employees and/or sub-contractors of the Contractor shall be considered to be at all times the sole employees and responsibility of Contractor under their sole direction and not an employee or agent of SBCC. The contractor shall supply competent employees and/or sub-contractors and the SBCC may require the Contractor to remove an employee and/or sub-contractor whose presence on SBCC property is not in the best interest of the SBCC. Each employee and or sub-contractor of contractor shall have and wear proper identification while on SBCC property and are required to sign in/out at main office or other designated place upon arrival and when leaving job site, if applicable.
- 6.2. In accordance with the Jessica Lunsford Act the bidder and all their employees, as required by law, shall undergo and pass a Level II fingerprinting and background check as required by F.S. 1012.465,467 or 468 and possess a SBCC fingerprinting clearance card prior to entry upon SBCC property. All costs associated with obtaining fingerprinting and background check shall be at no expense to the SBCC.

7. FEDERAL AND STATE TAX

- 7.1. SBCC does not pay Federal Excise and State taxes. Tax exemption number is on the Purchase Order. Contractor shall not be exempted from paying applicable sales tax to State of Florida and/or federal government, as case may be, for the purchase of materials to fulfill contractual obligations with SBCC, nor shall Contractor be authorized to use SBCC's tax exemption number in securing such materials.
- 7.2. Contractor shall be responsible for payment of its own FICA and social security benefits with respect to this Agreement.

8. DOCUMENTATION AND REPORTING

In the performance of this Agreement, Contractor shall maintain books, records, and accounts of all activities in compliance with standard accounting procedures. Documentation in connection with the description of the Services as set forth in Exhibit "A" attached hereto shall be provided.

9. INSURANCE

At its sole expense, Contractor shall take out and maintain all insurance policies required below with companies authorized to do business under the laws of the State of FL. and satisfactory to the School Board. **The Contractor SHALL ensure that any sub-Contractor they use maintain the same level of insurance coverage.** Insurer shall be rated A- with an FSC V or better in the current AM Best Guide through the life of the contract to include any renewal periods. Insurance shall remain in effect for the term of this Agreement and such insurance will apply to Contractor, its employees, agents, and subcontractors.

- 9.1 **WORKERS' COMPENSATION INSURANCE:** Contractor is responsible for assuring that valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes is maintained for all of their employees and sub-Contractors employed at the site of the project. Such insurance shall comply fully with Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers' Compensation Statute the Contractor shall provide adequate insurance satisfactory to the Owner, for protection of his employees not otherwise protected. SBCC shall accept an approved Certificate of Election to be Exempt from Florida's Workers' Compensation Law.

State

- Statutory

Employer's Liability

- Per Accident \$100,000.00

- Disease, Policy Limit \$500,000.00 - Disease, Each Employee \$100,000.00

9.2 **COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE:**

Including Premises Operation, Independent Contractor's Protective, Products and Completed Operation Board Form, Contractual Liability in at least the following amounts and coverage's:

Bodily Injury

- Each Occurrence \$1,000,000.00
- Annual Aggregate \$2,000,000.00
- Completed Operations and Products Liability shall be maintained for one (1) year after final payment

Property Damage

- Each Occurrence \$1,000,000.00
- Annual Aggregate \$2,000,000.00

Personal Injury

- Annual Aggregate \$1,000,000.00

9.3. **AUTOMOBILE INSURANCE:** Including all owned, non-owned and hired vehicles used in connection with the work in at least the following amounts and coverage's:

Bodily Injury

- Each Person \$1,000,000.00
- Each Occurrence \$1,000,000.00
- Each Accident – Single Limit – Bodily Injury and Property Damage combined one million dollars (\$1,000,000.00)

Property Damage

- Each Occurrence \$1,000,000.00

9.4 **Contractor agrees to the following as it relates to all above required insurance:**

9.4.1. Contractor shall furnish, prior to commencement of performance under this contract, to the SBCC Purchasing Department, Certificate(s) of Insurance which clearly indicate the insurance coverage required above have been obtained. **Certificate(s) of Insurance shall be submitted directly from Contractor's Insurance Agent and Mark All Certificates Attn: SBCC Purchasing Department, as Certificate Holder (with 30 day Notice of Cancellation or Change in Coverage) and list The School Board of Clay County as Additional Insured.** Receipt of proof of insurance shall not be construed as an approval of Contractor's insurance or a release or waiver of Contractor's obligation to provide required insurance..

9.4.2. To the extent permitted by law, Contractor's insurance shall contain a waive rights to recover from SBCC or its insurance.

10. STANDARD OF CARE

In providing Services under this Agreement, Contractor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice by SBCC, Contractor will correct those Services not meeting such a standard.

11. INDEMNIFICATION

Notwithstanding any contrary contractual language, nothing in any agreement shall be construed or interpreted to increase the scope or dollar limit of the School's or School Board's liability beyond that which is set forth in 768.28 Fla. Stat. , or to otherwise waive School's or School Board's sovereign immunity, or to require School or School Board to indemnify the Contractor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of School or School Board or its agents or employees. Contractor shall, in addition to any other statutory or common law obligation to indemnify the School Board of Clay County, Florida, indemnify, defend and hold harmless the School Board of Clay County, Florida, its agents, officers, elected officials and employees against all claims, actions, liabilities, damages, losses, costs, fines punitive damages and expenses of any kind or nature whatsoever, including but not limited to attorney's fees and legal costs, brought against the School Board of Clay County, Florida, and/or its agents, officers, elected officials, employees and assigns, by any individual, corporation, consortium or any other legal person or entity, arising out of or caused by acts or omissions, negligence, recklessness, intentional wrongful misconduct, violations of laws, statutes, ordinances, government administration orders, rules or regulations of the contractor, contractor's employees, officers, agents, subcontractors, sub-subcontractors, material man or agents of any tier or their respective employees. This indemnification clause shall not be construed to require any indemnitor to indemnify the School Board of Clay County, Florida, for any negligence on the part of the School Board of Clay County, Florida, its agents or employees. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefits acts or any statutory bar. This indemnification/hold harmless provision shall survive the termination of any contract with the School Board of Clay County, Florida.

12. SUCCESSORS AND ASSIGNS

The successful Contractor(s) shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company or corporation without prior written consent of the School Board. The successful Contractor(s) have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor(s) obligations cannot be delegated.

13. GOVERNING LAW AND REMEDIES

- 13.1. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary arising out of the Agreement will have its venue in the state courts located in Clay County, Florida and the Agreement, shall conform to applicable Florida Statutes, and be interpreted according to the laws of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
- 13.2. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an dispute, breach, default, or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

14. CONFLICT OF INTEREST

Contractor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of Services required hereunder, as provided for in Section 112.311, F.S. Contractor further represents that no person having any interest shall be employed for said performance of services. Contractor shall promptly notify SBCC in writing by certified mail of all potential conflicts of interest for any prospective business association, interest, or other circumstances which may influence or appear to influence Contractor's judgment or quality of Services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstances and the nature of work that Contractor may undertake. Contractor shall request an opinion by SBCC as to whether the association, interest, or circumstance would, in the opinion of SBCC, constitute a conflict of interest if entered into by Contractor. SBCC agrees to notify Contractor of its opinion by certified mail within thirty (30) calendar days of receipt of notification by Contractor. If, in the opinion of SBCC, the prospective business association, interest, or circumstance would not constitute a conflict of interest by Contractor, SBCC shall so state in its response, and Contractor may, at its option, enter into said association, interest, or circumstance and it shall be deemed not a conflict of interest with respect to the Services provided to SBCC by Contractor under the terms of this Agreement. If SBCC, in its sole discretion, determines that there is a conflict, Contractor shall not enter into or if already entered into, will immediately terminate such arrangement or Agreement with the subject business associate.

15. INDEPENDENT CONTRACTOR RELATIONSHIP

- 15.1. Contractor is, and shall be, in the performance of all Services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of SBCC. All persons engaged in any of the work or Services performed pursuant to this Agreement shall at all times, and in all places, be subject to Contractor's sole direction, supervision, and control. Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects to Contractor's relationship and the relationship of its employees to SBCC shall be that of an independent contractor and not as employees or agents of SBCC. Contractor does not have the power or authority to bind SBCC in any promise, agreement, or representation.
- 15.2. Nothing contained herein shall be deemed to create an association, partnership, joint venture, or relationship of principal and agent or master and servant among the Parties or any affiliate thereof, or to provide any Party hereto with the right, power, or authority whether expressed or implied, to create any such duty or obligation on behalf of any other Party.

16. ARREARS

Contractor shall not pledge SBCC's credit or make it a guarantor of payment or surety for any agreement, debt, obligation, judgment, lien, or any form of indebtedness. Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

17. PUBLIC RECORDS

- 17.1. This Agreement is subject to and governed by the laws of the State of Florida, including without limitation Chapter 119, F.S., which generally makes public all records or other writings made by or received by the Parties. Contractor acknowledges its legal obligation to comply with Section 119.0701, F.S. Contractor shall keep and maintain public records, as that phrase is defined in the Florida Public Records Act, which would be required to be kept and maintained by SBCC in order to perform the scope of services. Contractor shall comply with all requirements for retaining public records and shall transfer, at no cost to SBCC, all public records in the possession of Contractor upon a request for such public records. See Section 119.0701(2)(b)4, F.S., for additional record keeping requirements.
- 17.2. A request to inspect or copy public records relating to SBCC's contract for services must be made directly to SBCC's Custodian of Public Records. If SBCC does not possess the requested records, SBCC's Custodian of Public Records shall immediately notify Contractor of the request. Contractor must provide a copy of the records to SBCC or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. If Contractor does not timely comply with SBCC's request for records, SBCC shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.
- 17.3. Should Contractor fail to provide the requested public records to SBCC within a reasonable time, Contractor understands and acknowledges that it may be subject to penalties under Sections 119.0701(3)(c) and 119.10, F.S.
- 17.4. Contractor shall not disclose public records that are exempt, or confidential and exempt, from public records disclosure unless specifically authorized by law for the duration of this Agreement term and following the completion, expiration, or termination of same if Contractor does not transfer the records to SBCC. Upon completion, expiration, or termination of this Agreement, Contractor shall transfer, at no cost to SBCC, all public records in its possession or keep and maintain public records required by SBCC to perform the services. If Contractor transfers all public records to SBCC, Contractor shall destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If Contractor keeps and maintains public records upon completion, expiration, or termination of this Agreement, Contractor shall meet all applicable requirements for retaining public records and provide requested records to SBCC pursuant to the requirements of this Article. All public records stored electronically must be provided to SBCC in a format that is compatible with the information technology systems of SBCC.
- 17.5. **IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR 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**

18. CONTINGENT FEES

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

19. ACCESS AND AUDITS

Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the services. All Contractors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific RFP/contract for the purpose of making audit, examination, excerpts and transcriptions. All Contractors, contractors and subcontractors shall retain all records pertaining to this RFP/contract for three (3) years after SBCC makes final payment and all other pending matters closed.

20. NONDISCRIMINATION

Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, or expression, and genetic information or any other category of persons protected pursuant to Florida law.

21. SURVIVAL

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby. The insurance and indemnity provisions set forth in the Agreement shall survive the termination of the Agreement.

22. AUTHORITY

Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

23. COMPLIANCE WITH LAWS

Contractor agrees it shall comply with all applicable Federal, State, and Local laws, codes, ordinances, permitting, and regulations as well as applicable SBCC policies and regulations, rules, and guidelines in connection with the Services to be provided hereunder. Contractor shall obtain and possess throughout the term of this Agreement all licenses and permits required for its operations under Federal, Florida, and local laws and shall comply with all fire, health, and other applicable regulatory codes. SBCC agrees it shall comply with all applicable laws, codes, ordinances, permitting, and regulations in connection with the Services to be provided hereunder.

24. SEVERABILITY

In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid.

25. NAMES; TRADEMARKS

Contractor shall acquire no rights under the Agreement to, and shall not use, The School Board of Clay County, either alone or in conjunction with or as part of any other name, word, mark, picture, logo, design, and/or trademark in any of Contractor's advertising, publicity, or promotion; to express or imply any endorsement by SBCC of its Services; or in any other manner without the prior review and written approval by SBCC. This clause shall survive the expiration or sooner termination of this Agreement.

26. PROTECTION AND HANDLING OF DATA

- 26.1. **Data Confidentiality** - Contractor shall implement appropriate measures designed to ensure the confidentiality and security of Protected Information. Contractor will provide SBCC with written notice before disclosing information so that SBCC may seek an appropriate protective order or other remedy. Contractor shall exercise commercially reasonable efforts to keep the Protected Information confidential.

- 26.2. **Safekeeping and Security** - As part of the Services, Contractor will be responsible for safekeeping all keys, access codes, combinations, access cards, personal identification numbers, and similar security codes and identifiers issued to Contractor's employees, agents, or subcontractors. Contractor agrees to require its employees to promptly report a lost or stolen access device or information.
- 26.3. **Non-Disclosure** – Contractor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants, and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants, and auditors have written confidentiality obligations to Contractor and SBCC.

27. NON-EXCLUSIVE AGREEMENT

The Parties understand and agree this Agreement is a non-exclusive agreement and the Parties hereto may participate in other comparable services to and from any other person or entity.

28. ENTIRETY OF AGREEMENT

SBCC and Contractor agree that this Agreement and any documents made a part thereof, sets forth the entire agreement between the Parties, that there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the Parties hereto. In the event a conflict arises, the Parties shall discuss any such conflict and the priority of controlling documents shall be as follows: this Agreement, the RFP 20-MA-319 solicitation, any addenda, and Contractor's response to the solicitation. Note that SBCC reserves the exclusive right to rectify any conflicts in its sole discretion.

29. CONSTRUCTION OF AGREEMENT

Each Party has participated in negotiating and drafting this Agreement, so if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a Party because it was responsible for drafting one or more provisions of this Agreement.

30. OTHER CONDITIONS

- 30.1. **Legal Authority** - It is understood that those signing this Agreement have the legal authority to enter into binding Agreements. Contractor hereby certifies he/she is an authorized representative, officer or employee having authority to legally bind the company or firm by submitting the following information as firm's (Bidder and/or Contractor) RFP. Bidder agrees to complete and unconditional acceptance of the contents of all pages in its Request For Proposal (RFP), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms, conditions contained in RFP, and any released Addenda and understands that the following are requirements of RFP; Bidder certifies its offer was made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same services(s), and is in all respects fair and without collusion or fraud. Bidder acknowledges that all information contained herein is part of the public record as defined by State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this RFP are true and accurate.
- 30.2. **Terms and Conditions** - This Agreement and RFP 20-MA-319 contain all the terms and conditions agreed upon by the Parties. Items incorporated by reference are physically attached hereto. No other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto.

31. NON-WAIVER

The failure of either Party to exercise or delay in exercising any right, power, or privilege provided for hereunder shall not be deemed a waiver thereof; nor shall any single or partial exercise of any such right, power, or privilege preclude any other or further exercise thereof, or the exercise of any other right, power, or privilege under this Agreement. No Party shall be deemed to have waived a right, power, or privilege provided for herein, unless such waiver is in writing and signed by the waiving Party.

32. 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.

33. NOTICE

All formal notices, proposed changes, and determinations between the Parties hereto including, but not limited to, changes to the notification addresses set forth below, shall be in writing and shall be sufficient if mailed by United States mail, postage prepaid, to the parties at the contact information listed below:

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Attention: Purchasing Department
800 Center Street
Green Cove Springs, FL 32043

AGROW PRO INC.

Attention: William Kyle Hutchings
1339 Kavie Ct,
Green Cove Springs, FL 32043

IN WITNESS WHEREOF, SBCC has made and executed this Agreement and Contractor has made and executed this Agreement on the day and year written below.

AGROW PRO INC.



Authorized Representative Signature

William Kyle Hutchings *President*

Name & Title (Type or Print) Date

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

Mary Bolla Date
School Board Chair

Exhibit "A"

**SCOPE OF SERVICES
per RFP 20-MA-319**

SCOPE OF SERVICES – The District wishes to receive proposals for selection of a Contractor(s) to provide Athletic Field Maintenance Services at various schools and facilities from the date of award through December 31, 2023, with renewal options.

The goal of SBCC and these services is to enhance the athletic fields and improve the appearance and care for all sites. Contractor(s) shall service sites and coordinate services with SBCC Representatives for each site, and inform those representatives of all treatments, services and completion status of said services.

SBCC currently has 13 sites located throughout Clay County, Florida that may require services under this RFP. Addresses for those sites are included as Appendix A, and maps of those sites are included as Appendix B. Site review/visits can be arranged by contacting John Sgromolo at (904)336-6919 or via email at john.sgromolo@myoneclay.net. Upon written notification to the Contractor, sites shall be added, or deleted, at the sole discretion of the School Board.

These sites include baseball, softball, football and practice fields. SBCC reserves the right to add or delete sites as necessary for the duration of the contract. Contractor(s) shall be able to perform services at any SBCC site. Pricing submitted by Contractor(s) under this RFP will be held for any additional site based upon the pricing given herein.

The majority of orders under this RFP will be placed by the SBCC Representative for each site. Any and all work ordered under this RFP is **upon request**, on an as needed basis only. Therefore, no minimum or maximum amount of work is guaranteed.

THE SERVICES:

1.1 All work performed under this RFP will be in the best interest of safety at all times, especially when students are present in and around designated areas. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, after school care, fire drills, etc. Proper operation of equipment to include installed manufacturer safety devices is the awarded contractor's responsibility. Shirts and work pants must be worn at all times.

1.2 The awarded Contractor(s) shall provide as required, all necessary labor, materials, equipment and transportation to provide complete athletic field maintenance and services as required by the SBCC, and as specified in this RFP.

1.3 The awarded Contractor(s) must comply with all local, state and federal codes and School Board Rules.

1.4 The awarded Contractor(s) shall be responsible for any damage to District property, personal property or visitor property due to negligence on the part of the awarded contractor's employees or agents. The awarded Contractor(s) agree to repair, at own expense, any damage that was caused by the awarded Contractor(s), their employees or their agents.

1.5 The awarded Contractor(s) will be responsible for the removal of any blemish, tarnish or marking left on District grounds resulting from the awarded contractor's equipment. Specifically, but not limited to, concrete.

1.6 The awarded Contractor(s) shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within 48 hours after receipt of notification of such faulty labor or workmanship. If the awarded Contractor fails within 48 hours to correct defects, the District shall be entitled to have such work remedied and the awarded contractor shall be fully liable for all costs and expense reasonably incurred by the District.

1.7 It is anticipated that most work will be accomplished Monday through Friday, taking into consideration holidays, or other school calendar days when the school may be closed. Any work disruptive to the operation of the school may require work to be performed after school hours or on a non-school day. Work performed on any day other than Monday through Friday must be cleared with the SBCC Representative prior to the commencement of the work.

1.8 If an unforeseen situation arises at any site that will affect the services, an authorized SBCC Representative will contact the awarded Contractor(s). The services may or may not be rescheduled, whichever is in the best interest of the District.

1.9 If conditions exist which prevent the awarded Contractor(s) from completing requested services, they must contact the appropriate SBCC Representative within 24 hours to reschedule remaining work.

1.10 TYPE OF SERVICE AND DESCRIPTION:

Contractor(s) shall be expected to perform the following types of services per the information contained herein. All of these services will be provided by the selected Contractor(s) **upon request** on any other applicable SBCC sites. This list of services is given for proposal purposes only and to inform vendors of the types of services that may be needed. This list does not limit or obligate SBCC.

- Weed Control and Management – Contractor will apply both liquid and granular herbicides to all fields as required to control all broad leaf weeds, sedges and grassy weeds on all fields and in accordance with plan agreed upon with SBCC Representatives.
- Insect Control and Management – Contractor will apply both liquid and granular insecticides as required to preventatively control turf damaging insects and fire ants and in accordance with plan agreed upon with SBCC Representatives.
- Fertilization – Contractor will apply both liquid and granular fertilizer to all fields as required to maintain turf color and vigor and in accordance with plan agreed upon with SBCC Representatives.
- Aeration – Contractor will aerate using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives.
- Seed spreading and removal – Contractor will apply seeds using a tractor mounted spreader or walk behind drop spreader for infields and tight spaces. Removal of perennial rye grasses will be in accordance with plan agreed upon with SBCC Representatives.
- Verticutting – Contractor will verticut using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives. Verticutting includes removal and disposal of debris on campus as directed by SBCC Representatives.
- Material Hauling (Infield Conditioner/Warning Track Material) – Contractor will haul all material in turf friendly trailers, and provide any required material.

- Top Dressing – Contractor will apply top dressing as requested by SBCC Representatives.
- Rototilling – Contractor will rototill softball/baseball infields or any other needed areas.
- Fungus/Disease Control – Contractor will apply required fungicides on all fields as required to control nematodes and any other fungi and in accordance with plan agreed upon with SBCC Representatives.
- Sod Removal and Replacement – Contractor shall remove/add necessary sod to conform to dimensions required or as directed by SBCC. Sod will be supplied by Contractor.
- Optional and additional services to athletic fields as necessary as directed by SBCC. Optional services include:
 - Infield conditioner spreading
 - Warning track grading
 - Turf reconstruction
 - Replacement of sod where needed

1.11 Lead Supervisor shall meet with SBCC Representatives prior to the commencement of any project. Description of services and details for completion, methodology and any other pertinent information will be discussed.

1.12 Crew Supervision:

It is the responsibility of the Contractor's Lead Supervisor to direct their crew and employees and convey all pertinent information that was expressed prior to work commencement. The SBCC Representative will not be responsible for explaining work to the crew.

SERVICE PERFORMANCE:

2.1 The Contractor(s) shall have full responsibility for systematically and professionally servicing the agreed to areas as requested. Service will be as agreed upon by SBCC and Contractor(s) and proceed in a contiguous manner. If the minimum acceptable performance is not achieved for any area of the project within a reasonable time frame following project completion, additional service shall be the responsibility of the Contractor(s) at no cost to SBCC. A reasonable time frame is dependent upon scope of work and weather conditions.

2.2 SBCC will rely on Contractor(s) to utilize the best, safe and efficient methods for performing services for each of its sites. SBCC is open to work with Contractor(s) to utilize the best possible methods to perform service with as little interference to the site as possible.

2.3 Please note that all methods for performing services shall be approved by SBCC prior to use. Any method deemed unnecessary, inefficient or dangerous to the site shall not be performed at any site.

2.4 Contractor(s) may also perform these additional miscellaneous services:

- Professional assistance to determine possible solutions to issues with Athletic Fields.
- Provide pricing proposals on athletic field maintenance as requested.

2.5 The Contractor(s) shall immediately notify the SBCC Representative upon discovery of any new or problematic issues. SBCC will be the sole determiner if action is required.

2.6 HERBICIDE/INSECTICIDE/CHEMICAL APPLICATION:

Contractor(s) will be permitted to use herbicides/insecticides/chemicals in certain areas to assist in the performance of services under this RFP. Contractor(s) will be responsible to provide any and all herbicides, insecticides or other chemicals/materials necessary to perform services. Contractor(s) shall ensure that all restricted-use pesticides/herbicides/chemicals will be applied only by employees licensed by the Florida Department of Agriculture and Consumer Services with the appropriate Commercial Applicator License. That license will be a Category 3 Ornamental and Turf Pest Control License. Contractor(s) shall provide copies of these licenses within 24 hours of request. Failure to do so will result in the proposal being considered non-responsive. Furthermore, at no time shall any chemical be applied when any students or staff members are present in the immediate area. Any violation will be cause for immediate termination of contract from site or all sites.

Contractor(s) will be expected to comply with all herbicide/insecticide/chemical labels in its applications. ALL CHEMICALS SHALL BE USED IN ACCORDANCE WITH THEIR LABEL INSTRUCTIONS. Contractors will provide SBCC Representatives with a Material Safety Data Sheet (MSDS) for any chemical they apply, every time they apply it. The Contractor is liable for any penalty, fines, or damages resulting from the misuse of chemicals.

Contractor(s) shall list on the included sheet (Pricing Section D), any chemicals that will have a high usage in the work described herein. Chemical information shall include name, brand name, manufacturer, EPA Registration #, any model or MSDS # applicable and a brief description/purpose of usage. Please note it is not necessary to submit MSDs with RFP for those chemicals listed. Any and all MSDS will be collected from Contractor(s) after award and prior to usage.

Any and all chemicals must be approved by SBCC prior to usage.

While on the job site all chemicals must be kept secured at all times and handled in leak free containers per any and all applicable laws.

The Contractor is responsible for any leaks, spills, environmental damage, or theft of materials from the job site and for reporting quantities to the Florida Department of Environmental Protection in such cases. The Contractor shall be responsible for immediate work stoppage and clean-up operation in the event of any spill of herbicide, petroleum product or other hazardous material. The Contractor shall have on site at all times, appropriate first-aid and spill kit(s).

The Contractor shall properly dispose of chemical containers as set forth in the label instructions and in accordance with applicable federal, state and local requirements.. SBCC dumpsters are not to be utilized at any time during the course of the contract and all empty chemical containers will be removed by Contractor from site.

At no time will any chemical or spray be permitted to be used around or near playgrounds, playground equipment or on P.E. fields or equipment. Any violation will be cause for immediate termination at site and possible termination from all contracted sites.

Throughout the duration of the contract, it is understood that newly researched chemical products may become available. SBCC may consider these chemicals as they are made available. Contractor(s) shall meet with SBCC to discuss alternate products or new technologies that may increase efficiency, safety and/or be more environmentally safe at any time during the course of the contract. Any new product will be reviewed and either rejected or accepted at SBCC's discretion.

Contractor(s) will be responsible for supplying their personnel with any and all personal protective equipment for their operators. Failure to do so may be grounds for termination of contract.

2.7 ESTIMATES:

At the request of SBCC, Contractor(s) will provide estimates. At the time of the request, an authorized SBCC Representative will contact the awarded Contractor(s) and give a detailed description and further specifications of the project at hand. Contractor shall provide written, "not to exceed" estimates on all services as directed by the SBCC Representative. Contractor(s) should familiarize themselves with the extent of the work for each service/project to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required. Estimates shall be priced per all pricing submitted under this RFP, to include the labor and itemized material list, number of calendar days required for project completion and lead time before work can commence. Contractor(s) should also include an assessment of any site or additional repairs to larger damaged areas or any other general observation of interest to the SBCC Representative.

After the initial contact by SBCC and response from Contractor(s), a meeting may take place prior to estimate being submitted. A meeting should be scheduled within three (3) to five (5) days from the original response. Written estimates shall be provided within five (5) business days of either the initial contact or any meeting. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates and to respond accordingly to SBCC. All estimates shall be clearly broken down using pricing from this RFP.

Estimates on projects may be utilized to determine if projects are cost effective and fiscally allowable by SBCC. Contractor(s) may expect to submit estimates that may be changed, altered or rejected. When an estimate has been approved, a purchase order will be issued and authorization to commence the project will be given by the SBCC Representative. **No work shall commence without a purchase order and District authorization.**

2.8 SBCC reserves the right to add supplementary specifications to any service(s) that fall under the scope of this RFP. Supplementary specifications may be for larger or special circumstances, at the time of said project. A price may be negotiated at the time if necessary for any supplementary specifications.

2.9 In the event additional work is required outside of an approved or scheduled service or project, the Contractor shall not proceed without the written approval of SBCC. This includes any emergencies that may arise. The Contractor shall be forewarned that only the SBCC Representative may order or approve work to be performed.

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Exhibit "B"

**FEES FOR SERVICES
Per Agrow Pro Inc.
RFP 20-MA-319 Price Proposal**

PRICING

A. Standard Services – Fixed Labor Rates:

Contractor(s) are expected to provide a rate for each of the specific services listed below, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.** Contractor(s) shall provide pricing for all items listed below, failure to do so shall be cause for proposal to be deemed non-responsive.

	<u>Service</u>		<u>Cost Per Application</u>	<u>Per</u>
1.	Herbicide Application	Liquid	\$35	Acre
		Granular	\$35	Acre
2.	Insecticide Application	Liquid	\$35	Acre
		Granular	\$35	Acre
3.	Fertilizer Application	Liquid	\$35	Acre
		Granular	\$35	Acre
4.	Fungus / Disease control	Liquid	\$35	Acre
		Granular	\$40	Acre
5.	Aeration – Football Stadium		\$100	Acre
6.	Aeration – Baseball		\$100	Acre
7.	Aeration – Softball		\$100	Acre
8.	Verticutting – Football Stadium		\$125	Acre
	Verticutting – Baseball		\$125	Acre
	Verticutting – Softball		\$125	Acre
	Rototill – Football Stadium		\$.01	Square Foot
	Rototill – Baseball		\$.015	Square Foot
	Rototill – Softball		\$.015	Square Foot
	Top Dressing – Football Stadium		\$700	24 Ton Load
	Top Dressing – Baseball		\$700	24 Ton Load
	Top Dressing – Softball		\$700	24 Ton Load
9.	Sod removal / replacement		\$1.00 (419 Bermuda)	Square Foot

B. Additional Services – Fixed Labor Rates:

Contractor shall supply hourly labor rates below for any and all **additional services** that are similar in scope and intent of this RFP or for work at the request of SBCC. Rates shall be provided for a Lead Supervisor and technician. All labor rates shall include the use of truck, tools and all other items necessary for satisfactory service. Rates shall be provided for standard business hours (M-F, 7am to 5pm) and non-standard business hours (anytime/day outside of standard business hours). All hourly rates and times shall start on the "job site". Any travel time expenses shall be borne by the Contractor and will not be reimbursed by SBCC.

<u>Trade</u>	<u>Standard Hourly Rate</u>	<u>Non Standard Hourly Rate</u>
Lead Supervisor	\$100	\$100
Technician	\$50	\$50
Other:	\$25	\$25
Other:	\$	\$

C. Optional Services - Fixed Labor Rates:

Contractor(s) may provide a rate for each of the optional specific services listed herein, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools, or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.**

<u>Service</u>	<u>Cost</u>	<u>Per</u>
Warning track grading	\$.015	Square Foot
Infield Conditioner spreading	\$.015	Square Foot
Rye seed spreading	\$35	Acre
Rye Grass removal	\$25 (chemical removal)	Acre

D. Chemicals/Materials/Sand/Seed/Infield Conditioner:

Any and all chemicals, materials, sand, seeds or conditioners directly related to the services described herein shall be noted below unless otherwise noted in this RFP. Please list any below that may have high usage under this RFP, along with the markup percentage. Chemical pricing is per pound for granular and per gallon for liquid. Sand, seed and infield conditioner pricing is per 50lb bag.

<u>Name</u>	<u>Brand</u>	<u>Manufacturer</u>	<u>EPA#</u>	<u>MSDS#</u>	<u>Usage</u>	<u>Price</u>
Rye seed	Sunbird	PRG Seed	N/A	N/A	Flexible	10% above cost
Infield Conditioner	Diamond Pro		N/A	N/A	Moderate/High	10% above cost
Green Divot Sand	Diamond Pro		N/A	N/A	Low	10% above cost
Dismiss NXT	Dismiss	FMC			Medium	2% above cost
Drive XLRB		BASF			Medium	2% above cost
Celsius		Bayer			Medium	2% above cost
Pendulum		BASF			Medium	2% above cost
Barricade		Syngenta			Medium	2% above cost
Specticle		Bayer			Medium	2% above cost
Talstor					Medium	2% above cost
Merit		Bayer			Medium	2% above cost
21-0-0		Howard			Medium	2% above cost
List an overall % above cost to products that Contractor can supply but that are not listed above.						2% above cost

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SCHOOL BOARD OF CLAY COUNTY

900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043

SERVICE AGREEMENT

By and Between

The School Board of Clay County, Florida

And

St Johns Turf Care

This Agreement ("Agreement") is made by and between The School Board of Clay County, Florida, a political subdivision of the State of Florida, located at 900 Walnut Street, Green Cove Springs, FL 32043, hereinafter referred to as "SBCC," and St Johns Turf Care whose business address is 1040 Hastings Federal Point Rd., East Palatka, FL 32131, hereinafter referred to as "Contractor," each individual referred to as a "Party" and, collectively, the "Parties."

WITNESSETH:

WHEREAS, SBCC desires to secure a contractual relationship for the purpose of providing ATHLETIC FIELD MAINTENANCE SERVICES for Clay County District Schools, as outlined in Exhibit "A," Scope of Services ("Services"), and

WHEREAS, these Services have been competitively solicited pursuant to Request for Proposal, which has been assigned to RFP # 20-MA-319 by SBCC for tracking purposes.

NOW THEREFORE, for good and valuable consideration and the mutual promises contained herein, the Parties agree as follows:

1. DEFINITIONS

The following definitions of terms associated with this Agreement are provided to establish a common understanding between both Parties to this Agreement, as to the intended application, interpretation, and usage of terms in connection with this Agreement.

- 1.1. **"AGREEMENT"** refers to the executed Agreement by and between SBCC and Contractor.
- 1.2. **"AMENDMENT"** means a written document authorized by the parties to this Agreement which, when executed by both parties, sets forth any changes to that certain scope of services ("Services"), attached hereto as Exhibit "A" and incorporated herein by reference, that contemplates a change in the Services, work, and materials to be provided and performed by Contractor pursuant to this Agreement, sets forth the basis of compensation due to Contractor of, and sets forth the time period and/or schedule for performance and completion thereof.
- 1.3. **"CONFIDENTIALITY"** For purposes hereof, "Confidential Information" shall mean any non-public information of the other party that is designated as confidential, or that the receiving party knew or reasonably should have known was confidential because it derives independent value from not being generally known to the public. Confidential Information shall not include any information which: (i) a party can demonstrate was rightfully in its possession prior to the date of disclosure to it by the other party; (ii) at the time of disclosure or later, is published or becomes part of the public domain through no act or failure to act on the part of a party; (iii) a party has developed independently without reference to any Confidential Information of the other party; (iv) a party can demonstrate such information came into its possession from a third-party who had a bona fide right to make such information available; or (v) is subject to the Florida Public Records Law, Chapter 119, F.S., or any other information required to be disclosed by a valid court order or agency of government.

- 1.4. "**CONTRACTOR**" means St Johns Turf Care, a Party hereto, who is authorized to conduct business in the State of Florida, offering Services hereunder, which has executed this Agreement, and which shall be legally obligated, responsible, and liable for providing and performing any and all of the Services, work, and materials, including services and/or work of any approved sub-contractors, required under the covenants, terms, and provisions contained in this Agreement and any and all Amendments thereto. "Contractor" may be used interchangeably with Bidder.
- 1.5. "**FUNDS**" shall mean payment made by SBCC to Contractor hereunder.
- 1.6. "**SBCC**" shall mean Clay County District Schools and may be used interchangeably with SBCC or District or The School Board of Clay County, Florida.
- 1.7. "**PARTIES**" shall mean the parties entering into this Agreement, SBCC and Contractor, respectively.
- 1.8. "**SBCC**" shall mean The School Board of Clay County, Florida, a political subdivision of the State of Florida, and may be used interchangeably with SBCC or District or Clay County District Schools.
- 1.9. "**SERVICES**" shall mean the services as set forth and required, pursuant to the Agreement and described in further detail in Exhibit "A," attached hereto and incorporated herein by reference.

2. AMENDMENTS AND MODIFICATIONS

No Amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

3. TERM AND TERMINATION

- 3.1. The term of this Agreement will cover the initial three (3) year period beginning January 1, 2021 through December 31, 2023 and may be renewed at the end of the term on the same or substantial similar terms by mutual written agreement of the Parties. This agreement by mutual assent of the parties may be extended for three (3) additional one (1) year periods or a portion thereof, up to a cumulative total of six (6) years.
- 3.2. In the event, the awarded bidder violates any of the provisions of this RFP or fails to perform their obligation under this contract in a manner satisfactory to the SBCC as per specifications, the Supervisor of Purchasing shall give written notice to the Contractor setting forth the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation shall be made to the SBCC for immediate cancellation of the contract. Failure of the Contractor to correct deficiencies shall give the SBCC the right to cancel this contract, but failure by the SBCC to exercise this right, in any instance, shall not prevent the subsequent exercise of this right by the SBCC or prejudice its claim for damages resulting from such default, violations, breach of contract or other failures whether or not an expressed written agreement exists for the provision of such goods and/or service. Upon cancellation, hereunder the SBCC may pursue any and all legal remedies as provided herein and pursuant to the contract and by law. The SBCC reserves the right to terminate any contract resulting from this invitation at any time for cause, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for cause or convenience as provided herein, the SBCC shall be relieved of all obligations under said contract. The SBCC shall only be required to pay to the award bidder that amount of the contract actually satisfactorily performed to the date of termination and shall not be responsible for any consequential damage, future damages or damages caused by lost profits, inconvenience or overhead expense to the Contractor. The SBCC may cancel the contract upon ninety (90) days written notice for reasons other than cause and Contractor shall have no legal recourse or cause of action against the SBCC damages resulting from said cancellation.

4. PAYMENT

SBCC agrees to provide Funds for the Agreement as outlined in Exhibit "B," Fee Schedule, which is attached hereto and incorporated herein. Contractor shall be paid in accordance with the Florida Prompt Payment Act, Florida Statutes Chapter 218, upon submission of invoices to the SBCC at the prices stipulated on the contract at the time the order is placed, less deductions if any, after services rendered and accepted by SBCC in accordance with the Florida Prompt Payment Act. An original invoice referencing a SBCC purchase order number shall be submitted for payment to SBCC Accounts Payable Department, 814 Walnut Street, Green Cove Springs, FL 32043. Failure to follow these instructions may result in delay in processing invoices for payment.

5. AVAILABILITY OF FUNDS

The obligations of SBCC under this Agreement are subject to the availability of Funds lawfully appropriated for its purpose by the State of Florida and SBCC. In the event sufficient budgeted funds are not available for a new fiscal period, the purchasing department shall notify the Contractor of such an occurrence and the RFP and any resulting contract shall terminate on the last day of the current fiscal period without penalty or expense to the SBCC.

6. PERSONNEL

- 6.1. All of the Services herein shall be performed by Contractor or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under applicable state and local law to perform such Services. All employees and/or sub-contractors of the Contractor shall be considered to be at all times the sole employees and responsibility of Contractor under their sole direction and not an employee or agent of SBCC. The contractor shall supply competent employees and/or sub-contractors and the SBCC may require the Contractor to remove an employee and/or sub-contractor whose presence on SBCC property is not in the best interest of the SBCC. Each employee and or sub-contractor of contractor shall have and wear proper identification while on SBCC property and are required to sign in/out at main office or other designated place upon arrival and when leaving job site, if applicable.
- 6.2. In accordance with the Jessica Lunsford Act the bidder and all their employees, as required by law, shall undergo and pass a Level II fingerprinting and background check as required by F.S. 1012.465,467 or 468 and possess a SBCC fingerprinting clearance card prior to entry upon SBCC property. All costs associated with obtaining fingerprinting and background check shall be at no expense to the SBCC.

7. FEDERAL AND STATE TAX

- 7.1. SBCC does not pay Federal Excise and State taxes. Tax exemption number is on the Purchase Order. Contractor shall not be exempted from paying applicable sales tax to State of Florida and/or federal government, as case may be, for the purchase of materials to fulfill contractual obligations with SBCC, nor shall Contractor be authorized to use SBCC's tax exemption number in securing such materials.
- 7.2. Contractor shall be responsible for payment of its own FICA and social security benefits with respect to this Agreement.

8. DOCUMENTATION AND REPORTING

In the performance of this Agreement, Contractor shall maintain books, records, and accounts of all activities in compliance with standard accounting procedures. Documentation in connection with the description of the Services as set forth in Exhibit "A" attached hereto shall be provided.

9. INSURANCE

At its sole expense, Contractor shall take out and maintain all insurance policies required below with companies authorized to do business under the laws of the State of FL. and satisfactory to the School Board. **The Contractor SHALL ensure that any sub-Contractor they use maintain the same level of insurance coverage.** Insurer shall be rated A- with an FSC V or better in the current AM Best Guide through the life of the contract to include any renewal periods. Insurance shall remain in effect for the term of this Agreement and such insurance will apply to Contractor, its employees, agents, and subcontractors.

- 9.1 **WORKERS' COMPENSATION INSURANCE:** Contractor is responsible for assuring that valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes is maintained for all of their employees and sub-Contractors employed at the site of the project. Such insurance shall comply fully with Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workers' Compensation Statute the Contractor shall provide adequate insurance satisfactory to the Owner, for protection of his employees not otherwise protected. SBCC shall accept an approved Certificate of Election to be Exempt from Florida's Workers' Compensation Law.

State

- Statutory

Employer's Liability

- Per Accident \$100,000.00

- Disease, Policy Limit \$500,000.00 - Disease, Each Employee \$100,000.00

9.2 **COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE:**

Including Premises Operation, Independent Contractor's Protective, Products and Completed Operation Board Form, Contractual Liability in at least the following amounts and coverage's:

Bodily Injury

- Each Occurrence \$1,000,000.00
- Annual Aggregate \$2,000,000.00
- Completed Operations and Products Liability shall be maintained for one (1) year after final payment

Property Damage

- Each Occurrence \$1,000,000.00
- Annual Aggregate \$2,000,000.00

Personal Injury

- Annual Aggregate \$1,000,000.00

9.3. **AUTOMOBILE INSURANCE:** Including all owned, non-owned and hired vehicles used in connection with the work in at least the following amounts and coverage's:

Bodily Injury

- Each Person \$1,000,000.00
- Each Occurrence \$1,000,000.00
- Each Accident – Single Limit – Bodily Injury and Property Damage combined one million dollars (\$1,000,000.00)

Property Damage

- Each Occurrence \$1,000,000.00

9.4 **Contractor agrees to the following as it relates to all above required insurance:**

9.4.1. Contractor shall furnish, prior to commencement of performance under this contract, to the SBCC Purchasing Department, Certificate(s) of Insurance which clearly indicate the insurance coverage required above have been obtained. **Certificate(s) of Insurance shall be submitted directly from Contractor's Insurance Agent and Mark All Certificates Attn: SBCC Purchasing Department, as Certificate Holder (with 30 day Notice of Cancellation or Change in Coverage) and list The School Board of Clay County as Additional Insured.** Receipt of proof of insurance shall not be construed as an approval of Contractor's insurance or a release or waiver of Contractor's obligation to provide required insurance..

9.4.2. To the extent permitted by law, Contractor's insurance shall contain a waive rights to recover from SBCC or its insurance.

10. STANDARD OF CARE

In providing Services under this Agreement, Contractor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice by SBCC, Contractor will correct those Services not meeting such a standard.

11. INDEMNIFICATION

Notwithstanding any contrary contractual language, nothing in any agreement shall be construed or interpreted to increase the scope or dollar limit of the School's or School Board's liability beyond that which is set forth in 768.28 Fla. Stat. , or to otherwise waive School's or School Board's sovereign immunity, or to require School or School Board to indemnify the Contractor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts other than the negligent acts of School or School Board or its agents or employees. Contractor shall, in addition to any other statutory or common law obligation to indemnify the School Board of Clay County, Florida, indemnify, defend and hold harmless the School Board of Clay County, Florida, its agents, officers, elected officials and employees against all claims, actions, liabilities, damages, losses, costs, fines punitive damages and expenses of any kind or nature whatsoever, including but not limited to attorney's fees and legal costs, brought against the School Board of Clay County, Florida, and/or its agents, officers, elected officials, employees and assigns, by any individual, corporation, consortium or any other legal person or entity, arising out of or caused by acts or omissions, negligence, recklessness, intentional wrongful misconduct, violations of laws, statutes, ordinances, government administration orders, rules or regulations of the contractor, contractor's employees, officers, agents, subcontractors, sub-subcontractors, material man or agents of any tier or their respective employees. This indemnification clause shall not be construed to require any indemnitor to indemnify the School Board of Clay County, Florida, for any negligence on the part of the School Board of Clay County, Florida, its agents or employees. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefits acts or any statutory bar. This indemnification/hold harmless provision shall survive the termination of any contract with the School Board of Clay County, Florida.

12. SUCCESSORS AND ASSIGNS

The successful Contractor(s) shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all rights, title or interest herein, or their power to execute such contract to any person, company or corporation without prior written consent of the School Board. The successful Contractor(s) have the sole and exclusive responsibility for furnishing services in accordance with this contract. The successful Contractor(s) obligations cannot be delegated.

13. GOVERNING LAW AND REMEDIES

- 13.1. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary arising out of the Agreement will have its venue in the state courts located in Clay County, Florida and the Agreement, shall conform to applicable Florida Statutes, and be interpreted according to the laws of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
- 13.2. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an dispute, breach, default, or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

14. CONFLICT OF INTEREST

Contractor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of Services required hereunder, as provided for in Section 112.311, F.S. Contractor further represents that no person having any interest shall be employed for said performance of services. Contractor shall promptly notify SBCC in writing by certified mail of all potential conflicts of interest for any prospective business association, interest, or other circumstances which may influence or appear to influence Contractor's judgment or quality of Services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstances and the nature of work that Contractor may undertake. Contractor shall request an opinion by SBCC as to whether the association, interest, or circumstance would, in the opinion of SBCC, constitute a conflict of interest if entered into by Contractor. SBCC agrees to notify Contractor of its opinion by certified mail within thirty (30) calendar days of receipt of notification by Contractor. If, in the opinion of SBCC, the prospective business association, interest, or circumstance would not constitute a conflict of interest by Contractor, SBCC shall so state in its response, and Contractor may, at its option, enter into said association, interest, or circumstance and it shall be deemed not a conflict of interest with respect to the Services provided to SBCC by Contractor under the terms of this Agreement. If SBCC, in its sole discretion, determines that there is a conflict, Contractor shall not enter into or if already entered into, will immediately terminate such arrangement or Agreement with the subject business associate.

15. INDEPENDENT CONTRACTOR RELATIONSHIP

- 15.1. Contractor is, and shall be, in the performance of all Services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of SBCC. All persons engaged in any of the work or Services performed pursuant to this Agreement shall at all times, and in all places, be subject to Contractor's sole direction, supervision, and control. Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects to Contractor's relationship and the relationship of its employees to SBCC shall be that of an independent contractor and not as employees or agents of SBCC. Contractor does not have the power or authority to bind SBCC in any promise, agreement, or representation.
- 15.2. Nothing contained herein shall be deemed to create an association, partnership, joint venture, or relationship of principal and agent or master and servant among the Parties or any affiliate thereof, or to provide any Party hereto with the right, power, or authority whether expressed or implied, to create any such duty or obligation on behalf of any other Party.

16. ARREARS

Contractor shall not pledge SBCC's credit or make it a guarantor of payment or surety for any agreement, debt, obligation, judgment, lien, or any form of indebtedness. Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

17. PUBLIC RECORDS

- 17.1. This Agreement is subject to and governed by the laws of the State of Florida, including without limitation Chapter 119, F.S., which generally makes public all records or other writings made by or received by the Parties. Contractor acknowledges its legal obligation to comply with Section 119.0701, F.S. Contractor shall keep and maintain public records, as that phrase is defined in the Florida Public Records Act, which would be required to be kept and maintained by SBCC in order to perform the scope of services. Contractor shall comply with all requirements for retaining public records and shall transfer, at no cost to SBCC, all public records in the possession of Contractor upon a request for such public records. See Section 119.0701(2)(b)4, F.S., for additional record keeping requirements.
- 17.2. A request to inspect or copy public records relating to SBCC's contract for services must be made directly to SBCC's Custodian of Public Records. If SBCC does not possess the requested records, SBCC's Custodian of Public Records shall immediately notify Contractor of the request. Contractor must provide a copy of the records to SBCC or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. If Contractor does not timely comply with SBCC's request for records, SBCC shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.
- 17.3. Should Contractor fail to provide the requested public records to SBCC within a reasonable time, Contractor understands and acknowledges that it may be subject to penalties under Sections 119.0701(3)(c) and 119.10, F.S.
- 17.4. Contractor shall not disclose public records that are exempt, or confidential and exempt, from public records disclosure unless specifically authorized by law for the duration of this Agreement term and following the completion, expiration, or termination of same if Contractor does not transfer the records to SBCC. Upon completion, expiration, or termination of this Agreement, Contractor shall transfer, at no cost to SBCC, all public records in its possession or keep and maintain public records required by SBCC to perform the services. If Contractor transfers all public records to SBCC, Contractor shall destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If Contractor keeps and maintains public records upon completion, expiration, or termination of this Agreement, Contractor shall meet all applicable requirements for retaining public records and provide requested records to SBCC pursuant to the requirements of this Article. All public records stored electronically must be provided to SBCC in a format that is compatible with the information technology systems of SBCC.
- 17.5. **IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR 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**

18. CONTINGENT FEES

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

19. ACCESS AND AUDITS

Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the services. All Contractors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific RFP/contract for the purpose of making audit, examination, excerpts and transcriptions. All Contractors, contractors and subcontractors shall retain all records pertaining to this RFP/contract for three (3) years after SBCC makes final payment and all other pending matters closed.

20. NONDISCRIMINATION

Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, or expression, and genetic information or any other category of persons protected pursuant to Florida law.

21. SURVIVAL

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby. The insurance and indemnity provisions set forth in the Agreement shall survive the termination of the Agreement.

22. AUTHORITY

Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

23. COMPLIANCE WITH LAWS

Contractor agrees it shall comply with all applicable Federal, State, and Local laws, codes, ordinances, permitting, and regulations as well as applicable SBCC policies and regulations, rules, and guidelines in connection with the Services to be provided hereunder. Contractor shall obtain and possess throughout the term of this Agreement all licenses and permits required for its operations under Federal, Florida, and local laws and shall comply with all fire, health, and other applicable regulatory codes. SBCC agrees it shall comply with all applicable laws, codes, ordinances, permitting, and regulations in connection with the Services to be provided hereunder.

24. SEVERABILITY

In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid.

25. NAMES; TRADEMARKS

Contractor shall acquire no rights under the Agreement to, and shall not use, The School Board of Clay County, either alone or in conjunction with or as part of any other name, word, mark, picture, logo, design, and/or trademark in any of Contractor's advertising, publicity, or promotion; to express or imply any endorsement by SBCC of its Services; or in any other manner without the prior review and written approval by SBCC. This clause shall survive the expiration or sooner termination of this Agreement.

26. PROTECTION AND HANDLING OF DATA

- 26.1. **Data Confidentiality** - Contractor shall implement appropriate measures designed to ensure the confidentiality and security of Protected Information. Contractor will provide SBCC with written notice before disclosing information so that SBCC may seek an appropriate protective order or other remedy. Contractor shall exercise commercially reasonable efforts to keep the Protected Information confidential.

- 26.2. **Safekeeping and Security** - As part of the Services, Contractor will be responsible for safekeeping all keys, access codes, combinations, access cards, personal identification numbers, and similar security codes and identifiers issued to Contractor's employees, agents, or subcontractors. Contractor agrees to require its employees to promptly report a lost or stolen access device or information.
- 26.3. **Non-Disclosure** – Contractor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants, and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants, and auditors have written confidentiality obligations to Contractor and SBCC.

27. NON-EXCLUSIVE AGREEMENT

The Parties understand and agree this Agreement is a non-exclusive agreement and the Parties hereto may participate in other comparable services to and from any other person or entity.

28. ENTIRETY OF AGREEMENT

SBCC and Contractor agree that this Agreement and any documents made a part thereof, sets forth the entire agreement between the Parties, that there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the Parties hereto. In the event a conflict arises, the Parties shall discuss any such conflict and the priority of controlling documents shall be as follows: this Agreement, the RFP 20-MA-319 solicitation, any addenda, and Contractor's response to the solicitation. Note that SBCC reserves the exclusive right to rectify any conflicts in its sole discretion.

29. CONSTRUCTION OF AGREEMENT

Each Party has participated in negotiating and drafting this Agreement, so if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a Party because it was responsible for drafting one or more provisions of this Agreement.

30. OTHER CONDITIONS

- 30.1. **Legal Authority** - It is understood that those signing this Agreement have the legal authority to enter into binding Agreements. Contractor hereby certifies he/she is an authorized representative, officer or employee having authority to legally bind the company or firm by submitting the following information as firm's (Bidder and/or Contractor) RFP. Bidder agrees to complete and unconditional acceptance of the contents of all pages in its Request For Proposal (RFP), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms, conditions contained in RFP, and any released Addenda and understands that the following are requirements of RFP; Bidder certifies its offer was made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same services(s), and is in all respects fair and without collusion or fraud. Bidder acknowledges that all information contained herein is part of the public record as defined by State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this RFP are true and accurate.
- 30.2. **Terms and Conditions** - This Agreement and RFP 20-MA-319 contain all the terms and conditions agreed upon by the Parties. Items incorporated by reference are physically attached hereto. No other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto.

31. NON-WAIVER

The failure of either Party to exercise or delay in exercising any right, power, or privilege provided for hereunder shall not be deemed a waiver thereof; nor shall any single or partial exercise of any such right, power, or privilege preclude any other or further exercise thereof, or the exercise of any other right, power, or privilege under this Agreement. No Party shall be deemed to have waived a right, power, or privilege provided for herein, unless such waiver is in writing and signed by the waiving Party.

Exhibit "A"

**SCOPE OF SERVICES
per RFP 20-MA-319**

SCOPE OF SERVICES – The District wishes to receive proposals for selection of a Contractor(s) to provide Athletic Field Maintenance Services at various schools and facilities from the date of award through December 31, 2023, with renewal options.

The goal of SBCC and these services is to enhance the athletic fields and improve the appearance and care for all sites. Contractor(s) shall service sites and coordinate services with SBCC Representatives for each site, and inform those representatives of all treatments, services and completion status of said services.

SBCC currently has 13 sites located throughout Clay County, Florida that may require services under this RFP. Addresses for those sites are included as Appendix A, and maps of those sites are included as Appendix B. Site review/visits can be arranged by contacting John Sgromolo at (904)336-6919 or via email at john.sgromolo@myoneclay.net. Upon written notification to the Contractor, sites shall be added, or deleted, at the sole discretion of the School Board.

These sites include baseball, softball, football and practice fields. SBCC reserves the right to add or delete sites as necessary for the duration of the contract. Contractor(s) shall be able to perform services at any SBCC site. Pricing submitted by Contractor(s) under this RFP will be held for any additional site based upon the pricing given herein.

The majority of orders under this RFP will be placed by the SBCC Representative for each site. Any and all work ordered under this RFP is **upon request**, on an as needed basis only. Therefore, no minimum or maximum amount of work is guaranteed.

THE SERVICES:

1.1 All work performed under this RFP will be in the best interest of safety at all times, especially when students are present in and around designated areas. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, after school care, fire drills, etc. Proper operation of equipment to include installed manufacturer safety devices is the awarded contractor's responsibility. Shirts and work pants must be worn at all times.

1.2 The awarded Contractor(s) shall provide as required, all necessary labor, materials, equipment and transportation to provide complete athletic field maintenance and services as required by the SBCC, and as specified in this RFP.

1.3 The awarded Contractor(s) must comply with all local, state and federal codes and School Board Rules.

1.4 The awarded Contractor(s) shall be responsible for any damage to District property, personal property or visitor property due to negligence on the part of the awarded contractor's employees or agents. The awarded Contractor(s) agree to repair, at own expense, any damage that was caused by the awarded Contractor(s), their employees or their agents.

1.5 The awarded Contractor(s) will be responsible for the removal of any blemish, tarnish or marking left on District grounds resulting from the awarded contractor's equipment. Specifically, but not limited to, concrete.

1.6 The awarded Contractor(s) shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the District, within 48 hours after receipt of notification of such faulty labor or workmanship. If the awarded Contractor fails within 48 hours to correct defects, the District shall be entitled to have such work remedied and the awarded contractor shall be fully liable for all costs and expense reasonably incurred by the District.

1.7 It is anticipated that most work will be accomplished Monday through Friday, taking into consideration holidays, or other school calendar days when the school may be closed. Any work disruptive to the operation of the school may require work to be performed after school hours or on a non-school day. Work performed on any day other than Monday through Friday must be cleared with the SBCC Representative prior to the commencement of the work.

1.8 If an unforeseen situation arises at any site that will affect the services, an authorized SBCC Representative will contact the awarded Contractor(s). The services may or may not be rescheduled, whichever is in the best interest of the District.

1.9 If conditions exist which prevent the awarded Contractor(s) from completing requested services, they must contact the appropriate SBCC Representative within 24 hours to reschedule remaining work.

1.10 TYPE OF SERVICE AND DESCRIPTION:

Contractor(s) shall be expected to perform the following types of services per the information contained herein. All of these services will be provided by the selected Contractor(s) **upon request** on any other applicable SBCC sites. This list of services is given for proposal purposes only and to inform vendors of the types of services that may be needed. This list does not limit or obligate SBCC.

- Weed Control and Management – Contractor will apply both liquid and granular herbicides to all fields as required to control all broad leaf weeds, sedges and grassy weeds on all fields and in accordance with plan agreed upon with SBCC Representatives.
- Insect Control and Management – Contractor will apply both liquid and granular insecticides as required to preventatively control turf damaging insects and fire ants and in accordance with plan agreed upon with SBCC Representatives.
- Fertilization – Contractor will apply both liquid and granular fertilizer to all fields as required to maintain turf color and vigor and in accordance with plan agreed upon with SBCC Representatives.
- Aeration – Contractor will aerate using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives.
- Seed spreading and removal – Contractor will apply seeds using a tractor mounted spreader or walk behind drop spreader for infields and tight spaces. Removal of perennial rye grasses will be in accordance with plan agreed upon with SBCC Representatives.
- Verticutting – Contractor will verticut using tractor mounted equipment as required and in accordance with plan agreed upon with SBCC Representatives. Verticutting includes removal and disposal of debris on campus as directed by SBCC Representatives.
- Material Hauling (Infield Conditioner/Warning Track Material) – Contractor will haul all material in turf friendly trailers, and provide any required material.

- Top Dressing – Contractor will apply top dressing as requested by SBCC Representatives.
- Rototilling – Contractor will rototill softball/baseball infields or any other needed areas.
- Fungus/Disease Control – Contractor will apply required fungicides on all fields as required to control nematodes and any other fungi and in accordance with plan agreed upon with SBCC Representatives.
- Sod Removal and Replacement – Contractor shall remove/add necessary sod to conform to dimensions required or as directed by SBCC. Sod will be supplied by Contractor.
- Optional and additional services to athletic fields as necessary as directed by SBCC. Optional services include:
 - Infield conditioner spreading
 - Warning track grading
 - Turf reconstruction
 - Replacement of sod where needed

1.11 Lead Supervisor shall meet with SBCC Representatives prior to the commencement of any project. Description of services and details for completion, methodology and any other pertinent information will be discussed.

1.12 Crew Supervision:

It is the responsibility of the Contractor's Lead Supervisor to direct their crew and employees and convey all pertinent information that was expressed prior to work commencement. The SBCC Representative will not be responsible for explaining work to the crew.

SERVICE PERFORMANCE:

2.1 The Contractor(s) shall have full responsibility for systematically and professionally servicing the agreed to areas as requested. Service will be as agreed upon by SBCC and Contractor(s) and proceed in a contiguous manner. If the minimum acceptable performance is not achieved for any area of the project within a reasonable time frame following project completion, additional service shall be the responsibility of the Contractor(s) at no cost to SBCC. A reasonable time frame is dependent upon scope of work and weather conditions.

2.2 SBCC will rely on Contractor(s) to utilize the best, safe and efficient methods for performing services for each of its sites. SBCC is open to work with Contractor(s) to utilize the best possible methods to perform service with as little interference to the site as possible.

2.3 Please note that all methods for performing services shall be approved by SBCC prior to use. Any method deemed unnecessary, inefficient or dangerous to the site shall not be performed at any site.

2.4 Contractor(s) may also perform these additional miscellaneous services:

- Professional assistance to determine possible solutions to issues with Athletic Fields.
- Provide pricing proposals on athletic field maintenance as requested.

2.5 The Contractor(s) shall immediately notify the SBCC Representative upon discovery of any new or problematic issues. SBCC will be the sole determiner if action is required.

2.6 HERBICIDE/INSECTICIDE/CHEMICAL APPLICATION:

Contractor(s) will be permitted to use herbicides/insecticides/chemicals in certain areas to assist in the performance of services under this RFP. Contractor(s) will be responsible to provide any and all herbicides, insecticides or other chemicals/materials necessary to perform services. Contractor(s) shall ensure that all restricted-use pesticides/herbicides/chemicals will be applied only by employees licensed by the Florida Department of Agriculture and Consumer Services with the appropriate Commercial Applicator License. That license will be a Category 3 Ornamental and Turf Pest Control License. Contractor(s) shall provide copies of these licenses within 24 hours of request. Failure to do so will result in the proposal being considered non-responsive. Furthermore, at no time shall any chemical be applied when any students or staff members are present in the immediate area. Any violation will be cause for immediate termination of contract from site or all sites.

Contractor(s) will be expected to comply with all herbicide/insecticide/chemical labels in its applications. ALL CHEMICALS SHALL BE USED IN ACCORDANCE WITH THEIR LABEL INSTRUCTIONS. Contractors will provide SBCC Representatives with a Material Safety Data Sheet (MSDS) for any chemical they apply, every time they apply it. The Contractor is liable for any penalty, fines, or damages resulting from the misuse of chemicals.

Contractor(s) shall list on the included sheet (Pricing Section D), any chemicals that will have a high usage in the work described herein. Chemical information shall include name, brand name, manufacturer, EPA Registration #, any model or MSDS # applicable and a brief description/purpose of usage. Please note it is not necessary to submit MSDs with RFP for those chemicals listed. Any and all MSDS will be collected from Contractor(s) after award and prior to usage.

Any and all chemicals must be approved by SBCC prior to usage.

While on the job site all chemicals must be kept secured at all times and handled in leak free containers per any and all applicable laws.

The Contractor is responsible for any leaks, spills, environmental damage, or theft of materials from the job site and for reporting quantities to the Florida Department of Environmental Protection in such cases. The Contractor shall be responsible for immediate work stoppage and clean-up operation in the event of any spill of herbicide, petroleum product or other hazardous material. The Contractor shall have on site at all times, appropriate first-aid and spill kit(s).

The Contractor shall properly dispose of chemical containers as set forth in the label instructions and in accordance with applicable federal, state and local requirements.. SBCC dumpsters are not to be utilized at any time during the course of the contract and all empty chemical containers will be removed by Contractor from site.

At no time will any chemical or spray be permitted to be used around or near playgrounds, playground equipment or on P.E. fields or equipment. Any violation will be cause for immediate termination at site and possible termination from all contracted sites.

Throughout the duration of the contract, it is understood that newly researched chemical products may become available. SBCC may consider these chemicals as they are made available. Contractor(s) shall meet with SBCC to discuss alternate products or new technologies that may increase efficiency, safety and/or be more environmentally safe at any time during the course of the contract. Any new product will be reviewed and either rejected or accepted at SBCC's discretion.

Contractor(s) will be responsible for supplying their personnel with any and all personal protective equipment for their operators. Failure to do so may be grounds for termination of contract.

2.7 ESTIMATES:

At the request of SBCC, Contractor(s) will provide estimates. At the time of the request, an authorized SBCC Representative will contact the awarded Contractor(s) and give a detailed description and further specifications of the project at hand. Contractor shall provide written, "not to exceed" estimates on all services as directed by the SBCC Representative. Contractor(s) should familiarize themselves with the extent of the work for each service/project to be performed and any conditions that may in any manner affect the work to be done and the equipment, materials and labor required. Estimates shall be priced per all pricing submitted under this RFP, to include the labor and itemized material list, number of calendar days required for project completion and lead time before work can commence. Contractor(s) should also include an assessment of any site or additional repairs to larger damaged areas or any other general observation of interest to the SBCC Representative.

After the initial contact by SBCC and response from Contractor(s), a meeting may take place prior to estimate being submitted. A meeting should be scheduled within three (3) to five (5) days from the original response. Written estimates shall be provided within five (5) business days of either the initial contact or any meeting. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates and to respond accordingly to SBCC. All estimates shall be clearly broken down using pricing from this RFP.

Estimates on projects may be utilized to determine if projects are cost effective and fiscally allowable by SBCC. Contractor(s) may expect to submit estimates that may be changed, altered or rejected. When an estimate has been approved, a purchase order will be issued and authorization to commence the project will be given by the SBCC Representative. **No work shall commence without a purchase order and District authorization.**

2.8 SBCC reserves the right to add supplementary specifications to any service(s) that fall under the scope of this RFP. Supplementary specifications may be for larger or special circumstances, at the time of said project. A price may be negotiated at the time if necessary for any supplementary specifications.

2.9 In the event additional work is required outside of an approved or scheduled service or project, the Contractor shall not proceed without the written approval of SBCC. This includes any emergencies that may arise. The Contractor shall be forewarned that only the SBCC Representative may order or approve work to be performed.

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Exhibit "B"

**FEES FOR SERVICES
Per St Johns Turf Care
RFP 20-MA-319 Price Proposal**

PRICING

A. Standard Services – Fixed Labor Rates:

Contractor(s) are expected to provide a rate for each of the specific services listed below, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.** Contractor(s) shall provide pricing for all items listed below, failure to do so shall be cause for proposal to be deemed non-responsive.

	<u>Service</u>		<u>Cost Per Application</u>	<u>Per</u>
1.	Herbicide Application	Liquid	\$45	Acre
		Granular	\$45	Acre
2.	Insecticide Application	Liquid	\$45	Acre
		Granular	\$45	Acre
3.	Fertilizer Application	Liquid	\$45	Acre
		Granular	\$45	Acre
4.	Fungus / Disease control	Liquid	\$45	Acre
		Granular	\$45	Acre
5.	Aeration – Football Stadium		\$500	Acre
6.	Aeration – Baseball		\$500	Acre
7.	Aeration – Softball		\$500	Acre
8.	Verticutting – Football Stadium		\$1250	Acre
	Verticutting – Baseball		\$1250	Acre
	Verticutting – Softball		\$1000	Acre
	Rototill – Football Stadium		N/A	
	Rototill – Baseball		\$1250 (will include laser grade)	
	Rototill – Softball		\$1250 (will include laser grade)	
	Top Dressing – Football Stadium		\$500	24 Ton Load
	Top Dressing – Baseball		\$500	24 Ton Load
	Top Dressing – Softball		\$500	24 Ton Load
9.	Sod removal / replacement		\$1.50	Square Foot

B. Additional Services – Fixed Labor Rates:

Contractor shall supply hourly labor rates below for any and all **additional services** that are similar in scope and intent of this RFP or for work at the request of SBCC. Rates shall be provided for a Lead Supervisor and technician. All labor rates shall include the use of truck, tools and all other items necessary for satisfactory service. Rates shall be provided for standard business hours (M-F, 7am to 5pm) and non-standard business hours (anytime/day outside of standard business hours). All hourly rates and times shall start on the “job site”. Any travel time expenses shall be borne by the Contractor and will not be reimbursed by SBCC.

<u>Trade</u>	<u>Standard Hourly Rate</u>	<u>Non Standard Hourly Rate</u>
Lead Supervisor	\$156.25	\$
Technician	\$156.25	\$
Other:	\$156.25	\$
Other:	\$156.25	\$

C. Optional Services - Fixed Labor Rates:

Contractor(s) may provide a rate for each of the optional specific services listed herein, that shall include all supervision, labor costs, equipment, machinery, insurances, overhead, vehicle use charges, profit, travel time, mileage; and all tools, or hand tools normally associated with the trade or industry standard and be exclusive of taxes as well as any other items necessary for the proper execution and completion of any services rendered under this RFP. **No additional charges or hidden costs shall be allotted during the course of the contract.**

<u>Service</u>	<u>Cost</u>	<u>Per</u>
Warning track grading	\$25	Square Foot
Infield Conditioner spreading	\$23	Square Foot
Rye seed spreading	\$250	Acre
Rye Grass removal	\$75	Acre

D. Chemicals/Materials/Sand/Seed/Infield Conditioner:

Any and all chemicals, materials, sand, seeds or conditioners directly related to the services described herein shall be noted below unless otherwise noted in this RFP. Please list any below that may have high usage under this RFP, along with the markup percentage. Chemical pricing is per pound for granular and per gallon for liquid. Sand, seed and infield conditioner pricing is per 50lb bag.

<u>Name</u>	<u>Brand</u>	<u>Manufacturer</u>	<u>EPA#</u>	<u>MSDS#</u>	<u>Usage</u>	<u>Price</u>
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
						___ % above cost
List an overall % above cost to products that Contractor can supply but that are not listed above.						20% above cost

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